

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 15, 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 Clerk, Utilities Manager, and IT Manager
- Prep work for insurance RFP with Finance Director and HR Director
- Agenda review

Spoke to, attended and/or met with:

- Rotary meeting
- Public art discussion with Julia Truilo, MainStreet
- Budget Advisory Board meeting
- PACE board meeting
- Phone call to Mr. Baumer on miscellaneous concerns
- Ormond Beach Chamber survey meeting with John Walsh, and Ned Harper

Community Development

Planning

- Planning Board: The Planning Board conducted a public hearing on the Pineland Trail PRD amendments, and a work session on the draft 2016 - 2026 Bike Plan for discussion.
- Brownfield Advisory Board: Staff presented the draft 2016-19 EPA Brownfield Assessment Work Program for review and comment. Action on the work program is expected from the Board next month.
- 10 Magnolia Avenue: The Planning Director and Senior Planner met with Lassiter Transportation Group, Bill Navarra and Harry Newkirk, engineer of record, on the traffic analysis for the 11,500 square foot retail center. The study focuses on the need of a curb cut - whether full, ingress only or egress only onto Magnolia for the purpose of safety since there are five median cuts (1 full, 3 directional, and 1 median u-turn) within 2,400 feet of the Granada/Nova intersection.

Building Inspections, Permitting & Licensing

- 242 inspections performed.
- 2 new business tax receipts issued.
- 75 permits issued with a valuation of \$2,151,237.00

NOTE: 12 inspections were completed by Private Provider

Development Services

- The SPRC met with:
 1. YMCA to discuss design issues related to the dog park design; and
 2. 20 West Tower Circle concept

- Approved projects under construction (percentage completed):

Project	% Complete
146 North Orchard Street	92%
783 North US1	5%
Children's Workshop Expansion	50%
CVS Health	80%
Dollar General	5%
McDonald's at 1520 N US1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	10%
Vystar Credit Union	95%
Chelsea Place, Phase 3	2%

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings continues discussions with potential developers of the master planned project. Staff and Tomoka Holdings are discussing the costs of extending the utilities along north US1 to the project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- SKYO Industries continues to ramp up its workforce as their manufacturing process shifts from New York to Ormond Beach. The Ormond Beach headquarters is expected to be fully operational by September. Staff met with Career Source representatives to discuss employment training funds to SKYO.

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

- Staff met with other city practitioners and Volusia County staff to discuss business retention programs in Volusia County. Practitioners recommended a workshop to establish best practices for a County business retention/expansion program.
- Staff continues working with the Ormond Beach Chamber of Commerce staff to discuss a program to engage CEO's of the major Ormond Beach industrial and technology based businesses in an effort to assist in a business recruitment process and provide a forum for exchanging business enhancement programs. An initial meeting date is scheduled for July 19.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company is planning to relocate to 3 Aviator Way and is expected to expand the building. 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 August.
- Staff is making arrangements for a strategic Economic Development workshop on Saturday, August 27 at 8 a.m. at the Performing Arts Center in the second floor studio.

Airport Operation and Development

- Work continued on the construction phase of the Taxiway Golf project. The new electrical vault building has been erected and the vault's backup generator installed. Runway 17/35, Taxiway Echo, and Taxiway Foxtrot remain closed so that Halifax Paving may continue site preparation for

the new taxiway pavement. Site preparation for the installation of new Precision Approach Path Indicators (PAPIs) for Runway 8/26 commenced this week. Runway 8/26 will be closed for several hours this Sunday evening to facilitate installation of new electrical conduits underneath the runway.

- Staff worked with AVCON, Inc. to compile and submit to the FAA the monthly Construction Progress and Inspection Report for the Taxiway Golf project.
- Staff worked with the City Engineer to review the final draft of the Airport Master Storm Water Drainage Plan, in preparation for closing out that project. Staff has been advised by the SJRWMD that the permit application related to the new drainage plan has been approved, and the permit has been issued.
- Staff responded to an inquiry from the FDOT related to the Statewide Airfield Pavement Management Program, and the proposed pavement inspection schedule. Staff provided FDOT with detailed information regarding past and planned pavement projects at the airport.
- Staff completed work with Hoyle, Tanner and Associates to draft a proposal for the design of two access roads from the Airport Business Park into the Southwest Quadrant of the airport.
- Don Bell Signs, LLC reports that the new monument sign for the main entrance to the airport will be completed next week, and that installation of the sign has been tentatively scheduled for July 25th.
- The Aviation Advisory Board conducted a regular, quarterly meeting on July 11th at 7:00 p.m.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completion and distribution of Proposed 5 year Capital Improvement Plan
 - Preparing the 2016-17 fiscal year proposed budget.
 - Continuing testing of Interactive Voice Response System (IVR) with field technician on site
- Completed Projects - Weekly
 - Processed 66 Journal Entry Batches (#4922 – 5108).
 - Approved 32 Purchase Requisitions totaling \$220,638.67.
 - Issued 13 Purchase Orders totaling \$19,792.67.
 - Processed 4967 cash receipts totaling \$615,708.45.
 - Prepared 112 Accounts Payable checks totaling \$288,720.97 and 39 Accounts Payable EFT payments totaling \$186,014.57.
 - Processed 2,360 utility bill payments through ACH totaling \$205,613.48.
 - Processed and issued 5,680 utility bills with billed consumption of water of 42,412K.
 - Issued 1,555 past due notices on utility accounts.
 - Auto-called 160 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (Mini – 7/19)
 - Operation SAFE (July 21)
 - Tomoka Avenue Road Closure (7/12-7/13)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Completed NIAB packet for July 21 meeting.
 - Reserved space and scheduled printing for annual executive budget summary insert in the News-Journal.

- **Grants**
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended CDBG monitoring by Volusia County Community Assistance.
 - Attended CDBG monitoring of the OBHA by Volusia County Community Assistance.
 - Updated/confirmed information on COPS 2016 application as requested and resubmitted.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 5
 - Hazardous: 4
 - EMS: 76
 - Motor Vehicle Accidents: 13
 - Public Assists: 47
 - TOTAL CALLS: 147
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- Aid provided to other agencies: 18 Calls: Daytona Beach (7), Holly Hill (1), Volusia County (10)
 - Total staff hours provided to other agencies: 13
 - # of overlapping calls: 40
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 70
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 375

Training Hours

- NFPA 1001: Firefighting 25
- NFPA 1002: Driver 13
- NFPA 1021: Officer 14
- NFPA 1500: Safety/Equipment 13
- NFPA 1620 Preplanning 18
- EMT/Paramedic 34
- TOTAL TRAINING HOURS: 117

Station Activities

- Updated 19 pre-fire plans
- Provided quarterly CPR and AED training class to Ormond Beach residents
- Participated in the Oasis Ministries Fundraiser at The Casements

Human Resources

Staffing Update

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
- Neighborhood Improvement Officer (Police) was advertised 6-22-16 on the City web site and internally and will remain open until 7-29-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 6-22-16 on the City web site and will remain open until 7-22-16.
- Seasonal PT MW II – Andy Romano Beachfront Park (Leisure Services) was advertised 6-22-16 on the City web site and will remain open until 7-22-16.

Applications Under Review

- Assistant Finance Director
- SCADA/Instrumentation Technician (Public Works)

- Recreation Program Specialist (Leisure Services)
- Part Time Recreation Leader at Nova Community Center (Leisure Services)

Interviews Scheduled

- Police Captain (Police) testing and assessment center will be held 7-13-16 and 7-14-16
- Tradesworker (Leisure Services)

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

- Seasonal Part Time Maintenance Worker II (Leisure Services)
- Police Officer (Police)

Terminations

- Police Sergeant (Police) effective 7/23/16
- Utility Mapping Locate Technician (Public Works) effective 7-1-16
- Lead Operator Wastewater Treatment (Public Works) effective 6-30-16

Employee Events

- Our Nationwide representative will be here on July 21st to meet with employees.
- Our ICMA representative will be here on July 29th to meet with employees.

Risk Management Projects

- Worked on subrogation claims.
- Finalizing 'Threats in the Workplace' employee training.

Information Technology (IT)

- Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Coordinating the start of the project implementation with the vendor.
 - Finance – Interactive Voice Response System – Continuing with initial configuration testing. Phone line configuration and testing being coordinated with AT&T. Vendor was onsite for configuration validation testing.
 - Clerk's Office – Email Archive system replacement – Import all old mail from current email archive system completed. Operational testing continues.

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 14 New work - 42 completed - 24 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,394	Inbound E-Mails Blocked	14,219
Delivered Inbound E-Mails	13,876	Quarantined Messages	299
Percentage Good Email	48.9%	Virus E-Mails Blocked	79

- Notable Events:
 - None.

- Geographical Information Systems (GIS)

- Addressing Additions: 5 Changes: 0 Corrections: 1
- Map/Information Requests: 8
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0

- Reclaim Connections Located this week: 0: Total in system = 776
- Meters GPS Located this week: 0: Total in system = 23,272; 22,566 potable, 695 Irrigation, 11 Effluent
- Notable Events: None

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - YMCA Dog Park Meeting
 - Pride Concession Dedication
 - Tradesworker Interviews
 - Summer Sounds Concert
- Contract Manager – Grounds and Athletic Maintenance
 - Operations meeting with Grounds Maintenance account manager
 - Operations meeting with Athletic Maintenance account manager
 - Public Works meeting
 - Site inspections of Grounds Maintenance service areas
 - Site inspections of Athletic Maintenance service areas
 - Site visits with account managers
 - Conducted over-site of enhancement, trimming, install and application projects
 - Follow-up to concerns, issues and questions within scope of work
 - Weekly administrative assignments and activities
- 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.
 - 6-A-Side Adult Soccer League finished up their season with their annual weekend "tournament," held on Saturday and Sunday from 10am to 2pm at the Sports Complex, Soccer Fields #2, #3, and #9.
 - City Youth Volleyball Program has finished four weeks of their eight week summer session at Nova Gym on Tuesday and Thursday nights from 6 to 7:45 p.m. Currently, 60 participants are signed up; our highest summer session ever!
- 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
 - Set up corner flags for 6-a-side Soccer Tournament
 - Blew off concrete areas at Quad and all batting cage carpets at all fields
 - Added clay to all bullpen mounds
 - Painted soccer grass parking lot
 - Removed all bases, etc. from closed fields
 - Replaced broken sand bags on soccer goals

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
 - A dinner rental was held on Saturday from 5:00 pm to 10:00 pm
 - King Jesus Ministries was held on Sunday from 9:00 am to 1:00 pm
 - Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes and events throughout the week as part of its regular operations:
 - Monday - Friday: CMT Musical Theatre camp
- South Ormond Neighborhood Center
 - Splash Pad open through Dec 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room
 - Open gym
 - Two pavilion rentals Saturday
 - Summer camp Monday through Friday
 - Volusia County Summer Food Program
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisted Senior Games committee with planning tasks and updating application for distribution
 - Attended Senior Games Board Meeting
 - Assisted with pick up of Campus Outreach daily lunch
 - Attended Economic Prosperity hour, Dunn's Attic
 - Planning of 2016 events through July
 - Summer Sounds Concert Series, July 15, 22, 29
- Gymnastics
 - July session in progress
 - Open Gym, Friday, July 15th 6-8pm
 - Trial classes are being offered to attract potential students
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise classes continued to meet at various times throughout the week.
 - Camp T-Rec started session 2, they meet Monday through Friday from 8:30am-2:00pm for three weeks.
 - Summer Basketball League, for players aged 12-18 years old, are starting their playoff games.
 - Free breakfast and lunch was offered through the County Summer Food Program.
 - Youth Volleyball League met Tuesday and Thursday from 6:00 pm-7:45 pm.
- The Casements
 - A baby shower was held at Bailey Riverbridge on Saturday from 11 am-3 pm.
 - Oasis Ministries hosted "Better Together" a fundraiser to help fight childhood cancer in Volusia County in Rockefeller Gardens on Saturday from 10am-2pm.
 - Guild tours were given on the hour Monday through Friday from 1:00 p.m. and through 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
 - Enviro Camp held their 5th week with "Branching Out!" at the EDC this week with 20 children from 9:00 a.m. to 3:00 p.m.
 - Pat Spano's Art Explosion summer art camp held its fourth week in The Casements Art Room from 9:00 a.m. to noon.

- Staff cleaned the park from the weekend rental on Monday.
- The Guild held a training class for new members on Monday.
- Pilates classes met Monday through Friday at The Casements.
- Yoga met on Tuesday morning at The Casements.
- Lohman's Funeral Home held a grieving workshop 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. in Room 205, due to summer art camp.
- The Casements staff worked to create an exhibit for "National Park & Recreation Month" in the gallery for all to enjoy.
- Community Events will host the first "Summer Sounds" concert tonight from 7:00 to 9:00 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Removed two floats at Cassen Park from IDC event
 - Painted ADA parking curbs at Riverbend Park
 - Met contractor for installation of new tarps over playground at Sports Complex

- 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 repair and maintenance work on a/c systems in various city facilities
 - Attended final engineering inspection on chiller phase II at City Hall
 - Call-Out - Chiller at Police Department not cooling after storm
 - Checked ice machine not making ice at Tennis Center
 - Checked electronic gate at Breakaway Trails malfunctioning
 - Operated arrow board on SR40 and 5A for streetlight repair
 - Assisted with decorative light pole repair on Washington Place
 - Put all city flags up
 - Repaired shower head at Andy Romano Park
 - Met various contractors for upcoming jobs at City facilities
 - Repaired urinal in men's soccer at Airport Sports
 - Checked leaking drain in arts and crafts at SONC
 - Repaired outside spigot at Wendelstedt Airport Sports
 - Replaced toilet paper lock on first floor ladies room at City Hall

Police Department

Administrative Services.

- Attended Weekly Staff Meeting
- Attended bi-weekly Crime View Meeting
- Attended Sergeant's Assessment Exam in West Melbourne, FL
- Attended Rotary meeting at The Grind

Community Outreach

- Basketball practice continues for the 8th and 9th grade teams. The 8th grade boys' team will participate in the *Fireworks on Hardwood* tournament July 16-17 in Clearwater, Florida.
- The summer program for the Leisure Services and OBPAL partnership continues. Last Friday, July 8th, 90 youths participated in a field trip sponsored by OBPAL to the Brevard Zoo.
- Finalizing plans for the 2nd Annual "Cops & Joggers" 5k on the beach on July 16th at 8:00 a.m.

- Planning and making contacts for “National Night Out” event on August 2nd (food trucks, vendors, showcases, prizes etc.).
- Crime Prevention presentation was held at The Trails club house.
- “Buddy Cop Safety Show” was held at Evolution Fitness Summer Camp.
- “Badges and Brunch” was held at Prince of Peace Villas.
- Residential survey conducted at 12 Tanglewood Drive and 28 Rio Pinar Trail.

Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Reports: 4
- Animals to Halifax Humane: 2 cats
- Trap Neuter Release: 3
- Notice of Animal Violation: 1

Criminal Investigations

- Cases Assigned: 40
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 14
- Inactive: 21
- Fraud: 8
- Burglary Business: 3
- Burglary Residential: 7
- Larceny Car break: 13
- Grand Theft: 3
- Auto Theft: 1
- Vandalism: 1
- Missing Persons: 1
- Sex Offense/Rape: 1
- Police Information: 2

Records

- Walk - Ins / Window 78
- Phone Calls 91
- Arrest / NTA'S 23
- Citations Issued 95
- Citations Entered 529
- Reports Generated 155
- Reports Entered 140
- Mail / Faxes / Request 16

Patrol

- Total Calls 1,478
- Total Traffic Stops 205

Operations

Crime Opportunity Report Forms: 125

- 7/6/16
 - Grand Theft, 1 King Edwards Drive. Victim responded to the police department to report her medications stolen and money from her bank account by known suspects. Suspects were lent her ATM card by the victim and they took more money out than permitted.
 - Burglary Business, 610 South Yonge Street (Simply Self Storage). Victim discovered items stolen from his storage unit.
 - Warrant Arrest, 145 Diane Drive. Officers responded to a report of suspicious noises. The suspect was arrested on an open felony warrant regarding a traffic offense.

- 7/7/16
 - Carbreak, 700 Hull Road (Hull Road Sports Complex). City employees arrived for work and went to use a front-end loader tractor and could not get it to start. Upon inspection, it was discovered that sometime overnight, the battery was removed from the vehicle.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention observed the suspect attempt to leave the business without paying for merchandise.
 - Burglary Residence, 1 Larisa Terrace. Suspect entered an enclosed fenced backyard without victim's knowledge and took some iron furniture and plants.
 - Carbreak, 773 John Anderson Drive. Vehicle doors unlocked. Change taken.
 - Narcotics Arrest, Laurel Drive and Fleming Avenue. Suspect was pulled over for a traffic violation. Narcotics were found inside the vehicle.
 - Carbreak, 440 North Nova Road (Nova Community Center) Vehicle was unlocked. Wallet taken from vehicle.
 - Trespassing Arrest x2, 1670 West Granada Boulevard (McDonalds). Two separate occurrences, suspects arrested for trespassing after warning
 - Battery Domestic Violence Arrest, 4 Huntsman Look. Suspect and the victim had been arguing for the last two days, at times becoming physical. She had injuries which appeared to have happened recently.
- 7/8/16
 - Vandalism Felony Arrest, East Granada Boulevard and South Atlantic Avenue. Suspect was arrested for vandalism to a Votran Bus
 - Shoplifting Felony Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested. It became a felony due to his priors. He was also in possession of paraphernalia.
 - Assist Agency Arrest, 940 Margarita Circle. Officers assisted Probation Officers in a search for ammunition. It was located and a safe was seized. The suspect was arrested.
 - Burglary-Residence, 408 Collins Street. The victim left his wallet outside on a table underneath a covered porch. When he returned several hours later the wallet was missing. The victim found out his credit card was used in several locations around Ormond Beach and Volusia County.
 - Leaving Scene of Traffic Crash-Arrest, Granada Boulevard and Deer Lake Road. The suspect crashed his truck into the Deer Lake subdivision entrance hitting several signs, shrubs, boulders and a light post. It appears the trucked flipped. The suspect was found about a mile away and was arrested.
- 7/9/16
 - Battery Domestic Violence Arrest, 1040 Southern Parkway. Suspect got into a confrontation with the victim last night and head butted him.
 - Fraud Arrest, 1521 West Granada Boulevard (Wal-Mart). Officers contacted a suspect who was attempting to pick up a large amount of drugs with a fraudulent prescription.
 - Warrant Arrest, 600 South Nova Road (Prince of Peace). Called in as a suspicious person sleeping in the grass at the church. Suspect was found to have an open misdemeanor Volusia County warrant.
 - Carbreak, 1478 West Granada Boulevard (Ormond Town Square). Victim left his 2016 Chrysler unlocked. Unknown suspect(s) entered the car and stole an iPad, cell phone, and credit cards.
 - DUI Arrest, West Granada Boulevard/Orchard Street. Suspect was pulled over for erratic driving. After an investigation the driver was arrested for DUI.
- 7/10/16
 - Burglary Business, 500 Shadow Lakes Boulevard. Entry was made to the woman's restroom at the pool complex and two new dishwashers still in the box that were being stored there were taken.
 - Stolen Vehicle, 1634 North US1. The driver parked the semi next to the motel and rented a room. The truck was taken but the trailer was left.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for attempting to take a felony amount of items.

- Carbreak, 23 Arbor Lake Park. Vehicle was unlocked; pain medication and vehicle registration taken.
- Warrant Arrest, 110 South Nova Road. Suspect was pulled over for an unreadable tag. The suspect was run through NCIC which revealed a warrant for possession of cocaine.
- DUI Arrest, 1600 North Beach Street. The suspect hit a tree. Investigation revealed she was intoxicated.
- 7/11/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by Loss Prevention stealing items and concealing them in a backpack.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed placing items into a purse she stole and attempted to leave the store without paying for the items.
 - Carbreak, 90 Plaza Grande Avenue. The homeowner saw the dome light to a vehicle come on, and when she looked she saw two suspects in the vehicle. Both suspects fled prior to officers' arrival. Several units responded to the area, VCSO, and Holly Hill police. Air one and K-9 responded. A search for the suspects ended with negative results. The vehicles were unlocked and only a bottle of cologne was missing. Three vehicles were entered at this location.
- 7/12/16
 - Carbreak, 16 Tomoka Oaks Boulevard. Unlocked doors. Wallet and contents taken from vehicle.
 - Carbreak, 74 Tomoka Meadows Boulevard. Unlocked vehicle. Wallet and contacts taken from vehicle.
 - Stalking Arrest, 112 Heritage Circle. Suspect went to the residence to see the victim last night. Suspect parked his vehicle in the driveway and waited for the victim to come home. Victim was gone all evening and suspect then entered a fenced in backyard and enclosed porch and waited for the victim there. Suspect locked his keys in his truck and couldn't leave and called the police to report the victim had taken his vehicle keys when they could be seen inside his vehicle. Contact was made with the victim who was with a friend of hers and she stated she had no idea the suspect was at the residence and he did not have any prior permission to be at the residence. Prior calls for service with the suspect continuously contacting the victim after being told to stop. Suspect arrested for DV/Stalking and transported to the county jail.
 - Battery – Domestic Violence Arrest, 24 Spring Meadows Drive. Officers responded to a domestic disturbance at the residence. It was determined that the suspect battered the victim.
 - Carbreak, 923 Cordova Avenue. Victim states doors were locked but no signs of forced entry were found. Several hundred dollars worth of jewelry taken from vehicle.
 - Trespassing – Arrest, 520 South Atlantic Avenue (7-11). Suspect was issued a trespass warning earlier today for the business. Suspect contacted after the business called again to report him back at the business.
 - Grand Theft, 595 Riverside Drive. 2 suspects approached the victim at the residence stating they were from the Water Department and needed to check the water. Victim allowed them into the residence and while one 'checked' the water faucet with the victim in a distraction theft method, the other suspect stole jewelry and a small safe from the other rooms in the home with an approximate value of \$40,000.
 - Carbreak, 64 Oakmont Circle. Victim said that sometime overnight unknown suspects entered his unlocked vehicle and took napkins out of the glove box.
 - Carbreak, 13 Tomoka Meadows Boulevard. Unlocked vehicle. Victim said that sometime overnight unknown suspects entered her unlocked vehicle and took the contents out of the glove box.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 11
 - Number of Uniform Traffic Citations Issued: 15

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 19 signs have either been removed or sign cases created.
- 10 tree removal permit requests.

Administrative staff assisted with two (2) walk-ins and fifty-two (52) telephonic inquiries

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland - The new watermain on Midway Avenue, Capri Drive, and Capri Circle were pressure tested and sampled for clearance. The new watermain piping on Willow Place was installed and new replacement services are being connected to the new main. North Beach Street restoration is being finalized.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor has completed paving patches and continues to complete punch list items. As-builts are in final quality review.
- North US1 Landscaping (Airport Road to I-95) – The contractor is installing irrigation along the northbound on/off ramp. This work will complete the irrigation system for the project and they will start installing the trees around the interstate.
- Downtown Stormwater – The lot at 64 Lincoln Avenue has been cleared; dewatering has begun. Excavation has begun for the underground exfiltration system. The contractor has submitted an acceptable Maintenance of Traffic (MOT) plan for the work on New Britain Avenue and requested partial closure for the weeks of July 25 and August 1.
- WWTP Sludge Thickener Improvements – Start up of the new aerator in Sludge Tank No.1 and the new blowers was performed and was successful. The contractor can now put Tank No.1 back into operation and proceed to perform the work on Tank No.2.
- City Hall Chiller Pump Replacement – Substantial completion was met and the system is now operational. Contract Closeout documents are being prepared.
- Airport Monument Sign Replacement - The contractor has submitted the structural engineering plans for Building permit review.
- 2016 Corrugated Metal Storm Pipe Repairs - The 30-inch storm drain pipe along Tomoka Ave between South Beach Street and Eileen Butts Street was lined and repaired this week, along with the settlement in the road paving due to the leaking storm water pipe. Storm drain on Cypress Circle and an outfall on Oak Forest Drive have been cleaned and TV inspected in preparation for lining repairs. Crews are working on cleaning and inspecting the storm drain along Ormond Parkway.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables - Contracts have been executed and a pre-construction meeting is being scheduled.
- Lincoln Avenue Parking Lot – A Work Authorization for site demolition and construction of the new parking lot was awarded at the June 27th City Commission meeting. Project startup is being scheduled.
- Water Treatment Plant Lime Silo Dust Arrestor – The contractor is submitting shop drawings and finalizing the project schedule.
- Water Treatment Plant Controls and Pump Upgrade – The project contract was awarded at the June 27 City Commission meeting. Contracts are being executed.

Design Projects:

- South Peninsula Reclaimed Expansion – City staff met with the Consultant last week, survey is approximately 50% complete, design is roughly 30% complete.
- Laurel Creek Stormwater Pump Station Improvements – Bids were opened on May 11th. The bid was approved at the June 27th City Commission meeting. Contracts were sent to the contractor for execution.
- West Ormond Community Center – Staff's consultant is scheduling to meet with school administration to discuss the project conceptual plan to receive their comments.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that will look at various sludge dewatering systems is expected in late July.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is 60% complete. Permit applications are being prepared. A presentation to FIND occurred on June 18th. Staff was informed that staffing issues at the ACOE has resulted in significant delays in their issuance of permits. This could affect the FIND grant if staff cannot obtain permits by September, the City will not be eligible for grant funding. Therefore, staff has modified the grant application to FIND into two phases. This application would be for Phase I – design and permitting so the City will be eligible for reimbursement of design costs and then submit next year in February 2017 for Phase II – construction funding. This would result in a one year delay to the project.
- Sanitary Sewer Inflow/Infiltration - Bidding manual was prepared to 90% completion and will be completed upon final determination and selection of pipe locations most in need of repair. Staff is analyzing lift station pump run times and gravity main depths to help determine the most critical infiltration and inflow areas of the sanitary sewer system.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed. Permit applications were submitted to FDEP.
- 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.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – Staff is finalizing plans for County review.
- Ph III 2-Inch Water Main Replacement – Mainland - Field survey and base drawings for existing conditions are approximately 80% complete. Preliminary design is approximately 20% complete.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – City staff met with the consultant last week, survey is approximately 80% complete, design is 20% complete.
- 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.
- Fleming Ave Stormdrain Improvements - Design proposal is being prepared for City Commission approval.

Department Activities

Administration/Meetings/Customer Service/Other:

- Reviewed plans and created approved Work-in-the-Right-of-Way permit for 750 Santa Ana Avenue, per Bighthouse Networks request.
- Reviewed plans and created approved Wetland Protection Permit for 454 South Beach Street revetment construction.
- Reviewed and approved plans for proposed lake construction at 499 Durance Lane.
- Provided AutoCAD drawings of the proposed FPL easements at the airport, per consultant (AVCON) request.
- On-site meeting at 110 Riverside Drive to inspect pool construction and rear yard grading.
- Continued topographic survey of Old Tomoka Road to be combined with proposed Forest Hills Trail survey.
- Researched old files and provided PDF drawings of SR40 median irrigation plans, per contractor request.

- Environmental Discovery Center: treated sick fish in quarantine tank, verified contractor's tank maintenance and reviewed contractor log book entries.
- Completed updating Engineering Infrastructure Damage Assessment Books.
- Created permit drawing for 307 North Beach Street water service replacement, per Utilities Division request.
- Created permit drawing for 1655 John Anderson Drive water service replacement, per Utilities Division request.
- Created drawing for proposed Hammock Lane ADA canoe launch project.
- Performed and recorded gas monitoring and ground water monitoring at Nova Landfill, as required bi-monthly by DEP.
- Researched old files and provided information on Hand Avenue maintenance responsibilities, per Neighborhood Improvement Division request.
- Researched as-built files and provided PDF copies of Arroyo Parkway utilities to Utilities Division, per request.
- Researched old files and provided PDF drawings and spec sheets of the Andy Romano Beachfront Park and South Ormond Neighborhood Center splash pads, per Facilities Maintenance requests.
- Completed Community Garden proposed garden site layout drawing and provided PDF copy to Parks Division.
- Completed Tree-in-the-Right-of-Way locate at 1114 Northside Drive, per Streets Division request.
- Completed property line stakeout at 220/228 North Beach Street, per Neighborhood Improvement Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cut out & concrete 6'x6' raised section of sidewalk behind Winn-Dixie on Lincoln Ave
 - Cut 12'x12' section of roadway around dips on Tomoka Ave
 - Remove form boards at Collins St & Lincoln Ave
 - Barricades at 700 block of N Beach St
 - Tomoka Road closure at Tomoka and S Beach St for 30x20 asphalt patch
 - Grind trip hazards at City Hall
 - 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 at Fire Station #93; Orchard St N/O SR40; Orchard St & Division; Orchard – Hand to Division; S Halifax (Memorial Gardens); Fleming Ave
 - Picked up brush on Nova at retention pond
 - Removed dead Oak on SR40 at Riverside
 - 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

- Trimmed on N Beach St and Melrose; Live Oak between Ridgewood and S Washington; Sundance and N Halifax
- Loaded recycle concrete into truck at PW yard
- Cleaned up branches blocking sidewalk on S Orchard St
- Assisted Concrete Crew on Tomoka Rd for asphalt patch

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
- Straighten signs in various areas of the City
- In-shop training
- Set up Graph Tec Plotter from Advanced Systems
- Relocated 25 mph speed limit sign post on Hull Rd
- Assisted Concrete Crew on Tomoka Rd for asphalt patch

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
- Ditch maintenance at Ballfields, Hull Rd
- Outfall inspection on Riverside Dr
- Assisted Streets/Concrete crew with Tomoka Ave road repair
- Pipe replacement on Fiesta Dr
- Pipe repair on Riverside Dr

Mowing

- Reach Out – Arroyo Parkway, Powerline ditch, US1
- Bush Hog – FDOT ponds
- Slope Mower – Bennett Ln

Vac-Con

- 900 block of Northbrook; French drains citywide, Ballfields

Street Sweeping/Streetsweeper

- 111 miles of road cleaned
- 36 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,218

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 12,922 gallons of unleaded and 3,318 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,887 gallons of unleaded and 773 gallons of diesel.
- Fleet completed 41 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Obtained power usage meter information for load calculations – forwarded to engineer. Met with Performance Engineering to discuss reuse pump design parameters.
- Division Avenue Well Field Raw Water Piping – Final approved as-builts were received from the contractor. Project is completed.
- Dual Check Valve Installation Services – Contract is complete – awaiting receipt of final invoice.
- Effluent Outfall Replacement – Information for additional line repairs provided to the project manager for inclusion in the design plans. Permit applications were submitted to FDEP.
- Fire Hydrant Replacement Program – Obtained FDOT general permit forms for submittal. 2nd Year phase of project is underway.
- Lift Station 10M & 12M Rehabilitation – Pump information is being gathered for lift station 12M.
- Lift Station 8M1 – A revised work authorization for construction administration services from McKim & Creed is under review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway.
- Rima Wells Auxiliary Power Generator – Electrical work is being performed on-site. Generator and transfer switch received.
- Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised. Met with Engineering to discuss main segment prioritization.
- Shadow Crossings Force Main Improvements – Prepared agenda item for City Commission consideration for contract award at the July 26th meeting.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – Tank installation complete. Relocation of spare tank to the water plant along with calibration of the level sensors was performed.
- SR40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs & Maintenance – Preliminary plans and specifications for the WTP elevated tank are under review.
- Water Plant Aerator Housing Rehabilitation (CIP) – McKim & Creed prepared work authorization for construction administration services.
- Water Plant Lime Silo Dust Arrestor Project – Shop drawings are being submitted and the project schedule is being finalized.
- Water Plant Pump & Control Upgrades – Contracts are being executed.
- WWTP Sludge Digester Aeration – Air piping to the mixer was revised to match the plans. Contractor is working on controls for blowers.
- Utilities SCADA Upgrades – Radio survey is being performed.
- Volusia County Use Permit Applications underway for the following water services replacement locations: 104 Sand Dunes Drive, 307 N. Beach St. and 1655 John Anderson Drive.
- SPRC Projects: Chelsea Place Phase 3 Plat and Plans – Reviewed revised plans. Comments were addressed. Dunkin Donuts 1190 Oceanshore Boulevard – Met with design engineer to discuss permitting and submittal requirements for an on-site lift station. Grande Champion Cypress Trails PRD - Reviewed revised plans. Huntington Villas – Reviewed as-builts for the sanitary sewer on Heron Wing Drive. Kauffman Residence – Reviewed water main relocation plans. Kingston Shores – Reviewed revised easement from the Park Service for the water line and provided comments. Halifax Paving Office Building – 860 Hull Road – Reviewed revised plans and submitted comments. Met with design engineer to discuss the project. Ormond Central – Sent lateral information to project engineer. Realty Pros Office - 900 W Granada – Obtained lift station 5M as-built drawings for the project engineer. Received concept plans for review. River

Oaks – Pump station is being investigated to determine the impeller size provided during construction. Comments were addressed. Vystar Credit Union – Lift station start up occurred and report was received. Sanitary sewer record drawings were received for review. 570 Fred Gamble Lot Split – Reviewed revised plans - forwarded comments. 1368 N Oceanshore Blvd – Lift station force main needs to be connected.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 39.13 million gallons for the week ending July 8, 2016 (5.59 MGD)
 - Backwashed 10 filters for a total of 415,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 30.18 Million Gallons.
 - Produced 28.42 Million Gallons of Reuse.
 - Produced 1.76 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.31 MGD, plant designed for 8 MGD.
 - Hauled 144.16 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 20 water service leaks.
 - Replaced 6 residential water meters.
 - Replaced or repaired 14 water meter boxes.
 - Replaced 5 water services due to aged piping.
 - Installed 6 new water services and meters for new residential construction.
 - Performed annual scheduled pressure testing of 7 City-owned backflow preventers.
 - Responded to 25 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located/ exercised 26 main line valves for scheduled outages and leaks.
 - Performed maintenance on 7 fire hydrants along Clyde Morris Blvd area.
 - Repaired a 6" AC water main leak on Seabreeze Dr.
 - Performed mock shutdown for the Riverview Pump Station & 12" water main river crossing for future relocation of main at 554 Riverside Dr.
 - Backfilled and landscaped water distribution crew excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 116 regular and 1 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 10 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
 - Responded to 1 Request for Utility Verifications for residential and commercial properties.
 - Cleaned 1,200 lf of gravity sewer.
 - Exercising main line sanitary sewer force main valves in Phase 1 of Hunters Ridge monthly to bleed off air and reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Installed cleanout & pipe extension on lateral at 588 John Anderson Dr.
 - Severed service for demolition at 19 Iroquois Trail.
 - Installed new PEP system @ 4 Crescent Lake Way
 - Repaired broken conduit @ 6 Indian Springs. Conduit broken by customer installing new irrigation system.
 - Stoppage at 19 Meadow Ridge View. Customer had installed pineapple palm on top of tank sometime in the past, very heavy root growth in tank.

- Pulled approximately 5,000 gallons off of force main @ Spanish Waters & A1A. Dropped pressure in fm from 45 psi to 2 psi
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 45/2 psi, Ocean Mist Hotel @ 35/8 psi, Ormond Mall @ 22/8 psi. 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) 33/32 psi. Foxhunters Flat (2 inch) 22/21 psi & Shadow Crossing Blvd. (4 inch) 8/19 psi.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room, biweekly transfer of pump lead positioning, ok.
 - Effluent Transfer Pump #1, bled off air at volute, ok.
 - Screw Pump #1, oil sheen on water surface, dissipated, returned to service, ok.
 - Breakaway Trails, monitored generator transfer from normal to auxiliary power due to intermittent abnormalities.
 - Plantwide PMs.
 - Recycle Pump #1, leak at top of pump nipple at pressure gauge, supplies ordered - install upon arrival, ok at this time.
 - Shop: perform housekeeping all areas of office.
 - McDonalds, weekly odor control and wet well cleaning.
 - Il Villagio, took monthly pressure readings, OK
 - WIN911 monitor/response: computer not responding, operator reported multiple power flickers throughout weekend, ok; 10M, phase loss, two calls within five minutes, found power restored upon arrival, possible loose fuse holder, tighten and reinstalled, station fully operational, pumped down and cycled, ok; Breakaway Trails, high level, controller nonresponsive, corroded wiring in cabinet, repaired, ok; Huntington Woods, phase loss, power restored upon arrival, FPL crew working in neighborhood, ok.
 - SCADA monitor/response: Breakaway Trails, no starts #1, VFD failed, replaced with new shop stock, ok; San Marco, no starts #1, reset motor starter, high run hours #2, deragged #1 check valve, ok; Harley Davidson, Chelsea Place #2, 8P, high starts, cleaned probe, ok; Chelsea Place #2, no starts #1, reset motor starter, ok; Chelsea Place #1, high run hours, deragged check valves, ok; HOMAC, uneven run hours, deragged check valves, ok.
 - 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: Influent Odor Control; Digester Blowers, #1, #2, #3; Carrousel Surface Aerators, #1N, #1S, #2N, #2S.
 - Annual Plant PM's: Carrousel Surface Aerator #2N.
 - Lift Station PM's: 27 monthly and 0 annual performed.
 - 76 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Bird Centrifuge; received refurbishment report from Andritz, additional work on rotating assembly and gear box is required, purchase order for additional funding requested, will keep updated.
- South Sludge pit, submersible transfer pump not operating, removed pump with crane truck, discharge pipe failed at flange connection, repaired, placed back into service, ok.
- Well 41R, flow meter non-operational, removed for repair/replacement, will update.
- 12% chlorine pump #2 lost prime, check valve leaking, repaired, ok.
- Standish booster station, vacuum system - clean & repair clogged air release valve, replaced leaking metal pipes with PVC, return to service.
- Lime slurry pump #2, inspected, cleaned and repaired.
- Monthly Well PM's: Division 4, 5, 6, 7, 8, 9, 10, 11, 12, 15, 17.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff informed FDEP that all required annual inspections and samplings of the IPP permitted facilities are completed. The WWTF permit requires the activities each calendar year.
 - Reuse Groundwater Monitoring – Staff submitted the 2nd quarter monitoring report to the FDEP of the 5 groundwater monitoring wells. The analytical results were all within the permit limitations for the quarter.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff approved the final version of the 2015 CCR (Annual Water Quality Report). The new report is available on the City website at www.ormondbeach.org/ccr. June water bills included an invitation for customers to view the new report on the website. Hard copies of the CCR were delivered by staff to bulk water customers, such as apartment buildings, to distribute water quality information to customers who do not receive water bills from the City.
 - Backflow Device Testing Compliance – Staff is evaluating the commercial water customers who have not demonstrated their backflow prevention device has been tested and certified. The compliance rate of the devices within the city is periodically requested by the FDOH.

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:

- Agenda packet preparation for July 21, 2016 Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation for July 26, 2016, City Commission Operating Budget Workshop and City Commission Meeting

Status of Department Projects

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