

**City of Ormond Beach  
Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 20, 2019

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

**City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with senior staff

Spoke to, attended and/or met with:

- Individual agenda review meetings with commission members
- City Commission meeting
- Guest on Marc Bernier radio show
- City PIO and Ormond Beach Observer reporter, discussed various topics

**PIO – Public Information**

- Press Releases/Media
  - General media contacts and citizen inquiries
  - News Journal Interview
  - Ormond Observer Interview
- Social Media
  - Aldi Grand Opening
  - Septic to Sewer: Amend Direction
  - Best Burger in Ormond Beach Contest
  - Road Work Alert: South Orchard
  - Rip Current Risk Campaign
  - Volusia County Mosquito Control #OBadvised
- Attended
  - City Manager Staff Meeting
  - Soda Pop with a Cop
  - City Commission Meeting
  - Community Networking: OBMS
  - Aldi Grand Opening
- Developing
  - Crisis Communications Plan
  - Septic to Sewer Education Plan
  - Mondays with the Mayor Event Series
  - Halloween Safety Series: Social Media

**Community Development**

**Planning**

- The October 1, 2019 City Commission meeting agenda has the following Planning related items:

1. Plantation Oaks Annexation, 2<sup>nd</sup> reading.
  2. Partial right-of-way vacation, 2<sup>nd</sup> reading (moved from canceled September 4, 2019 meeting) for Magnolia Street, Gower Street, and Flagler Road.
  3. Courtyards land use amendment, 2<sup>nd</sup> reading (moved from canceled September 4, 2019 meeting).
  4. Ocean Club rezoning and development order, 2<sup>nd</sup> reading (moved from canceled September 4, 2019 meeting).
  5. Electronic Changeable Copy Signage, 2<sup>nd</sup> reading, LDC Amendment.
  6. 71 Orchard Lane, Landmark Designation Removal, 2<sup>nd</sup> reading, LDC Amendment.
  7. Tattoo Parlor/Permanent Cosmetics Definition, 2<sup>nd</sup> reading, LDC Amendment.
  8. 99 Portland Street, Stor-it, Boat and RV Center rezoning and development order, (moved from canceled September 4, 2019 meeting) 1<sup>st</sup> reading.
  9. 600 West Granada Boulevard, WaWa Electronic Changeable Copy Signage, Special Exception.
  10. Downtown Master Plan update
- The October 2, 2019 Board of Adjustment and Appeals has two cases:
    1. 185B Cardinal Drive: Request for a side yard setback of 8.3' for a hard roof screened room, requiring a side yard variance of 11.7' from the required 20' setback to the side property line (from the September 4, 2019 canceled meeting).
    2. 427 North Beach Street. Re-establishment of a previously approved variance that expired for a waterfront calculated rear yard setback. The variance application seeks a waterbody rear yard setback of 135', which requires a 39.17' variance to the calculated waterbody setback standard.
  - Attended Ormond Beach MainStreet Board meeting.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 362 inspections performed within the City (36 by Private Provider).
- 106 permits issued within the City, with a valuation of \$1,109,572.

Development Services

- The Certificate of Occupancy for the Aldi store was issued.
- The Site Plan Review Committee preformed the following meetings:
  1. Pre-construction meeting with Extended Stay America, 275 Interchange Boulevard, for the construction of site improvements for a transient lodging use.
  2. Meeting with the project engineer for the Starbucks project at 1246 West Granada Boulevard. The plan presented for comment dropped the 1,400 square foot building unit and contained only the Starbuck's restaurant use.
- Projects under SPRC review include:

Project	% Complete
589 South Yonge Street	98%
783 North U.S. Highway 1	50%

Antares of Ormond Beach	2%
Breakaway Trails Ground Storage tank	25%
Broadwater Bridge	35%
Coolidge Avenue Office/Warehouse	15%
Granada Plaza sewer improvements	50%
Granada Pointe	98%
Independence Recycling of Volusia	95%
Love's Travel Store	45%
Lynnhurst sewer improvements	0%
Oceanside Golf and Country Club (seating)	35%
Ormond Beach Surf Style	65%
Ormond RC, Building 1C	65%
Pineland Trail re-alignment	30%
Salty Church	0%
Security First	88%
Thomas & Betts parking improvements (Phase 1)	95%
Total Comfort	10%
WaWa	65%
Residential	
Cypress Trails subdivision	75%
Huntington Green	30%
Huntington Villas	40%
Pineland residential subdivision	75%

**Economic Development**

- Ormond Crossings
  - Security First Managers is nearing completion of the construction of their office building.
  - Installation of off-site utility work along Broadway Ave. continues.
  - Security First Managers transportation mitigation FDOT permit requires they construct turn lane improvements at the intersection of Broadway Ave. and US1 prior to occupancy of 100,000 sf of the new building. Occupancy beyond the 100,000 sf permit requires a new traffic impact study to determine whether a traffic light is warranted. A preliminary study by LTG Engineering indicates the full occupancy of the office building by Security First Managers will warrant a

traffic light at Broadway and US1. According to the Ormond Crossings Development Agreement, the light must be installed by Tomoka Holdings within one year of the warrant.

- Airport Business Park
  - Concentrated Aloe has completed construction on their 40,000 sf manufacturing plant on Lot 2 and has moved into the facility.
  - Staff has received letters of intent from 2 property owners in the Airport Business Park to donate land for the City to extend the Signal Avenue roadway into the Southwest Quadrant of the Airport. Staff is preparing the necessary legal documents to formalize the process and present the project to the City Commission for its approval.
  
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
  - Staff, in collaboration with the Ormond Beach Chamber, has initiated a business retention and expansion survey to take the pulse of targeted industry in Ormond Beach.
  - Staff is working with Team Volusia on several Industry Prospects that are considering locations in Ormond Beach.
  - Continue to meet with regional group focused on growing the innovation and entrepreneurial eco-system in Volusia County.
  
- Prospective Business Attraction/Retention/Expansion
  - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities. To date approximately 38 companies have been visited.

#### **Finance/Budget/Utility Billing Services/Grants/PIO**

##### Finance

- On-going Projects
  - The City continues to work with FEMA to achieve obligation on one (1) additional project work sheets for hurricane Matthew. To-date the City has received \$6.3 million dollars for hurricane Matthew reimbursement.
  - The City was obligated by FEMA for PW1055, downtown lighting and ballfield lighting are included on this PW. The City has been working diligently with the state to obtain reimbursement.
  - FEMA assessment, project planning and project worksheet development for hurricane Irma continue. In regards to hurricane Irma, 100% of expenses have been submitted to FEMA for obligation review.
  - The City was obligated by FEMA for fifteen (15) hurricane Irma projects. To date the City has been reimbursed for sixteen (16) Project Worksheets totaling \$372,311.04.
  - Preparations for the Munis Phase 3, Utility Billing system are underway.
  - Tentative millage rate and proposed 2019-20 budget were completed.
  
- Completed Projects - Weekly
  - Processed 56 Journal Entry Batches.
  - Approved 33 Purchase Requisitions totaling \$103,281.10.
  - Issued 21 Purchase Orders totaling \$51,322.81.
  - Prepared 157 Accounts Payable checks totaling \$338,081.59 and 35 Accounts Payable EFT payments totaling \$538,115.13.
  - Issued 734 past due notices on utility accounts.
  - Auto-called 363 utility customers regarding receipt of a past due notice.
  - Processed 480 payments through Interactive Voice Response System totaling \$45,459.23.
  - Grant money 2018-19 fiscal year-to-date total received, \$3.5 million dollars.

##### Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Continued working with the Airport Manager to finalize the closeout documents for the FAA grant for the rehabilitation of Runway 8-26 (9-27) and the design of the Runway 9-27 extension and Taxiway A extension. After speaking with the City's FAA contact, a revised statement and distribution of project costs and credits has been completed and submitted for review. Other required federal forms are in the process of being completed.
- Submitted FDOT airport grant reimbursements.
- Met with Leisure Services staff and Performing Arts Center Friends regarding a future ECHO grant application.
- Met with Ormond Beach Historical Society members regarding potential MacDonald House ECHO grant along with staff members.
- Grant reimbursement requests to date for FY 18-19: \$3.3 million
- Other
  - Citizen Contacts
  - Completed weekly events calendar ad for Ormond Observer.
  - Updated/added website items as needed.
  - Attended weekly staff meeting.

#### Risk Management Projects

- Bloodborne pathogen training for Exposure Control Officers
- Drugfree Workplace program management
- Continue updating property schedule

#### Fire Department

- Weekly Statistics
  - Fires: 1
  - Fire Alarms: 7
  - Hazardous: 7
  - EMS: 91
  - Motor Vehicle Accidents: 7
  - Public Assists: 42
  - TOTAL CALLS: 155
- Aid provided to other agencies: 7 Calls – Daytona Beach (4), Volusia County (3)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 41
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 64
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 162
- Training Hours
  - NFPA 472: Hazardous 13
  - NFPA 1001: Firefighting 89
  - NFPA 1002: Driver 2
  - NFPA 1021: Officer 20
  - NFPA 1500: Safety/Equipment 95
  - NFPA 1620: Preplanning 22
  - EMT/Paramedic 11
  - TOTAL TRAINING HOURS: 252
- Station Activities
  - Updated 12 pre-fire plans
  - Conducted 11 fire inspections
  - Provided a tour of Station 94 to group of children

### **Human Resources**

- Staffing Update
  - Approved/Active Recruitment
    - Construction Engineer (Engineering)
    - Maintenance Worker II (Stormwater/Public Works)
    - Maintenance Worker II (Streets/Public Works)
    - Maintenance Worker III (Streets/Public Works)
    - Office Assistant II (Records/Police)
    - Part Time Maintenance Worker I (The Casements/Leisure Services)
    - Police Officer (Police)
    - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
    - Senior Planner (Planning)
    - Temporary SCADA/Instrumentation Tech (Equipment Maintenance/Public Works)
  - Applications Under Review
    - Recreation Center Coordinator (Environmental Discovery Center/Leisure Services)
  - Interviews Scheduled
    - Office Manager (Support Services)
  - Background/Reference Checks/Job Offers
    - Maintenance Worker II (Streets/Public Works)
    - Part Time Recreation Leader (Casements/Leisure Services)
    - Police Officer (Police)
    - Temporary SCADA/Instrumentation Tech (Equipment Maintenance/Public Works)
  - Separations
    - Maintenance Worker III (Streets/Public Works)
  - Employee Events
    - Wellness Plan HSA contribution opportunities through 12/31/2019:
      - Non-tobacco use affidavits accepted
      - Skin cancer screenings offered
      - Wellness Action Team activities

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Tyler Munis Phase 3 – Utility Billing – Project on schedule: Verifying data conversion, testing, user training.
    - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
    - IT Strategic Plan – Draft documentation review.
  - Enterprise Infrastructure
    - iSeries system (HTE Sungard Naviline): None
    - Windows Servers: None
    - Networking System: None
  - Work Orders
    - New: 32
    - Completed: 57
    - In progress: 49

- Barracuda Email Security cloud service statistics
  - Total Inbound E-Mails: 38,991
  - Inbound E-Mails Blocked: 19,356
  - Delivered Inbound E-Mails: 19,635
  - Quarantined Messages: 331
  - Percentage Good Email: 50.4%
  - Virus E-Mails Blocked: 1
  
- Notable Events: None.
  
- Geographical Information Systems (GIS)
  - Addressing
    - Additions: 1
    - Changes: 0
    - Corrections: 1
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0 : Total in system = 2,672
  - Meters GPS Located this week: 0 : Total in system = 23,737; 22,926 potable, 800 Irrigation, 11 Effluent
  - Notable Events: Updated all Utility Basemap Books. Attended Central Florida GIS Workshop

## **Leisure Services**

### **Administration**

- Coordinator staff meeting
- Staff meeting
- City Manager's meeting
- Park visits
- Janitorial Services meeting
- Engineering meeting
- Coordinator 1 on 1's
- Met with Community Gardens Board
- Attended the FNLGA Conference
- City Commission Meeting

### **Contract Manager – Grounds and Athletic Maintenance**

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

### **Environmental Discovery Center**

- Social media updates
- EDC attendance last week: 37
- Tours were given as needed on Saturday and Tuesday through Friday.
- Program by Dr. Don Spence on Non-Native Species, Saturday, 9/21 10 am-11 am
- Autumn Crafts, Saturday 9/21, 2 pm-3 pm

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- OBGS Baseball practices will be held Monday through Thursday at 6 pm on the Nova and Wendelstedt Fields.
- Coed Adult Softball games continued this week on Monday, Tuesday and Thursday nights at 6:20 pm, 7:30 pm and 8:40 pm on Coed Field 7 at Sports Complex.
- Pride Football practices are held on Tuesday and Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
- OBSC practices are being held Monday through Thursday nights at 6 pm at the Sports Complex on the Soccer Fields.
- OBYBSA Baseball and Softball practices are being held nightly Monday through Friday on both the Nova Fields and the Softball Quad.
- Youth Flag Football continued practices this week Monday through Friday at 5:30 pm and 7 pm at the Sports Complex on Quad 3 and 4, Wendelstedt Field 3 and the Kiwanis Field.
- Youth Volleyball continues this week with 50 participants signed up. They practice Monday and Wednesday from 5:30 pm to 8:30 pm.
- SHS Baseball continues practices this week on Monday at 5 pm and Wednesday at 4 pm on the Wendelstedt Fields at the Sports Complex.
- SHS JV Football game was held on Monday night at 6 pm at the Sports Complex Championship Field 7

#### Athletics Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields (18) daily at SC/Nova Fields
- Continued edging infields (18) weekly at SC/Nova Fields
- Dragged South Ormond & Osceola (2) Softball Fields
- Painted Soccer Fields #1 - #6, #8 - #10
- Prepared Championship Field 7 for Pride Football Games
- Prepared Coed Field 7 for Coed Softball League

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6 pm to 9 pm.
- Ormond Church was held on Sunday from 8:30 am to 12:30 pm

#### Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday: Kopy Kats held regular classes. CMT held regular classes.
  - Tuesday: CMT held regular classes.
  - Wednesday: CMT held regular classes.
  - Thursday: Kopy Kats held regular classes. CMT held regular classes.
  - Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following events:
  - AdventHealth Feel Whole Celebration, Friday, 7:00 pm to 8:30 pm, Free

#### South Ormond Neighborhood Center

- Splash pad open through November 30
- Open park and playground at sunrise to 11 pm daily
- Fitness room
- Open gym



- Jazzercise was held on Monday
- Youth basketball practice Wednesday and Saturday
- YMCA soccer Monday, Tuesday and Friday

#### Community Events

- Weekly administrative tasks, office work, meetings, and activities
- Attended one on one meeting
- Attended weekly staff meeting
- Attended HOHO Parade committee meeting
- Assisting with Senior Games tasks
- Preliminary planning tasks and assignments for State of the City Luncheon, Tuesday, October 8.
- Preliminary planning tasks and assignments for Employee Appreciation Day Luncheon, Thursday, October 24.
- Preliminary planning tasks and assignments for Veterans' Day Luncheon, Thursday, November 7.
- Preliminary planning tasks and assignments for Hometown Heroes Ceremony, Saturday, November 9.

#### Gymnastics

- September session in progress
- September registration is open
- Training of new Rec Leader
- Open Gym Friday, September 20

#### Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- Lunch Bunch meets on Wednesday from 10:00 am-1:00 pm
- Challenger Soccer meets on Tuesday from 5:00 pm-6:00 pm
- Explore the Arts meets on Thursday from 4:30 pm-5:30 pm
- Coed Volleyball meets on Monday and Wednesday from 6:00 pm-8:00 pm.

#### The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm Saturday tours were given at 10:00 am and 11:00 am.
- Tours took place at The Casements at 9:30 am and 10:30 am on Saturday
- A wedding rental took place at Bailey Riverbridge on Saturday from 4 pm to 8 pm.
- The Church by The Sea met at Bailey Riverbridge on Sunday from 10 am to noon.
- The Church House of Healing met at Bailey Riverbridge on Sunday from 4:00 pm to 6:00 pm.
- Greek Cooking took place in The Casements kitchen on Tuesday from 4:00 pm to 8:00 pm.
- Staff prepared for the upcoming events: Once upon a Storytime, Ghost Stories and the Murder Mystery Dinner.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am to 9:30 am.
- Yoga took place on Tuesday from 10:00 am to 11:30 am.
- Staff prepared Rockefeller Gardens for the upcoming MS Family Fun Walk on Friday.

#### Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Replaced Splash Pad sign at ARBP
- Repaired a number of tables at ARBP
- Installed new park bench at Rivera
- Cut back large tree from walkway to Joyce Ebbets Pier

- Removed damaged bench from the BPS
- Reinstall bench at Joyce Ebbets Pier
- Installed posts and chain at West Ormond Park

#### Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired overflowing toilet at City Hall
- Replaced atrium sconce lights in City Hall
- Removed torn awnings from the Senior Center
- Replaced the door handle in the PW storage room
- Replaced a ceiling fan at the Police Department
- Unclogged men's room toilet at Nova Community Center
- Replaced actuator diaphragm at the ARBP Splash Pad
- Office lock replaced at ARBP
- Replaced woman's outside restroom lights at Ames Park
- Replaced toilet lever at PAL House
- Repaired the Outreach office A/C at the Police Department
- Troubleshoot key code at Breakaway Trails
- Addressed A/C issue in the Preservation Room at The Casements
- Replaced ceiling tiles at the PAC
- Added handles to the fish tank at EDC to allow the cabinet to roll out
- Repaired woman's rest room at Nova

#### Police Department

##### Administrative Services

- Staff hosted the Weekly Staff Meeting
- Staff attended in service training
- Crime View and Supervisor meeting is on Wednesday
- Staff is hosting a Soda Pop with a Cop event at Larry's Subs
- CPA class started last week
- Explorer calendar was approved

##### Community Outreach

- Youth Leadership Council (YLC)
  - Five (5) members attended the Mainland football game on Friday, Sept. 13. Nine (9) members met on Sunday, Sept.15 to review upcoming community projects and goals. Future service projects include assisting with the OBPAL Annual Golf Tournament and the State of Florida Association of Police Athletic/Activities Leagues Annual Cheerleading Competition.
- OBPAL Basketball
  - Practice was held for the boys' and girls' basketball teams. Fourteen (14) boys and four (4) girls attended practice at the South Ormond Neighborhood Center.
- PAL Educational Programs
  - The OBPAL *Tutors R Us* afterschool program will resume Monday, September 23. One-on-one and small group sessions are offered for children and teens in grades K through 12. Currently 20 students are pre-registered for the program.
- Science on Patrol at Ormond Beach Middle School and at Ormond Beach Elementary School will resume in October.

- OBPAL Annual Golf Tournament
  - The annual OBPAL Golf Tournament will be held at the River Bend Golf and Country Club Saturday, November 9, 2019. The Hole in One Sponsor is Bruce Rossmeyer's Harley Davidson. The Daytona Auto Mall is a signature sponsor for the tournament. For more information on *Golfing for Youth* please call OBPAL at (386) 676-3505.

#### Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Reports: 6
- Trap Neuter Release: 3
- Animal Bites: 0
- Animals to Halifax: 3
- Wildlife Calls: 0
- Found Property Reports: 2

#### Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 3
- Inactive: 1
- Fraud: 8
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 5
- Auto Theft: 3
- Death Undetermined: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1
- Baker Act: 1
- Suspicious Person: 1
- Lost Property: 1

#### Records

- Walk - Ins / Window: 121
- Phone Calls: 137
- Arrest / NTA'S: 18
- Reports Generated: 127
- Reports Entered: 100
- Citations Issued: 56
- Citations Entered: 50
- Warnings Entered: 106
- Trespass Warnings: 20
- CORF Entered: 69
- Mail / Faxes / Request: 61

#### Patrol

- Total Calls: 1,134
- Total Traffic Stops: 126

### Operations

- Crime Opportunity Report Forms: 69

09/11/2019

- Battery Arrest, 170 North Old Kings Road. Subject was arrested for battering a police officer.
- Trespass Arrest, 192 Central Avenue. Subject was arrested for returning to the property after warning.
- Warrant Arrest, 524 South Yonge Street. Subject with a warrant was contacted at this address.

09/12/2019

- Shoplifting, 1340 West Granada Boulevard (Lowe's). Suspect stole a drill and fled in a blue vehicle.
- Larceny, 1451 North United States Highway One (The Door Store). Tools were stolen from behind the business.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole over \$200 in merchandise and was stopped by loss prevention.
- Traffic Arrest, 100 Block North Beach Street. Subject was in a crash and arrested for driving under the influence.
- Battery, 72 South Yonge Street. Subject battered two (2) juveniles and fled the scene.
- Battery/Domestic Violence Arrest, 601 Flamingo Avenue. Subject battered the victim during an argument.
- Battery/Domestic Violence, 418 Pine Road. Subject battered the victim and fled the scene.
- Narcotics Arrest, 1622 North United States Highway One. Subject with narcotics was found at this location.

09/13/2019

- Carbreak, 49 West Granada Boulevard (The Grind). A gun was stolen out of a vehicle at this location.
- City Ordinance Arrest, 100 Block Thompson Creek Road. Two (2) subjects were arrested for an open container violation.
- Battery/Domestic Violation Arrest, 1058 North United States Highway One. Subject battered the victim and was also in violation of probation.
- Battery Arrest, 1635 North United States Highway One (Asylum Tattoo). Subject battered the victim during an argument.
- Battery Arrest, 406 Flormond Avenue. Subject battered the victim during an argument.
- Stolen Trailer, 621 Santa Ana Avenue. A trailer was stolen overnight.
- Larceny, 75 North Nova Road (T-Mobile). Suspect stole an iPhone and fled the scene.
- Resisting Arrest, 735 South Ridgewood Avenue. Ormond was under mutual aid for a carbreak in progress. The suspect fled from officers on foot but was caught.

09/14/2019

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole over \$100 in merchandise and fled but was caught and arrested.
- Carbreak, 220 North Nova Road (Publix). Suspect made entry by breaking a window and stole a money bag with over \$8,000 in it.
- Carbreak, 1521 West Granada Boulevard (Wal-Mart). Suspect smashed a window of an occupied vehicle and stole a purse.
- Carbreak, 270 South Center Street. Soccer balls were stolen from the truck bed overnight.
- Animal Abuse, 187 South Atlantic Avenue (Plantation Island). Suspect left a dog in a car for over two (2) hours. Officers made forced entry and filed charges on the suspect.
- Traffic Arrest, 600 Block South Nova Road. A traffic stop found the driver to be intoxicated and driving with a suspended license.
- Trespassing, 170 North Yonge (Ridgecrest Mobile Home Park). Two (2) subjects entered the location, the victim stated that they do not have permission to be in the home. Affidavits completed.

09/15/2019

- Battery/Domestic Violence, 118 three Bears Trail. Suspect hit the victim during an argument then fled the scene.
- Larceny, 600 South Nova Road (Prince of Peace). Parts were stolen off a bicycle.
- Larceny, 1 South Beach Street (Cassen Park). Victim forgot a wallet and when returned, it was gone. There are several transactions that were made on a credit card.
- Battery/Domestic Violence, 570 Collins Street. Suspect battered the victim during an argument then fled the scene.
- Warrant Arrest, 201 West Granada Boulevard (Shell Gas). Subject with a warrant was contacted at this location.
- Stolen Vehicle, 1 Old Trail. Car was stolen from the driveway overnight.
- Burglary Residence, 833 Cordova Avenue. A bicycle was stolen from the carport overnight.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect failed to scan all the items in the self-checkout line.
- Battery/Domestic Violence Arrest, 7 Fox Run Trail. Suspect battered the victim.
- Traffic Arrest, 1000 Block West Granada Boulevard. Suspect was stopped for a traffic violation and did not have a valid driver's license.

09/16/2019

- Burglary Residence, 4 Old Trail. Unlocked door was entered sometime over the weekend. A computer was stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole items and was stopped by loss prevention. The suspect also had narcotic paraphernalia.
- Carbreak, 1635 North United States Highway One (Destination Daytona). Unlocked vehicle was entered and a firearm was stolen.
- Narcotic Arrest, 2 John Anderson Drive. Suspect with was arrested for possession of paraphernalia.

09/17/2019

- Larceny, 707 South Atlantic Avenue (Makai Motel). A bicycle was stolen from this location.
- Traffic Arrest, 1500 Block West Granada Boulevard. Subject was stopped for a traffic violation and was arrested for not having a valid driver's license.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 4
  - Number of Uniform Traffic Citations Issued: 16
  - Number of Written Warnings Issued: 0
  - Number of parking tickets issued: 0
- Traffic Crash Reports
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 10
  - Number of Crashes with serious bodily injuries: 0
  - Number of fatal Crashes: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 4 Cases initiated
- 28 signs have either been removed or sign cases created.
- 9 tree removal permit requests
- Administrative staff assisted with two (2) walk-in's and seventy-seven (77) telephonic inquiries.

## **Public Works**

### Airport Operation and Development

- Staff participated in a quarterly meeting/teleconference of the Florida Airports Council's Legal Committee this week. Topics of discussion of interest to the airport included procedures for trespassing individuals from airport property and changes to how the FAA may address airport land use issues per Section 163 of the FAA Reauthorization Act of 2018.
- Staff has been advised that the FAA has reviewed and approved the Construction Safety and Phasing Plan for the Runway 9/27 and Taxiway Alpha Extension Project.
- Staff received an application for a new Fixed Base Operator (FBO) at the airport. The proposed FBO will focus on aerospace education and flight training. Staff will review the application and prepare it for presentation to the City Commission for consideration and approval.
- Staff continues working to update the inventory of aircraft based at the airport, and is awaiting data from some of the FBOs and hangar owners at the airport that lease space for aircraft storage. When complete, the current inventory will be uploaded to the FAA's online National Based Aircraft Inventory.
- Staff is coordinating with the City's Fire Department to plan and execute training exercises at the airport intended to familiarize emergency response crews with airport operations. Two exercises are being contemplated. The first will familiarize fire department and emergency medical crews with response procedures for emergencies at the air traffic control tower. The second exercise will simulate an aircraft accident on the airport and involve first responders from the City and the County.

### Engineering

- Projects Summaries
  - Construction Projects:
    - Storm and Sewer Lining – Phase 2 – The contractor is preparing for the work on the Beach Street gravity sewer.
    - Water Plant Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
    - 2019 Roadway Resurfacing – The work on South Orchard Street is complete. Paving is underway on Bovard Avenue and Coquina Court.
    - Breakaway Trails Storage and Pumping Improvements – The contractor has begun pre-stressing the tank this work is anticipated continuing through this week.
    - Cassen Park Public Dock and Breakwater – The contractor is awaiting delivery of the floating dock sections before continuing with the construction work. They remain on schedule to complete the project on time.
    - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on September 19.
    - CDBG Ames Parking Improvements & CDBG Landscape Renovations – Contractor to start demolition work on 9/23.
    - HVAC Replacements – City Hall, SONC, The Casements – Material submittals are under review.
    - Memorial Gardens Retaining Wall Improvements – Contractor has started demolition work.
  - Bidding
    - Granada Median Landscape Improvements (Orchard Street to I-95) – The apparent low bidder is RJ Landscape Contractors, Inc. Bid was awarded at the September 18 City Commission meeting.
    - Nova Community Park Underground Electric Utilities – Bid opening was July 30. The apparent low bidder is Economy Electric, and bid was awarded at the September 18 City Commission meeting.
    - Landscape Renovations & Downtown Landscape Renovations – Bid opening was September 12, four bids were received, RJ Landscape Contractors, Inc., is the apparent low bidder. Bid award is scheduled for the October 15 City Commission meeting.

- WTP Sludge Residuals Facility Improvements – Bid was awarded at the August 20 City Commission meeting. The consultant is preparing contracts for execution.
- 2019 Stormwater Rebuild – The project was approved for bidding at the August 20 City Commission meeting. It was advertised on August 25, bids are due on September 24.
- Broadway/US1 Traffic Signal – A joint participation agreement with FDOT, a developer's agreement with Tomoka Holdings, bid documents, and an RFQ for CEI services were approved at the September 18 City Commission meeting.
  
- Design Projects:
  - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete. A progress meeting is scheduled for September 26.
  - Fleming Ave Stormdrain Improvements – The 90% submittal has been received and is under review.
  - Wilmette Avenue Pumping – Staff has received confirmation that no permit is required from the Army Corps of Engineers, this confirmation has been forwarded to FEMA to complete the response to their request for additional information.
  - OBSC Improvements – Championship Field 7 – The ECHO grant has been executed and the County issued a notice to proceed. The construction manager has submitted a proposal for the work, and a work authorization is scheduled for approval at the October 15 City Commission meeting.
  - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.
  - Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements - CPH is working on 60% plans for each project.
  - The Casements North Side Improvements and Carriage House – A work authorization for additional design to include replacing the stairs on the north side entrance to The Casements was approved and executed. Plans are approximately 80% complete.
  - Stormwater Master Plan Update - 2019 – The kickoff meeting was held on September 18.
  - Fleming Avenue Stormwater Pump Station – Plans are moving quickly towards 60% by the end of September.
  - 56 North Beach Street – Comments have been provided to the consultant, and they are preparing a presentation that compares options for the site.
  - Police Station/EOC Relocation Study - The consultant is scheduling site visits to Port Orange and Flagler County.
  - North Peninsula Sewer Retrofit – A ranking committee meeting was held on September 20.
  - Oak, Magnolia, & Bonita Sewer Retrofit – A scope and fee have been negotiated and a work authorization is on the October 15 City Commission agenda for approval.
  
- Departmental Activities
  - Continued to prepare for storage non-digitized plans and as-built files.
  - Reviewed daily Engineering Permit applications through the ProjectDOX system.
  - Reviewed plans and provided Right-of-Way and Utility-in-the-Right-of-Way information to Consultant for proposed gas main along Harvard Avenue.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 300 Clyde Morris directional bore, per Crown Castle request.
  - Created and distributed Pineland Trail road closure notices.
  - Completed required quarterly gas monitoring at the Nova Landfill
  - Completed property line identification/stakeout at 1049, 1059, & 1065 North US1, per Neighborhood Improvement Division request.
  - Completed Tree-in-the-Right-of-Way locate at 309 North Ridgewood Avenue, per Streets Division request.
  - Completed on-site visit to 333 Pine Street to review final site grading.
  - Completed right-of-way/property corner stakeout at 151 North Ridgewood Avenue, per Neighborhood Improvement Division request.

## Environment Management

### Street Maintenance - Asphalt/Concrete

- Asphalt patch 5x5 on 100 block of Peninsula Winds Dr; 1000 block of N Halifax Dr
- Asphalt around fire hydrant at the Riverbeach beach approach
- Concrete work, formed, prepped and poured on Dix Ave
- Prepped 5x5 sidewalk at The Casements
- Poured 6x8 sidewalk at City Hall
- Concrete patch, formed up and poured on Whispering Pines Trl

### Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimmed dead wood from oak on 300 block of N Ridgewood; low limbs on Northbrook, Mayfield Cir; dead wood from sycamore at Melrose/Ridgewood & Neptune Ave; low limbs & dead wood from pine tree on Highland Trl; Crooked Tree Trl

### Maintenance

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide

### Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Installed orange traffic delineator in roadway at Fluhart/Riverside Dr

### Stormwater Maintenance

- Weed whack ditch banks on Hand Ave through Hammock Ln
- Utility locate tickets and catch basins citywide
- Mow ditches Harmony through Pineland Trl
- Sprayed vegetation on Hidden Hills Blvd
- Picked up and hauled away yard debris in Zone 1
- Checked pumps citywide
- Reachout mowing on Pineland Trl; Ball fields
- Sand bags in PW yard
- Moved bleachers at ball fields

### Street Sweeping/Streetsweeper

- 143 miles of road cleaned
- 72 cubic yards of debris removed



### Fleet

- Mileage traveled by all departments for the week: 22,314
- PM Services completed for the week
  - Emergency Vehicles and Equipment: 1
  - Non-Emergency Vehicles and Equipment: 5
- Road Calls for the week: 0
- Quick Fleet Facts:
  - Fuel on hand: 4,441 gallons unleaded, 7,982 gallons diesel
  - Fuel used in one week: 2,105 gallons of unleaded and 778 gallons of diesel.
  - Fleet completed 40 work orders this week.

### Utilities

- Projects Summary
  - Breakaway Trails Reuse Storage and Pumping Improvements – The contractor has completed pre-stressing the tank, final shot crete coat being completed.
  - Breakaway Trails Yard Electrical and Pump Upgrades – Project substantially complete, final engineering inspection and punch list scheduled for September 23.
  - Lift Stations 3M, Tomoka Meadows and Ashford Lakes Improvements – Lift Station 3M scheduled for completion September 19.
  - Demand letter sent to the Integration Services contractor, Star Controls, on September 13 requiring substantial completion by September 30.
  - Secondary Raw Water Main – Plans are approximately 75% complete. A 90% submittal is anticipated by the end of September.
  - North US1 Water Main and Force Main Improvements – Plans are approximately 60% complete. A progress meeting is scheduled for September 26.
  - WTP Elevated Water Tank Rehabilitation – Project substantially complete, final touch ups and site restoration ongoing.
  - WTP LPRO Membrane Replacement – Project complete and in-service.
  - WTP Lime Slaker and Sodium Hypo Upgrades – Reviewing shop drawing submittals, work expected to begin in November due to long lead-time materials.
  - WTP Sludge Residuals Facility Improvements – Bid was awarded at the August 20 City Commission meeting. The consultant is preparing contracts for execution.
  - WWTP Influent Pumps Variable Frequency Drive (VFD) Replacement – VFD installation complete, final engineering inspection and punch list scheduled for September 18.
  - WWTP Sludge Dewatering Improvements – Construction is underway, a progress meeting was held on September 19.
  - Septic to Sewer Conversion on North Peninsula – Five firms submitted Professional Qualification proposals on September 10. The formal panel will rank consultants on September 20. Thereafter, a ranking recommendation will be brought forward for Commission consideration on October 15.
  - Holly Hill reuse interconnect – An active test was scheduled September 18 to evaluate the ability of the Holly Hill system to transfer water. Results are pending and will be used to evaluate improvements necessary. Ultimate scope includes operating protocol and construction plans for metered interconnect in vicinity of Holly Hill Dog Park on Alabama Avenue, enabling Ormond Beach to receive reclaimed water from Holly Hill. Target design completion by October 31.
  - Western Service Area Master Plan – City supplied additional newly requested information to consultant (latest Hunters Ridge Utilities Master Plan, North Peninsula Condo flow verifications). 1st draft submittal from consultant targeted for September 19.
  - FDEP SRF Facility Plan for Septic to Sewer – Work authorization for engineering services on the October 15 commission meeting agenda.

#### SPRC Projects

- 1001 Broadway Avenue (Ormond Crossings), Security First Insurance – Was asked to approve FDEP clearance of sewer. Recommended approval, contingent upon surety bond for O&M, knowing outstanding punch list items have not been addressed.
- Hunter's Ridge Force Main - Actively working with engineer consultant regarding dry-line force main design, developing options other than installation such as a performance bond or cash payment transferring future responsibility to City. Options will be presented to the Public Works Director for further consideration.
- Pineland Subdivision, Ph 2&3 - Reviewing preliminary water as-builts
- The Courtyards at Ormond – Received request to sign off on permit applications for FDEP & VCHD. Recommended against VCHD due to lack of design information on current plan submittal.
- September 18 SPRC meeting:
  - 275 Interchange Boulevard, Extended Stay America – attended Pre-construction
  - 1246 West Granda Boulevard, Starbucks – attended Pre-application meeting

#### Water Treatment

- Delivered 45.92 million gallons for the week ending September 14, 2019 (6.56 MGD).
- Backwashed 14 filters for a total of 905,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through August 31, 2019 @ 6.81 MGD, SJRWMD 2019 allocation @ 7.556 MGD.
- Produced & hauled 32.4 wet tons of dewatered sludge (65 - 70% solids).
- Flushed distribution system 2,291,000 gallons. Drained Standish, Leeway and water plant elevated tank.

#### Wastewater Treatment Facility

- Domestic and Industrial Wastewater flow was 32.90 Million Gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.70 MGD.
- Produced 31.04 Million Gallons of Reuse.
- Produced 1.86 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (September 1, 2018 – August 31-, 2019) (MGD):
  - Influent 4.58 MGD (Permit 8 MGD);
  - Surface Water Discharge 0.61 MGD (Permit 6 MGD);
  - Reuse 4.28 MGD (Permit 10 MGD)
- Hauled 142.52 wet tons of dewatered residual solids (14% to 18% solids)
  - 7 trailer loads of treated sludge went to processing facility. Processed 7 loads due to the storm that hit (Dorian) and the fields where the processed sludge goes are still too wet to be able to drop off any loads.
  - There were no known fecal coliform detections for the week or month so far. Put two sand filters on line in parallel in an attempt to decrease fecal detections. On 9/14/19 we removed sand filter #2 from service to remove and replace silica sand media to improve performance and aide in fecal detection.

#### Water Distribution

- Responded to 16 reports of customer concerns regarding low pressure or assistance with other plumbing needs.
- Responded to 19 calls for water service leaks.
- Installed 3 new residential water services & a residential irrigation water service.
- Replaced 7 broken meter boxes.
- Replaced 5 water services due to leaks or low pressure concerns.
- Performed accuracy testing on 4- 2" commercial water meters.
- Performed maintenance activities on 8 fire hydrants.
- Rebuilt the fire hydrant located on Lincoln Ave.
- Performed pressure testing on 9 city owned BFP devices, 2 of which needed repairs.
- Located a water service for a customer.

- Performed flushing in dead end areas: Marjorie Trl., Twelve Oaks Trl., Riverbluff Dr., Tidewater Dr., Tropical Falls Dr., Katrinas Ct., Green Forest Dr., Chelsea Place Dr., Santa Fe Dr., Calle Grande Blvd., Quail Dr., Old Macon Cir., Sandy Oaks Cir., Manderly Ln.
- Assisted contractor, shut down the fire line due to a leak at 620 S. Atlantic Ave.
- Repaired landscaping due to excavations (restoration).
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 113 regular and 4 emergency utility locates for the previous week.

#### Wastewater Collection

- Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
- Installed new PEP pump and basket at 4 Shadow Creek Way.
- Follow up restoration at 21 Foxhunter Flat.
- Assisted lift station personnel in cleaning LS 3M in preparation of contractor work.
- Located C/O with camera and repaired broken pipe on backup call at 125 Fairway Dr.
- Raised j-box and rewired PEP pump at 27 Lake Vista Way.
- Removed two broken valve extensions to sand filters at WWTP.
- TV'ed sanitary lateral at 103 Alanwood Dr. Removed roots with Harban. Added to maintenance program.
- TV'ed sanitary later from customers C/O to locate City point of service. C/O located City side looks good.
- Follow up TV at 632 N. Beach St. discovered roots in line, removed with Harban. Placed on maintenance schedule.
- Rewired new PEP pump at 33 Circle Creek Way and 90 Westland Run.
- Performed PEP system check at 87 Sounders Trail Cir.
- Installed risers on PEP chambers at 11 Allenwood Look and 107 Tomoka Ridge Way per customer request. Tanks are in a low area and alarm would go off during rain.
- Follow up to self-cancelled PEP alarm at 20 Shadow Creek Way. Everything working properly.
- Follow up on PEP alarm at 133 Black Hickory Way. Everything working properly.
- Installed new PEP control box at 147 Black Hickory Way.
- Repaired broken PEP discharge line at 6 Lake Isle Way.
- Located PEP system and reclaimed system at 53 Tomoka Ridge Way for contractor.
- Assisted WWTP personnel in removing sand in sand filters in preparation for sand replacement.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 28 psi, Ocean Mist Hotel 14 psi, Ormond Mall 16 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 16 psi, Westland Run 17 psi Shadow Crossing Blvd. (4 inch) 11 psi.

#### Reuse Distribution

- Responded to 6 reuse trouble calls.
- Opening and closing valves in Reclaimed system per schedule.
- Adjusted reclaimed box to grade per customer request at 4 Allenwood Look.
- Responded to low reclaimed pressure complaint at 43 Old Bridge Way. Complaint was about no reclaimed in the cul-de-sac. This is an HOA responsibility.
- Flagged down by customer complaining of low reclaimed pressure at 7 Brook Crest Way. Checked system at zone valve, everything working properly.

#### Wastewater Plant – Lift Stations

- Influent Pump VFD #1, VFD #3 is operational and in service, completed installation and integration of VFD #1, will monitor for correct operation for 2-3 days.
- Chlorine Dosage Meter – adjust and reconfigure Meter Plumbing.
- 3M, begin upgrade by contractor.
- 8M2, replaced out of service pump controller.
- Main MCC, received VFD's for installation at Screw pump control, begin receiving electrical material.

- SCADA monitor/response: Responded to multiple equipment malfunctions at the Waste Water Plant and lift stations.
- Conducted Plant and Lift Station PMs for pumps, motors.

Water Plant – Well Fields – Booster Stations – Reuse System (9-7-19 to 9-13-19)

- Lift Stations, continued photo documentation to update city property schedule.
- Lime Thickener, removed broken gear shaft and sent to welding contractor for repair, will inspect rake for functionality upon completion of tank draining and cleaning.
- Lime Slurry Pump #3, repair blown out discharge hose seal.
- Shadow Crossing Reuse building, rebuilt all overhead Fluorescent light fixtures.
- Responded to equipment malfunctions at the Water Plant and offsite locations.
- Perform Operational Checks at various locations.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Fats, Oils, and Grease (FOG) Program – Staff is developing a FOG program to assist with eliminating the FOG intrusion in the sewer collection system. FOG is a major contributor to most sanitary sewer overflows. Staff is working with GIS to develop an accurate list of food service establishments which have the potential to contribute FOG to the City's sewer collection system. Options will be presented to the DPW Director for further consideration.
- WWTF Permit Renewal –Draft response to Request for Additional Information (RAI) sent to FDEP to review prior to a voluntary review meeting with FDEP (scheduling for week of 9-30-19).
- Cross Connection Control Program Management Services Contract– Bid 2020-03 - Bid dates were pushed back due to Dorian; Pre bid held 9-11-19, bid opening 9-23-19.
- Additionally, staff continues to update the backflow database with new information from testers and customers.

**Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk and HR conducted interviews for Office Manager position
- City Clerk attended City Manager Staff Meeting
- Staff attended and provided support for September 18, 2019, City Commission Meeting
- City Clerk attended meeting with Assistant City Manager
- Agenda packet preparation for October 1, 2019, City Commission Meeting