

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 20, 2016

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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:

- Staff meeting
- General discussion meetings with Economic Development Director, Finance Director, Fire Chief, HR Director, Risk Manager, and Planning Director
- City Commission meeting
- West Ormond Civic Center update meeting
- Continued CIP meetings
- Discussions with staff on Nova Road and Tomoka Estates

Spoke to, attended and/or met with:

- US1 Coalition meeting
- Rotary board meeting
- Agenda review with Commissioner Boehm
- "The Next Big Things: The Next 20 Years in Local Government" presented by Alliance for Innovation
- Homeless Coalition (aka Safe Harbor) meeting with area City Managers
- Quarterly meeting with FHCP representatives
- Police Department awards ceremony
- Sign regulations conference call with senior staff, City Attorney's office and attorney Catherine Reischmann
- Held Walk with the Manager

### **Community Development**

#### **Planning**

- The Planning Director attended the Technical Coordinating Committee meeting of the Transportation Planning Organization. The City did quite well in the prioritizing of projects. The following is a summary:

<u>2015</u>	<u>2016</u>
Ranked # 7 - Forest Hills Connector	Tier A - Funded
N/A	#17 Tomoka Elementary Connector Sidewalk (Tier B – Ready for funding)
# 9	# 20 Williamson/Hand Pedestrian Improvements (Tier B – Ready for funding)
#28	# 23 US 1 Sidewalk (Tier B – Ready for funding)
# 19 Thompson Creek Shared Use Path	#2 Thompson Creek Shared Use Path (Tier C – Awaiting Feasibility Study)

Note: Some of the projects appear to have dropped, they did not. The TPO combined several Prioritization categories into one category called Bike-Pedestrian Priority List.

- The Planning Director with the Leisure Services Director attended the VCRDA meeting at Embry Riddle University where Heather Garcia, Planning and Corridor Development Manager for FDOT District 5, discussed the SunTrail funding work program.
- Interviews have begun for the vacant Permit Technician position.
- 21 Lincoln Avenue was approved by the HLPB for his garage renovation which will be connected to the home for expanded living area.

Building Inspections, Permitting & Licensing

- 352 inspections performed.
- 11 new business tax receipts issued.
- 110 permits issued with a valuation of \$2,809,638.00

Development Services

- The SPRC met this week to discuss the Cypress Trail-Birchwood subdivision proposed on the City of Ormond Beach and Daytona Beach boundary on Clyde Morris Boulevard; and Ormond Central.
- Approved projects Under Construction (percentage completed):

<b>Project</b>	<b>% Complete</b>
146 North Orchard Street	95%
Children's Workshop	25%
CVS Health	40%
Moss Point, entry wall	0%
Riverbend Church	30%
Vystar Credit Union	45%
Huntington Villas	98%
Giant Recreation World	98%
Huntington Green	0%

Economic Development/Airport

Ormond Crossings

- Staff met with Tomoka Holdings to continue the discussions for the construction of utilities to the Commerce Park portion of the project. Tomoka Holdings discussed the infrastructure costs of developing the residential plan on the westerly side of the project, which may require alternative conceptual planning. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff is working with an existing manufacturing company to locate a site for the construction of a 60,000 sf facility. The company is undergoing a due diligence process.

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

- Staff met with the City's economic development consultant to review the 2016 update of the Strategic Economic Development Plan. As part of the update the Plan includes a section on revitalization of Main Street. Following the site visit of the district, the consultant met with the Main Street Economic Vitality Committee to discuss the 2016 update and concept related to the marketing and development of the Main Street area.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company has purchased 3 Aviator Way and is expected to expand the building and move its headquarters to Ormond Beach. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in July/August.
- Staff met with a company interested in purchasing land at Destination Daytona to construct a Jeep dealership and related uses. Amendments to the land development code may be required.

Airport Operation and Development

- The Aviation Advisory Board (AAB) met on May 18<sup>th</sup> to review the proposed airport capital improvement plan. Input from the AAB will be forwarded to the City Commission for their consideration prior to the Capital Improvement Program Workshop on June 7<sup>th</sup>.
- Halifax Paving, Inc. and their sub-contractors began staging supplies and equipment at the airport for the construction phase of the Taxiway Golf project. Work is expected to commence on June 6<sup>th</sup>.
- Staff completed work to request and compile quotes from qualified firms to perform an independent fee estimate (IFE) for the environmental assessment phase of the Runway 8/26 Rehabilitation and Extension Project. An IFE is required by the FAA.
- Staff worked with AVCON, Inc. and FPL to plan for the transfer of electrical utilities from the existing airport electrical vault to the new vault which will be constructed as part of the Taxiway Golf project.
- FAA personnel and federal contractors continued work on the project to rehabilitate the FAA's VHF Omni Directional Range facility at the airport. The project is expected to be complete in approximately two weeks.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparing the Capital Improvement Plan
  - Preparing the 2017-18 fiscal year proposed budget
- Completed Projects - Weekly
  - Processed 38 Journal Entry Batches (#4133 - 4257).
  - Approved 26 Purchase Requisitions totaling \$135,182.58.
  - Issued 21 Purchase Orders totaling \$156,535.47.
  - Processed 4338 cash receipts totaling \$462,633.12.
  - Prepared 121 Accounts Payable checks totaling \$459,596.85 and 35 Accounts Payable EFT payments totaling \$562,064.79.
  - Processed and issued 5,087 utility bills with billed consumption of water of 22,915K.
  - Issued 814 past due notices on utility accounts.
  - Auto-called 67 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
  - Press Releases
    - Florida Licensing on Wheels (5/24)
    - Fire Department Water Safety Program Presentations (5/16 and 5/17)
    - Memorial Day Remembrance (5/30)
    - Summer Concert Series (July 15, 22, and 29)
  - 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.

- Worked with Hunter's Ridge to confirm next Ormond Beach 2 Go! event on Wednesday, June 8th.
  - Site visit to Hunter's Ridge in preparation for Ormond Beach 2 Go!
  - CodeRED notifications for hydrant flow.
  - Attended weekly staff meeting.
- Grants
    - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
    - Attended pre-bid meeting for the Ramsey Terrace roof replacement CDBG activity.

## **Fire Department**

### **Weekly Statistics**

- Fires: 4
  - Fire Alarms: 6
  - Hazardous: 2
  - EMS: 100
  - Motor Vehicle Accidents: 7
  - Public Assists: 52
  - TOTAL CALLS: 171
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- Aid provided to other agencies: 16 Calls: Daytona Beach (4), Volusia County (12)
  - Total staff hours provided to other agencies: 17
  - # of overlapping calls: 59
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
  - Total EMS patients treated: 81

### **Training Hours**

- NFPA 1001: Firefighting 16
- NFPA 1500: Safety/Equipment 30
- NFPA 1620: Preplanning 15
- EMT/Paramedic 17
- TOTAL TRAINING HOURS: 78

### **Station Activities**

- Updated 17 pre-fire plans
- Conducted 8 fire inspections
- Serviced 33 fire hydrants
- Participated in Career Day at Pathways Elementary.
- Provided fire extinguisher training for employees of Parks Dermatology.

### **Significant Incidents**

- 5/15/16, 7:46 PM: FEC Railroad Tracks/Tomoka River – Pedestrian Accident – Responded to a train vs. pedestrian accident – person walking north on railroad tracks over Tomoka River behind River Grille restaurant was struck by train heading south – victim found on south side of train trestle – fire crews assisted OBPD with securing scene and providing lighting during investigation.

## **Human Resources**

### **Staffing Update**

#### **Requisitions**

- Records Clerk (Police)
- Police Captain (Police)
- Part Time Recreation Leader – Nova (Leisure Services)

#### 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 6-17-16.
- Assistant Finance Director (Finance) was advertised 4-18-16 on the City web site; internally; with the Government Finance Officers Association; with the Florida Government Finance Officers Association; and will remain open until 6-10-16.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until 6-3-16.
- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until 5-31-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 5-16-16 on the City web site and will remain open until 5-27-16.

#### Applications Under Review

- Maintenance Worker II – Streets (Public Works)

#### Interviews Scheduled

- Permit Technician (Planning)

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

- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Maintenance Worker II (Streets/Public Works)
- Part Time Maintenance Worker II – Andy Romano Park (Leisure Services)

#### Employee Events

- New employee orientation will be held on May 26

#### Risk Management Projects

- Attended traffic infraction hearing
- Attended wellness webinar
- Attended Leadership wrap-up meeting
- Attended deposition

#### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.
    - Finance – Interactive Voice Response System – Project underway, vendor delivered Virtual Machine files to IT for installation. IT working on install of the virtual server and integrating in to the network domain.
    - Clerk's Office – Email Archive system replacement – Barracuda server appliance has been configured and receiving new mail, working with vendor to import all old mail from current email archive system. Operational testing continues.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 17 New work - 48 completed - 37 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	37,714	Inbound E-Mails Blocked	17,496
Delivered Inbound E-Mails	16,931	Quarantined Messages	287
Percentage Good Email	48.8%	Virus E-Mails Blocked	86

- Notable Events:
  - None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 12 Changes: 0 Corrections: 1
  - Map/Information Requests: 12
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 729
  - Meters GPS Located this week: 20: Total in system = 23,256; 22,552 potable, 693 Irrigation, 11 Effluent

### Leisure Services

- Administration
  - Public Works Meeting
  - City Manager's Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - City Commission Meeting
  - VCRDA Meeting
  - EDC Final Preparations
  - Playground Tour – New Smyrna
- 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 Recreational Soccer ended last week, but they are hosting their annual tournament, normally held in January, this weekend on the Sports Complex Soccer Fields.
  - Golden Spikes continued practices this week on Nova Fields 2 - 5, as well as the Kiwanis Field at the Sports Complex at 6pm and 7pm nightly, Monday through Thursday.
  - OBYBSA Recreational Program continued playoff games this week at the Sports Complex Monday through Wednesday.
  - 6-A-Side Adult Soccer League, rented and run by Luis Camacho, started games on Tuesday night from 5-8pm at the Sports Complex, Soccer Fields.
- 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
  - Greased and cleaned equipment
  - Dragged fields for recreational and competitive teams
  - Painted all fields, put out benches/trash cans, and added corner flags for OBSC soccer tournament this weekend

- Added Crimson Stone to Nova Field #5
- Set up fields for 6-a-side soccer league that started Tuesday night
- Sodded Nova #1 area behind home plate and Soccer Field 8, both due to a wash out
  
- 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
  - Granada Squares Dance was held on Tuesday 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 and CMT held regular classes.
    - Tuesday: CMT held regular classes.
    - Wednesday: CMT held regular classes.
    - Thursday: Kopy Kats and CMT held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center is preparing to host following events:
    - Just U Productions presents “A Taste of Broadway” Saturday at 2:30 pm and 7 pm
    - “Steven Brinberg is Simply Barbra” Sunday at 2:30 pm
  
- South Ormond Neighborhood Center
  - Splash Pad open through December 1
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - Youth Basketball
  - Jazzercise Monday
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Assisted with set up and supplies for Police Awards banquet
  - Planning of 2016 events through July
    - EDC Grand Opening, Saturday, May 21
    - Memorial Day Remembrance Service
    - Reel in the Fun Fishing Tournament
    - Independence Day Celebration Independence Day
    - Summer Sounds Concert Series
  
- Gymnastics
  - May session in progress
  - Trial classes are being offered to attract potential students
  - Continued training of new Rec Leader
  - Open Gym Friday 6-8pm
  - Working on contract for long-term Saturday gym rental
  
- 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 continued to meet at various times throughout the week.
  - Challenger Baseball met on Tuesday from 5:00-6:00 p.m.
  - The Ormond Beach Chamber of Commerce Job Fair was held Tuesday, May 17 from 12:30-4:00 p.m.

- The Casements
  - A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 5:00 p.m. to 6:00 p.m.
  - A wedding ceremony was held on the North Lawn of The Casements and the reception was held inside on Saturday from 12:00 p.m. to 7:00 p.m.
  - Guild tours were given 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.
  - The Guild Board met on Monday morning in the Preservation Room at 10:00am.
  - Pilates classes met Monday through Friday at The Casements.
  - Yoga met on Tuesday morning at The Casements.
  - Church Extension Rental was held in the Atrium on Monday evening from 8:30pm to 10:30pm.
  - The Guild gave three special tours to children from Pine Trail Elementary on Tuesday, Wednesday and Thursday from 10:00 a.m. to 11:00 a.m.
  - The Memorial Day board met in the Preservation Room on Wednesday from 11:30 a.m. to 1:00 p.m.
  - Lohman's Healing Path Workshop held a class in room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
  - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
  - Students from Osceola Elementary were given a special tour on Friday from 10:00 a.m. to 11:00 a.m.
  - Greek Cooking was held in the kitchen on Thursday from 4:30 p.m. to 8:30 p.m.
  - Staff assisted with the EDC set up during the week.
  - A wedding rehearsal was held in Rockefeller Gardens on Friday from 4:00 p.m. to 5:00 p.m.
  - Staff preparing the Enviro Camp booth at the EDC opening.
- Parks Maintenance
  - Citywide inspection of parks
  - Inspected and posted pavilions for reservations
  - Build bee box entry at EDC
  - Trash clean up at EDC
  - Install engraved park bench at Central Park II
  - Fixed pole cap on playground equipment at SONC
- 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
  - Safety and lighting check for the Commission Meeting
  - Clean debris from rain bucket at Fire Station 94
  - Checked a/c in Box Office; blows no air at PAC
  - Call Out Saturday - clogged toilet on outside men's restroom at SONC
  - Maintenance work on a/c at the Police Department
  - Checked and record air filter sizes on two AHU's at EDC
  - Checked for power at gate at Breakaway Trails
  - Escorted fire sprinkler contractor throughout Police Station
  - Assisted with stairway replacement at Softball Quad
  - Repaired automatic faucet at PAC
  - Repaired the light and fan in the downstairs bathroom at Ames House
  - Installed new shower replacement cartridges at Andy Romano Beachfront Park
  - Installed new sinks in the outside restrooms at Nova

- Built an outside platform at the Environmental Discovery Center
- Replaced ceiling tiles in the Explorers' office and bathroom at the Police Department
- Replaced the water heaters thermostats at Fire Station 92
- Repair NE bay door at Fleet
- Met fence contractor for the tennis fence at SONC

### **Police Department**

#### Administrative Services.

- Attended Weekly Staff Meeting.
- Attended the Citizen Police Academy.

#### Community Outreach

- Six members of the YDC attended a meeting on Monday, May 16 to review the skit they will perform at the Youth Director's Conference in Orlando June 30 – July 3, 2016. Members of the YDC will participate as volunteers and peer mentors during the Summer Connections Partnership with the South Ormond Neighborhood Center.
- The 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade READ program continues in partnership with Ormond Beach Elementary. Currently, students are writing and illustration their books which will be exhibited at the school on May 25 from 1:25 – 2:30 p.m.
- Conducted a crime prevention presentation at Ormond Heritage on May 12<sup>th</sup>.
- Taught "Citizen Police Academy" on Use of Force, Taser & OC Spray.
- Taught Friday the 13th-Stranger Danger for Girls Scouts.
- Vehicle display and presentation at Emergency Vehicle day at Tomoka Elementary on May 16<sup>th</sup>.
- Mentoring at Tomoka Elementary and Ormond Elementary.
- DARE taught at Osceola.

#### Community Services & Animal Control

- Animal calls responded to: 46
- Animal Bites: 1
- Animal Reports: 4
- Animals to Halifax Humane: 4 Cats
- Animals Reclaimed: 1
- Injured Wildlife: 2
- Trap Neuter Release: 1
- CSO's Attended Vehicle Day at Tomoka Elementary

#### Criminal Investigations

- Cases Assigned: 42
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 10
- Inactive: 13
- Fraud: 4
- Burglary Residential: 3
- Larceny Car break: 18
- Grand Theft: 5
- Auto Theft: 5
- Vandalism: 1
- Sex Offense/Rape: 3
- Assaults: 1
- Death Undetermined: 2

#### Records

- Walk - Ins / Window 102
- Phone Calls 116

- Arrest / NTA'S 30
- Citations Issued 86
- Citations Entered 0
- Reports Generated 158
- Reports Entered 132
- Mail / Faxes / Request 21

#### Patrol

- Total Calls 1,435
- Total Traffic Stops 161

#### Operations

##### Crime Opportunity Report Forms: 206

- 5/10/16
  - Stolen Vehicle and Recovery, 95 Ocean Terrace/151 Domicilio Avenue. The vehicle, which was damaged in a crash, was reported by staff at the middle school abandoned in the bus loop and. The vehicle was processed, owner notified of the theft as they were unaware it was missing and towed.
  - Carbreak, 491 Andrews Street. Unlocked vehicle. Nothing was found to be missing.
  - Carbreak, 353 West Granada Boulevard. Unlocked vehicle. A wallet, phone, and book bag were taken.
  - Carbreak, 595 Andrews Street. Two vehicles involved (different owners) both were unlocked. A speaker was removed from one vehicle.
  - Carbreak, 37 Coquina Point Drive. Two vehicles involved. Entry was made into an F-150 via an unsecured window. A tool bag and tools were taken. Entry was made to an Escalade by an unsecured hatchback. A coupon book was taken.
  - Carbreak, 792 North Halifax Drive. Misc. papers were taken.
  - Stolen Vehicle, 271 Oak Drive. The vehicle is a white 2012 Ford F-150. Vehicle was locked with the keys inside. Vehicle was later used in a burglary in Daytona.
  - Soliciting Arrest, I-95 and Granada Boulevard. Suspect was contacted twice during the shift for panhandling in the buffer zone. He was given a criminal citation the first time and arrested and taken to the branch jail the second time.
  - Stolen Vehicle, 742 North Halifax Drive, A stolen Lexus was recovered. The two suspects fled on foot from the car and K-9 was summoned. K-9 arrived and with help with Air-1, both subjects were captured.
- 5/11/16
  - Warrant Arrest, 707 South Atlantic Avenue (Makai Motel). Motel staff called to report a suspect coming by the business trying to borrow money. The suspect was contacted and arrested for an open warrant for violation of probation.
  - Carbreak, 110 Standish Drive. Victims reported auto burglaries to both vehicles. Vehicles left unlocked. Only a key known to possibly be taken at this time.
  - Battery Arrest, 1 Laurel Oaks Circle. Victim reported being battered by suspect during an argument at the residence. Suspect fled the scene when the police were called but was located hiding in the woods behind the residence and arrested for the battery.
  - Narcotics Arrest, 100 Block South Halifax Drive. A traffic stop was conducted on a vehicle. Narcotics were found in plain view. Suspect was arrested for possession of marijuana under 20 grams and he also had an open warrant for driving on a suspended license. Passenger in the car was arrested for possession of marijuana under 20 grams and paraphernalia
  - Narcotics Arrest, 1300 Block 4<sup>th</sup> Street Daytona Beach. Units in the countywide car break operation arrested a suspect for possession of marijuana under 20 grams. Suspect was eligible for a Notice to Appear and was released.
- 5/13/16
  - DUI Arrest, West Granada and Riverside Drive. Units were given a BOLO regarding a reckless driver. Suspect was stopped after his erratic driving was observed. He failed field sobriety exercises. He was given a breath test and was arrested.

- Narcotics Arrest, 1440 West Granada Boulevard. CID contacted a suspect regarding an investigation. That situation was resolved but during the contact it was determined that the subject had a warrant and had heroin in his possession
- Narcotic Arrest, South Atlantic Avenue/Cardinal Drive. Suspect was stopped for speeding, and was in possession of 43 grams of marijuana/paraphernalia. He was also on felony probation.
- Carbreak, 1 South Beach (Cassen Park). Smash and grab purse in plain view.
- Theft Arrest, 241 North US Hwy 1. Suspect ordered a shot of Jack Daniels and a Bud Light Beer and consumed them, but had no means to pay for the drinks. Management wanted to pursue charges.
- 5/14/16
  - Carbreak, 215 Grove Street. The victim's wallet was removed but later returned. Cash and a check are missing.
  - Narcotics Arrest, 614 South Atlantic Avenue. Vehicle was stopped for a window tint violation. The officer could smell cannabis coming from the car. Suspect willingly gave up the drugs and paraphernalia after questioning. Suspect given a Notice to Appear.
  - Battery-Domestic Violence Arrest, 11 Blockhouse Court. Suspect was arrested for attacking the victim.
- 5/15/16
  - Carbreak, 115 Orchard Lane. A lap top and some other items were taken. A cell phone was left behind that doesn't belong to the victim.
  - Burglary-Residence, 135 Cedar Creek Way. Victim advised that a suspect entered his residence and damaged the interior.
  - Battery Arrest, 247 East Granada Boulevard (Starbucks) The suspect got upset with the victim (80 years of age) over a disagreement they were having. He threw a 16 oz cup of hot coffee on the victim. The victim did not appear to be injured. The suspect was arrested.
  - DUI Arrest, 7 North Nova Road (Green Tea) The suspect was pulled over due to having an argument with his girlfriend. It was determined the suspect was intoxicated and was arrested.
  - Robbery, 1614 North US Hwy 1 The suspect punched the victim in the face and stole her cell phone out of her purse. The suspect fled the area on foot.
- 5/16/16
  - Stolen Vehicle, 150 Bosarvey Drive. 2016 White Dodge Journey stolen from the driveway.
  - Stolen Vehicle, 121 Orchard Lane. 2016 Red Nissan Altima rental car stolen from driveway
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for stealing a Summer Waves cartridge pump valued at \$75.
  - Burglary Residence, 27 Acanthus Circle. Entry made to porch area, but no entry made to residence. Window screen removed from window and attempted forced entry to residence.
  - Warrant Arrest, 500 Block South Yonge Street. Fugitive was arrested for an open warrant. The warrant was found after a traffic stop.
  - Warrant Arrest, 800 Block Fleming Avenue. Fugitive was spotted walking in the area and was arrested for an open warrant reference narcotics
- 5/17/16
  - Residential Burglary, 76 South Capri Circle. Forced entry to rear garage door window. Jewelry and currency taken.
  - Carbreak, 56 Charles Terrace. The victims unlocked vehicle was entered.
  - Stolen Vehicle Arrest, 296 Selden Avenue. An officer spotted a car near US Hwy 1 and Hand Avenue and initiated a traffic stop. The vehicle fled northbound on US Hwy 1. Units set up along US Hwy 1 with stop sticks and it was last seen losing control at SR40 and US Hwy 1 driving northbound in the southbound lanes. No units were behind it as most were stationary with stop sticks. The vehicle was last seen westbound on Lincoln Avenue. Officers spotted the vehicle on Ford Street pulling into a yard. When contact was made, it was unoccupied and the car came back stolen out of Pt. Orange. A perimeter was set up and Air 1 responded. A suspect was found on Selden Avenue by officers and confessed to being the driver.

### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 65
  - Number of Uniform Traffic Citations Issued: 57
  - Number of Written Warnings Issued: 4
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 2
- General Comments:
  - Attended Coke Zero Planning Meeting - No change in impact to Ormond Beach from previous years.

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 12 signs have either been removed or sign cases created.
- 22 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and one hundred two (102) telephonic inquiries.

### Public Works

- Engineering

#### Project Summary

#### Construction Projects:

- 2-Inch Watermain Replacement Phase 2 - 14 services completed along North Beach St. Tie-ins completed for the new water main to the existing watermain north of Sanchez Avenue on North Beach Street, and to the watermain on Sanchez Avenue. The Cumberland Avenue watermain tie-in to the new North Beach Street watermain was also completed and fire hydrant relocated. New 2-inch watermain was directional bored along Capri Circle.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is working on switching over services in the Longwood/Brendale section of Ormond by the Sea; the contractor continues to finalize restoration of streets, a punch list was provided with outstanding deficiencies.
- Environmental Discovery Center – The interior display features are being stocked, furniture is in place, interior décor, educational information displays/signage installation is in process.
- North US1 Landscaping (Airport Road to I-95) – The Contractor has installed irrigation and trees from Airport Road to I-95, and all of the directional drills under the interstate have been completed.
- Downtown Stormwater – Silt fence and tree protection barricades have been installed, crushed concrete for the trenches has been delivered.
- WWTP Sludge Thickener Improvements – Electrical work is underway.
- Fire Station 93 Roof - Final inspection passed. Roof is completed, site is being cleaned up.
- Communications Infrastructure – Conduit has been installed at The Casements to make the point to point connection. Final completion of the connection is anticipated this week.
- City Hall Chiller Pump Replacement – The electrician has started work and installation of the new blowers is underway.

#### Design Projects:

- South Peninsula Reclaimed Expansion – Design has begun and the Cost Share grant application was submitted to the St. Johns River Water Management District (SJRWMD).
- Laurel Creek Stormwater Pump Station Improvements – Bids were opened on May 11 and are under review.

- West Ormond Community Center – A meeting was held with Administration to review the study results.
- A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
- 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 – Consultant has submitted a recommendation of bid for the project which will be presented to the City Commission for award on May 17.
- Water Treatment Plant Controls and Pump Upgrade – Consultant has prepared a recommendation of award for L7 Construction, Inc.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex is included in the 2016 Roadway Resurfacing Project bid.
- Sanitary Sewer Inflow/Infiltration - Project cost estimate and budget limitations requires reduction of the scope, such that highest priority locations are inspected and reported. List of locations is being revised accordingly.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.
- 2016 Corrugated Metal Storm Pipe Repairs - Bid award has been submitted for Commission approval at the June 7 meeting.
- Lincoln Avenue Parking Lot – Design drawing are being finalized and construction proposal is being prepared.
- 2016 Roadway Resurfacing - Bid award has been submitted for Commission approval at the June 7 meeting.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- Wilmette Avenue Pumping Station – A meeting was held with the Consultant on May 12 to discuss the project, some ground truthing of the previously installed elements is being completed.
- Ph III 2-Inch Water Main Replacement – Mainland - Preliminary design plans are being prepared, which will be used by staff and Consultant to field visit each location where watermain is proposed for replacement and determine optimum location for new watermain installation.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Design is in process.
- Downtown Stormwater Phase 2 - A meeting with the design Consultant was held to develop a scope of work and proposal for the Phase 2 construction plan development.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Laurel Creek Culvert Replacement/FPL Orchard Street Substation – The project is substantially complete. The new culvert is of much higher flow capacity and will help reduce upstream flooding in the creek during high intensity and long duration storm events.
- Environmental Discovery Center - Created Information sheets for additional signs, researched and purchased turtle tank equipment and food, started set-up for turtle tank, purchased driftwood and installed in all tanks, purchased tank plant decorations, received and acclimated fish, started plant décor in tanks.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Poured concrete 13'x5' sidewalk on Neptune Ave
      - Formed driveway and gutter, removed fill (loose dirt) and add base on Loyola Dr
      - Asphalt patch for Wastewater crew on Greenwood Ave
      - Patched section of roadway for Utilities on Laurel Oaks Dr
      - Cut out and patched bad section of roadway on Cobblestone at Rio Pinar Dr
      - Overlay depression on roadway on S Saint Andrews Dr

- Poured 10yds concrete in driveway and gutter on Loyola Dr

#### 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 Rio Pinar Trl, Deer Lake Cir entrance (Granada), Deer Lake subdivision, Parque St, Division – Hand to Old Kings
- Cleared brush for new gate at Airport Sports Complex
- Removed birdhouse on Railroad St
- Inspected Ormond Lakes for trimming
- Removed fallen oak tree at South Ormond Neighborhood Center; Magnolia on Fernery Trl
- Pick up brush on Lakebridge

#### 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, 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
- Assist Sign Shop with large sign
- Picked up debris on Old Kings Rd
- Sod installed at EDC on Division Ave
- Assisted Concrete crew for project on Loyola

#### 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
- Straightened signs in various areas of the City
- In-shop training
- Replaced 2 No Parking signs for Fortunato Park
- Replaced 25 mph Speed Limit signs in Ormond Green
- Met with Sgt. Bandell regarding No Parking signs in Ocean Village
- Fabricated park sign, ARBP, for splash pad
- Installed new Speed Limit signs on N Halifax Dr
- Replaced both Stop signs at Central/Washington St
- Replaced Stop sign at Pineland Trl/Ormond Green

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning – Citywide, all zones
- Pipe replacement on 800 block of Loyola
- Clean up Division Ave Park

- Telephone pole removed on 400 block of Riverside Dr

Mowing

- Reach Out – Ball Fields, SR40
- Ditch mowing – SR40
- Slope mowing – Bennett Ln/SR40
- Bush Hog – SR40
- Vac-Con – Timberline Trl; Tomoka Ave (TV line)

Street Sweeping/Streetsweeper

- 45 miles of road cleaned
- 9 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
25,239

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

21

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,775 gallons of unleaded and 10,756 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,182 gallons of unleaded and 670 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Sent engineer existing facility plans to assist with the design effort.
- Division Avenue Well Field Raw Water Piping – Contractor preparing response to as-built comments.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Review meeting of the 90% plans was held on 5-12-16. Comments were given to the design engineer for incorporation into the design.
- Fire Hydrant Replacement Program – Contract renewal was approved at the 5-17-16 City Commission meeting. FDOT permit drawings for hydrants on S. Atlantic Ave are being prepared by the Engineering Division. An updated insurance certificate was obtained.
- Lift Station 10M & 12M Rehabilitation – Approved work authorization was executed by the consultant.
- Lift Station 8M1 – Award recommendation to Danus Utilities, Inc. for \$216,050.00 is scheduled for the 6-7-16 City Commission meeting.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
- Rima Wells Auxiliary Power Generator – The electrician visited the site to download the existing PLC program.
- Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised.
- Shadow Crossings Force Main Improvements – Project advertised for receipt of bids on 5-26-16. A pre-bid meeting was held on 5-11-16.
- Sodium Hypochlorite Storage Tank Replacement – Revised shop drawings were reviewed and comments sent to the contractor.

- SR 40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs and Maintenance – A preliminary set of plans was received for the elevated storage tank at the water plant.
- Water Plant Aerator Housing Rehabilitation (CIP) – Award recommendation to E & D Contracting Services for \$163,000 is scheduled for the 6-7-16 City Commission meeting.
- Water Plant Lime Silo Dust Arrestor Project – Resolution 2016-72 for contract award to McMahan Construction was issued at the 5-17-16 City Commission meeting.
- Water Plant Pump & Control Upgrades – Consultant has prepared a recommendation of award for L7 Construction, Inc.
- Utilities SCADA Upgrades – Project kick off is anticipated to begin in early June 2016. Staff provided list of remote facilities to consultant for radio path survey activity.
- 30 Valhalla – Use Permit Application for water service replacement is being reviewed by Volusia County.
- 20, 22 and 24 Seacrest Drive – Volusia County Use Permit application was executed. Prepared plans for permit submittal.
- SPRC Projects: Chelsea Place – Ordinance 2016-20 was issued amending the development order for front yard setbacks. Clyde Morris Boulevard CTD 355 – Met with the engineer to discuss the project. The developer is interested in serving the portion of the project located in Daytona Beach. CVS – Met with the engineer and contractor to discuss alternative solutions to provide a fire flow connection to the site. The original connection location is obstructed by a light pole foundation slab. Environmental Discovery Center – Lift station operation is being verified for alternating pumping configuration. Other utility items were addressed. Huntington Villas – Procedures to finalize a plat were discussed. Kingston Shores – Awaiting updated information for project. Ormond Central – Met with engineer and developer to discuss design comments. Verification of sewer laterals needs to be performed. Pineland Subdivision – Reviewed revised plans. 570 Fred Gamble Way – Received plans for a lot split proposal. 1140 and 1245 W. Granada Force main near to be analyzed to determine capacity limitations, if any. Lift station and pump station data compiled and sent to the engineer to assist with the evaluation.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 38.89 million gallons for the week ending May 13, 2016 (5.56 MGD)
  - Backwashed 13 filters for a total of 603,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.04 Million Gallons.
  - Produced 29.04 Million Gallons of Reuse.
  - Produced 0.00 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.15 MGD, plant designed for 8 MGD.
  - Hauled 25.03 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to or repaired 13 water service leaks.
  - Replaced 2 residential water meters.
  - Replaced or repaired 6 water meter boxes.
  - Replaced 6 water services due to aged piping. Contractor installed 4 - 2" casings for water service replacements under the roadways.
  - Installed 15 new water services and meters for new residential construction.
  - Performed yearly scheduled pressure testing of 8 City owned backflow preventers.
  - Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Located and exercised 15 main line valves on Hand Ave. and in surrounding subdivisions.

- Disconnected 1 commercial water service due to a building demolition.
- Performed scheduled shutdown activities for water main connections on Sanchez Ave, Cumberland Ave, Putnam Ave, Greenwood Ave for water main connections on N. Beach St associated with the water main replacement projects.
- Located and exercised 17 water main isolation valves.
- Repaired the flushing device located on Creek Bend Way
- Performed maintenance inspection on Sunrise Cove subdivision as requested by Engineering Division
- Backfill and complete landscape 7 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 121 regular and 1 emergency 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 once monthly to bleed off air to reduce the line pressure.
  - Checked all known trouble spots. All good @ current time.
  - Crews replaced a broken lateral manhole tap @ 260 Greenwood Ave.
  - Performed a flow/pressure test @ 115 Deep Woods Way - found the 1" brass valve to be faulty and replaced it. Flow rate back to normal all OK.
  - Crews dug up and disconnected the sanitary service and the reuse service @ 474 Triton Rd. (a new house is being constructed there.)
  - Graded and sod 491 Hand Ave.
  - Repaired broken clean outs @ 128 Loyola Dr. and @ 130 Hernandez Ave.
  - Crews replaced a faulty latch assembly on the reuse meter vault @ Melrose Ave. and N. Beach St. River Crossing.
  - Held a training class on the operation of the TV truck for new crew members.
  - Held safety meeting with all Waste Water Collection staff.
  - Crews performed walk through inspection of new EDC @ 601 Division Ave.
  - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 28/26 psi, Ocean Mist Hotel @ 25/20 psi, Ormond Mall @ 18/15psi. Continued flushing of air release's in an effort to lower the force main pressures.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 26/4psi. Foxhunters Flat (2 inch) 20/2 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
  - Televised 22 laterals from our PM list, Found 7 that needed to be cleaned, and 15 that were clean and clear, and 0 requiring repairs. Locations placed on a 6 month follow up listing.
  - Performed annual root control on 2 Sanitary Service Laterals.
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Influent Room – PM duties.
  - Clarifier #1, oil residue at torque gauge noted, found no leak, possible residual oil from recent repair work, will monitor.
  - Ormond Mall, Spanish Waters, assisted Collections as needed at A1A force main bleed off.
  - Bar Screen #1, rubber extension coming off at bottom of drop chute, re-attach as needed, ok.
  - Hull Road Ball Field, install warranty repaired pump - ok.
  - Sand Filter #1, pull backwash pump to clear volute blockage, repair/replace assorted hoses throughout unit, pulled skimmer pump to clear blockage at volute, ok.
  - Surface water alarm not functioning, trouble shoot, replace 120 volt relay and alarm bulb, ok.
  - Carousel Blower #3, VFD fault noted, reset limit switches on blower unit, will monitor.
  - McDonalds, weekly odor control and wet well cleaning.

- WIN911 monitor/response: Ormond Mall, phase loss, power restored upon arrival, ok; Il Villagio, phase loss, power restored upon arrival, ok; Cypress Place, high level, found the station pumped down and fully operational, will monitor, ok.
- SCADA monitor/response: San Marco – no starts pump #1, reset motor starter, ok; Wal-Mart, high run hours, deragged both check valves, ok; 2M – no starts pump #1, pulled both pumps to clear blockages, replaced impeller at #1 pump, 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.
- Monthly Plant PM's: Grit Snail; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Digester Blowers, #1, #2, #3.
- Annual Plant PM's; Grit Snail.
- Lift Station PM's: 7 monthly and 1 annual performed.
- 48 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Riverview Booster Station, installed vendor fabricated rodent screens.
  - Well 16D, installed repaired flow meter.
  - Slaker building, repair and maintenance work.
  - Westfalia centrifuge, fabricated clean out cap, pulled CAT 5 cable from pump control panel to PLC to facilitate remote control of feed pump VFD's, tested and turned over to operations.
  - H.S.P #7, fault on HMI of no communication, surge protector and cooling fan circuit burnt, removed burnt components, conducted functional test of drive, drive powered up and ran, removed drive for inspection/repair.
  - Well 32H, completed repairs, turned over to operations for use.
  - H.S.P. Building, audible alarm noted, north pipe pit flooded, pumped water from pit, sump pump level float failed, replaced and tested float.
  - B.A.T. Reuse, identified control wires for wells 2 & 3 at new control panel, connected and tested as needed.
  - Monthly Well PM's: all Division wells; 18, 19, 21 SR.
  - Weekly PM's: Sodium hypochlorite pumps 1 through 7; Claricones 1 & 2.
  - Monthly PM's: Bird Centrifuge.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program – Staff scheduled the inspection and sampling of the final industry in the program. Each industry must be inspected and sampled by the City annually.
    - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submitted to the FDEP. The study will provide the framework for developing the new local limits.
    - Special Waste Profile and Disposal Application – Staff submitted and received approval from the Volusia County Solid Waste department for the removal and disposal of the dumpster utilized by the collection system. The waste will be delivered via contractor to the Volusia County Landfill.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The Volusia County Health Department provided feedback on the data and the Utility will apply those changes. Staff is contracting a local printer to design and produce the brochure. The report will be available on the City's website for customers to access electronically.
    - Wetlands Monitoring Report – The contractor, a local biologist, assessed the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The contractor's findings are being combined with City well monitoring data for the final report. The initial draft is being reviewed by staff.
    - Dual Check Valve Installation – Staff is reviewing the project with the contractor to recommend a completion date.

- Backflow Assembly Compliance – Staff is monitoring the compliance rate of the privately owned backflow prevention devices to ensure a satisfactory rate. The Volusia County Health Department inquiries about the compliance of the City's Cross Connection Control program.

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

- Assistant City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for May 17, 2016, City Commission Meeting
- Agenda packet preparation and creation for May 25, 2016, Budget Advisory Board Meeting
- Agenda packet preparation and creation for May 26, 2016, Public Works Advisory Board Meeting

**Status of Department Projects**

- Municode republication of *Code of Ordinances*
  - Project Status: Currently reviewing proof sent from Municode.