

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 30, 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, IT Manager and HR Director
- Packet preparation for Quality of Life Board meeting
- Reviewed commission meeting agenda

Spoke to, attended and/or met with:

- Rotary, Team Volusia, Chamber of Commerce Board meetings
- As requested, met with Commissioner Kent on various topics
- City United Way campaign meetings
- Area City Managers on proposed gas/sales tax survey
- Various residents on a variety of issues.
- Monthly meeting with City staff and Waste Pro representatives
- County Managers meeting
- Claims Committee meeting

Community Development

Planning

- The Department is pleased to announce that Becky Weedo, Senior Planner, was recognized in NIFIP/CRS Update for September/October 2015 for her work on the Program for Public Information (PPI) which is the only CRS User Group in the State of Florida attempting to develop a cross-jurisdictional PPI. There are four other groups in the USA attempting to accomplish the same effort.
- The Department has issued batch stamp approvals for both building and site plans through ProjectDox. Some issues remain with the education of and following directions by the customer. There are some internal issues of conveying the same information regarding the ePlan process at the front counter due to staff turnover and a training session is under preparation for staff. The Department has made internal improvements for review and these changes have greatly improved the timeliness of review.

Building Inspections, Permitting & Licensing

- 242 inspections performed.
- 9 business tax receipts issued.
- 223 permits issued with a valuation of \$1,034,640

NOTE: Private Provider inspection services conducted 55 inspections of the 242 inspections performed.

Development Services

- The following SPRC activities occurred this week:
 - Plantation Oaks, PZ 16-01, submitted 10.22.2015. The project is currently in unincorporated Volusia County and is in City permitting for utilities and landscaping review. The project shall be annexed into Ormond Beach once is it contiguous.

- Vystar & Zaxby's common improvements, PZ 16-08, submitted 10.26.2015. The project seeks to separate out the common improvements, utilities and the driveway, approved with Zaxby's (1287 West Granada Boulevard) and construct as a standalone project. It appears that the Vystar project shall be constructed before the Zaxby's and these improvements are necessary to serve the Vystar project.

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. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Site Plan Review Committee made its recommendations and Tomoka Holdings is in the process of responding to the comments.
- Staff continues discussions with Tomoka Holdings regarding options for facilitating the development of the Commerce Park.

Airport Business Park

- Staff has prepared a Growth Assistance Program Agreement for the 5-year reimbursement of property taxes projected to be paid by Concentrated Aloe as part of the construction of a 40,000 square foot manufacturing facility on Lot 2 at the Airport Business Park. The Agreement was approved at the September 9 City Commission meeting. The City's Site Plan Review Committee has approved the final site plan for the construction of the building. A closing on the property is scheduled for November 10.

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

- Staff reviewed and revised the latest draft of the joint City and Ormond Chamber update of the Doing Business in Ormond Beach resource guide that will be republished in November.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm interested in relocating their entire operation to an available property at the Airport Business Park. The firm met with staff to discuss several available properties in Ormond Beach and possible economic development incentives associated with the relocation of the manufacturing operation to the City. The company is negotiating a purchase offer for one of the Business Park properties.
- Staff is working with Economic Development Practitioners to complete the next promotional initiative for Rediscover US1: Americas Business Highway, which will focus on visiting restaurants that have pledged a donation to Food Brings Hope. The Rediscover US1 Restaurants runs from November 1 to November 21.

Airport Operation and Development

- Staff worked with AVCON. and Halifax Paving to prepare the various documents required to begin construction on the Taxiway "G" project. Staff anticipates that these items will be presented at the December 1st City Commission for meeting.
- Staff has been advised by the FAA that their project to rehabilitate the VORTAC air navigation facility at the airport has been tentatively scheduled to begin on April 11, 2016. It is anticipated that the VORTAC facility will be out of service for up to 60 days.
- Staff finalized the consent to assignment process that will enable Blue Sky Rental to assign their leasehold interest in 64 Hangar Way to Hangar Seven Aviation.
- Staff is scheduling with Austin Outdoor the bi-annual application of herbicide to the airport's runways and taxiways and anticipates that this work will take place within the next two weeks.

Finance/Budget/Utility Billing Services

- **On-going Projects**
 - Begin audit preparation.
 - Finalize year-end closing processes.

- Completed Projects - Weekly

- Processed 42 Journal Entry Batches (#5733 – 5760) (781 - 865).
- Approved 64 Purchase Requisitions totaling \$4,427,416.49.
- Issued 68 Purchase Orders totaling \$4,703,457.08.
- Processed 3,634 cash receipts totaling \$817,768.36.
- Prepared 111 Accounts Payable checks totaling \$318,090.53 and 36 Accounts Payable EFT payments totaling \$398,403.84
- Processed 1,410 utility bill payments through ACH totaling \$117,235.62.
- Prepared 28 Payroll checks totaling \$23,626.93 and 325 Direct Deposits totaling \$395,570.13.
- Transferred IRS 941 payment of \$152,716.56.
- Processed and issued 4,984 utility bills with billed consumption of water of 15,460k.
- Issued 459 past due notices on utility accounts.
- Auto-called 150 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information

- Press Releases

- Open Gym (November 6, 13, 20)
- Walking with the Manager (11/13)
- Florida Licensing on Wheels (11/10)
- Ormond Beach Civil Air Patrol Honored at Regional Competition

- 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.
- Completed and scheduled ads for the December Legal Aid Workshop.

- Grants

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

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 4
- Hazardous: 2
- EMS: 91
- Motor Vehicle Accidents: 12
- Public Assists: 55
- TOTAL CALLS: 169

- Aid provided to other agencies: 18 Calls: Daytona Beach (9), Holly Hill (2), Volusia County (7)
- Total staff hours provided to other agencies: 32
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 69

Training Hours

- NFPA 1001: Firefighting 19
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 24

- NFPA 1620: Preplanning 6
 - EMT/Paramedic 17
- TOTAL TRAINING HOURS: 68

Station Activities

- Updated 29 pre-fire plans
- Conducted 255 fire hydrant inspections
- Participated in the Tomoka State Park Festival
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Tomoka Elementary	115
Little Feet Academy	90
Temple Bethel	160
St. Brendan Catholic	40
Global Montessori	40

Significant Incidents

- 10/21/15, 11:45 PM: I-95/Mile Marker 269 – Motor Vehicle Accident – Upon arrival found semi-truck rolled over on its side and passenger car with heavy damage with both in ditch – occupant of truck required heavy extrication – one patient transported by Air One as a trauma alert.
- 10/24/15, 10:38 PM: I-95/Mile Marker 270 – Vehicle Fire – Upon arrival found a fully involved minivan in emergency lane – fire contained to passenger compartment and wheel wells – approximately 500 gallons of water used to extinguish – vehicle had severe fire damage – no injuries.

Human Resources

Staffing Update

Requisitions

- Neighborhood Improvement Officer (Police)
- Permit Technician (Engineering)
- Part Time Recreation Leader – SONC (Leisure Services)

Approved/Active Recruitment

- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site and internally and will remain open until filled.
- Police Officer (Police) was advertised 10-5-15 on the City web site, on National Testing Network, and internally and will remain open until filled.
- Information Systems Specialist (IT) was advertised 10-15-15 on the City web site and internally and will remain open until filled.
- Treatment Plant Operator C, B, or A (Wastewater) was advertised 10-5-15 on the City web site and internally and will remain open until filled.
- Part Time Treatment Plant Operator (Wastewater) was advertised 10-5-15 on the City web site and internally and will remain open until filled
- Part Time Community Events Technician (Leisure Services) was advertised 8-4-15 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 Maintenance Worker II – Athletic Fields (Leisure Services) was advertised 10-23-15 on the City web site and will remain open until 10-30-15.

Interviews Scheduled

- Part Time Maintenance Worker II – Building Maintenance (Leisure Services)

Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Police Officer (Police Department)

- Building Inspector (Planning)

Terminations

- Permit Technician (Engineering) effective 10-30-15
- Part Time Recreation Leader (Leisure Services) effective 10-31-15
- Police Officer (Police) effective 11-29-15

City Events/Employee Relations Update

- Nationwide representative will be here on 11-19-15 to meet with employees
- Blood drive will be held at City Hall on 12-7-15

Risk Management Projects

- Attended Wellness Council Executive Board meeting
- Facilitated United Way fundraising campaign employee meetings
- Attended Claims Committee meeting

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Finance – Interactive Voice Response System – Contract approved by City Commission.
 - Community Development – Electronic Plan Review – Go-Live was Oct 1, a very good start. Working with the Vendor to resolve remaining operational issues with the Naviline and GIS interfaces.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 29 New work - 56 completed - 23 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,574	Inbound E-Mails Blocked	19,007
Delivered Inbound E-Mails	14,214	Quarantined Messages	353
Percentage Good Email	42.3%	Virus E-Mails Blocked	105

 - Notable Events:
 - IT Manager attended Sungard training in Orlando. Sungard provided information about their recently announced product, the successor to Naviline, called Edge.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 1 Corrections: 1
 - Map/Information Requests: 8
 - Information Requests from External Organizations: 1
 - Total reclaim connections in system = 84
 - Total meters in system = 23,072; 22,406 potable, 655 Irrigation, 11 effluent
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting

- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Peace in the Park event
- Rockefeller Revisited
- Central Florida Zoo visit

- 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.
 - The OBGS 13's, 14's and 15's continued practice this week Monday through Thursday night at 6 pm at the Sports Complex on the Wendelstedt Fields.
 - Coed softball games continued this week Monday and Tuesday nights at 6:30 and 7:30 pm at the Sports Complex on Field 7. These are the playoffs.
 - Pride Football practices continued this week Monday through Thursday at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - OBSC's competitive soccer continued their fall training this week Monday through Friday on Soccer Fields 1, 4, 9, and 10 at the Sports Complex. Recreational soccer practices also continued this week with games on Saturday.
 - Lady Renegades are practicing at the Softball Quad at the Sports Complex Monday through Thursday at 6 pm.
 - The City's Flag Football Program continued games this week Monday through Thursday evening on Softball Quad #3 and the Kiwanis Field starting at 5:45 pm.
 - OBYBSA Baseball and Softball continued their practices and fall games this week at both the Sports Complex and the Nova Community Park fields. Games will run through the end of October/beginning of November.
 - River Bend Soccer continues practices this week at the Sports Complex on Soccer #6 on Thursday and Friday at 6pm.
 - The SHS Girls' and Boys' Soccer Program practiced this week Monday through Friday on Soccer #5 and #6 at the Sports Complex. The girls had home games on Wednesday at 5:30 and 7 pm.

- Athletic Fields 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
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Painted soccer fields at Sports Complex and South Ormond
 - Painted Championship Field #7 and installed carpets for Pride football games
 - Repainted overflow parking area by Soccer #9 for parking lot
 - Put new ties on soccer goals where needed
 - Dragged, marked and painted all softball, baseball, t-ball and soccer fields on a daily basis at the Sports Complex and Nova
 - Put on nets and painted Championship Field #7 for SHS soccer games

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Ormond Beach Senior Games Ballroom Dancing event was held on Sunday from 3:00pm to 6:00pm
 - 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: Kopy Kats held on stage rehearsal and regular classes.
- Tuesday: Follies and CMT held regular classes.
- Wednesday: Follies and CMT held regular classes.
- Thursday: Kopy Kats held on stage rehearsal and regular classes. CMT held regular classes.
- Friday: CMT held regular classes.

- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
 - Jazzercise Monday evening
 - PAL tutoring this week

- Community Events
 - Assisting in the planning of 2015 Senior Games tasks
 - Attended Senior Games events
 - Setup, attended and breakdown of Peace in the Park event
 - Assisting with the logistics of the US1 groundbreaking event
 - Preliminary planning activities for the following upcoming events: Veterans Day, Holiday Concert, Santa on the Go, Letters to Santa, Home for the Holidays Parade, Breakfast with Santa

- Gymnastics
 - October session in progress
 - Registration is open for November session
 - Trial classes are being offered to attract potential students

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes during the week.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - Explore the Arts will continue to meet on Wednesday from 4:00-5:00pm
 - The Pickleball event for Senior Games took place Monday and Tuesday.

- The Casements
 - A memorial service was held at Bailey Riverbridge on Saturday from 12:00 p.m. to 5:00 p.m.
 - A wedding was held at Ormond Memorial Gardens on Saturday from 3:00 p.m. to 6:00 p.m.
 - The Casements held their sixth annual Rockefeller Revisited event on Saturday from 6:00 p.m. to 9:00 p.m. Staff and volunteers helped from 3:00 p.m. to 10:00 p.m.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
 - A group picnic was held at Bailey Riverbridge on Sunday from 3:00 p.m. to 7:00 p.m.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - Guild tours were given at The Casements from 10:00 a.m. to 4:00 p.m. on the hour Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.
 - The Casements Guild held a general meeting and luncheon on Wednesday in the gallery from 9:30 a.m. to 1:00 p.m.
 - Ormond Beach Art Guild took down artworks from their Fall Art Show on Friday.

- Parks Maintenance:
 - Installed new white ropes on poles at Bailey Riverbridge, Cassen Park, Fortunato Park and Rockefeller Gardens
 - Installed two beach access signs at Birthplace of Speed Park
 - Remove graffiti from trash can and fishing line tube at Sanchez Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Posting of park reservations at pavilions
- 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
 - Weekly inspection of DOT and facility lighting at various city locations
 - Weekly lighting inspection of airfield runways, taxiways and signage
 - Performed preventative maintenance on 23 City-owned A/C systems
 - Repaired main A/C at The Casements'
 - Replaced A/C unit, sleeve and controls at Public Works
 - Escorted and assisted contractor for various repair jobs at police station
 - Installed new programmable t-stats for Senior Center
 - Repaired gym and entrance lights at SONC
 - Installed movie screens and projector boxes at SONC
 - Miscellaneous repair work at City Hall
 - Installed new lamps at Nova Gym

Police Department

Administrative Services

- Conducted a 40 hour in-service training class for newly promoted sergeants.
- Staff attended Coffee with a Cop event at Peach Valley.
- Staff participated in multi-agency car burglary suppression operation.

Community Outreach

- Attended the Florida Crime Prevention Conference.
- Conducted class # 6 for the Citizen Police Academy.
- Taught DARE at Pine Trail, Pathways, Ormond Beach and Tomoka elementary schools.

Community Services & Animal Control

- Animal Calls: 38
- Animal Bites: 1
- Animal Reports: 3
- Animals to Halifax Humane: 1 Dog
- Wildlife: 1
- Trap Neuter release: 6
- 77 Cats (TNR) from 10-1-14 thru 10-28-15
- Dangerous Dog case continued (806 Riverside Drive).

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 7
- Inactive: 5
- Fraud: 2
- Burglary Business: 1

- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 3
- Missing Persons: 1
- Recovered Missing Persons: 2
- Sex Offense/Rape: 4
- Robbery: 1
- Suspicious Incident: 1
- Vandalism: 1

Records

- Walk - Ins / Window 124
- Phone Calls 131
- Arrest / NTA'S 36
- Citations Issued 100
- Citations Entered 285
- Reports Generated 143
- Reports Entered 120
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,532
- Total Traffic Stops 168

Operations

Crime Opportunity Report Forms Issued: 152

- 10/21/15
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Loss prevention caught a subject not ringing up items at the self check out. According to loss prevention this isn't the first time the subject was in the store. Suspect was detained and arrested by officer upon their arrival. The suspect was issued a Notice to Appear, trespassed from the store property by management and released from the scene.
 - Warrant (Arrest) - 65 Wye Drive. Suspect was contacted at her residence in reference to an open warrant for her arrest for violation of probation with no bond allowed. Suspect was taken into custody and transported to the branch jail.
 - Warrant Arrest, 839 South Atlantic Avenue (Andy Romano Park). An officer contacted two suspects in the park after hours. One suspect was found to have two open warrants for his arrest. He was taken into custody and transported to the branch jail. The second subject was issued a trespass warning for the park and released from the scene.
- 10/22/15
 - Traffic Stop/Warrant (Arrest) - South Nova Road and Fleming Avenue. Driver was stopped for a routine traffic violation. A wanted check revealed the subject had an open Volusia County arrest warrant with no bond allowed. Suspect was taken into custody and transported to the branch jail.
 - Disturbance/Warrant (Arrest) - South Perrott Drive and Tomoka Avenue. Officers were dispatched to the above location in reference to a disturbance/fight taking place in the street. Upon arrival officers made contact with several subjects, one of which had an open writ of bodily attachment. The writ was confirmed as being active and the subject taken into custody and transported to the branch jail.
 - Carbreak- 10 block of Pearl Drive. Victim advised that an unknown suspect stole lawn equipment items off of his trailer.
 - Solicitor Complaint (Arrest) - West Granada Boulevard and Williamson Boulevard. Subject was observed by officers holding a cardboard sign begging for money and obstructing traffic. Contact was made, the subject who was placed under arrest and transported to the branch jail.
 - Shoplifting (Arrest) *2- 1521 West Granada Boulevard (Wal-Mart). Loss prevention attempted to stop two suspects stealing merchandise. The suspects fled the area prior to officer's arrival on

- scene but were located a short distance away. A positive identification was made for both suspects by Wal-Mart loss prevention personnel. One suspect was on probation and the other had multiple retail theft convictions. Both were arrested and transported to the branch jail.
- Solicitor Complaint (Arrest) - West Granada Boulevard and Williamson Boulevard. Subject was observed by officers holding a cardboard sign begging for money and obstructing traffic. Contact was made the subject who was placed under arrest and transported to the branch jail.
 - Warrant Arrest, South Halifax Drive/Byron Ellinor Drive. A motorist stopped for a routine traffic violation was found to have an open warrant for their arrest for a probation violation reference to driving while license suspended. The suspect was placed under arrest and transported to the branch jail.
 - DUI Arrest, North Yonge Street/New Britian Avenue. Upon arrival on scene of a motor vehicle crash the driver of one of the involved vehicles appeared to be intoxicated. Following the crash investigation a DUI investigation was initiated and field sobriety exercises conducted, which the suspect failed. The suspect was subsequently arrested for DUI and transported to the branch jail.
- 10/23/15
 - Car Break, 815 Ocean Shore Boulevard. The victim reported that suspects unknown stole a weed eater and an edger from the bed of his pickup truck.
 - Burglary-Business, 160 Business Center Drive. The victim reported that persons unknown entered her closed business and removed a big screen television from the lobby. The doors and windows to the business found to be secured/no signs of forced entry to the business found.
 - Suspicious Person Arrest, 4000 Saint Georges Road (Bermuda Estates). Suspect was intoxicated and randomly knocking on people's apartment doors. When officers arrived the suspect took flight and refused to stop when confronted and/or officer's verbal commands. The suspect tripped on a curb and fell to the ground at which time he was detained by officers. The suspect was placed into custody for resisting arrest without violence and transported to the branch jail.
 - Domestic Violence Arrest, 1643 North US1 (Houligans). Suspect was arrested after she walked up to her boyfriend and punched him in the face. Witnesses reported she continued hitting her boyfriend as he walked her out of the restaurant. The suspect was arrested for domestic violence battery and transported to the branch jail.
 - 10/24/15
 - Warrant/Arrest, 33 Big Bear Path. An adult male wanted on a warrant out of Flagler County was contacted at his residence and taken into custody and transported to the branch jail.
 - Narcotics/Arrest, 26 North Beach Street. A motorist was reported by other drivers to be driving recklessly. Upon observing officers, the driver of the vehicle abruptly pulled into the above address. When contacted by officers the suspect advised he had stopped to take a nap. During the officers investigation the suspect was found to be in possession of several narcotic pills without a prescription. The suspect was arrested and transported to the branch jail.
 - Narcotics, 3 North Yonge Street (Sunoco). A suspect attempted to make a purchase but his credit card was declined so he began begging money from other customers. Sunoco security personnel wanted the subject trespassed from the property as he was bothering customers. While issuing the trespass warning the suspect produced his driver license to officers which was found to have been suspended and the suspect was subsequently arrested. A search of the suspect revealed he was in possession of a felony amount of narcotics. The suspect was placed under arrest for possession of a suspended driver license and possession of a controlled substance/narcotic without a prescription and transported to the branch jail.
 - Drunk Driver, 100 block of South Orchard Street. An officer observed a vehicle run a red light at West Granada Boulevard and South Orchard Street and conducted a traffic stop. As the officer approached the vehicle he observed the driver attempt to conceal an open bottle of vodka and the driver exhibited signs of being impaired. A DUI investigation was conducted and the driver was subsequently arrested for DUI and transported to the branch jail.
 - Drunk Driver, North Nova Road/Main Trail. An officer observed a vehicle run a stop sign and weave across both lanes of traffic for an extended period of time. A traffic stop was conducted and a DUI investigation conducted. The driver was subsequently arrested for DUI and was transported to the branch jail.

- 10/25/15
 - Fleeing Vehicle/Shoplifting/Arrest, 1521 West Granada Boulevard (Wal-Mart), Officers were responding to a reported shoplifting when loss prevention pointed out the vehicle that was involved in the parking lot. The vehicle fled and a short chase ensued. The vehicle eventually stopped and the two suspects inside of same were detained. Two other suspects were apprehended by loss prevention personnel and were being detained inside of the store for shoplifting. The driver of the vehicle was arrested for fleeing and attempting to elude officers and the two suspects detained by loss prevention inside of the store were both arrested for retail theft/shoplifting. The three suspects were transported to the branch jail without further incident. The fourth suspect was released from the scene.
 - Battery Domestic Violence, 657 South Atlantic Avenue #318. Victim reported that her boyfriend slapped her in the face during an argument. Officer observed that the subject's room appeared as if an argument/physical altercation had taken place. Neither subject could advise exactly what their argument was about. Both were heavily intoxicated. The boyfriend was arrested for domestic violence battery (as the female subject had a mark on her face consistent with having been slapped/struck) and transported to the branch jail.
- 10/26/15
 - Solicitor Arrest, Williamson Boulevard/SR40. A transient was panhandling in the median and roadway within the traffic safety buffer zone. He was arrested and transported to the branch jail.
 - Alcohol Violation Arrest, SR40/Williamson Boulevard. Four transients were sitting on the sidewalk in front of the Valero gas station. One of the subjects began creating a disturbance and officers were called. The four subjects were contacted at which time one subject was found to be highly intoxicated, was in possession of an open can of beer and was verbally combative with officers. The subject was subsequently arrested for disorderly intoxication and possession of an open container and transported to the branch jail without further incident. The three other subjects were warned and released from the scene.
 - Narcotics Arrest, 595 West Granada Boulevard. Motorist was stopped for driving in an irregular pattern with no lights in operation. The vehicle was stopped and an investigation and consent search revealed three small packages of meth-amphetamine, several cell phones, and about \$2,900 in cash. The driver/owner of the vehicle stated he'd been living out of his vehicle and staying in the parking lot of an unknown hotel in Daytona Beach, where friends of his currently reside. The subject was arrested for possession of narcotics with the intent to distribute and transported to the branch jail.
 - Burglary – Business, 401 North US1. Received an alarm call at the business located at this address. Officers arrived on scene and located a broken front window. The owner arrived on scene and officers checked the interior of the business. The owner reported \$5,000 cash was stolen along with an unknown amount of cigarettes. Several glass pipes and shelving were damaged during the burglary.
- 10/27/15
 - Domestic Violence; 136 Ormwood Drive. An adult male suspect choked and beat his boyfriend during an argument. The suspect was charged with felony domestic battery strangulation and misdemeanor domestic battery and transported to the branch jail.
 - Carbreak; 17 Marvin Road. Occurred overnight. Vehicle left unlocked. Nothing taken.
 - Carbreak; 19 Oakmont Circle. Occurred overnight. Car was left unlocked, purse and wallet stolen.
 - Carbreak; 109 Ivanhoe Drive. Victim reported they had locked their vehicle but no forced entry was noted. The interior of the vehicle was ransacked but nothing noted missing.
 - Carbreak; 122 Ivanhoe Drive. Unlocked vehicle. 75 cents reported stolen.
 - Warrant Arrest; 1516 Oak Forest Drive. A suspicious vehicle was reported in the area by residents. Officers patrolling the area located the vehicle and ran the license tag before attempting a traffic stop. It was discovered that the registered owner of the vehicle had an open warrant for 1st degree murder out of Volusia County/Port Orange. The vehicle was stopped and the driver/owner was arrested on the outstanding warrant and transported to the branch jail.
 - Solicitor Arrest, I-95/SR40. Nuisance transient was panhandling in the roadway obstructing traffic on the northbound off- ramp of I-95. The subject was arrested and transported to the branch jail.
 - Trespassing Arrest, 1478 West Granada Boulevard (Ormond Towne Square). Two transients were observed entering the plaza after having been trespassed from same for

panhandling/harassing patrons. Both subjects were contacted by officers while panhandling in front of Publix and Red Bowl, were arrested for trespassing after warning and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 36
 - Number of Uniform Traffic Citations Issued: 59
 - Number of Written Warnings Issued: 6

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 1

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 17 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 13 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-one (81) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Contractor resumed work to finish remaining lining of stormdrain on Northside Drive and begin sanitary sewer lining.
- Ph II 2-Inch Watermain Replacement – Mainland - Clearance packages were submitted to Volusia County Health Department for Eagle Court, Magnolia Drive, Oak Avenue, and Creek Bend Way. Restoration is underway in those areas and on Parkwood Drive, Fairwood Circle, Knollwood Circle, and Horseshoe Trail. As-builts have been submitted on these streets and are being reviewed. Flushing and sampling is being performed on the new watermain along Granada Blvd. from 1200 Granada Blvd. to Mirror Lake Drive, which had to be redone since the original two of the six points sampled expired. Staff is coordinating with the contractor regarding the installation of the new replacement water meters, which will be installed when consistent with the normal reading cycle on those streets so as not to disrupt the billing cycle.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Fire hydrant installation is ongoing on Brooks Drive, Tropical Drive, Alamanda Drive, and Hibiscus Drive. The Consultant is preparing clearance paperwork for Ocean Aire Terrace.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor is tapping the main line at Lucky Drive and Vining Court this week. Work continues on the installation of service laterals on Ormond Parkway.
- Environmental Discovery Center – The Contractor completed the concrete block walls of the building, creating all door and window openings and is working on site grading and wood pilings for the wrap-around decks.
- Nova Community Park Trail – City Commission awarded contract at October 20th meeting. Contractor is planning to start in early November.
- North US1 Landscaping (Airport Road to I95) – The bid award was approved at the September 9th City Commission meeting and the Contractor is working to secure the required project bonding. Construction is scheduled to begin in late November.
- Downtown Stormwater – The project was advertised for bidding on October 25; a pre-bid meeting is scheduled for November 12, with a bid opening scheduled for December 1.

Design Projects:

- City Hall Chiller Pump Replacement – A design kick-off meeting was held and the mechanical engineer will begin design for replacement of the pumps and controls. The old pumps will be salvaged by the City so they can continue to be used as spares for other buildings as needed.
- West Ormond Community Center – Met with consultant to discuss the scope of work. The consultant has met with the School administration to discuss the project and then will submit a scope of work for staff's review.
- City Welcome Sign – Staff is preparing final construction plans for the FDOT. A Community Aesthetic Feature (CAF) Agreement was approved by the Commission at the October 20th meeting. The submittal package to FDOT will include structural and electrical engineering plans, 5 year accident data and a design variance for the sign in the median east of Williamson Boulevard.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion – Proposals were received and a Purchase Order was issued to RCP Shelters for the pavilion. Fabrication lead time is 8 weeks.
- Ormond Sports Complex Field 9/10 Lighting – Public notice has been issued that the six light poles initially determined to be of presumed hazard to air traffic are being reviewed under an additional study.
- Water Treatment Plant Lime Silo Dust Arrestor – The Consultant is finalizing 90% plans.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant is finalizing plans and bid specifications.
- WWTP Sludge Thickener Improvements – The Contract has been placed on the CC agenda for November 2nd to award the bid.
- Cassen Park Public Dock – Reviewed consultant project design services proposal for the proposed dock and break water.
- Woodridge Stormdrain Improvements – Consultant has submitted stormwater modeling analysis which is being reviewed by staff to determine feasibility of improving the flooding conditions at the intersection at North Beach Street.
- Forest Hill Connector Trail – The City Attorney's office is finalizing revisions to the easement from the property owner at 290 Military Blvd.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Staff has received preliminary plans from FDOT and provided initial comments specifically regarding utilities.
- Ormond Beach Sports Complex Traffic Calming - Investigating alternative construction methods for speed tables on Doug Thomas Way. Considering asphalt paving installation versus a pre-manufactured system which is anchored to the existing asphalt.
- Sanitary Sewer Inflow/Infiltration - Sewer system maps are being prepared as part of a bid package to have the City's sanitary sewer gravity systems inspected by camera/televising, which will be used to identify and prepare reports to address the priority of repair and cost estimates for gravity sewer mains which exhibit infiltration or may be damaged.

Department Activities

Administration/Meetings/Customer Service/Other:

- Reviewed and created an approved Work-in-the-Right-of-Way permit for North Yonge Street and Kenilworth Avenue, per AT&T request.
- Began the initial fieldwork for the upcoming survey along Misners Branch to create a construction plan set for the proposed Forest Hills Trail.
- Researched old historical files and provided documents relating to the Right-of-Way/Easement existence along Bennett Lane, per Planning Department request.
- Researched old files and provided documents regarding maintenance and ownership of properties near the Leeway Trail pipe crossing.
- Created exhibit drawing of the proposed new traffic routes for Tomoka Elementary school parking lot.
- Completed on-site visit to 397 John Anderson Drive proposed residence to verify the submitted SWMP.

- Researched and provided drawings relating to any electrical improvements for the Breakaway Trail Wastewater Treatment Plant, per Utilities Division request.
- Completed the bi-monthly groundwater and air gas well samplings at the Nova Landfill and recorded the results, per DEP request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Filled pot holes in Cassen Park
 - Filled depressions on Fairview Ave
 - Added asphalt to water tank entrance on Leeway Trail
 - Cut and removed section of hazardous sidewalk on Grey Dapple Way
 - Poured concrete on Trail Song Dr and on Grey Dapple Way
 - Ground sidewalks where needed on Ormond Lakes Blvd, Lakebluff Dr., Palmetto Ave., 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
- Grinded stumps Citywide
- Trimmed in Tymber Crossing subdivision
- Trimmed on Stoney Ridge Ln
- Trimmed on Greenwood Ave
- Trimmed low limbs on Lindenwood Cir S and on Lindenwood Cir E.

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 roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads

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
- In-shop training
- Fabricated church sign for North Halifax Dr
- Replaced stop signs, posts, and anchors on Royal Rd and Anchor Dr
- Removed clearance sign on Riverside Dr

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected

- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Inspected Division Ave and Railroad St
- FDOT Mowing on SR40

Mowing

- Reachout Mower – Pineland Trail, Division Ave
- Slope Mower – FDOT Pond, Division Ave
- Brush Hog – SR40

Vactor

- Lakeview Cir

Street Sweeping/Streetsweeper

- 0 miles of road cleaned
- 0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
23,984

PM Services completed for the week:

Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 6,125 gallons of unleaded and 9,570 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,320 gallons of unleaded and 763 gallons of diesel.
- Fleet completed 44 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Obtained additional information concerning irrigation pump yard piping and forwarded to consultant – awaiting receipt of proposal.
- Division Avenue Well Field Raw Water Piping – Certification of Construction Completion and Clearance was received from the FDOH for the raw water main. Well 10D meter is being installed. Consultant is finalizing record drawings for the water main and force main.
- FDOT SR40 and I-95 Intersection – FDOT will provide depth and horizontal locations of our utilities where potential conflicts occur with proposed roadway drainage system modifications in the area.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
- Lift Station 8M1 – Vendor (bidder) questions are being addressed. A pre-bid meeting was held on October 27. Awaiting Legal Department recommendation for resolving easement discrepancies.
- Oak Drive Water Main Replacement – Water distribution crew is scheduling work and material needs.
- 391 Airport Road – Design comments were addressed and plans were sent to Volusia County to obtain a right-of-way use permit.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Impeller is being replaced in Pump #1 at the factory and should be shipped to their installer at the end of this week. The additional component needed for motor control unit to operate the pump in automatic mode was purchased and programming needs are being addressed.
- Rima Wells Auxiliary Power Generator – An agenda item for the scope of work intended for bid was prepared for City Commission consideration at the November 2 meeting.

- Saddle's Run Lift Station Rehabilitation – Control panels were installed and the pumps were received. A meeting was held at the site to discuss construction scheduling. Work will be nearing completion this week with lift station start-up scheduled.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is presently performing storm sewer rehabilitation. Sanitary sewer system lining activity will commence afterwards.
- Sodium Hypochlorite Storage Tank Replacement – Vendor questions are being addressed. A pre-bid meeting was held on October 28. Preparing Addendum 1 to answer vendor questions.
- Storage Tank Repairs and Maintenance – OM Engineering is preparing a proposal for engineering services to refurbish the elevated tanks at the Water Plant and Breakaway Trails.
- Wastewater Sludge Thickener Upgrades (CIP) – Bids are being evaluated.
- Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were received from the consultant for review.
- Water Plant Lime Silo Dust Arrestor Project – 60 % plans review meeting performed, consultant modifying plans per operations staff comments and confirmed field measurements.
- Staff collaborating with Fire Department regarding responses to ISO Survey information request related to the water distribution and storage system capabilities for main potable system and separate irrigation and fire systems located in the western Ormond Beach service area.
- SPRC: Children's Workshop - Site plan was approved. Kingston Shores –The condo association proposes to install the water main on top of the electrical conduit instead of obtaining an easement from the state to relocate the line. Plans proposing this alteration were submitted for review. Huntington Green - Consumptive Use Permit received from St. Johns River Water Management District (SJRWMD). Huntington Lakes - Minor Modification of Permit No. 22838-42 received from SJRWMD. Pineland – Met with design engineer to review previous site plan comments. 600 W Granada Boulevard – Reviewed the conceptual plans for the site. Met with the developer and engineer to discuss conceptual design comments.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 38.243 million gallons for the week ending Oct. 25, 2015 (5.463 MGD)
 - Backwashed 13 filters for a total of 652,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one (1) Precautionary Boil Water notice this week.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.89 Million Gallons.
 - Produced 26.97 Million Gallons of Reuse.
 - Produced 1.92 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.13 MGD, plant designed for 8 MGD.
 - Hauled 40.27 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 2 water service leaks.
 - Replaced or repaired 12 water meter boxes.
 - Responded to or repaired 10 water service leaks.
 - Replaced 6 water services due to aged piping.
 - Repaired a 6" water main break on Tomoka Meadows Drive
 - Responded to 26 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 6 city owned backflow prevention devices serving facilities.
 - Continued maintenance of fire hydrants within the city limits, 6 fire hydrants maintained in The Trails subdivision.
 - Performed valve maintenance on mainland valves in the North Beach St and scheduled shutdown or water main break areas, 17 valves exercised. Assisted Wastewater Collections with sewer force main valve exercising.

- Installed 2 new 2" isolation valve on Sunny Shore Dr.
- Installed a 6" isolation valve on Tropical Dr.
- Performed shutdowns on Tropical Dr and Longwood Dr for fire hydrant installations as part of the 2" water main replacement project.
- Performed flushing activities in all areas where water mains shutdowns took place.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 92 regular and 4 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to six trouble call Breakaway/Hunters Ridge PEP System service area.
 - Televised 1, cleaned 5 and root controlled 4 sewer laterals.
 - Televised 7M1 sewer system 2,396 ft of 8" sewer main.
 - Raised manhole ring & cover at 260 Greenwood Cir.
 - Replace broken pep tank at 11 Lake Isle Way.
 - Installed 30 inch riser at 74 Saddlers Run Cir. (back lid)
 - Assist Danus Construction Inc. on Saddlers Run lift station shut down Monday morning for rehab.
 - Laid three pallets of sod out west area after rehab or tank replacement.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 2 psi, Ormond Mall @ 4 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 27/12 psi. Foxhunters Flat (2 inch) 20/5 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - 6M – station operating in control bypass due to control issue, Flygt contacted for assistance, checked station daily for ragging in wet well because of bypass operation.
 - Saddler's Run, generator to Fleet for necessary repairs to on-board battery charger.
 - Tested Influent Bypass and Bar Screen Diversion from Dewatering Station.
 - 4M, pump #3 leaking, pull & replace pump with repaired inventory, ok.
 - Influent Room – deragged pumps as directed.
 - WIN911 monitor/response: 6M - pump #3 fail – found pump blocked at volute, cleared blockage at volute, primed pump, ok
 - SCADA monitor/response: Arroyo Parkway, uneven run times, deragged check valve #2, 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: Sand Filters, #1, #2, #3; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Swing Zone Blowers, #1, #2; R.A.S. Pumps, #1, #2.
 - Quarterly Plant PM's: Screw Pump #3; Screw Pump, #1.
 - Annual Plant PM's: Fermentation Submersible Mixer #9.
 - Lift Station PM's: 11 monthly and 5 annual performed.
 - Plant wide oil & grease route.
 - 55 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Corrosion inhibitor feed pump, replace with repaired stock, ok.
 - Fluoride pump, repaired pressure gage pulse dampener, ok.
 - Hypochlorite generator, repaired leak on water softening system, ok.
 - Reuse high service pump 2, repaired the check valve dampener, ok.
 - Riverview booster station, not responding, reset SCADA breaker, ok.
 - Well 5D, FPL meter caught fire, Fire Dept. notified, contacted Economy Elec. For repairs, scheduled for 10/26.
 - L.P.R.O., removed valve actuator to be shipped to vendor for repairs.
 - Monthly PM's: all H.S.P; reuse high service pumps 1, 2 and 3; B.A.T. reuse high service pumps; all booster stations on River crossing.

Wastewater/ Reuse Treatment and Collection System Regulatory Activities

- Annual Reuse Report - Staff submitted the Annual Reuse Report to the FDEP for the 2014-15 fiscal year. The City increased its public access reuse land disposal rate by nearly 300,000 gallons per day from the previous annual period and is now disposing an annual average daily rate of 3.35 MGD to reuse customers.
- PEP Tank Brochures – Staff mailed the revised PEP tank brochures to the residents possessing the system. The brochure was designed to inform residents of details of the system and the shared responsibility of the City and themselves for the system. The Utility phone number was given in case of problems with the system. Staff has received positive feedback from recipients of the customer information brochure.
- Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating results to develop a plan of study for the limits.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The project is scheduled to resume on November 9th in conjunction with the City's meter installation project. The same contractor is performing both projects.
- Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices. Additionally, staff is organizing a set of non-compliant commercial backflow devices. The list will be culled through and subsequently given to the City's contracted device tester to bring those devices into compliance.

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, and 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 Code of Ordinances/Municode review meeting on October 28, 2015
- City Clerk attended Claims Committee meeting on October 29, 2015
- Agenda packet preparation, creation and distribution for November 2, 2015, City Commission Meeting
- Agenda packet creation and distribution for November 5, 2015, Quality of Life Advisory Board

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.