

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 18, 2016

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, Risk Manager, Fire Chief, Utilities Manager and Police Chief
- Staff meeting
- Pre-meeting with senior staff on Enterprise Resource System prior to individual meetings with commission members
- Prep work on Chamber Leadership presentation for Government Day and QLB agenda

Spoke to, attended and/or met with:

- Rotary meeting
- Police Chief retirement reception
- Team Volusia Executive Committee meeting

Community Development

Planning

- As of March 11th, Chief Building Official Tom Griffith was approved by the Department of Professional Business Regulation, License Division, as a Building Code Administrator. Tom passed all three tests (technical, administrator, and management).
- Technical Coordinating Committee of TPO: Staff attended the TCC meeting this month. Items of interest included a presentation on the amendments to VOTRAN's Design Guidelines and Volusia County's Transportation Impact Analysis which is applicable countywide.

LMS Steering Committee: Staff attended the Volusia Prepares LMS Steering Committee to discuss the Preliminary Coastal Flood Risk Maps and National Oceanic and Atmospheric Administration's new Coastal Flood Exposure Mapper. NOAA's Mapper tool supports users undertaking a community-based approach to assessing coastal hazard risks and vulnerabilities by providing maps that show people, places, and natural resources exposed to coastal flooding. This product is based on knowledge and experiences the Office for Coastal Management has in community-based risk and vulnerability assessments. To access this tool, go to <https://coast.noaa.gov/floodexposure/#/splash>. Features of the Mapper include:

1. Allows users to select a location and explore maps that show people, places, and natural resources exposed to coastal flood hazards.
2. Creates a collection of maps to download or share online to communicate flood exposure.
3. Provides guidance for using the maps to engage community members and stakeholders in conversations about potential coastal flood impacts.
4. Offers access to map services and tips on using them in an online mapping platform.

Building Inspections, Permitting & Licensing

- 360 inspections performed.
- 4 new business tax receipts issued.

- 145 permits issued with a valuation of \$3,972,017.00

Development Services

1. The SPRC met with applicants for development of two West Granada properties.
2. The following are approved projects Under Construction (percentage completed):

	Project	% Complete
1.	146 North Orchard Street	90%
2.	Children's Workshop	5%
3.	CVS Health	20%
4.	Environmental Discovery Center	80%
5.	Georgian Inn	90%
6.	Moss Point, entry wall	0%
7.	Parque Warehouses	Pending final inspection
8.	Riverbend Church	0%
9.	Vystar Credit Union	20%
10.	Deer Creek, Phase 4C	70%
11.	Huntington Villas	85%
12.	Giant Recreation World	80%

Economic Development/Airport

Ormond Crossings

- Staff is working with Tomoka Holdings to determine options to construct utilities to the Commerce Park portion of the project. Further estimates are being conducted by City staff and Tomoka Holdings.

Airport Business Park

- Staff is working with a local real estate broker and a local Volusia County manufacturing company interested in relocating to a property within the Airport Business Park.
- Staff is working with an existing manufacturing company to locate a site for the construction of a 60,000 sf facility.

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

- Staff met with the Rediscover US1 committee to formulate plans for a 3rd business promotion event along the US1 corridor. Staff is working with 5 businesses on US1 to arrange a second annual scavenger hunt. The will run from Friday April 15- Saturday, April 23. The 5 participating Ormond Beach businesses along US1 include River Grille Restaurant, Rossmeyer Harley Davidson, Platinum Fitness, A Floral Boutique, and State Farm Insurance.
- Staff met with Main Street staff to review and discuss enhancements to the City's signage in the Ocean District. Further analysis of the business signage in the Ocean District is underway.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an

expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff met last week to discuss the various state and city economic development incentive applications with the business prospect. A closing on the property is expected in the next 2 weeks. The economic development incentives will be presented to the City Commission.

- Staff is working with a retail business that is searching for space in downtown Ormond Beach. Several available properties are being considered by the company's representatives. A Granada Blvd. location has been selected and the company is expected to open in May-June.
- Perrine Produce has leased space at the Rivergate Shopping Center at 120 South Nova Road.

Airport Operation and Development

- Hoyle, Tanner and Associates (HTA) conducted a site visit at the airport with representatives from SJRWMD to inspect wetland areas in the western quadrant. This visit was part of HTA's efforts to complete the storm water master drainage plan project for the airport.
- Hi-Lite Airfield Services, LLC will commence the airfield marking project today and will be on site through Sunday, March 20th.
- Staff is preparing bid advertisement documents to complete obstruction clearing within the airport fence line, near the approach areas for Runways 8, 17, 26, and 35. A disposition item will be prepared for the April 5th City Commission meeting, to advise the Commission of staff's plans to advertise for bids for this project.
- Staff worked with AVCON, Inc. regarding utility easements on the airport requested by FPL for the Taxiway Golf construction project.
- Staff met with representatives of Super Petrel USA to discuss improvements to their facilities at the airport.
- Staff prepared and submitted the Active Aviation Grants Status Report to FDOT.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (#3064-3185).
 - Approved 26 Purchase Requisitions totaling \$143,625.72.
 - Issued 25 Purchase Orders totaling \$104,879.98.
 - Processed 4325 cash receipts totaling \$908,302.64.
 - Prepared 151 Accounts Payable checks totaling \$291,035.30 and 46 Accounts Payable EFT payments totaling \$671,679.60.
 - Prepared 23 Payroll checks totaling \$20,581.65 and 334 Direct Deposits totaling \$397,641.62.
 - Transferred IRS 941 payment of \$150,614.136.
 - Processed 2340 utility bill payments through ACH totaling \$197,127.62.
 - Processed and issued 4852 utility bills with billed consumption of water of 19,943K.
 - Issued 565 past due notices on utility accounts.
 - Auto-called 69 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Citizen Contacts
 - Media Contacts
 - Added to/updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - CodeRED Notifications for Hydrant Flushing
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
 - Fire Alarms: 7
 - Hazardous: 0
 - EMS: 110
 - Motor Vehicle Accidents: 13
 - Public Assists: 57
 - TOTAL CALLS: 191
-
- Aid provided to other agencies: 20 Calls: Daytona Beach (6), Volusia County (14)
 - Total staff hours provided to other agencies: 19
 - # of overlapping calls: 60
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 105

Training Hours

- NFPA 1001: Firefighting 7
- NFPA 1002: Driver 6
- NFPA 1021: Officer 20
- NFPA 1410: Hose Drill 6
- NFPA 1500: Safety/Equipment 11
- NFPA 1620: Preplanning 12
- EMT/Paramedic 14
- TOTAL TRAINING HOURS: 76

Station Activities

- Updated 28 pre-fire plans
- Serviced 14 fire hydrants

Significant Incidents

- 3/7/16, 11:11 PM: 1068 N. Us Hwy 1 – Structure Fire – Dispatched to smoke in a structure at Iron Horse Saloon – a smoldering fire was located in an attached vendor shop – crews cut open outside wall and dug underneath structure to look for extension of fire – leaves and old debris were found smoldering and were extinguished.
- 3/8/16, 8:20 AM: 329 Sanchez Ave. – Brush Fire – Upon arrival found smoldering 60' pine tree with fire inside tree and in danger of falling – Public Works crew took tree down and fire crews were then able to extinguish fire.
- 3/10/16, 10:15 PM: E. Granada Blvd./S. Atlantic Ave. – Motor Vehicle Accident – Motorcycle rear ended a stopped car – motorcycle did not use brakes before impact – driver of motorcycle was transported as a trauma alert.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until filled.

- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until filled.
- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until filled.
- Maintenance Worker III (Streets) was advertised 3-14-16 internally and will remain open until 3-18-16.

Interviews Scheduled

- Police Chief (Police)

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

- Police Officer (Police)
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Tradesworker – Building Maintenance (Leisure Services)
- Part Time Maintenance Worker II – Parks (Andy Romano Park/Leisure Services)
- Neighborhood Improvement Officer (Police)

Terminations

- Police Chief (Police) effective 3-31-16

Employee Events

- ICMA representative will be here to meet with employees on March 23
- The next blood drive at City Hall will be held on April 14

Risk Management Projects

- Continued day-to-day management of Mayor's Health & Fitness Challenge

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.
 - Finance – Interactive Voice Response System – Participated in Kick-off meeting with Finance and vendor to assign tasks and responsibilities.
 - Community Development – Electronic Plan Review – Working with the Vendor to resolve remaining minor operational issues with the Naviline and GIS interfaces. Continuing to work with the vendor(s) to resolve remaining mapping issues.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 15 New work - 47 completed - 26 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	44,308	Inbound E-Mails Blocked	26,736
Delivered Inbound E-Mails	17,298	Quarantined Messages	274
Percentage Good Email	39.0%	Virus E-Mails Blocked	296

- Notable Events:
 - IT Manager attended the FLGISA Southeast District meeting and presented a service award to an outgoing Board member.

- Geographical Information Systems (GIS)
 - Addressing Additions: 13 Changes: 0 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 44: Total in system = 560
 - Meters GPS Located this week: 0: Total in system = 23,075; 22,409 potable, 655 Irrigation, 11 Effluent

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Supervisory Staff meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Police Chief's Retirement Reception
 - City Commission Meeting
 - VCRDA Meeting
- 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 continued their spring practices this week at 7:15 at the Softball Quad.
 - OBSC Soccer continued practices this week, with Rec games tomorrow at the Sports Complex.
 - Golden Spikes continued practices this week at Nova Fields #2 - #5, as well as the Kiwanis Field, at the Sports Complex at 6pm and 7pm nightly Monday through Thursday.
 - Seabreeze High School Softball had games Thursday night at 4:30pm and 6:30pm. Practices are held weekly at 3:30pm.
 - Seabreeze High School Baseball had home games on Tuesday at 4pm and 7pm on Wendelstedt Fields #1 and #2.
 - The OBYBSA Recreational Program continued games this week at both Nova and the Sports Complex Monday through Thursday.
 - SHS Flag Football continued games this week on Tuesday and Thursday at 6pm at the Sports Complex on Championship Field #7.
 - Flagler Knights host another home game this Saturday night at 5pm at the Sports Complex on Championship Field #7.
 - City Youth Volleyball continued this week at the Nova Gym on Monday and Thursday evenings from 6pm to 7:45pm, 65 participants are signed up which is our second highest amount ever.
 - Freedom Sports Softball hosting a men's tournament this weekend at the Softball Quad on Saturday from 9am to 6pm.
 - USSSA Baseball hosted another Boy's Baseball Tournament this weekend at the Sports Complex as well as at the Nova Community Park Fields. Times are 8:30am to 8pm.
- 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
 - Dragged fields for recreational, competitive, and high school teams

- Prepped fields for high school games and practices
- Economy Electric continues to replace the bulbs at the Sports Complex and Nova Fields
- Rebuilding mounds at Nova Fields
- Installed crimson stone in front of dugouts at Wendelstedt Fields
- Repaired windscreen at Ormond Middle School
- Painted all fields, put out benches/trash cans and added corner flags for OBSC recreational soccer games this weekend
- Painted and prepared Championship Field #7 for SHS Flag Football 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
 - The Presidential Primary Election was held on Tuesday from 7:00am to 7:00pm
 - Big Band America was held on Thursday from 7:00pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, CMT and Kopy Kats held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - Rod Stewart Tribute Starring Rob Caudill, Thursday 7:30pm to 9:30pm
 - The Performing Arts Center is preparing to host the following events:
 - An Evening with The Duprees, Friday 7:00pm to 9:00pm
 - Simply Streisand starring Carla DelVillaggio, Saturday 7:00pm to 9:00pm

- South Ormond Neighborhood Center
 - Splash Pad opened on Tuesday, March 15th
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Youth Basketball
 - Jazzercise Monday
 - After school tutoring
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
 - Repast Saturday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events in the months of March through May
 - Art in the Park, April/May
 - Skate Park Contest, April 2nd
 - Vietnam Veteran's Recognition Ceremony, April 6th
 - EDC Grand Opening, May
 - Attended Memorial Day Committee meeting and assisted with planning tasks
 - Assisted with Chief Osterkamp's retirement reception, HR meeting on Thursday and staffing for Native American Festival

- Gymnastics
 - March session in progress
 - Trial classes are being offered to attract potential students

- Continued training of new Rec Leader
- Competed in 3rd AAU Qualifier in Orange City last weekend
- Open Gym this Friday 6-8pm

- 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 and Ms. Debby's Dance and Acting classes met various times during the week.
 - Coed Volleyball met Monday and Thursday.

- The Casements
 - Iranian American Society of Daytona Beach held a Persian Festival on Saturday in Rockefeller Gardens from 11:00 a.m. to 5:00 p.m.
 - Seaside Herb Society held their 20th annual Spring Herb Faire at Bailey Riverbridge on Saturday from 9:00 a.m. to 2:00 p.m.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday, 4:00 p.m. to 5:00 p.m.
 - Guild tours were given at The Casements on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - The Casements Guild held a board meeting in the Preservation Room on Monday from 10:00 a.m. to noon.
 - The Casements Camera Club president gave a special tour of the Ebony & Ivory Show on display in The Casements' gallery on Monday at 10:00 a.m.
 - The Garden Club of Halifax Country held a meeting in The Casements' gallery on Tuesday from 10:00 a.m. to 11:30 a.m.
 - Casements Camera Club held their monthly meeting in The Casements' gallery on Wednesday from 10:00 a.m. to 1:00 p.m.
 - The Memorial Day Service Committee held a meeting in The Casements' Preservation Room on Wednesday from 11:00 a.m. to 1:00 p.m.
 - A wedding ceremony was held at Ormond Memorial Gardens on Wednesday from 5:00 p.m. to 6:00 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - A wedding was held at Ormond Memorial Gardens on Friday morning from 9:00 a.m. to 10:00 p.m.
 - Preparations and set up activities were done throughout the week for the 27th Native American Festival being held in Rockefeller Gardens. The hours are: today, 12:00 p.m. to 9:00 p.m., Saturday, 10:00 a.m. to 9:00 p.m. and Sunday 10:00 a.m. to 5:00 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Posted reservations at pavilions and inspected same
 - Installed "Do Not Pick The Plants" signs at Ames Park
 - Inspected both playgrounds at the Sports Complex for repairs
 - Cut, painted and installed two new boards on bridge on Cherrywood Lane
 - Lowered flags to half staff at all City parks
 - Installed two new supports under slide at Fire Station 91

- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements

- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Performed preventative maintenance on 19 City-owned A/C systems
- Determined doors inability to close at Senior Center "A" Building
- Aligned photo-eye to operational status at WWTP entry gate
- Lowered flags to half staff at citywide locations
- Repaired wire for remote transmitter at Building Maintenance Shop
- Restart chiller (generator related) at Police Station
- Meet contractors for various projects
- Repaired hole in the Skate Park fence at Nova
- Installed new photo eye at SONC
- Repaired ceiling tiles at Police Station
- Repair men's room facilities at Andy Romano Beachfront Park
- Installed new emergency light at Nova Gym
- Repaired lighting in the lobby at Police Department
- Repaired Skate Park railing at Nova
- Repaired fountain fill valve at Fortunato Park
- Checked Splash Pad feature pump at SONC
- Picked up parts/supplies for upcoming jobs

Police Department

Administrative Services.

- Staff held bi-weekly Crime View Meeting.
- Annual Bike Week Action Plan completed.

Community Outreach

- Attended Police Officer Recruitment event at St. Johns River State College.
- Taught DARE at St. Brendan's, Calvary, Temple Beth El and Osceola.
- Mentoring students at Tomoka and Ormond Elementary.

Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 7
- Animal Traps: 4
- Animal to Halifax Humane: 3 (Dogs: 1 Cats : 2)
- Injured Wildlife: 2
- CSO Soard attended the Florida Animal Control Conference (F.A.C.A.) In Kissimmee Florida.

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 8
- Inactive: 16
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 5
- Auto Theft: 4
- Assaults: 1
- Person Shot: 1

Records

• Walk - Ins / Window	101
• Phone Calls	142
• Arrest / NTA'S	32
• Citations Issued	379
• Citations Entered	232
• Reports Generated	155
• Reports Entered	130
• Mail / Faxes / Request	12

Patrol

• Total Calls	1,943
• Total Traffic Stops	590

Operations

Crime Opportunity Report Forms Issued: 208

- 3/08/16
 - Carbreak, 153 Arroyo Parkway. Victim discovered unlocked vehicle in driveway had been burglarized overnight.
 - Carbreak, 145 Arroyo Parkway. Victim discovered unlocked vehicle with door ajar and interior of vehicle ransacked.
 - Carbreak, 133 Arroyo Parkway. Victim discovered unlocked vehicle in driveway had been burglarized overnight.
 - Shoplifting (x2), 1521 West Granada Boulevard (Wal-Mart). First incident, subject stole a pair of earrings. Released from scene with Notice To Appear. Second incident, suspect was issued a Notice to Appear for stealing miscellaneous items
 - Battery, 541 Morning Sun Drive #626. Domestic disturbance at residence. Suspect arrested for battery and transported to the county jail.
 - Burglary Residence, 124 Sawtooth Lane. Victim reported a burglary to his residence with jewelry, electronics, and a safe taken.
 - Narcotics, South Nova Road and Fleming Avenue. Misdemeanor paraphernalia recovered during a traffic stop. Suspect issued a Notice to Appear.
 - Narcotics, North Yonge Street at West Granada Boulevard. Suspect was arrested for possession of marijuana under 20 grams after a traffic stop and was released with a Notice to Appear.
 - Carbreak, 119 Rogers Park Drive. An unlocked vehicle was entered overnight.
 - Battery-Domestic Violence, 110 Fiesta Drive. Suspect was arrested after he battered his live in girlfriend. He was also charged with a Violation of Probation.
 - Narcotics, 400 Block Riverside Drive. Suspect was arrested for possession of marijuana under 20 grams during a traffic stop. He was released with a Notice to Appear.
- 3/9/16
 - Shoplifting, 290 Wilmette Avenue (Mower Depot). Officers were flagged down near the business and a theft of a leaf blower was reported. Officer spotted and apprehended the suspect at the Bank of America located at Nova/Wilmette. The suspect was arrested for the theft and found to have counterfeit U.S. currency in his possession. The stolen property was returned to the Mower Depot. The counterfeit currency was seized as evidence and will be turned over to the U.S. Secret Service for destruction.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was apprehended for shoplifting and released with a Notice to Appear.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart), Suspect concealed \$41.52 worth of merchandise and attempted to leave the store without paying for same. Suspect issued a Notice to Appear.
 - Narcotics, 1 West Granada Boulevard. The suspect ran a red light and was stopped. Upon approaching the vehicle, the officer could smell an odor associated with marijuana coming

- from the car. A search was conducted which revealed a felony amount of narcotics and a large sum of cash. The suspect was arrested.
- 3/10/16
 - Stolen Vehicle, 1560 North United States Highway One (The Fruit Stand). Truck and trailer were stolen sometime overnight. The owner had left a spare key within the vehicle.
 - Burglary, 2003 Old Tomoka Road. Boat Motor was taken off the victim's boat.
 - Narcotics, 152 West Granada Boulevard. Vehicle located behind the business with the engine running and a subject asleep at the wheel. Investigation revealed the driver to be in possession of narcotics and paraphernalia and was arrested.
 - Burglary-Residence, 500 Shadow Lakes Boulevard (Shadow Lakes Apartments). The victim arrived home and discovered his front door kicked in. The victim reported he did not notice anything missing from inside the residence at this time.
 - Warrant Arrest, 55 North Nova Road (Alliance Church), Fugitive was arrested on a warrant for Violation of Probation
 - Carbreak 531 North Nova Road (Nova Rec. Ball Fields). Victim left her car unsecured with her purse inside. When she returned to the car her purse and keys were missing.
 - 3/11/16
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped by Loss Prevention after placing several items in a shopping bag at the self checkout that they did not pay for. The suspect was placed under arrest and issued a Notice to Appear.
 - Soliciting Arrest, West Granada Boulevard/195 Interchange. Suspect was observed panhandling for money at this intersection. Suspect was previously arrested for the same violation at this location and was placed under arrest and transported to the branch jail.
 - Battery-Domestic Violence, 570 South Atlantic Avenue (Total Precision Motors). Suspect was arrested for battery after punching his live in girlfriend on 03/08/2016 and for pointing a firearm at her head on 03/10/2016.
 - Battery-Domestic Violence, 1058 North US Highway 1 (Kangaroo Gas Station). Suspect was arrested for battering her girlfriend during an argument. She elbowed her in the face causing lacerations to her lips.
 - Stolen Vehicle, 1058 North US Highway 1 (Kangaroo Gas Station). The victim parked his Harley Davidson motorcycle in the parking lot at 8:00 pm and when he returned at midnight he found his motorcycle was missing.
 - DUI, South Yonge Street at Seville Street. Officer stopped a vehicle for a traffic violation and it was found that the driver was under the influence of alcohol. Driver failed field sobriety tests and was subsequently arrested.
 - DUI, North Yonge Street at West Granada Boulevard. Officer stopped a vehicle for a traffic violation and it was found that the driver was under the influence of alcohol. Driver failed field sobriety tests and was arrested.
 - 3/12/16
 - Narcotics, 170 West Granada Boulevard (Police Department). Suspect stopped for a traffic violation, was arrested for possession of marijuana and issued a Notice to Appear.
 - 3/13/16
 - Stolen Vehicle, 1010 Ocean Shore Boulevard (Coral Sands). Victim advised that he had his enclosed motorcycle trailer parked in the lot across the street from the Coral Sands. Unknown subject(s) cut the chain on the trailer and stole the trailer with four Harley Davidson motorcycles and two handguns that were stored inside.
 - Carbreak, 51 Reynolds Avenue. The victim advised that an unknown subject entered her SUV and stole the glove box and all of its contents.
 - Fleeing Vehicle/Warrant, 147 Northbrook Lane. Suspect fled from officers during a traffic stop. The officer recognized him and drove to his house where the suspect was spotted backing into his driveway and was taken into custody.
 - 3/14/16

- Stolen Vehicle, 521 Parque Drive. Car taken from the property. Keys were not with the vehicle but the ignition was reported to be “falling out” and the vehicle could be started without an ignition key.
- Warrant Arrest, Pinewood Street/River Beach Drive. Suspect was pulled over for running a stop sign. A warrants check was conducted which revealed the suspect had a felony warrant out of Volusia County for Dealing in Stolen Property. Subject was arrested based on the open arrest warrant.
- DUI, 900 Riverside Drive, Suspect was pulled over for speeding. A DUI investigation was conducted and the suspect was arrested after failing field sobriety tests.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 388
 - Number of Uniform Traffic Citations Issued: 410
 - Number of Written Warnings Issued: 19
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 3 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and fifty-four (54) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - A liner in a section of elliptical stormdrain pipe on Amsden Road which did not form properly has been removed by the contractor and will be relined in the near future.
- Ph II 2-Inch Watermain Replacement – Mainland - Installation of new water meters on Warwick Avenue was completed and customers are now being served from the new watermain. Construction of the replacement watermain along North Beach Street from Sanchez Avenue to Melrose Avenue was completed and is ready for pressure testing and chlorination. Watermain Tie-ins were made to the new watermain along Parkwood Drive at Merrywood Circle and Crestwood Circle.
- Ph II 2-Inch Water Main Replacement – North Peninsula –Relocation of water meters from the rear of the property to the front of the property in the Longwood and Brendale area continues, and the contractor is continuing to finalize restoration on streets where work is fully complete. A substantial completion inspection with Volusia County was held.
- Ph II 2-Inch Water Main Replacement – South Peninsula – All construction and restoration is complete, the contractor is finalizing as-builts and close out documents.
- Environmental Discovery Center – The Contractor is working to install the porch railings, vinyl plank flooring, concrete parking lot/driveways and the ADA canoe/kayak launch.
- Nova Community Park Trail – The Contractor installed the sod and the project is 98% complete.
- North US1 Landscaping (Airport Road to I95) – The Contractor continued irrigation installation which started at Airport Road, working North toward the Interstate.

- Downtown Stormwater – contracts have been executed by all parties and the pre-construction meeting was held on March 16.
- WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor will order the long lead mechanical equipment and intends to start work in April just ahead of the delivery of the equipment.
- Fire Station 93 Roof - Pre-Construction meeting was held.
- City Welcome Sign – The shop drawings have been approved and the Building permit is under review. The signs are currently being fabricated.

Design Projects:

- City Hall Chiller Pump Replacement – The bids were received and came in below budget. The consultant is reviewing the bids which will be placed on April 5th agenda for CC approval.
- Laurel Creek Stormwater Pump Station Improvements – Received 90% submittal for review and sent review comments back to Consultant.
- West Ormond Community Center – Consultant provided conceptual plan cost estimates which are being reviewed.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – A pre-bid meeting is scheduled for March 24, and bids will be opened on April 7.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant has submitted final plans and specifications; plans were approved at the March 15 City Commission meeting. Permit applications have been submitted for signature.
- WTP Sludge Residuals Facility Improvements – Award of a Work Authorization for Design services has been placed on the April 5th City Commission meeting agenda.
- Cassen Park Public Dock – The City Commission approved the grants applications for submittal on March 15th, grants are due by April 1st.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex has been included with the 2016 Resurfacing Project, which has been advertised for bid opening on April 6.
- Sanitary Sewer Inflow/Infiltration - Developed pipe condition rating system and inspection log to be used for tabulation of pipe inspection data and prioritizing pipe repairs. Technical specifications for the project are being developed.
- Ph III 2-Inch Water Main Replacement – Mainland - Consultant design services Work Authorization was approved at the March 15 City Commission meeting.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – The City has negotiated a proposal with the Consultant for design of an area on the South Peninsula between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements. A Work Authorization was approved at the March 15 City Commission Meeting.
- Effluent Outfall Replacement – 30% review meeting was held. Consultant will move forward with permitting and request for the submerged land lease from the State.
- 2016 Corrugated Metal Storm Pipe Repairs - Project was approved for bidding by the City Commission and has been advertised. Bids will be opened on April 6.
- South Peninsula Reclaimed Expansion – A Work Authorization for design of this project was approved at the March 1 City Commission meeting.
- Communications Infrastructure – Work on Division Avenue has begun with the installation of conduit; fiber installation and splicing is scheduled for the week of March 14, with final completion scheduled for the first week of April.
- Lincoln Avenue Parking Lot – Site layout and grading plan was designed and drafted. Consultant is developing a proposal for constructing the project.
- 2016 Roadway Resurfacing - Project was approved for bidding by the City Commission and has been advertised. Bid opening is April 6.

- Forest Hills Connector Trail – Design of the project began this week, with City staff commencing survey of the route from Forest Hills to Old Tomoka Road. All agreements and easements have been executed.

Department Activities

Administration/Meetings/Customer Service/Other:

- Laurel Creek Culvert Replacement – A pre-construction meeting was held with FPL and their contractor for replacement of a deteriorated culvert on Laurel Creek, which runs through the FPL North Substation property and serves as a crossing of the creek for FPL. The old culvert will be replaced with a concrete box culvert of much greater flow capacity, to help reduce upstream flooding which has occurred during heavy rain events. Staff will monitor the construction progress of the project to ensure bypass flow of the creek and sedimentation protection is maintained.
 - Reviewed plans and created Work-in-the-Right-of-Way permit for Ormond Lakes Blvd., per AT&T request.
 - Completed elevation grade shots for newly installed drainage pipe at the OBSC Pavilion.
 - Continued updating the City Standard Detail drawings, per comments.
 - Created Downtown Art Festival booth location layout plan.
 - Checked tree and brush trimming at the Nova Landfill site.
 - Continued researching types of available fish stock for aquarium displays for the Environmental Discovery Center.
 - Created City map for the Main Street Board.
 - Revised Cassen Park proposed Boat Dock drawing, per project manager's comments.
 - Completed Right-of-Way stake-out at the intersection of Driftwood Avenue and Oak Drive, per Neighborhood Improvement Division request.
 - Created exhibit drawing for a Planning Division presentation.
 - Completed rear property line stakeout at 501 Cherrywood Drive to determine tree ownership, per Streets Division request.
 - Completed tree locate at 571 North Ridgewood, per Streets Division request.
 - Began research for proposed FPL easement sketch and legal description at Ormond Beach Municipal Airport, per consultant request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed hazardous sections of sidewalk on S Orchard St
 - Poured forms for sections of sidewalk on S Orchard St
 - Mixed and poured picnic table slab at South Ormond Recreation

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
- Grind stumps citywide
- Trimming on Choctaw Trail, Woodland Ave, Dix Ave, at SONC, and Nova Community Center
- Removed dead pine tree at Lakebridge retention pond

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
- Poured shell at Sports Complex on Hull Rd
- Extra clean up on US1 ROW due to Bike Week

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
- Reinstalled handicap sign at Nova Community Center
- Cut brackets for signs to be installed on gates at Sport Complex
- Road striping inventory for County
- Replaced Stop Sign at Central Ave and S Ridgewood Ave

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basins – Inspected and cleaned Citywide
- Ditch Maintenance – Pump Gates on Hand Ave
- Installed gate on Airport Rd
- Transported sandbags to Casements

Mowing

- Reach Out – Airport Rd, Hull Rd, The Casements

Vacon

- Baffle boxes on Division Ave

Street Sweeping/Streetsweeper

- 85 miles of road cleaned 3 operating days
- 20 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
31,245

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

15

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 7,363 gallons of unleaded and 10,012 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,013 gallons of unleaded and 889 gallons of diesel.
- Fleet completed 48 work orders this week.

- Utilities
Projects Summary
 - Breakaway Utilities Yard Electrical and Pump Upgrades – A revised consultant design proposal is under review.
 - Division Avenue Well Field Raw Water Piping – As-built drawings comments are being addressed by the contractor.
 - Fire Hydrant Replacement Program – Reviewed IT department map of the fire hydrants to be replaced in this fiscal year. Contract renewal with the existing contractor is under discussion.
 - Hunters Ridge Low Pressure FM Upgrade – Revised drawings for FDEP permit submittal.
 - Laurel Creek Stormwater Pump Station – Assisted Engineering request for plans review for SCADA and electrical components – found prior review comments were addressed.
 - Lift Station Rehabilitation – A design proposal from McKim & Creed for rehabilitation of Lift Stations 10M and 12M is being reviewed.
 - Lift Station 8M1 – Design and easement options discussed with the resident are being incorporated into bid plans.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – VFD repairs are necessary prior to start-up of re-installed Pump #2.
 - Rima Wells Auxiliary Power Generator – Shop drawing for day tank and auxiliary components was reviewed.
 - Saddler's Run Lift Station Rehabilitation – Received final copies of as-built drawings and distributed them to the IT department.
 - Sanitary Sewer Inflow Infiltration Project – Received collection system maps to isolate suspected areas of high infiltration for prioritizing system video activities.
 - Sanitary Sewer Pipeline Repair – Several laterals remain to be grouted.
 - Sodium Hypochlorite Storage Tank Replacement – A preconstruction meeting will be scheduled with the contractor.
 - Storage Tank Repairs and Maintenance – The work authorization to perform a supplemental condition survey on the water plant elevated storage tank was approved. Breakaway Trails Elevated Reclaimed Water Storage Tank Rehabilitation Work authorization is prepared and being submitted for City Commission review and authorization.
 - Water Plant Aerator Housing Rehabilitation (CIP) – A pre-bid meeting was held on 3-16-16. Potential bidders visited the site.
 - Water Plant Lime Silo Dust Arrestor Project – Project is advertised for bids. A pre-bid meeting is scheduled on 3-24-16.
 - Water Plant Pump & Control Upgrades – Consultant revised the plans. Project was presented to the City Commission for bid authorization approval.
 - Utilities SCADA Upgrades – A final proposal for design services was received from the consultant and work authorization was prepared and forwarded to City Commission for review and approval.
 - SPRC Projects: Grand Champion Cypress Trails – Reviewed conceptual plans and provided comments. Hand Avenue Lot Split – Reviewed plans and provided comments. Hulls Seafood Expansion – Received revised plans for review. Kingston Shores – Awaiting updated information for project. Regions Bank Parcel – Met with the developer to discuss a potential grocery store near Old Tomoka Road and Granada Blvd. Shoppes on Granada Phase 2 – Discussed conceptual plans for a proposed commercial area east of the recently constructed Shoppes on Granada. Vystar – A solution for the conflict where the proposed hydrant is to be installed is requested from the design engineer. 680-686 John Anderson Lot Split – Reviewed plans and provided comments

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 40.28 million gallons for the week ending March 11, 2016 (5.75 MGD)
 - Backwashed 13 filters for a total of 630,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 30.64 Million Gallons.
 - Produced 23.40 Million Gallons of Reuse.
 - Produced 7.24 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.38 MGD, plant designed for 8 MGD.
 - Hauled 93.01 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 5 water service leaks.
 - Replaced 5 residential water meters.
 - Installed 9 new water service and meter connections.
 - Replaced or repaired 11 water meter boxes.
 - Replaced 3 water services due to aged piping.
 - Performed annual pressure tests on 9 City owned backflow preventers – 1 device required repair.
 - Responded to 12 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 21 main line valves in Arroyo Parkway area between S. Nova Rd and US1.
 - Performed maintenance on 15 fire hydrants.
 - Initiated annual maintenance on permanent flushing devices, repaired device on Santa Ana Drive.
 - Scheduled and performed water meter accuracy testing on 2-3", 1-4" and 1-8" commercial water meters. All meters tested accurately. Scheduled 4 commercial meter tests.
 - Shutdowns performed during reporting week associated with the 2" Water Main Replacement Project: New water main connections on Parkwood Dr/ Merrywood Cir/ Crestwood Cir (Weber Const.) and main disconnects on Sunny Beach and Anchor Dr.
 - Assisted contractor with main location and disconnection on Parkwood Dr.
 - Investigated a low pressure event located within Destination Daytona during Bike Week event, no distribution system pressure issues or leaks were found. Water pressure at nearby lift station @ 70 psi. More than likely higher than normal demand realized at specific customer service location.
 - Locate the water service for a contractor at 2 Broad River Rd.
 - Backfilled and completed landscape all Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 127 regular utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
 - Responded to 8 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge on a monthly basis and discharging air off the main to reduce the line pressure.
 - Replaced failed PEP System pump @ 12 Lake Isle Way - tested pump & float - all ok at this time.
 - Crews located the sanitary service clean out @ 5 Whispering Pine Trail.
 - Located, excavated and replaced (2) 4" valves found inoperable at the WWTP Sludge holding area - completed Monday 3/14/16.
 - Crews changed out a rusted out PEP System panel box @ 25 Forest View Way. Tested the pump and the alarm all working fine.
 - Replaced the reuse box @ 3 Little Tomoka Way.
 - Televised the sanitary main line in front of 48 N. St. Andrews - found no obstructions or ruptures. Unknown what has caused a small depression in the roadway there. Referred to Streets Division.
 - Checked all known trouble spots. All good @ current time - except Outback restaurant main crossing was in need of cleaning. Performed cleaning on both ends of crossing at 4am during slow traffic period on SR40 east to Bovard Ave.
 - Crews performed PEP System rehabs @ 41 Shadow Creek Way and @ 5 Tomoka Ridge Way.
 - Changed out the failed PEP System pump @ 25 Coquina Ridge Way. Pump and high level float alarm tested good.

- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 19/16psi, Ocean Mist Hotel @ 17/18 psi, Ormond Mall @ 15/10psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 24/8psi. Foxhunters Flat (2 inch) 20/8 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
- Televised 22 laterals from our PM list - found 20 needed to be cleaned, 2 clean and clear, and 0 required repairs. These locations will be put on a 6 month follow up.
- Performed annual root control on 1 sanitary service lateral.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Final Effluent Tanks Cleaning: Supported operations with supplying and maintaining dewatering pump during cleaning activity.
 - Digester Tank - Scum Well Force Main Valves: Assisted WW Collection System Crews with removal and replacement of inoperable 4 inch valves in preparation of upcoming sludge mixer and aeration system project.
 - Influent Pump Facility: Set up for arrival of contractor to re-install Pump #2, delivered new motor for installation, acquiring quotes for repair of shorted 125 hp Influent motor.
 - Plant wide, paint all safety bollards.
 - McDonalds, 6P, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 4P – high level, cleaned transducer, confirmed proper station pump down and cycle alternation - ok.
 - SCADA monitor/response: HOMAC – no starts #2, reset motor starter, ok; 7M – high starts, clean probe, ok.
 - Plant wide oil & grease route.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Lift Station PM's: 11 monthly and 0 annual performed.
 - 37 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Paste Lime Slaker #1, additional alignment needed after grit shoot repairs, unit in operation alignment is corrected.
 - LPRO clear well, replaced worn check valve @ pump discharge.
 - LPRO clear well #1, removed clear well pump screens and replaced the sample line check valve.
 - Leeway elevated storage tank: installed rebuilt motor and valve actuator, wired and tested, ok.
 - Hypochlorite generator, repair leaking bypass lines.
 - Polyphosphate feed pump, flushed feed lines to remove clog, ok.
 - H.S.P. #8, installed temporary A/C unit on VFD while awaiting repair parts.
 - H.S.P. #7, Flair A/C repaired freon leak in VFD A/C unit, ok.
 - Centrifuge building, removed loose and rusted metal siding on back of building.
 - Well 29H, contractor successfully recovered pump/ motor assy. from well.
 - Programmed all water based facilities RTU radios with new FCC frequency.
 - Monthly Well PM's, all Division Wells; all LPRO clear well transfer pumps.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – Staff issued a letter to the FDEP describing the City's follow up activities to resolve the surface water copper exceedances. After analyzing for copper at several City liftstations, the Utility discovered one which reported levels higher than the Local Limits and issued a letter to the nearby industry requesting that they apply for an industrial facility permit with the City.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor continues installation activities. The project is expected to be completed by May 2016.

- Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The data is being prepared to deliver to FDOH and Tymber Creek Utilities as they are a consecutive water system of the City.
- Hazardous Chemical Inventory Report – The report was submitted to the State of Florida data base for first responders for information purposes along with copy to the City's Fire Department.
- Wetlands Monitoring Report – Staff is contracting a local biologist to assess the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The report highlights the groundwater levels near the wetlands and the corresponding rainfall amounts.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, transcribing minutes, 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 weekly City Manager Staff Meeting
- Staff attended and provided support for March 15, 2016, City Commission meeting

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.