

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 2, 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:

- General discussion meetings with City Attorney, IT Manager, Finance Director, HR Director, and Fire Chief
- Storm prep meeting with staff
- Dog park meeting with senior staff

Spoke to, attended and/or met with:

- Strategic Economic Development Workshop on August 27
- Promotional ceremony at police department
- Rotary meeting
- United Way Board of Directors meeting
- Team Volusia By-Laws Committee meeting
- FCCMA Coaching webinar
- Rotary speaking engagement at Palmetto Women's Club

### **Community Development**

#### **Planning**

- Minto Due Diligence Request/CTLC: The Utilities Division and Planning staffs met to discuss the recent due diligence request by Donald W. McIntosh Associates regarding capacity on behalf of Minto's. Minto's is planning to construct between 3,200 to 3,400 units and 200,000 square feet of commercial space on several parcels southwest of I-95 and south of SR40. Minto's density request involves substantially more density and less land than the 2009 amendment which approved 4,170 units and 653,400 square feet of commercial space on 2,698 acres. Minto's proposed development contains approximately 1,325 acres inside the City's utility service area with the remaining 356 acres outside the Ormond Beach utility service area. The area outside of Ormond Beach will require Daytona Beach to provide service according to Settlement Agreement which also included the recorded Interlocal Wholesale Water and Wastewater Service Agreement. The rates established by a rate study within the Wholesale Agreement are outdated and will be updated at some time in the near future to accommodate any development south of SR40. This updated study will require coordination and approval from Daytona Beach and Ormond Beach to choose a consultant to update the Rate Study.

#### **Building Inspections, Permitting & Licensing**

- 293 inspections performed (27 done by private provider)
- 8 new business tax receipts issued.
- 89 permits issued with a valuation of \$3,747,045.

#### **Development Services**

- The SPRC considered the following developments:
  1. 294 West Granada Boulevard (KFC)
  2. Hull's Seafood modification

3. Tomoka & Groover Senior Apartment Complex (82 units)
4. Cardinal and A1A Beach Parking

- Approved projects under construction (percentage completed):

Project	% Complete
30 Lincoln Avenue	5%
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	95%
Dollar General	30%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	45%
Chelsea Place, Phase 3	65%
Ormond Renaissance Condo	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 US 1 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 in September. As the initial relocation schedule had to be revised due to weather and ongoing production requirements, staff has worked with Florida Department of Economic Opportunity to approve an extension of the QTI's first year reporting dates.

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

- Staff completed the details of the September 16 Business Retention and Expansion Workshop for Volusia County economic development professionals.
- Staff continues working closely with the videographer of the 2016 State of the City annual luncheon to complete the video with the theme "An Investment of a Lifetime."

#### 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 was approved by the City Commission at the August 16 Commission meeting. The resolution will be sent to the Florida Department of Economic Opportunity in preparation of a formal state incentive agreement.
- Staff conducted the Strategic Economic Development workshop on Saturday, August 27 from 8:00 a.m. to 1:00 p.m. at the Performing Arts in the second floor studio. There were approximately 35 residents and business representatives who participated in the economic development workshop. The planning process is expected to be completed in the next several weeks and the final draft plan will then be presented to the City Commission.
- Staff is working with two existing Ormond Beach businesses to facilitate their retention and expansion needs. These companies have outgrown their current space and may need to build new structures to accommodate growth.

- As part of the business retention and expansion process, staff visited an existing manufacturing firm to discuss their business outlook and to assist with permitting and employment related issues.

#### Airport Operation and Development

- Work continues on the construction phase of the Taxiway Golf project. Installation of new taxiway lighting and signage and site preparation for paving of the main taxiway surface remains underway. Initial fueling of the backup generator for the new electrical vault has been accomplished. Plans for FPL to install the main power lines to the electrical vault and updates to other portions of the airport electrical grid are being revised to minimize service interruption for airport businesses.
- Staff prepared and submitted to the FDOT grant requests to provide state funding for the Wildlife Hazard Assessment, Runway 8 Environmental Assessment, and runway approach obstruction mitigation projects.
- Staff conducted an airport site visit with representatives from Zev Cohen and Associates and S. Michael Construction Services as part of the planned runway approach obstruction mitigation project.
- Staff worked with air traffic control personnel and AVCON, Inc. to review and refine the design parameters for the new airfield lighting control console that will be installed at the control tower as part of the Taxiway Golf project. Control tower personnel were provided with a desktop computer simulation of the control console, which was used to identify needed refinements.
- Staff participated in an FAA webinar, intended to educate airport operators and other stakeholders about the new process for assessing and reporting airport surface conditions using the assessment tool known as the Runway Condition Assessment Matrix (RCAM). The webinar provided updated guidance on assessing and reporting airport surface condition information through the use of RCAM. The Federal Notice to Airmen system will incorporate these reporting procedures beginning October 1, 2016.
- Staff submitted to the FAA information regarding annual aircraft operations and total based aircraft for the Ormond Beach airport. The FAA requested this information to assist in their development of Terminal Area Forecast data for the airport.
- Staff continues to work with Nextower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.

#### Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 40 Journal Entry Batches (#5811 – 5917).
  - Approved 20 Purchase Requisitions totaling \$664,877.22.
  - Issued 16 Purchase Orders totaling \$604,286.02.
  - Processed 3841 cash receipts totaling \$1,000,443.22.
  - Prepared 100 Accounts Payable checks totaling \$498,837.86 and 48 Accounts Payable EFT payments totaling \$466,977.69.
  - Prepared 18 Payroll checks totaling \$18,075.58 and 332 Direct Deposits totaling \$397,523.89.
  - Transferred IRS 941 payment of \$150,365.85.
  - Processed and issued 5,641 utility bills with billed consumption of water of 17,221K.
  - Issued 324 past due notices on utility accounts.
  - Auto-called 91 utility customers regarding receipt of a past due notice.
  - Processed 197 payments through Interactive Voice Response System totaling \$22,055.60.

#### Grants/PIO

- Public Information
  - Press Releases
    - Open Gym Dates for September (9, 23, and 30)
    - Walking with the Manager (EDC, 9/9 8 AM)
    - Florida Licensing on Wheels (9/6)
    - Sand Bag Distribution
    - Sand Bag Distribution (Continuation through 9/1)

- 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 storm preparation meeting.
  - Completed summaries for before and after City Commission meeting.
  - Worked with videographer and printer for State of the City materials.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted JAG15 grant adjustment for time extension to complete all purchases.
  - Working with Police Department on the High Visibility Enforcement (HVE) for pedestrian and bicyclist safety.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 5
  - Fire Alarms: 1
  - Hazardous: 6
  - EMS: 80
  - Motor Vehicle Accidents: 7
  - Public Assists: 44
  - TOTAL CALLS: 143
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- Aid provided to other agencies: 15 Calls: Daytona Beach (7), Volusia County (8)
  - Total staff hours provided to other agencies: 12
  - # of overlapping calls: 37
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 64
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 511

#### **Training Hours**

- NFPA 1001: Firefighting 25
- NFPA 1002: Driver 7
- NFPA 1500: Safety/Equipment 14
- NFPA 1620 Preplanning 8
- EMT/Paramedic 10
- TOTAL TRAINING HOURS: 64

#### **Station Activities**

- Updated 28 pre-fire plans
- Conducted 6 fire inspections

### **Human Resources**

#### **Staffing Update**

##### **Requisitions**

- Utility Sludge Hauling Technician (Public Works)

##### **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 re-advertised 8-29-16 on the City web site, FACE, and AACE, and will remain open until 9-30-16.
- Firefighter/EMT was advertised 8-30-16 on the City web site, internally, and on nationaltestingnetwork.com and will remain open until 9-16-16.
- Maintenance Worker II (Water Distribution) was advertised 8-31-16 internally and will remain open until 9-16-16.
- Part Time Community Events Technician (Leisure Services) was advertised 8-8-16 on the City web site and at Embry-Riddle and will remain open until 9-2-16.

#### Applications Under Review

- Purchasing Coordinator (Finance)
- Construction Engineer (Engineering)
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services)

#### Interviews Scheduled

- Part Time Maintenance Worker II - Parks (Leisure Services)
- Lead Operator Wastewater Treatment Plant (Public Works)

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

- Police Officer (Police)
- SCADA/Instrumentation Technician (Public Works)
- Part Time Community Events Leader (Leisure Services)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)
- Maintenance Worker II (Streets/Public Works)

#### Positions Filled Internally

- Police Sergeant (Police)

#### Separations

- Firefighter/EMT (Fire) effective 9-30-16

#### Risk Management Projects

- RFP opening for Property/Casualty Insurance.

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

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations.
    - Finance – Interactive Voice Response System – System went live Wednesday evening of 8/3/2016 and has been successful. No major issues week 4.
    - Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients continues system wide.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 13 New work - 46 completed - 36 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	31,946	Inbound E-Mails Blocked	15,958
Delivered Inbound E-Mails	15,737	Quarantined Messages	251
Percentage Good Email	49.3%	Virus E-Mails Blocked	206

- Notable Events:
  - None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 9 Changes: 16 Corrections: 0
  - Map/Information Requests: 84
  - Information Requests from External Organizations: 5
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 822
  - Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
  - Notable Events: Updated Hydrant flow/inspection maps.

### **Leisure Services**

- Administration
  - FRPA Conference
  - Made necessary storm preparations
- Contract Manager – Grounds and Athletic Maintenance
  - Site inspections of Grounds Maintenance service areas
  - Site inspections of Athletic Maintenance service areas
  - Follow-up to concerns, issues and questions within scope of work
  - FRPA Conference
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - OB Pride Football continues practicing Monday through Thursday nights at 5:30pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
  - Adult Soccer League continued this Sunday at 10am.
  - OBSC Competitive Program continued practicing this week with games on the weekend.
  - Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6pm.
  - Ormond Beach Golden Spikes continued workouts/tryouts/practices this week on Nova Fields 2 – 5 and at the Sports Complex on the Kiwanis Field at 6pm.
  - City Flag Football held its makeup skill assessments on Monday at the Sports Complex on Quad 3 at 6pm for all the age groups (7-9, 10-11 and 12-14). The coaches' meeting was held Thursday night at 6:30 at the Fieldhouse.
  - Halifax Academy held another "home" football game at the Sports Complex on Championship Field 7 at 6pm on Thursday evening.
  - Seabreeze High School baseball team started its fall season with practice on Tuesday at 4pm at the Sports Complex on Wendelstedt Field 3.
- 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 cleanup of Limitless Playground by the softball Quad
  - Cleaned all sports parks daily of debris/trash from the events during the week
  - Continued dragging infields
  - Painted football fields 11 and 12 for Pride practices
  - Painted soccer grass parking lot
  - Set up Soccer Fields 1, 4, and 5, 6 and 11 for weekend OBSC FYSA Regional Cup Games

- Installed six new foul poles at the Sports Complex
- Finished up adding clay and turf to Wendelstedt infields
- Set up Soccer Field 11 for Sunday Adult League
- Painted Soccer Fields 1, 4, 5, 6, and 11
- Set up and painted Championship Field 7 for Halifax Academy and Pop Warner games
- Added clay to Nova infields
- Moved picnic tables at Wendelstedt
- Put up nets on Soccer Field 11
- Put up pylons, etc. on Championship Field 7
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 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
  - CMT held regular classes Monday through Friday
  - Staff performed summer maintenance this week to prepare for the upcoming fall season
  - The Performing Arts Center is preparing to host the following events:
    - Civic Ballet of Volusia County Dance Auditions, Sunday, 1-5pm
  
- South Ormond Neighborhood Center
  - Splash Pad open through Dec 1
  - Open park and playground sunrise to 11pm daily
  - Fitness room
  - Open gym
  - Staff is working on preparations for fall programs
  - YMCA fall soccer was held Monday, Wednesday and Friday from 5:45-7:45 pm
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Planning of 2016 events for September and October
  - Attended Economic Development Workshop – set up/breakdown of meeting - Saturday
  - Attended FRPA conference Monday-Thursday
  - Reel in the Fun Tournament preparation
  
- Gymnastics
  - Classes are going well and growing
  - August session in progress
  - Registration open for September session
  - Trial classes are being offered to attract potential students
  - Working with area high schools to attract potential students
  - Attended community event in Daytona on Saturday to distribute program flyers
  
- 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 continue to meet at various times throughout the week.
  - The Coordinator attended the FRPA Conference this week.
  
- The Casements
  - Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.

- Guild tours were given Monday through Friday at 1:00 p.m., 2:00 p.m., and 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- The Casements' exterior painting continued throughout the week.
- Pilates classes met Tuesday through Friday at The Casements.
- On Monday, The Casements received polling equipment to prepare for Tuesday's election. On Tuesday, The Casements served as a polling location from 7:00 a.m. to 7:00 p.m.
- The Casements Camera Club received photographs for their 36<sup>th</sup> annual Color Show on Monday, on Wednesday they began hanging their photographs. On Thursday, the photographs were judged; prize winners will be announced at the reception. The reception will be held in the gallery this evening from 5:30 p.m. to 7:30 p.m. The exhibit will be on display until September 30<sup>th</sup>.
- The Casements Guild Crafters met on Tuesday from 10:00 p.m. to 4:00 p.m. and on Thursday from 11:30 p.m. to 3:30 p.m.
- Zumba class met on Thursday at The Casements.
- Movies on the Halifax will show "Pan" in Rockefeller Gardens at 8:00 p.m. this evening. Staff will assist from 7:00 p.m. to 11:00 p.m.
  
- Parks Maintenance
  - Citywide inspection of parks
  - Inspected and posted reservations at pavilions
  - Cleaned flowing water canals at Ormond Memorial Gardens
  - Replaced signs that were missing at Andy Romano Beachfront Park
  - Remove graffiti from electric box on Tomoka Avenue
  - Built small platform to wash splash pad filters on at Andy Romano Beachfront Park
  - Installed new braces on grill at Pavilion 3 at Andy Romano Beachfront Park
  
- 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
  - Perform preventative maintenance on 13 City-owned air conditioning systems various locations
  - Checked on A/C issues in various City facilities
  - Obtained information/quotes for upcoming jobs
  - Fix clogged condensate line at The Casements Carriage House
  - Picked up and installed new refrigerator in WW Utilities bay
  - Replaced outside light time clock at Sanchez Park
  - Fixed drain line at Fortunato Park
  - Replaced concession's refrigerator in the Skate Park
  - Checked water heater at the PAL House
  - Met various contractors on upcoming jobs
  - Repaired ladies room toilet at Sanchez Park
  - Secured handrail on the west entrance at The Casements
  - Replaced sink p-trap at Fire Station 94
  - Repaired outside restroom light at Sanchez Park
  - Repaired fountain pump lid at Riviera Park
  - Drained splash pad water tank at SONC
  - Checked outside bathroom auto locks at Ames House
  - Checked fire alarm panel and phone line at the WWTP

### **Police Department**

#### **Administrative Services**

- Attended Weekly Staff Meeting.

- Conducted Quarterly Cash Audits.
- Attended Soda Pop With A Cop at Chick-fil-A.
- Attended Promotional Ceremony at the Police Department.
- Attended CLEAB Meeting.
- Attended the monthly Volusia/Flagler Police Chiefs Association Meeting in Daytona Beach.
- Conducted interviews with Police Corporal Candidates.

#### Community Outreach

- Youth Director Council members met to review and discuss upcoming community service projects. They are looking at participating in Walk for Freedom in October.
- OBPAL Basketball program teams are practicing as time permits between other sports activities. Tournament practice will begin for all teams in late December for the 2017 season.
- Tutors R Us is scheduled to begin Monday, September 12. Science on Patrol at Ormond Middle and at Ormond Beach Elementary School will begin in October.
- OBPAL Golfing for Youth Tournament will be held at the Riverbend Golf Club November 5, 2016. Sponsor letters and applications for players were sent out last week.
- Held Soda Pop w/a Cop at Chick-Fil-A.
- "SLAP" was conducted at OBPD with a full class on August 25<sup>th</sup>.
- Attended OBMS PTSA meeting on August 26<sup>th</sup> to discuss Drug Free World, Teen Dating Violence, and Five-O Clubs as programs for the school year.
- An active shooter presentation & women's safety class was conducted for Ormond Museum on August 24<sup>th</sup>.

#### Community Services & Animal Control

- Animal Calls responded to: 31
- Animal Reports: 5
- Animals to Halifax Humane: 3 Dogs
- Final determination to classifying dog dangerous at 151 S Ridgewood (formerly 144 S Ridgewood).
- CSO's working School Zones

#### Criminal Investigations

- Cases Assigned: 41
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 6
- Inactive: 18
- Fraud: 11
- Burglary Business: 2
- Burglary Residential: 7
- Larceny Car break: 8
- Grand Theft: 5
- Auto Theft: 2
- Death Undetermined: 1
- Sex Offense/Rape: 2
- Robbery: 1
- Police Information: 1
- Suspicious Incident: 1

#### Records

- Walk - Ins / Window 106
- Phone Calls 132
- Arrest / NTA'S 24
- Citations Issued 65
- Citations Entered 92

- Reports Generated 148
- Reports Entered 128
- Mail / Faxes / Request 30

Patrol

- Total Calls 1,416
- Total Traffic Stops 138
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Operations

Crime Opportunity Report Forms: 137

- 8/24/16
  - Grand Theft, 839 South Atlantic Avenue (Andy Romano Park). Numerous signs were torn down and taken (\$500) worth.
  - Carbreak, 1 South Old Kings Road. The vehicle window was smashed, purse taken from the vehicle and credit card used shortly after.
  - Burglary Business, 610 South Yonge Street. 5 units had items taken from them.
  - Assault Domestic Violence Arrest, 105 Chrysanthemum Drive. Suspect got into a verbal argument with the victim over marital issues.
  - Armed Robbery, 1511 San Marco Drive #203. Victim advised he was standing behind his pickup truck that was backed up to a patch of woods in the parking lot at San Marco Apts. The suspect came up behind him and struck him with an unknown object up against his back demanding money. The victim advised he gave the suspect \$1,200 cash, and then the suspect made him lay on the grass as the suspect fled on foot over the fence towards I-95.
- 8/25/16
  - Burglary Residence, 19 Queen Ann Court. A laptop and a debit card were taken.
  - Traffic Arrest, 400 Block Bryant Street. During a traffic stop the suspect was placed under arrest for driving while license suspended and attached tag unassigned on a van.
- 8/26/16
  - Grand Theft, 205 East Granada Boulevard (Walgreens). Victim left his bicycle and tow behind cart unattended outside of the business while he went inside to use the restroom. Victim went outside and discovered the bicycle and cart missing. Cart contained various miscellaneous items that was valued at \$800.
  - Burglary Residence, 128 Windward Lane. Suspect entered open garage and stole two bicycles.
  - Narcotics Arrest, 52 North Yonge Street (Advanced Auto Parts). Holly Hill Police Department placed a BOLO for two suspects possibly involved in a retail theft and shoplifting and received Intel that the subjects were at the Advanced Auto Parts returning stolen property. Officers arrived on scene and located two suspects who matched the description. Further investigation on scene determined that they were not the suspects Holly Hill Police were looking for but these suspects were actively involved in fraudulent returning of property to the business at the time they were contacted.
  - Shoplifting Arrest, 52 North Yonge Street (Advanced Auto Parts). Suspect entered the business and attempted to leave the business without paying for a car battery and was stopped by employees.
  - Stolen Vehicle, 1614 North United States Highway One (EconoLodge). Victim reported that she let the suspect use her vehicle. Suspect didn't return the vehicle and the victim reported it stolen.
- 8/27/16
  - Burglary Residence, 118 Ormwood Drive. Entry made to garage by a garage door that was left slightly ajar for a pet, 2 bicycles stolen from garage
  - Carbreak, 9 Oakmont Circle. Unlocked car doors. Change taken from vehicle.
  - Battery Domestic Violence Arrest, 7 Cypress Park Court. Officers responded to a report of a physical altercation in the driveway of the residence. Suspect was arrested for domestic battery.

- Narcotics Arrest, 801 South Nova Road (Rockin' Ranch). Suspect was stopped for a traffic violation. He was found to be in possession of narcotic paraphernalia.
- Traffic Arrest, 100 South Nova Road. Suspect was stopped for a traffic violation. He was found to be a habitual felony traffic offender.
- 8/28/16
  - Carbreak, 48 Park Place. A computer was stolen from within the vehicle. The vehicle was unlocked.
  - Narcotics Arrest, 1100 West Granada Boulevard (Wells Fargo). Suspect was found asleep in the passenger seat of her vehicle by a passerby. Contact was made with the suspect and she was found to be in possession of cocaine, prescription pills, hashish oil, and marijuana.
  - Battery Arrest, 2099 North Beach Street #60 (Tomoka State Park). Suspect was taken into custody for battering the victim while at the State Park.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was witnessed removing items from their packaging and placing them on his person and inside his backpack. Suspect was stopped by loss prevention.
  - Burglary Residence, 3 River Rock Trail. Victim's vehicle in the driveway was entered by unlocked door and the garage door opener was used to make entry into the garage. Once inside the garage a truck was entered by unlocked doors and a wallet taken. A skateboard was removed from the garage.
  - Carbreak, 6 River Rock Trail. Victim's unlocked vehicle was entered, nothing missing.
  - Carbreak, 4 River Rock Trail. Victim's unlocked vehicle was entered, nothing missing
  - Trespassing Arrest, 185 East Granada Boulevard (Peach Valley Café). Suspect was found to be disturbing the business and patrons. It was determined that the suspect had been trespassed from the business in the past and was taken into custody for trespassing.
  - Battery Domestic Violence Arrest, 24 Tropical Falls Drive. Officers initially responded to the residence in reference to a civil dispute, but took the suspect into custody for Domestic Violence Battery on the victim and Felony battery on person over 65 for striking another victim.
  - Burglary Residence, 5 River Rock Trail. Victim reported that sometime overnight unknown suspect(s) opened the gate to her yard, cut her porch screen and entered her porch.
- 8/29/16
  - Burglary Business, 610 South Yonge Street. The victim came forward this date to report their unit was entered.
  - Grand Theft, 22 Indian Bear Path. The Victim's iPhone 6 was taken.
  - Carbreak, 1340 West Granada Boulevard (Lowes). Vehicle was left unlocked in the parking lot. The victim's wallet was taken.
  - Battery Domestic Violence Arrest, 96 South Ridgewood Avenue. Suspect hit the victim in the face with a pan or a griddle.
  - Aggravated Battery Domestic Violence Arrest, 7000 St. Georges Road. Suspect became violent, trashed the apartment and battered and choked the victim.
  - Narcotics Arrest, 200 Block of South Nova Road. Vehicle traffic stop resulted in an arrest for possession of marijuana less than 20 grams.
  - Stolen Vehicle, 7 Stallion Way. Loaner vehicle from Ford dealership broken into overnight. Garage door accessed as well as an inside laundry room where the victim's purse and vehicle keys were located. Purse and vehicle were stolen.
- 8/30/16
  - Burglary Residence, 56 Big Buck Trail. The victim forgot to close and lock his overhead garage door. The screen door was closed and locked. During the night someone cut the screen and made entry. They took a 65" inch smart TV along with some other items.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 29
  - Number of Uniform Traffic Citations Issued: 17
  - Number of Written Warnings Issued: 5
- Traffic Crash Reports:

- Number of Crashes without Injuries: 14
- Number of Crashes with Injuries: 2

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 29 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with eight (8) walk-ins and fifty-nine (59) telephonic inquiries.

### Public Works

- Engineering

#### Project Summary

##### Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Received clearance from Volusia County Health Department to install meters and perform tie-ins on Capri Circle, Fairview Circle, Fairwood Circle, Midway Avenue, Washington Place and Willow Place.
- 2-Inch Watermain Replacement Phase 2 – North Peninsula - This project is complete. The final pay request has been submitted, and the contract has been completed \$13,812.20 under contract amount.
- Downtown Stormwater – Exfiltration pipe installation is complete; the Contractor is progressing to site grading in preparation for hardscape elements.
- WWTP Sludge Thickener Improvements – The one tank is now operational with the new aerator in place. The contractor has dewatered the second tank and has removed the grit and poured the concrete slab.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Received proposal from Contractor to add speed tables to Nova Community Park's entrance road off of Nova as was discussed by the City Commission at the CIP workshop. If this additional work is to be added to the contract, staff will present it to the City Commission for approval before authorizing the additional work. Curb replacement has begun in Forest Hills. Grove Street, Sauls Street, Castle Manor Drive, Acrea Drive, Buena Vista Drive, and Reynolds Road have been resurfaced and work is underway on Sauls Street.
- Lincoln Avenue Parking Lot – The contractor completed paving and striping the parking lot. The remaining items to be completed are the site lighting, landscaping, and fencing.
- Water Treatment Plant Lime Silo Dust Arrestor – The Building Permit has been issued. The metal building is scheduled to be delivered September 12.
- Water Treatment Plant Controls and Pump Upgrade – The Contractor is preparing submittals for approval with a pre-construction meeting scheduled for early September.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8<sup>th</sup>. Contractor is submitting equipment shop drawings for approval.

##### Design Projects:

- South Peninsula Reclaimed Expansion – Survey is 80% complete, design is 50% complete.
- West Ormond Community Center – Staff's Consultant met with School Administration and developed a mutual agreement on the proposed layout with some minor modifications that were presented by the School Representatives. The Consultant has incorporated these layout changes, and is sending them back to the School Representatives for their concurrence.
- 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 finalized. Construction funding is available in FY 16/17, therefore the project will be bid for award after October 1.

- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that looked at various sludge dewatering systems is being reviewed by staff.
- Cassen Park Public Dock – Staff received a Request for additional information from FDEP for the permit application that was submitted. Staff's consultant will prepare a response.
- Sanitary Sewer Inflow/Infiltration – Revision to bidding manual to include evaluation scale for sanitary sewer pipes based on National Standards. Staff has provided a list of sanitary sewer mains to be ranked for inclusion in the contract. Preliminary location maps have been prepared for contract.
- Effluent Outfall Replacement – Consultant is finalizing design plans. The ERP Permit has been issued.
- Forest Hills Connector Trail – Staff is working on the trail alignment and preliminary plans.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – A Purchase Authorization for the launch purchase is scheduled for City Commission approval at the September 6<sup>th</sup> meeting.
- Ph III 2-Inch Water Main Replacement – Mainland – Preliminary comments have been provided to the consultant based on the 60% plans.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Survey is 80% complete, design is 50% complete.
- Downtown Stormwater Phase 2 - Consultant is developing a scope of work and proposal for the Phase 2 construction plan development.
- Fleming Ave Stormdrain Improvements - Design proposal is being placed for City Commission approval at the September 6<sup>th</sup> meeting.
- Wilmette Avenue Pumping – The Consultant has submitted 60% plans and specifications for review by City Staff.

#### Department Activities

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

- Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 18 Oak Village, 25 Cherokee Trail, 1202-1204 Parkside Drive, 4-12 Jolynn Drive, 750 Santa Ana Avenue, and 152 Deep Woods Way, per Brighthouse request.
- Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at 49 Oakmont, Amsden Drive, Neptune Road, and Sterthaus Drive, per FPL request.
- Reviewed plans and created approved Wetland Protection Permit for 776 Riverside Drive.
- Continued updating the Forest Hills Sidewalk construction plan set to be ready to begin the design phase of the sidewalk.
- Researched and created available utilities map for the vicinity of 800 Hull Road, per Consultant request.
- Researched and created available utilities map for the lot on the corner of Sterthaus Drive and North Center Street, per a realtor's request.
- Completed Tree-in-the-Right-of-locate at 367 Pine Street, per Neighborhood Improvement Division request.
- On-site visits to major intersections along West SR40 with Neighborhood Improvement Division to identify Right-of-Way locations to prevent illegal political sign placement.
- Made corrections to the drawings for Fire Hydrant Replacement project, per Utilities Division comments.
- Continued work on Cassen Park Canoe Launch permit plan set which included creating profiles of river bottom, as required by FDEP.
- Created a Lift Station Base Plat Detail for Water/Wastewater, per Utilities Division request.
- Began As-Built drawings for North US1 Median Landscaping project.
- Completed wellness check on fish tanks at the Environmental Discovery Center.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Pulled forms, cut stress lines, cleaned job on Fiesta Dr
- Grind raised sidewalk Fiesta at Colina
- Improved sidewalk on Thompson Creek Rd
- Asphalt patch for Utilities on New Britain Ave
- Overlay depression on Knollwood Cir; Sandcastle Dr
- Installed 2 foul ball posts at Airport Sports Complex
- Removed concrete/asphalt from yard
- Prepared for storm event
- Assisted Stormwater Dept with sand bag handout

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin Ave - parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming in The Trails subdivision
- Removed Magnolia tree at Riverbridge Park; dead Palm tree at Riviera Park; Pine tree on Sycamore Cir; Palm tree on Blockhouse Ct
- Assisted Stormwater Div with sand bag handout

- 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
- Removed old metal, take to recycling center
- Trimming on S Halifax Dr
- Sand bag distribution

- 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
- Installed arrows on popular signs on Domicilio Ave
- Road striping inventory
- Reinstalled Height and No Trucks sign on Riverside Dr
- Reinstalled Reclaimed Water sign on US1 due to damage
- Installed thermo plastic Stop bars on Division Ave
- Reinstalled 25mph Speed Limit sign post on Wilmette Ave

- 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
- Hotspots citywide
- Mowing/weedeating/liftstation maintenance – citywide
- Investigate sinkholes – citywide
- Cleaned ponds at Memorial Park
- Made sand bags in PW yard

Mowing

- Reach Out – Division Ave, Arroyo Parkway, W SR40

Vac-Con

- French drain cleaning – The Trails

Street Sweeping/Streetsweeper

- 122 miles of road cleaned
- 60 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
28,255

PM Services completed for the week:

Emergency—Vehicles and Equipment  
9

Non-Emergency Vehicles and Equipment  
18

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 9,534 gallons of unleaded and 2,197 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,144 gallons of unleaded and \*3,923 gallons of diesel.
- Fleet completed 59 work orders this week.

\*Increased use of diesel due to filling large generators.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Submitted preliminary electrical design information to Building Division for code related equipment set configurations as proposed in the design concept.
- FDOT ITS – Reviewed plans for proposed cable installations along US1 and State Road 40. Utility relocation appears to be unnecessary for this project.
- FDOT ITS Event Managing – Received plans to install dynamic messaging signs for review.
- Fire Hydrant Replacement Program – Contractor completed initial annual period work priorities. A deductive change order was prepared for reconciling minor contract expenditure differences. Contractor is underway with the annual period scope of work. FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic. Replaced 6 hydrants in the Woodmere South subdivision. Replaced 1 hydrant on N Ridgewood Ave.
- Lift Station 10M & 12M Rehabilitation – A new wetwell or alternative structures may be required in to promote bypass efficiencies. A meeting will be scheduled to discuss alternatives.

- Lift Station 8M1 – A work authorization for construction administration services from McKim & Creed was prepared. A disclosure letter was prepared for the property owner to provide information for potential purchasers as the property is for sale.
- Rima Wells Auxiliary Power Generator – Project is nearly complete and Contractor is addressing punch list items.
- Sanitary Sewer Inflow Infiltration Project – Reviewed maps for priority areas to be televised for Phase 1 scope of work prepared by GIS. Met with Engineering for refining bid specifications and requirements.
- Shadow Crossings Force Main Improvements – A preconstruction meeting will be scheduled.
- Solar Salt Procurement – A disposition memo was prepared for the 9/6/16 City Commission meeting to solicit bids for solar salt for upcoming fiscal year due to current vendor indicating request not to renew.
- Sodium Hypochlorite Storage Tank Replacement (WWTP) – As-built drawings review is completed and final records are being prepared.
- EST Tank Repairs & Maintenance – Revised plans received for review.
- Water Plant Aerator Housing Rehabilitation (CIP) – The notice to proceed date is to be determined. Deloach Industries, fabricator, requested a deposit prior to releasing shop drawings. Response sent to contractor.
- Water Plant Lime Silo Dust Arrestor Project – The metal building is scheduled for delivery 9/12/16.
- Water Plant Pump & Control Upgrades – A preconstruction meeting is being scheduled in early September.
- WWTP Outfall Pipe Replacement – WWTP Outfall Pipe Replacement – Bid plans and specifications are being prepared. Plans do not appear to include the outfall pipe rehabilitation repairs at the wastewater plant.
- WWTP Sludge Digester Aeration – Sludge Holding Tank #1 was drained for grit removal and mixer/blower installation. Requested proposals for installing new handrails. Discussed electrical modification alternatives to prevent the blowers from starting before the mixers. Alternatives are being developed for walkway considerations for Tank #1.
- Utilities SCADA Upgrades – Radio survey was performed – awaiting report. Meeting minutes reviewed and comments sent.
- SPRC Projects: Children's Workshop – 506 Lincoln Avenue – As-built drawings are pending. Dunkin Donuts – 1190 Oceanshore Blvd. – Comments are being addressed by the design engineer. Kingston Shores – Comments are being addressed by the design engineer. Minto – A meeting was held 8/31/16 to discuss the utility capacity request for this proposed development in the COB-CODB Settlement Agreement area. Old Tomoka Road – A meeting was held on 9/1/16 to discuss the swale and its impacts on the proposed development. Ormond Beach Senior Living – Tomoka Ave and Groover St – A meeting was held on 8/31/16 to discuss the conceptual plan. Water and sewer service is available to serve the property. Realty Pros Office - 900 W Granada – Revised plans were received for review. 680-686 John Anderson Lot Split – Received as built plans for review. 1368 N Ocean Shore Blvd – Force main connection work is being scheduled.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered 40.89 million gallons for the week ending August 26, 2016 (5.84 MGD)
  - Backwashed 12 filters for a total of 527,000 gallons backwash water.
  - Produced and hauled 27 wet tons of dewatered sludge (65 - 70% solids).
  - Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 31.60 Million Gallons.
  - Produced 24.98 Million Gallons of Reuse.
  - Produced 6.62 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.51 MGD, plant designed for 8 MGD.
  - Hauled 69.92 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
  - Responded to or repaired 11 water service leaks.
  - Installed 5 new residential water services for home being constructed.
  - Replaced or repaired 5 water meter boxes.
  - Replaced 4 water services due to aged piping, 1- 2" casing was installed for water services under roadways.
  - Performed meter testing on a 3-3" and an 8" commercial water meters, repaired a 3" commercial water meter. Scheduled multiple commercial facilities for testing.
  - Performed water main shutdowns for the contractor to replace fire hydrants located at 177 Kimberly Dr, 701 & 800 E. Lindenwood Cir, 807 W. Lindenwood Cir and 676 N. Ridgewood Ave (2016 Fire Hydrant Replacement Program).
  - Water Distribution crews replaced a 2" inoperable isolation valves in Lindenwood Subdivision.
  - Water Main leak repairs: 2" GSP- Highwood Ridge Trl (Hunters Ridge) and 8" AC at the corner of S. Atlantic Ave & Harvard Dr.
  - Performed valve maintenance and exercising to 12 mainline valves.
  - Performed yearly scheduled pressure testing of 4 City owned backflow preventers.
  - Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Performed water main flushing in The Trails, Hidden Hills, The Falls, Coquina Point, Chelsea Place and Forest Hills subdivisions.
  - Backfilled and landscaped 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 142 regular & 1 emergency utility locates for the previous week.
  
- Wastewater Collection – Reuse
  - Crews responded to 1 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
  - Responded to 5 Request for Utility Verifications for residential and commercial properties.
  - Exercising Low Pressure Sewer Force Main Valves in Hunters Ridge to bleed off air for reducing the main line pressure.
  - Reuse system in good shape no complaints received.
  - Checked all known trouble spots. All good @ current time.
  - Cleaned 4,577 lf of gravity main in system 6M
  - Prepped vehicles, pumps and equipment for possible tropical weather.
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 11/11 psi, Ocean Mist Hotel @ 9/8 psi, Ormond Mall @ 9/8 psi. Continued exercising air relief valves to lower the force main pressures.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/22 psi. Foxhunters Flat (2 inch) 23/16 psi & Shadow Crossing Blvd. (4 inch) 7/2 psi.
  - Televised 1 lateral from our PM list, none needed to be cleaned, one was clean and clear, and none needed repair. These locations will be put on a 6 month follow up.
  
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Influent Room, bi-weekly alternation of pumps, ok.
  - Clarifier #1 - abandoned wash down line leaking, cut and cap off, ok.
  - Clarifier #3 - sweep arm tie rod broken - interfering with tank operation, remove unusable tie rod section, make temporary repair, returned to service, will follow up during normal hours.
  - Final Effluent Tank, assisted crew at suction manifold.
  - Water Plant, assisted crew as needed with crane truck.
  - Chelsea Place #1, follow-up from SCADA response, pulled pump #1 and replaced with shop inventory, ok.
  - Ormond Mall, follow-up call out, replaced pump #2 with new inventory, ok.
  - McDonalds, weekly odor control and wet well cleaning.

- WIN911 monitor/response: Ormond Mall - high level, found #2 motor starter tripped at overloads, reset motor starter, amp draw high, alarm history at controller shows high temp at pump #2, watched station pump down and cycle through alternation, replaced pump; Saddlers Run, high level, cleaned probe, station pumped down and cycled through alternation, ok.
- SCADA monitor/response: 7M1, McDonalds, 8P, high starts, cleaned probe, ok; 2M, uneven starts, clean probe, ok; Chelsea Place #1, no starts #1, reset motor starter, amp draw high, set controller to Lead #2, will replace pump; 5P, no starts #1, reset motor starter, inspected station, ok; 12M, #1 stuck on, adjusted floats as needed, ok; Harley Davidson, no starts #1, reset motor starter, 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.
- Lift Station PM's: 5 monthly and 2 annual performed.
- 39 work orders completed and closed for this section for this week.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- H.S.P. #7, A/C not functioning, installed temporary unit, repairs accomplished by contractor, ok.
  - South Sludge Pit, submersible transfer pump failed, replaced pump, WW Collections crews assisted with sludge removal from motor area, ok.
  - Well 41R, replaced flow meter, ok.
  - Standish Booster Station, installed blind flange where pump was removed for repairs, vacuum pump and tank mixer taken offline, per Operations.
  - Paste Lime Slaker #2, grit chain link failed, replaced link, troubleshoot and repair torque box, replacement unit needed, quotes for replacement stock requested.
  - Chlorine pump #2, discharge piping fractured, repaired as necessary, ok.
  - Reuse offsite facilities, made operational adjustments as necessary due to high demand (dry conditions) to maintain customer service and reuse storage in west Ormond areas to maintain reliability of fire protection systems served from the reuse system.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Fats Oils and Grease (FOG) in Sewer Collections System – Staff is developing a strategy for limiting the volume of FOG in the City's sewer collection system. FOG plays a major role in blockages within the system.
    - EPA's DMRQA-36 – The US EPA requires sewer collection systems which discharge into surface waters to perform an evaluation of their proficiency of the analyses being performed. This evaluation helps ensure the integrity of the data produced. The City's WWTF performs in house analysis and has several contaminants analyzed by contractors with different areas of specialty. Staff submitted results to the EPA which included the City's lab receiving all passing results for the analyses it performs in house.
    - Industrial Pretreatment Program – Staff hosted the FDEP for the annual IPP inspection. The inspection is to evaluate the effectiveness of the IPP program and provide the Department an opportunity to recommend changes and improvements.
    - Industrial Pretreatment Program – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's waste water treatment facility. IPP staff has begun sampling different locations to determine the cause. A plan of study is also being developed to present to the FDEP to outline the steps taken to mitigate intermittent elevated copper values received at the WWTP.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - 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, transcribing minutes, updating insurance information for City contracts, maintaining the City website, assisting staff with and

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

- City Clerk attended weekly meeting with Assistant City Manager
- Agenda packet preparation, creation, and distribution for September 6, 2016, City Commission Meeting

Status of Department Projects

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