

WORK ORDERS HANDLED BY CITY ATTORNEY'S OFFICE FROM OCTOBER 1, 2014 TO DECEMBER 31, 2014

REQUESTOR'S DEPARTMENT	REQUESTOR'S NAME	ACTION TAKEN	COUNT
Mayor and City Commission			
	Mayor Cooper	Resolution-Amicus Brief Marriage Equality	1
	City Commission	Advisory Opinion-Orange Bowl Holiday Event	1
	City Commission	Ordinance-Chap 2-31 Commission Compensation	1
Total requests from Mayor & Comm. handled by CAO			
3			
City Manager's Office			
	Jennifer Frastai	Legal Opinion-Minimum Requirement S. Beach	1
	Peter Dobens	Other-Press Release Ethics Training	1
	Nydia Rafols	Agreement-ROK Technologies GIS Support	1
	Sarita Shamah	Agreement-Design Build Park Plaza	1
	Jennifer Frastai	Agreement-Hold Harmless Use City Bleachers	1
	Jennifer Frastai	Agreement-Red Eye Entertainment MLK Parade	1
Total requests from CM Office Handled by CAO			
6			
City Clerk's office			
	Chris Talmadge	Agreement-Hold Harmless Zapata	1
	Leigh Ann Dawes	Resolution-Appointment League Representative	1
	Sheena James	Agreement-Mutual Aid Golden Beach	1
Total requests from City Clerk's office Handled by CAO			
3			
Procurement Department			
	Andrea Lues	Resolution-RFP CCN Professional Services	1
	Andrea Lues	Legal Opinion-Request SSI Vendor System	1
	Andrea Lues	Other-Non Disclosure Language	1
	Andrea Lues	Agreement-Continuing Services	17
	Andrea Lues	Resolution-Authorizing Continuing Services Agreement	1
	Andrea Lues	Agreement-Draft Design Build of CNC Station	1

REQUESTOR'S DEPARTMENT	REQUESTOR'S NAME	ACTION TAKEN	COUNT
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	Andrea Lues	Agreement-Execute Continuing Services Agreements	1
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Total requests from Procurement Handled by CAO			23
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Information Technology Department			
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Total requests from IT Dept Handled by CAO			0
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Development Services Department			
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Althea Jefferson	Resolution-RAC Unit Fees	1
Keven Klopp	Other-Language Zoning In Progress Cannabis	1
Kimberly Bruce	Legal Opinion-Mobile Home Requirements	1
Kimberly Bruce	Other-Discuss Illegal Conversion	1
Keven Klopp	Resolution-Artsquare Project	1
Keven Klopp	Other-Permanent Public Roadway Access	1
Keven Klopp	Ordinance-Div 20 Temporary Uses	1
Keven Klopp	Resolution-Approving Artsquare Major Dev	1
Keven Klopp	Resolution-Approving DA Artsquare	1
Christy Dominguez	Agreement-Development Agreement Artsquare	1
Kimberly Bruce	Resolution-Major Development Fire Station	1
Kimberly Bruce	Other-Civil Citation Policy	1
Keven Klopp	Other-Non-Compliance Final Order	1
	Resolution-Nightclub License Cheetah	1

Total Requests Dev Serv Dept Handled by CAO			14
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Finance Department			
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Jeffrey Lowe	Resolution-Investment Policy	1
Jeffrey Lowe	Resolution-Adjust Doubtful Accounts	1
Jeffrey Lowe	Ordinance-Refinance Series 2005A Bond	1
Andrea Simmons	Other-Amount Claim Bankruptcy	1
Jeffrey Lowe	Agreement-Dunlap & Assoc.	1
Jeffrey Lowe	Ordinance-Authorizing Bond Validation	1
Jeffrey Lowe	Resolution-Branch Bank Refinance	1

REQUESTOR'S DEPARTMENT

REQUESTOR'S NAME

ACTION TAKEN

COUNT

Jeffrey Lowe

Other-Resident Survey ETC Institute

1

Total Request from Finance Department Handled by CAO

8

Department of Public Works & Utilities & Engineering

Steven Parkinson	Resolution-Approving Entrance Sign	1
Steven Parkinson	Resolution-Approving Quicklime Purchase	1
Steven Parkinson	Resolution-NE Drainage Improvement Project	1
Steven Parkinson	Agreement-FDEP Grant Agreement	1
Steven Parkinson	Agreement-Salt Water Intrusion City Wells	1
Steven Parkinson	Agreement-Reclaim Water	1
Steven Parkinson	Resolution-Sun Recycling LLC	1
Steven Parkinson	Resolution-Eject Custodial Services	1
Steven Parkinson	Resolution-39th Year CDBG	1
Steven Parkinson	Resolution-41st Year CDBG	1
Steven Parkinson	Resolution-CO Lane Blvd Sidewalk	1
Steven Parkinson	Resolution-Vehicle Purchase	1
Steven Parkinson	Agreement-Donation Bus Benches	1
Mariana Pitriciu	Legal Opinion-Lanzo Project Claim	1

Total Requests From DPW & Utilities Engineering

14

Human Resources Department

Taren Kinglee	Other-Civil Service Grievance	1
Taren Kinglee	Other-Arbitration	1

Total Requests from Human Resources Handled By CAO

2

Police Department

Dwayne Flounoy	Resolution-Contract Crossing Guard Services	1
Dwayne Flounoy	Resolution-Piggyback Budget Rent a Car	1
Dwayne Flounoy	Agreement-Crossing Guard Services	1
Dwayne Flounoy	Agreement-School Resource Officer 2015	1
Dwayne Flounoy	Agreement-School Resource Officer (Partial Year)	1
Dwayne Flounoy	Agreement-Control Communications	1
Dwayne Flounoy	Other-Court Order Narcotics Destruction	1
Miguel Martinez	Agreement-Off Duty Detail Ocean Eleven	1

REQUESTOR'S DEPARTMENT	REQUESTOR'S NAME	ACTION TAKEN	COUNT
	Dwayne Flounoy	Agreement-Taser Field Agreement	1
	Dwayne Flounoy	Other-Hold Harmless Animal Hospital	1
	Dwayne Flounoy	Other-Release Nuisance Abatement Order	1
	Dwayne Flounoy	Resolution-Engagement Letter Greenwood & Streicher	1
	Dwayne Flounoy	Agreement-Review Engagement Greenwood & Streicher	1
	Dwayne Flounoy	Legal Opinion-Body Camera System Policy	1

Total Requests from Police Dep. Handled by CAO 14

REQUESTOR'S DEPARTMENT	REQUESTOR'S NAME	ACTION TAKEN	COUNT
Fire Department	Daniel Sullivan	Resolution-Purchase Medical Supplies BSO	1
	Daniel Sullivan	Agreement-Physio Control Defibrillators	1
	Daniel Sullivan	Resolution-HallMark Fire Apparatus	1
	Daniel Sullivan	Agreement-HallMark Fire Apparatus	1
	Daniel Sullivan	Resolution-ADP1 Agreement	1
	Daniel Sullivan	Agreement-ADP1 Agreement	1
	Daniel Sullivan	Resolution-FEMA Firefighters Grant	1
	Daniel Sullivan	Agreement-Hold Harmless Fire Training	1
	Daniel Sullivan	Resolution-MOU Firefighter Grant Program	1

Total Requests from Fire Department Handled By CAO 9

REQUESTOR'S DEPARTMENT	REQUESTOR'S NAME	ACTION TAKEN	COUNT
Human Services Department	Cora Daise	Agreement-Phase 32 Food Program	1
	Cora Daise	Other-VITA Program Resource Center	1
	Cora Daise	Other-Emergency Food & Shelter Program	1
	Beverly Sanders	Agreement-MOU Donation Artwork	1

Total Requests from Human Serv. Handled By CAO 4

REQUESTOR'S DEPARTMENT	REQUESTOR'S NAME	ACTION TAKEN	COUNT
Parks & Recreation Department	Cathie Schanz	Agreement-Because I'm Beautiful Girls Club	1
	Cathie Schanz	Agreement-Special Event Contract Employee Banquet	1
	Cathie Schanz	Agreement-Recreation Agreement Egoavil	1

REQUESTOR'S DEPARTMENT	REQUESTOR'S NAME	ACTION TAKEN	COUNT
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	Cathie Schanz	Ordinance-Parks Rules Regulations	1
	Cathie Schanz	Agreement-Portable Stage Holiday Lighting	1
	Cathie Schanz	Agreement-Tennie Instructor Agreement	1
	Cathie Schanz	Agreement-Portable Stage MILK Event	1

Total Requests from Parks & Rec. Handled By CAO			
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Risk Management			
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	Nydia Rafols	Other-Review Risk Manager Files	5
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Total Requests from Risk Management Handled By CAO			
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Community Redevelopment Agency (CRA)			
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	Diana Wolfson	Other-Title Search Unpaid Taxes	1
	Daniel Rosemond	Resolution-Release City Liens	1
	Daniel Rosemond	Agreement-7th Amendment ILA NSP	1
	Daniel Rosemond	Other-Release of Nuisance Abatement Order	1

Total requests from CRA Handled by CAO			
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Total Requests Oct 1 thru Dec 31 2014 Handled by CAO			
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Foreclosure Matters Handled by CAO			
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Garnishment Matters Handled by CAO			
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Municipal Ordinance Violation Matters Handled by CAO			
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Bankruptcy Matters Handled by CAO			
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