

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 19, 2015

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:

- General discussion meetings with City Attorney, Economic Development Director, HR Director and Risk Manager
- Strategic planning meeting on Ormond Crossings with senior staff
- Staff meeting with senior staff
- QLB agenda

Spoke to, attended and/or met with:

- Rafael Ramirez, Halifax Health, discussed various topics
- Rotary meetings
- County Manager's sales tax meeting with Volusia County City Managers

Community Development

Planning

- Staff participated in a strategic planning meeting with the City Administration, Utilities, Economic Development and Engineering regarding infrastructure funding alternatives for Ormond Crossings.
- Staff participated with Utilities in the Huntington Villas Utilities meeting regarding irrigation alternatives since City effluent is not available.
- Staff attended the Technical Coordinating Committee of the TPO where the following items of interest to Ormond Beach were discussed:
 1. Hand Avenue Extension was included in the Needs list. It was reported earlier that the project scoring by Ghyabi for Hand Avenue Extension received 37 points and was tied for 17th with two other projects. There are 22 projects ranked on the Needs List.
 2. The adaptive signal system for SR40 was placed back on the TPO's Priority List, Tier B: Projects Ready for Funding. FDOT intends to do a design/build and implement the adaptive signal system but it needed to be placed back on the priority list for FDOT to move forward.
- Staff attended the FDOT Community Planning Workshop regarding Complete Street Design and Planning Principles held at the Hampton Inn in New Smyrna Beach.

Building Inspections, Permitting & Licensing

- 280 inspections performed.
- 7 business tax receipts issued.
- 126 permits issued with a valuation of \$997,215.00

NOTE: Private Provider inspection services conducted 95 inspections of the 238 inspections performed.

Development Services

- The only SPRC activity reported for this week is the pre-construction meeting for the Kingston Shores potable water line extension.

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holding to discuss options for facilitating the development of the Commerce Park. Follow up planning sessions will be scheduled over the next several months.

Airport Business Park

- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans. The buyer is expected to purchase the property in the next several weeks.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.
- Staff met with a local business that is in the process of expanding its workforce and has outgrown their current office building. A number of sites in the city are being considered have been presented to the business representative.
- Staff met with a prospective business interested in purchasing Lot 2 in the Airport Business Park. A conceptual plan will be prepared to determine whether the lot can accommodate the proposed 40,000 square foot industrial facility.
- Staff met with SKYO Industries to discuss renovations of 2 Sunshine Blvd. and the transport of the first phase of the manufacturing equipment from their New York facility to Ormond Beach in July.
- Staff visited the Ameritech Die & Mold's construction site to review the progress of the Company's new 18,000 sf manufacturing facility.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff met with Chamber of Commerce staff to revise the "Doing Business in Ormond Beach" resource guide, is expected to be published in September.

Prospective Business Attraction/Retention/Expansion

- Staff prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site. Staff provided an economic development incentive outline to the prospective company last week.
- Staff met with a local manufacturing company in their search for a new location in Ormond Beach.

Airport Operation and Development

- Staff continued to work with Hoyle, Tanner and Associates on the ramp studies and runway analysis aspects of the ongoing Airport Master Plan Update project. The next public meeting for this project has been scheduled to take place on August 24th.
- Staff continued working with Hoyle, Tanner and Associates for a proposed airport security project. The project will focus on improvements to airport security lighting and surveillance systems, and upgrades to the airport's gates and security fence.
- Staff completed work with AVCON, Inc. to prepare for commencement of the construction phase of the Air Traffic Control Tower Safety NAVCOM Systems Upgrade project. Construction and installation activities at the control tower are expected to commence in early July.

- Staff worked with AVCON, Inc. to prepare for phased implementation of the construction phase of the Taxiway Golf project, in anticipation of a pending grant offer from the FAA. Staff has been advised that the FAA will likely offer to finance this project over two consecutive funding cycles. Taxiway Golf and a new electrical vault will be constructed during the first cycle. Precision Approach Path Indicators, lights and signage for Taxiway Charlie, and a new backup generator for the electrical vault will be constructed during the second cycle.
- Staff prepared and submitted the FDOT Active Aviation Grants Status Report this week.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
- Completed Projects - Weekly
 - Processed 17 Journal Entry Batches (#3860 - 3892).
 - Approved 24 Purchase Requisitions totaling \$403,478.15.
 - Issued 9 Purchase Orders totaling \$741,561.59.
 - Processed 3648 cash receipts totaling \$976,343.44.
 - Prepared 186 Accounts Payable checks totaling \$384,756.43 and 38 Accounts Payable EFT payments totaling \$352,803.01.
 - Processed 1,325 utility bill payments through ACH totaling \$85,509.00.
 - Processed and issued 4,860 utility bills with billed consumption of water of 15,287k.
 - Issued 443 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (6/23)
 - Summer Food Service Program (Begins 6/15)
 - Ormond Beach Recognized as 2015 Playful City USA Community
 - Magic Forest Entry
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Launched a series of CodeRED alerts for the south peninsula sanitary sewer main break and repair.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted COPS Hiring Grant

Fire Department

Weekly Statistics

- Fires: 6
- Fire Alarms: 7
- Hazardous: 6
- EMS: 98
- Motor Vehicle Accidents: 7
- Public Assists: 32

TOTAL CALLS: 156

- Aid provided to other agencies: 18 Calls: Daytona Beach (5), Volusia County (13)
- Total staff hours provided to other agencies: 25
- # of overlapping calls: 43
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 77

Training Hours

- NFPA 1001: Firefighting 41
- NFPA 1002: Driving 26
- NFPA 1021: Officer 32
- NFPA 1500: Safety/Equipment 26
- NFPA 1620: Preplanning 10
- EMT/Paramedic 16
- TOTAL TRAINING HOURS: 151

Station Activities

- Updated 26 pre-fire plans
- Conducted 5 fire inspections
- Instructed CPR and first aid training to Leisure Services Camp Counselors.

Significant Incidents

- 6/10/15, 7:09 PM: N. Arbor Dr. – Structure Fire – Upon arrival found a single story residential home with heavy smoke and flames coming from garage, eaves and front door – fire accidental starting in garage and spread to attic and house – fire out at 9:55 PM – Red Cross arrived on scene to assist homeowner – crews cleared scene at 10:48 PM.

Human Resources

Staffing Update

Position Requisitions

- Police Officer (Police Department)
- Office Manager (Police Department)
- Tradesworker (Leisure Services)
- Part Time Special Events Technician at The Casements (Leisure Services)

Approved/Active Recruitment

- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site; internally; on the Building Officials Association of Florida (BOAF) web site; on the International Code Council (ICC) web site; and will remain open until filled.
- Engineering Inspector (Planning and Building) was advertised 6-2-15 on the City web site and internally and will remain open until filled.
- Neighborhood Improvement Officer (Police Department) was advertised 6-3-15 on the City web site and internally and will remain open until 6-17-15.
- Recreation Program Specialist (Leisure Services) was as advertised 6-5-15 on the City web site and internally and will remain open until filled.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was re-advertised 6-2-15 and will remain open until filled.
- Part Time Recreation Leader at the Casements (Leisure Services) was advertised 6-1-15 on the City web site and will remain open until filled.
- Part Time Custodian at The Casements (Leisure Services) was re-advertised 6-2-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Community Service Officer (Police Department). Interviews will be held 7-2-15.
- Maintenance Worker III (Streets – Public Works). Interviews will be held 6-18-15 and 6-19-15.
- Records Clerk (Police Department). Interviews will be held 6-19-15.
- Chief Building Official (Planning & Building) Interviews were held throughout June.

Background/Reference Checks/Job Offers

- Part Time Maintenance Worker II (Leisure Services) – Athletic Fields. Three candidates were selected and began pre-employment processing.
- Maintenance Foreman (Leisure Services). An internal candidate was selected and began pre-employment processing.

Promotions /Changes of Status

- Neighborhood Improvement Manager (Police Department). Promotion of Neighborhood Improvement Officer effective 6-28-15

Terminations/Resignations/Retirements

- Police Officer (Police) – effective 6-18-15
- Recreation Program Specialist (Leisure Services) – effective 6-19-15
- PT Office Assistant I (Leisure Services) – effective 6-26-15
- Police Sergeant – (Police) – effective 6-30-15
- Neighborhood Improvement Manager – effective 6-30-15
- Police Officer (Police) – effective 7-31-15

City Events/Employee Relations Update

- HR staff members attended PlanSource training on 6-16-15.
- Sam's Club will be available to meet with employees on 6-19-15.
- Nationwide representative will be available to meet with employees on 6-23-15.
- ICMA representative will be available to meet with employees on 6-29-15.
- New employee orientation will be held on 6-29-15.

Risk Management Projects

- Attended Wellness Council Executive Board meeting.
- Completed award for broker services for Property/Casualty Insurance.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
 - Community Development – Electronic Plan Review – Training classes held by vendor.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 11 New work - 37 completed - 51 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,441	Inbound E-Mails Blocked	9,297
Delivered Inbound E-Mails	12,897	Quarantined Messages	247
Percentage Good Email	57.5%	Virus E-Mails Blocked	137

- Notable Events:

- Prepared 2 new virtual servers for the Sungard Naviline Click2Gov and OnePoint payment engine upgrade project.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 2 Corrections: 2
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meters GPS Located this week: 0: Total in system = 22,973; 22,315 potable, 647 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

- Administration
 - Assistant City Manager's Meeting
 - City Manager's Meeting
 - Public Works Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - InfoComm Conference
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball of the OBYBSA continued their spring practices this week on Tuesday, Wednesday and Thursday at 6pm at the Sports Complex on the Softball Quad.
 - SHS Summer American Legion Baseball started games this week on Wednesday at 11am at the Sports Complex Wendelstedt Fields.
 - 6-a-side soccer games continued this Saturday at the Soccer Fields (#9 - #11) at the Sports Complex at 10am. This is a rental.
 - The OBSC soccer clinic ran again this week at the Sports Complex on Field #4 from 9am to 2pm.
 - Pro Sports Pathways is doing a Soccer Camp on Soccer Fields #9 and #10 Monday through Friday at the Sports Complex.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned handball, tennis, basketball courts and skate park at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Marked and painted baseball fields for games all week
 - Dragged infield clay daily for practices and/or games
 - Put out flags and repaired nets for 6-a-side games on Saturday
 - Swept out Maintenance building
 - Filled in "travel areas" at Sports Complex with dirt
 - Pressure washed bleachers at Championship Field #7
 - Picked up trees and palms at Optimist Park
 - Picked up temporary fences at Quad
 - Sprayed playgrounds for weeds
 - Fixed horseshoe pits at Optimist Park
 - Replaced wooden benches at Shuffleboard

- Top dressed Soccer #4 common area where sod was removed
- Filled holes behind Wendelstedt #3 batters eye
- Repaired/zip-tied all batters eyes on Wendelstedt Fields
- Filled washout at NW corner of Soccer #8

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT Dance Camp was held.
 - Tuesday CMT Dance Camp was held.
 - Wednesday: CMT Dance Camp was held.
 - Thursday: CMT Dance Camp was held. CMT Dance Recital was held.
 - Friday: Volusia Academy of Ballet rehearsal was held.
 - The Performing Arts Center is preparing to host the following events:
 - Volusia Academy of Ballet Recital, Saturday, 7:00pm to 9:00pm
 - Centerstage Dance and Performing Arts Recital, Sunday, 2:00pm to 4:00pm

- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room open 5:30pm-9pm Monday-Friday, 11am-5pm Saturday, 1pm-5pm Sunday
 - Open gym 5:30pm-9pm Monday-Friday, 11am-5pm Saturday, 1pm-5pm Sunday
 - Youth basketball practice Monday and Wednesday
 - Summer Camp Monday through Friday 7:30am-5:30pm

- Community Events
 - Weekly administrative tasks, office work, meetings, and activities
 - Summer Sounds Concert Series - Contacting bands and entertainment
 - Follow up of tasks for all June and July scheduled events
 - Tracking of July 4th sponsorships (ongoing)
 - Preparing for upcoming Reel in the Fun Fishing Tournament Saturday
 - Purchase of supplies and prizes for Reel in the Fun
 - Beginning NIMS Training online
 - Beginning event plans for October 3rd Loop Event
 - Cleaning and organization of Community Events storage areas

- Gymnastics
 - Classes are going well and growing
 - June session in progress – registration now open
 - Upcoming Open Gym session Friday, June 19
 - Working on plans for library display window
 - Working on plans for Junior Olympics in August

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continue to meet at various times throughout the week.
 - Preparation for Camp T-Rec continues.

- Summer Basketball League, a summer youth league for players 12-18 years of age, began on Monday.
- Free breakfast and lunch is being offered through the Volusia County Summer Food Program.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Guild Tour hours continued this week for the summer from 1:00pm to 4:00pm Monday through Friday and on Saturday from 10am to 12:00 pm.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00am to noon.
 - Summer Art Camp begins this week with artist Pat Spano, Monday through Friday from 9:00am to noon.
 - John Knox Village residents (32) came for a guided tour on Monday at 10:45am.
 - The Coordinator held interviews on Wednesday for two vacant positions.
 - The Gala committee met on Thursday to continue planning.
 - The Guild members met to discuss a possible membership drive on Thursday afternoon.
 - The Casement Guild Crafters met this week on Thursday from noon to 3:30pm.

- Parks Maintenance
 - Installed picnic table on new slab at Central Park II
 - Removed deteriorated wooden walkway at Ames Park
 - Trimmed palmetto scrub from parking lot entrance and exit at Ames Park
 - Cleaned debris left on Cassen Pier
 - Sprayed weeds in playground area at Fortunato Park
 - Removed ECHO grant sign at Nova
 - Replaced two basketball nets at Central Park I
 - Cleaned out ponds at Ames with assistance from Campus Outreach volunteers
 - Removed graffiti from trash can at Cassen Pier
 - Installed new pedestrian safety signs at Central Park IV
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out =0

- Building Maintenance
 - Tri-weekly inspection of airfield runway, taxiways and directional signage
 - 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
 - Replaced halyard and clips on Champion Field 7 flagpole at Airport Sports Complex
 - Trouble with jail door at Police Station
 - Supply replacement American flag for PAC
 - A/C in Room 205 not cooling at The Casements
 - Replaced deadbolt on ladies room door at WWTP
 - A/C not working at PAL House
 - Assisted electronic gate contractor with repairs to phone entry system at Airport
 - Purchased and programmed remote transmitters for Portal 10 at Airport
 - Assisted with installing new electrical service at Streets
 - Condensate line backed up - cleared and reset flow switch at Public Works Admin
 - Replaced ceiling tiles in Fleet parts room
 - Remounted sink in ladies room in Building B Senior Center
 - Checked breezeway door closer 2nd floor at City Hall
 - Reset timer for parking lot light at Ames House
 - Met contractor for roof leak at the PAC

- Installed a water cooler on outside bathrooms at Nova Gym
- Repaired mailbox at the PAL House
- Checked the rain gutters at the generator building at WTP
- Met rug contractor for 2nd floor carpet measurements at City Hall
- Replaced toilet handle in concession building at Nova
- Met painting contractor at City Hall
- Removed the LED bay light on display at Public Works
- Made an appointment for repairs on breezeway benches at City Hall
- Checked the floor drains in the outside bathrooms at Nova
- Checked the urinal leak Building B at Senior Center
- Met with janitorial staff for park restroom lock times at Public Works
- Checked floor drains at SONC
- Coordinated with Streets Division for sidewalk repair at Ames
- Repaired the fountain GFI at Riviera Park
- Met the Health Department for the splash pad at Andy Romano Park
- Reset the timer locks for outside bathrooms at Ames
- Repaired office sign at Andy Romano

Police Department

Administrative Services

- Staff conducted monthly Sergeant's meeting.
- Staff held FDLE Audit meeting with Accreditation and Information Technology.
- Staff attended Soda Pop with a COP at Chick-fil-A in Ormond Town Square.

Community Outreach

- Members of the Youth Director's Council held a meeting on Monday June 15 to review and discuss upcoming community service projects. Youth will be assisting as chaperones during the 2015 Summer Connections program partnership with the Department of Leisure Services.
- Plans for the PAL summer program partnership with the Department of Leisure Services are being finalized. Field trips will be offered to Sea World, Orlando Science Center and Daytona Lagoon. The summer program begins June 22 and continues through July 30, 2015.
- Crime Prevention presentation at Madison Glenn.
- Woman's self-defense seminar at ENCORE; 30 participants.

Community Services & Animal Control

- Animal Calls: 48
- Animal Bites: 1
- Animal Reports: 8
- Animals to HHS: 4 (Dogs: 2Cats : 2)
- TNR: 0
- Fostered Kittens: 0
- Injured Wildlife: 2
- Bear sightings in Zone 7.

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 20
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 5

- Grand Theft: 5
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 0

Records

- Walk - Ins / Window 98
- Phone Calls 112
- Arrest / NTA'S 21
- Citations Issued 125
- Citations Entered 40
- Reports Generated 108
- Reports Entered 92
- Mail / Faxes / Request 22

Patrol

- Total Calls 1,470
- Total Traffic Stops 223

Operations

Crime Opportunity Report Forms Issued: 94

- 6/11/2015
 - Burglary Residence, 873 Peninsula Drive. A neighbor observed a subject pull up to 873 Peninsula Drive in a PT Cruiser and jump the fence. The witness yelled "I'm calling the police" and called dispatch to report the incident. When the witness returned outside the suspect was gone.
 - Shoplifter, 1521 West Granada Boulevard (Wal-Mart). An adult male was arrested for shoplifting and a Notice To Appear issued.
 - Battery/Domestic Violence, 621 South Atlantic Avenue (Casa Del Mar), Two separate incidents of domestic violence between a couple. Both were arrested as both proved to be mutual aggressors and both had sustained physical injuries.
 - Felony Traffic Arrest, 61 Division Avenue, An adult female was arrested for driving while license revoked. She was transported to the Volusia County Branch Jail.
- 6/12/15
 - Intoxicated Person, 601 Fleming Avenue. (Central Park) An adult male was intoxicated and causing a disturbance. He resisted officers while being taken into custody but was transported to the jail without further incident.
- 6/13/15
 - Warrant Arrest, 212 Melrose Avenue. An adult female was contacted and taken into custody without incident based on an outstanding warrant for her arrest.
 - Warrant Arrest, 264 South Atlantic Avenue. Received a call of a disturbance at 250 East Granada Boulevard (CVS) involving subjects in a black Mercedes that left southbound on South Atlantic Avenue. The vehicle was spotted and stopped on S. Atlantic Avenue a short distance from the CVS. The driver of the vehicle, an adult female, provided a false name upon contact but officers were able to confirm her true identity. A teletype check revealed that the female had an open warrant for driving with a suspended license. After obtaining consent to search her purse, officers located two syringes along with a prescription pill (narcotic) and a burnt spoon. The female subject was placed under arrest and transported to the Volusia County Branch Jail.

- DUI Arrest, 1640 West Granada Boulevard. Officers received a report of a possible drunk driver that was eastbound on W. Granada Blvd. The suspect vehicle was located in the parking lot of 1614 W. Granada Blvd. The driver began backing the vehicle when he observed officers, almost striking a patrol vehicle. After contacting the driver, an adult male, he was found to be intoxicated and advised he thought that he was in Fort Lauderdale. Following a DUI investigation he was placed under arrest for DUI.
- Battery-Domestic Violence Arrest, 767 West Granada Boulevard. An adult female was involved in an altercation with her older sister and mother. The mother was uncooperative with the investigation but it was determined the adult female suspect had punched her mother in the head several times causing her to fall to the ground. The adult female suspect was placed under arrest.
- Carbreak, 83 Tomoka Meadows Boulevard. Report came in as in-progress. Victim reported that she heard a car window break and went outside to find an adult male and adult female running from the area. Officers searched the area but were unable to locate the subjects.
- 6/14/15
 - Burglary, 1035 West Granada Boulevard. (Presbyterian Church) The rear door to the office area was found kicked in; office area of the Church was ransacked. Multiple interior doors of the church were also found to have been forced open.
 - Burglary, Business. (Sahai Pediatrics) 750 West Granada Boulevard. The back door of the business was found to have been forced open and the business entered.
- 6/15/15
 - Burglary Residence, 540 Sandy Oaks Boulevard. Several power tools were stolen from the open garage.
 - Car Break, 54 South Ridgewood Avenue. The victim reports that that someone entered her unlocked vehicle.
 - Fugitive Arrest, Recovered Stolen Vehicle, Fleeing Vehicle, Ocean Shore Boulevard and Country Club Drive. Officers deployed stop sticks in front of a stolen vehicle that fled from officers when a traffic stop was attempted. The vehicle ran over the stop sticks and was located a short time later abandoned on Cardinal Drive with two tires deflated. Three or four occupants were observed to flee from the vehicle in four different directions by a witness/local resident. A perimeter was quickly established, and VCSO assisted with a K-9 and Air-1 helicopter. One adult male was located a short time later and arrested. A handgun was also recovered.
- 6/16/15
 - Car Break, 1 South Beach Street. The victim reported that that someone entered his unlocked vehicle while he was out on the pier fishing. A knife set, earphones and a backpack with books were taken.
 - Car Break, 30 South Beach Street. The victim reported that someone entered her unlocked vehicle while she was sleeping inside her residence and took her purse.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An adult female was placed under arrest for shoplifting/retail theft and issued a Notice to Appear.
 - Narcotics Arrest, Parque Avenue and Hand Avenue. Motorist was stopped for a traffic violation at which time the driver was found to be in possession of less than 20 grams of cannabis.
 - Narcotics Arrest, 115 North Nova Road. Motorist was stopped for a traffic violation. During the course of investigation, the driver was found to be in possession of less than 20 grams of cannabis. An adult female was released on scene with a Notice to Appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). An adult male was spotted shoplifting by loss prevention officers who then chased him out of the store. A Deputy observed the suspect running and stopped him at Denny's on Williamson Blvd. The stolen items were recovered and the suspect arrested for retail theft.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 31

- Number of DUI Arrests: 0
- Number of Uniform Traffic Citations Issued: 90
- Number of Written Warnings Issued: 4
- Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 27
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0

- Traffic Complaints Received:
 - Speeding on Fleming and killing ducks – SMART trailer deployed over the weekend and picked up Tuesday.
 - Request for 4 –way stop at McIntosh & Rosewood – Checking crash statistics at this location
 - Speeding Complaint on Hand Ave in the area of Oakbrook and the Central Park Crosswalk – Increase STEPs in that area.
 - Speeding Complaint on Parkside Drive due to the Beach St detour.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 18 signs have either been removed or sign cases created.
- 15 tree removal permit requests.

Administrative staff assisted with six (6) walk-ins and eighty-seven (87) telephonic inquiries

Public Works

- Engineering

Project Summary

Construction Projects:

- Downtown Streetscape Planting (Orchard to A1A) – The contractor completed approximately 90% of the demo work between Orchard and US1. Currently, they are installing (11) palms west of US1, and (9) along Lewis Street (110 of 140) new date palms.
- South Peninsula Reclaimed Water Extension – Work is continuing on Seminole Drive to connect Seton Trail to South Halifax Drive. Restoration of the northern portion of Halifax Drive work has commenced.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Air relief valves are being installed. Approximately 90% of the pipe work on the project has been constructed including the service lines. Swabbing and pressure testing the main and connection into the existing four systems remain.
- Sports Complex Restroom Facility Construction – Utilities extension work is complete. Issued a site grading plan markup to accommodate the electrical transformer pad. Site clearing for the building has begun.
- OBSC ADA Parking and Sidewalks (CDBG) – The contractor is digging-out and forming the new sidewalk between the Wendelstedt baseball fields and Softball Quad. The courtyard area between the (3) Wendelstedt fields is 95% complete. The overall project is 55% complete.
- Fiber Optic Network Expansion - Phase 3 – Work is commencing on Division Avenue this week; the contractor has scheduled crews to mobilize and set handholes and make connections this week.
- Ormond Beach Sports Complex - Regrading of the drainage swale located south of the ball field quad has begun.

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Manholes and stormwater structures were field marked. Work is scheduled to begin on June 26.
- 2015 Roadway Resurfacing - Aviator Way and Tower Circle East and West in the Business Park, were milled and resurfaced. Milling has begun on Ormond Lakes Blvd.
- Ph II 2-Inch Water Main Replacement - Mainland – Held pre-construction meeting for the project. Prepared resident notifications.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Contracts have been sent to the contractor for execution.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Contracts have been sent to the contractor for execution.

Design Projects:

- City Welcome Sign – The consultant submitted the revised plan set to the FDOT for Community Aesthetic Features (CAF) review and approval. District 5 FDOT completed their review and have forwarded the plans to Tallahassee for final review.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- Fleming Avenue Drainage – Zev Cohen study of the area concluded that the pond serving Hickory Village Subdivision is undersized and recommends looking to purchase undeveloped property to the south to expand the storage capacity and also recommended that the outfall ditch be regraded and cleaned. In addition should the Phase 2 Central Park Lift Station project be approved for funding by FEMA, the possibility to connect the Fleming Drainage System directly to Laurel Lake should be investigated. Staff has included a CIP project for the purchase of a drainage maintenance easement along the outfall ditch and for the purchase of property for additional stormwater storage.
- North US1 Landscaping (Airport Road to I95) – The revised plans have been approved by the FDOT review committee. The bid opening is scheduled for June 25th.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- Downtown Stormwater – Staff has reviewed plans submitted by the design consultant, comments are being transmitted this week for final plan completion. It is anticipated that bid documents will be finalized for disposition at the July 28th City Commission meeting.
- Ormond Sports Complex Field 9/10 Lighting – Plans are still in review with FAA.
- Environmental Learning Center – The Construction Management firm is preparing final construction costs for staff review.
- Water Treatment Plant Lime Silo Dust Arrestor – Design consultant and City staff met at the site and are working on plans to submit 30% for input and review.
- Water Treatment Plant Controls and Pump Upgrade – Design is in process.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – The consultant has submitted 30% plans for review.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going), and old engineering drawings.
- Reviewed multiple SWMP submittals for residential construction (on-going).
- Proposed Ormond Dock - Researching options for the constructing a dock for boats from Cassen Park on the south side of the bridge. Met with dock contractor and experienced boater to discuss ideas for the proposed project.
- Business Park - Researched the existing topography of a proposed commercial site near the airport and estimated the amount of clearing and site fill needed to render an adequate finished floor elevation.

- Stormwater Drainage - Investigated a flooding condition at the intersection of North Beach Street and Woodridge Drive. The low area of the road on Woodridge Drive is inherently prone to flooding during high intensity rainfall events, which tends to flood a portion of the two driveways at that location. Under extreme weather conditions, including high tide, the dwellings may become flooded. A characterization form was completed for the most flood prone property, so that it can be submitted to the Local Mitigation Strategy for consideration of purchasing the property to convert it into a stormwater storage area. An engineering consultant proposal was received for delineating the contributing drainage basin and modeling the stormdrain system in order to determine if there are any feasible stormdrain modifications that can be constructed to improve the condition.
 - Nova Landfill Closure - Groundwater sampling was completed for the semi-annual monitoring report as required by FDEP.
 - Reviewed plans and created approved wetland protection permit for 849 North US1 proposed dock.
 - Provided survey benchmark elevations and locations near the proposed Bermuda Estates Sidewalk project, per consultant (CPH) request.
 - Provided requested drawing files of 2009 WWTP Expansion to consultant (QLH) per request.
 - On-site visit to 1320 North Beach Street with builder to discuss SWMP options.
 - Checked and set the irrigation controllers along West Granada Blvd and I-95.
 - Completed elevation survey along the South side of the Cassen Park fishing pier to determine proposed mooring locations.
 - On-site visit to field check the SR40 Paver replacement project progress.
 - On-site visit to OBSC to check the progress of the ADA Sidewalk construction project.
 - Plotted the design plan drawings for the proposed Shadow Crossings Forcemain upgrade, per Utilities Division request.
 - Created a contour map of the proposed Airport Business Park Expansion area to determine average elevation along the property.
 - Created exhibit maps showing the location of the CDBG projects.
 - Modified the Beau Rivage Water Service Permit drawings, per Utilities Division comments.
 - Completed the research and began the sketch and legal description for 102 Avalon Drive annexation, per Planning Division request.
 - Completed the bi-monthly water monitoring at the Nova Landfill and created exhibit map of results.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured section and pulled forms of sidewalk at Ames Park
 - Pulled forms at 800 block of North Beach St.
 - Ground sidewalk in Hunters Ridge
 - Replaced concrete gutter and patched asphalt (for Water Distribution section) at Lincoln Ave and N Ridgewood Ave.
 - Repaired asphalt on Riverside Dr.
 - Repaired asphalt depression at Harvard Dr and Marvin Rd.
 - Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Removed oak tree at City Hall
 - Removed two oak trees on Cherrywood Drive
 - Removed oak tree on Kenilworth Ave.

- Removed holly tree on Tanglewood Cir.
- Removed fallen tree at Ormond Beach Airport

Maintenance Crew

- 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 (Department of Transportation) roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches City-wide
- Trimmed on Hand Ave, Bramblewood Cir., Harvard Ave bus stop, and 500 block of S Atlantic Ave
- Put up and removed holiday flag from Granada Bridge (Flag Day)

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
- Inspected and prepared signs and barricades for July 4th celebration
- Installed signs for 4th of July event at various parks
- Inspected Stop Signs on Arroyo Pkwy
- Replaced two 25MPH signs on John Anderson Dr
- Replaced two 25MPH signs on Washington St

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Outfalls – inspected and cleaned Citywide
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Inspected stormwater system on Cypress View Trl
- Inspected stormwater system on North Ridgewood Ave
- Investigated customer concern on Wilmette Cir
- Investigated customer concern on Laurel Cir

Vactor

- (Vactor currently undergoing maintenance at Fleet)

Mowing

- Reachout Mower – Hull Rd; Airport Sports Complex; Arroyo Pkwy
- Slope Mower – SR40
- Bush Hog – Granada

Street Sweeping/Streetsweeper

- 98.0 miles of road cleaned (five operating days)
- 13.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

23,123

PM Services completed for the week:
Emergency—Vehicles and Equipment
2

Non-Emergency Vehicles and Equipment
15

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has 9,234 gallons of unleaded and 10,658 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,269 gallons of unleaded and 826 gallons of diesel.
- Fleet completed 64 work orders this week.

• Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Project scheduled to begin 6-15-15.
- Division Avenue Well Field Raw Water Piping – A preconstruction meeting was held on 6-5-15. The notice to proceed was issued for 6-22-15.
- Fire Hydrant Replacement Program – Bids received on 6-11-15. Preparing CC Agenda item for July 28 meeting for contract award recommendation.
- Hunters Ridge Low Pressure FM Upgrade – Received a draft set of plans from Engineering Division for review.
- Laboratory Testing Services – Bids were received. Preparing CC Agenda item for July 28 meeting for contract award recommendation.
- Lift Station 8M1 – Project is under design. Legal department is reviewing survey information concerning partial encroachment of existing lift station outside of the easement to determine appropriate resolution.
- Oak Drive Water Main Replacement – Plans were drafted by Engineering and received for review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Legal Department is working with the attorneys for the contractor and supplier to determine appropriate measures needed to schedule replacement of the impellers in influent pumps 1 & 2. Specifications for replacing the sodium hypochlorite storage tanks are prepared. A spare tank is being purchased.
- Rima Wells Auxiliary Power Generator – desired operational features for SCADA were obtained from the design engineer for review.
- Saddler's Run Lift Station Rehabilitation – A work authorization for consultant construction services is being processed to oversee recently awarded project. A preconstruction meeting is scheduled on 6-23-15.
- Sanitary Sewer Pipeline Repair – The notice to proceed date is 6-8-15.
- Storage Tank Repairs and Maintenance – Structural inspections were performed on the elevated water tanks at Leeway, Breakaway Trails and the water plant. Structural inspection work is completed. Awaiting receipt of Engineering Summary Report. A proposal was received from another continuing engineering firm to prepare design plans and specifications for the water plant elevated tank repair.
- Wastewater Sludge Thickener Upgrades (CIP) – Engineer is incorporating staff comments in the design.
- Water Plant Aerator Housing Rehabilitation (CIP) – A revised proposal for design and bidding services was received from the consultant for review.
- SPRC: Environmental Learning Center – Reviewed lift station calculations and details with engineering staff. Huntington Villas – Meeting held with Developer to discuss alternate source water irrigation system operation and maintenance responsibility for the subdivision. Kingston Shores – held preconstruction meeting for water main extension with applicant's engineer and contractor. Shoppes on Granada – Water distribution system clearance received from FDOH.

- 134 and 136 Beau Rivage –Engineering Department performing plans modifications for permit considerations.
- Received system model results for Plantation Oaks utilities considerations. Model results were reviewed and comments provided to consultant for recommended modifications. Upon receipt of model updates and recommendations, staff will assess results for any offsite utilities needs and meet with developer to discuss.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 39.20 million gallons for the week ending June 14, 2015 (5.574 MGD)
 - Backwashed 8 filters for a total of 393,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 27.84 Million Gallons.
 - Produced 24.31 Million Gallons of Reuse.
 - Produced 3.53 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.98 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 141.79 (14%-18% Solids).
- Water Distribution
 - Exchanged 12 water meters per Finance Department work orders.
 - Responded to or repaired 16 water service leaks.
 - Installed 1 new residential customer water service and meter.
 - Assisted 12 customers with misc. concerns.
 - Replaced or repaired 11 water meter boxes.
 - Replaced 5 residential water services due to aged materials.
 - Responded to 11 reports of customer concerns regarding low pressure, cloudy water, etc.
 - Replaced an inoperable 10" mainline valve at the intersection of N. Ridgewood Ave and Lincoln Ave. PBWN cleared June 17, 2015.
 - Performed testing of commercial water meters: 12 each - 1½" tested accurate. Tested 1 residential meter per Finance Department work order.
 - Pressure tested 9, repaired 4 and replaced 4 city owned backflow prevention devices serving facilities.
 - Continued maintenance of fire hydrants - 13 fire hydrants near Fiesta Heights subdivision and surrounding area.
 - Located and exercised 23 water distribution system main line valves north of SR40 between N. Beach St & US1 - valve maintenance program.
 - Assist with median irrigation low pressure concern on W. Granada Blvd.
 - Performed flushing activities in Ormond Lakes subdivision, Southland Rd, Hull Rd, Addison Lane, Destination Daytona and US1 to city limits.
 - Completed restoration of excavation on Carib Dr and N. Ridgewood Ave
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 120 regular and 4 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and two in town.
 - Repaired 4" cleanout at 638 Hand Ave.
 - Replaced manhole cover at 336 South Halifax Dr.
 - Crews completed repair on 20" force main check valve in Melrose Park.
 - Televised 12, cleaned 3 and root controlled 2 sewer laterals.
 - Televised 800 ft. of sewer main in 4M system

- Installed new pep tank at 35 River Chase.
 - Total rain for Hunters Ridge & Breakaway Trails 6/11/15 to 6/16/15 was 0 inches – high reuse demand continues for these areas.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 15 psi, Ocean Mist Hotel @ 18 psi, Ormond Mall @ 12 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 6/8psi. Foxhunters Flat (2 inch) 6/6 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent #1 – pump noise noted, believed to be debris related, ok.
 - 5P - grounds keeping, trim bushes, clear brush & debris as needed.
 - Melrose Park - assisted Collections as needed at check valve leak.
 - Lift stations – bolster antenna cable attachments with assistance of contracted bucket truck.
 - Sandfiter #2 - level sensor not operating correctly, found tripped breaker and blown fuse, reprogrammed sensor, ok.
 - Influent Room – deragged pumps as per operations protocol.
 - SCADA/WIN911 monitor/response: Laurel Oaks/ 7P/ 8M1 - WIN911, phase voltage loss, FPL power interrupted/ restored, FPL states 1000 customers effected, ok; 8P – WIN911, high level, no high level noted, possible monitoring issue, working to resolve; 6P, WIN911 – phase voltage loss, master circuit breaker at main panel inoperative, effected temporary repairs, ordered and installed new breaker, ok; San Marco-SCADA, high run times - deragged both check valves, ok; Spring Meadows – SCADA, high run hours #1, reset motor starter #2, ok; Il Villagio – SCADA, high run hours #2, reset motor starter #1, ok.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
 - Monthly PM's: Grit Snail; Swing Zone Blowers #1, #2; Sand Filters, #1, #2, #3
 - Quarterly PM's: Clarifiers, Telescopic Valve cleaning.
 - Annual PM's: Fermentation Submersible Mixer #6, #8.
 - Lift Station PM's: 24 monthly & 4 annual performed.
 - Plant wide oil & grease route.
 - 67 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Chlorine storage tank #1 – 2” valve at tank bottom leaking repair material ordered.
- Chlorine storage tank #2 – begin replacement pipe for 3-way valve
- 12% Chlorine pump #2 – made repairs to adjustment knob and shaft.
- Shop – rebuild backup 12% chlorine pump.
- High Service Pumps #2, 4, 5 – serviced drain lines.
- Centrifuge building overhead crane – painting complete will schedule crane install by contractor.
- Filters 5&6 – continue electrical upgrades – replace corroded 18” pipe hangers.
- Housekeeping/Inspection
- Monthly PM's - LPRO transfer pumps; all high service pumps; scrubbers 1, 2, 3, 4; degasser blowers 1,2,3,4; all Division wells.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation - Staff is collecting the data necessary to calculate specific contaminant limits and is developing a sampling regiment to obtain background analyte levels in the sewer collections system as prescribed by FDEP.
- Industry Pretreatment (IPP) Annual Report – The Utility received a letter from the FDEP noting a few recommendations to the Enforcement Response Plan (ERP).The Utility will resubmit ERP after incorporating changes and consulting legal to be sure the changes are represented in the City's Sewer Use Ordinance.

- Special Waste Profile and Disposal: Staff submitted an application to the Volusia County Solid Waste Department asking for permission to dispose of sewer grit line waste at the Tomoka Landfill. The City will ask Waste Pro to deliver the dumpster once permission is received.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor began installation of the backflow prevention devices in the City’s Reuse Service Area. From June 8 -13, 69 valves & 9 rebuild kits were installed.
 - Consumer Confidence Report – the Utility received approval of the draft 2014 CCR from the Volusia County Health Department. The local printer delivered the first draft for the brochure for the Utility’s review. Paper copies will also be provided to large commercial users, such as apartment complexes.
 - Wetlands Monitoring Report – Staff is compiling the data and is authorizing the City’s contract environmental consultant to complete the report for the SJRWMD. The consultant will perform the field analysis of the vegetation surrounding the wetland monitoring wells in Rima Ridge.
 - Cross Connection Control Program – Staff is fielding numerous calls from business customers with questions concerning their need to have the backflow device tested for compliance. The new backflow data management company is increasing compliance of the utility along with correcting misinformation within the database.

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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation, creation and distribution for June 23, 2015, City Commission Meeting
- City Clerk attended code review meeting with Legal Department

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal Department.