

July 2026

MONTHLY REPORT



CITY ADMINISTRATION

City Administrator, Public Works, Finance, Human Resources, General Services



KEY UPDATES

\$690,048

GRANT REIMBURSEMENT
REQUEST SUBMITTED

1,100

BUSINESS TAX RENEWAL
NOTICES MAILED & PROCESSED

61

WORK ORDERS COMPLETED
THROUGH PUBLIC WORKS

58

ADS, NOTICES, POSTS,
CALENDAR UPDATES

58

PUBLIC RECORDS REQUESTS
FULFILLED

CITY ADMINISTRATOR

- Completed transition of new City Administrator and conducted individual budget review meetings with council members.
- Coordinated Public Works repairs at the Chamber and completed a full citywide project ride-along.
- Reviewed administrative procedures (leave, finance, RFPs, evaluations, mutual aid, SROS, animal control, etc.).
- Met with FDOT, attorneys, planners, property appraiser, developers and contractors on active projects, TRC dissolution, plat processes, HB803, 710 bypass, and Public Safety Building renovations.
- Facilitated pre-submission meeting for landscape RFP and attended multiple community and interagency meetings (Coffee with a Cop, OHS ribbon cutting, EDC Board, Healthy Start, Culture of Collaboration, Planning Board, Magistrate, etc.).
- Drafted introductory sections for the new budget book format and completed PRM/IT trainings.

FINANCE DEPARTMENT

- Continued development of FY 26/27 Budget and presentation materials.
- Submitted request for \$690,048 grant reimbursement.
- Invoiced FDOT and School District for services provided.
- Mailed nearly 1,100 Business Tax Renewal notices and processed renewals.
- Performed payroll three times, reconciled June 2026 bank accounts, and submitted audited financials to the Florida Auditor General.
- Supported HR operations during staff leave.

GENERAL SERVICES

- Onboarded new General Services Coordinator.
- Worked on new procedures for Technical Review Committee and administrative plat approval.
- Drafted HB803-related documents (Private Provider procedures, Permit Exemption application and approval letter) and sent them to the City Attorney for review.
- Coordinated Landscape RFP for Public Works and prepared FY 26/27 budgets for General Services and Public Safety Building.
- Assisted with finalization of City Hall Renovations
- Knox box installed at City Hall.

HUMAN RESOURCES

- Processed two new hires.
- Processed one retirement and one resignation.
- Posted recruitment for Maintenance Operator.
- Renewed health insurance benefits, prepared for Open Enrollment, and drafted policy update.

PUBLIC WORKS

- Completed 61 work orders including roadway, right-of-way, drainage, culvert, inspection, facility repairs, and tree work.
- Significant projects: Shoulder cleanup on SE 13th Ave, Right-of-way cleanups on NE 3rd Ave and NE 12th Ave, Driveway repair on NW 10th St, NW 9th Alley improvements, Sinkhole repair near County Judicial Center

CITY CLERK

RECORDS & ADMINISTRATIVE SERVICES

- Processed 62 public records requests (58 fulfilled) and scanned 130 documents.
- Managed records destruction (1.5 cubic feet) and continued filing reorganization.
- Received emergency contact updates, personnel file transfers, and multiple required state reports

MISCELLANEOUS

- Finalized sales documents for East-half of Tract A and coordinated execution
- Managed Financial Disclosure filings and reminders.
- Scheduled Council Chambers reservations and coordinated citywide COI updates and reminders.
- Coordinated elected officials' group photo.

COUNCIL SUPPORT

- Prepped for and attended three Council meetings and completed three sets of minutes.
- Produced Certificate of Achievement for 12U Ozone Baseball Team.

PUBLIC NOTICES & COMMUNICATIONS

- Produced 8 newspaper ads, 31 public notices, 19 Facebook posts, and website calendar updates.
- Managed ordinance reviews, formatting, numbering, forwarding for state review, and preparation of budget-related ordinances.

ELECTIONS

- Assisted with Logic & Accuracy testing, prepared qualifying-week materials, and researched best practices.

CITY POLICE DEPARTMENT

COMMUNITY ENGAGEMENT

- Participated in "Pop with a Cop" at Walmart and "Coffee with a Cop" at Southern Salt & Coffee Co.

TRAFFIC ENFORCEMENT

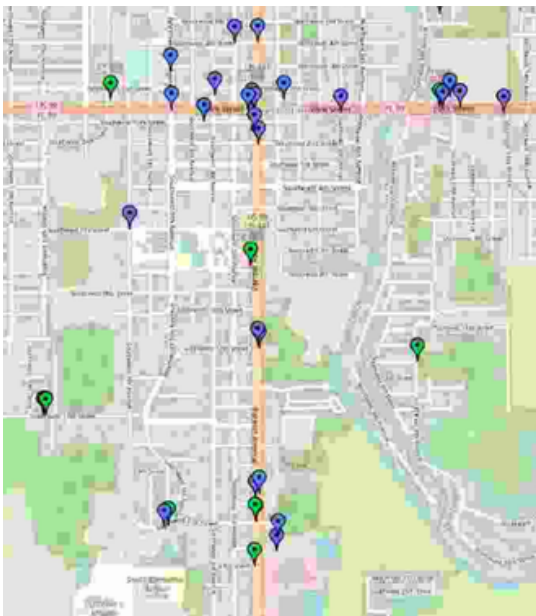
- Focused on violations related to red-light running and illegal window tint.

STAFFING

- Assisted with Logic & Accuracy testing, prepared qualifying-week materials, and researched best practices.

149 Traffic Tickets **30** Traffic Crashes **19** Arrests **561** Non Traffic Complaint Service Calls

 Green = Citation  Purple = Crash



PRIORITY NEED

The General Employee Board of Trustees has an unfilled vacancy! City residents are encouraged to apply to participate in this important board.



LOOKING AHEAD

City staff are coordinating the 100 Year Anniversary of City Hall, the hardening of the Public Safety Building, finalizing the FY 26/27 Budget, evaluating tech upgrades and additional ways to better serve the public.