

## **City of Ormond Beach Memorandum**

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 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 and HR Director
- Staff Meeting
- Staff and Ormond Crossings representatives regarding utilities
- Staff and Waste Pro representatives
- Claims Committee Meeting
- Staff regarding Land Swap/Well Sites

Spoke to, attended and/or met with:

- Rotary Meeting
- Agenda review with Commissioner Littleton
- Keith Damon, Project Manager for Enterprise Resource System
- Mayor Partington and Chamber representatives
- Main Street regarding Bike Share
- Attended VLOC Dinner
- Attended The Casements Tree Lighting/Gala

### **Community Development**

#### Planning

- The Planning Director participated with the Economic Development Director, City Engineer, and Utilities Manager regarding the extension of sewer and water to Ormond Crossings Preliminary Plat A property.
- Staff met with Edward Speno regarding the resubmittal of a residential PRD site plan for the former Marshside site.
- The Planning Director participated in a pre-meeting regarding Capital Investors' interest in swapping lands and providing additional well sites for the portion of Hunter's Ridge in Ormond Beach.
- After completing 3 days of fieldwork at the MacDonald House and a kick-off meeting with city staff, Bender & Associates has submitted their first deliverable for staff review and comment for Task One. The submittal includes copies of all hand written field notes and sketches made in the field, copies of photographs taken, and copies of pertinent research documents. All work documents have been placed into the Temporary File for all affected in-house parties to read and comment. A summary letter report of initial findings of their field work has been received. The consultant is on schedule and working toward preparing for the January public workshop.

Building Inspections, Permitting & Licensing

- 226 inspections performed (56 by Private Provider)
- 88 permits issued with a valuation of \$776,515.00
- 3 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC met to discuss Ormond Central, 2450 Ocean Shore Boulevard, sewer connection and Hunter's Ridge Flagler County Utility Master Plan.
- Approved projects under construction with percentage completed are as follows:

<b>Project</b>	<b>% Complete</b>
<b>146 North Orchard Street</b>	95%
<b>783 North US 1</b>	10%
<b>Children's Workshop Expansion</b>	98%
<b>McDonald's at 1520 N US Highway 1</b>	65%
<b>McDonald's at 105 Interchange Blvd</b>	65%
<b>McNamara warehouse</b>	10%
<b>Realty Pros</b>	15%
<b>Riverbend Church Expansion</b>	35%
<b>S.R. Perrott Office addition</b>	98%
<b>Chelsea Place, Phase 3</b>	85%
<b>Ormond Renaissance Condo</b>	5%

Economic Development/Airport

Ormond Crossings

- Staff is working with Tomoka Holdings/OCLS, LLC, to provide options for cost of providing infrastructure to the Phase A portion of the Ormond Crossings Commerce Park as part of the feasibility analysis of conceptual plans for two prospective office development projects. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- An Ormond Beach firm is considering locations in communities in Central Florida to expand their headquarters. One of the primary properties under consideration is 1 Sunshine Blvd. in the Airport Business Park.
- Staff met with the owner of a manufacturer proposing to relocate their operation from Jacksonville to a property in the Airport Business Park.

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

- Staff met with Debbie Cotton, Ormond Beach Chamber Executive Director, to discuss economic development projects and programs including initiatives outlined in the City's 2017 Strategic Economic Development Plan.

#### Prospective Business Attraction/Retention/Expansion

- Staff met with a representative of one of two existing Ormond Beach businesses seeking to facilitate their retention and expansion needs. These companies have outgrown their current space and may need to build new structures to accommodate growth. Conceptual plans were presented at the meeting,
- Staff met with an out of state firm to discuss relocation of their operation to Ormond Beach. A site search and review of economic development incentives is underway.

#### Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is substantially complete. Inspections were conducted this week to determine if any project elements require additional work for finalization of the overall project. Flight testing of the new Precision Approach Path Indicator (PAPI) lights was postponed by the FAA until December 14<sup>th</sup>.
- Staff has completed and submitted to the Federal Aviation Administration (FAA) a pre-application package for FY2017 Airport Improvement Projects, as reflected in the approved capital improvement program for the airport.
- Staff participated in a webinar sponsored by the Federal Aviation Administration (FAA) intended to provide Florida airports and consultants with general guidance and an overview of the FAA's Airport Capital Improvement Plan (ACIP) process.
- Staff completed work to prepare and review an initial draft of the Disadvantaged Business Enterprise (DBE) Program Plan and Goal Setting Methodology and Update, required by the FAA as part of the Taxiway Golf project.
- 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

- On-going Projects
- Completed Projects - Weekly
  - Processed 67 Journal Entry Batches (6697 – 6719) (538-623).
  - Approved 48 Purchase Requisitions totaling \$436,693.19.
  - Issued 37 Purchase Orders totaling \$2,028,938.73.
  - Processed 6,807 cash receipts totaling \$4,412,239.15.
  - Prepared 108 Accounts Payable checks totaling \$152,834.36 and 42 Accounts Payable EFT payments totaling \$192,059.98.
  - Processed and issued 9,739 utility bills with billed consumption of water of 63,269K.
  - Processed 1,468 utility bill payments through ACH totaling \$125,993.98.
  - Issued 1,064 past due notices on utility accounts.
  - Auto-called 285 utility customers regarding receipt of a past due notice.
  - Processed 480 payments through Interactive Voice Response System totaling \$50,762.90.

#### Grants/PIO

- Press Releases
  - Daily Debris Updates
  - Florida Licensing on Wheels (12/13)
  - Sanitary Sewer Overflow Notice (11/17)
  - Open Gym December Dates (12/2 and 12/16)
  - HOme for the HOlidays Parade (12/10)
  - Holidays at The Casements (12/15)
  - Letters to Santa (Through December 19)
  - Splash Pads Closing for the Winter (12/1/16-3/15/17)
  - Final Debris Update

- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Completed Radio Show Before and After Commission Meeting Summaries.
  - Organized City's food drive proceeds for transport by Volusia County.
  - Submitted City's application for the Florida Surgeon General's Healthy Weight Champion Designation.
  - Completed Weekly Review and Staff Reports.
  - Completed December Employee Newsletter.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Met with Police Department staff regarding COPS and JAG federal grants.

## **Fire Department**

### Weekly Statistics

- Fires: 3
- Fire Alarms: 6
- Hazardous: 5
- EMS: 88
- Motor Vehicle Accidents: 8
- Public Assists: 34
- TOTAL CALLS: 144
  
- Aid provided to other agencies: 9 Calls: Daytona Beach (5), Volusia County (4)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 75
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 373

### Training Hours

- NFPA 1001: Firefighting 7
- NFPA 1002: Driver 4
- NFPA 1021: Officer 10
- NFPA 1500: Safety/Equipment 20
- NFPA 1620: Preplanning 9
- EMT/Paramedic 41
- TOTAL TRAINING HOURS: 91

### Station Activities

- Updated 16 pre-fire plans
- Visited 45 children at KinderCare on Sagebrush Trail

### Significant Incidents

- 11/29/16, 6:57 AM: 601 Division Ave. – Brush Fire – Responded to Central Park for a fire – upon arrival found two separate areas burning and a third fire that had burnt itself out – also found a walkway on fire – Volusia County Sheriff's helicopter flew area to search for additional fires but none found – crews cleared scene at 11:05 AM – under investigation by State Fire Marshall.

### Human Resources

#### Staffing Update

##### Requisitions

- Permit Technician (Planning)
- Account Clerk II (Finance)

##### Approved/Active Recruitment

- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, Craigslist, and internally.
- Building Inspector (Planning) open 11-1-16 until 12-16-16. Advertised on City web site, governmentjobs.com, BOAF, ICC, and internally.
- Part Time Evidence/Crime Scene Custodian (Police) open 10-25-16 until 12-2-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Leader (Leisure Services) re-opened 10-26-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Technician (Leisure Services) re-opened 10-26-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Box Office Attendant (Leisure Services) open 11-7-16 until 12-2-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Therapeutic Aide (Leisure Services) re-opened 11-8-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Recreation Leader (Leisure Services) re-opened 11-15-16 through 12-2-16. Advertised on City web site, governmentjobs.com, and internally.

##### Applications Under Review

- Maintenance Worker III – Water Distribution (Public Works)
- Utility Sludge Hauling Technician (Public Works)
- Landscape Architect (Engineering)
- Part Time Office Assistant I (HR)

##### Interviews Scheduled

- Police Lieutenant (Police)
- Police Officer (Police)
- Treatment Plant Operator C, B, or A (Wastewater/Public Works)
- Part Time Center Leader at Environmental Discovery Center (Leisure Services)
- Part Time Maintenance Worker II – Parks (Leisure Services)

##### Background/Reference Checks/Job Offers

- Police Officer (Police)
- Neighborhood Improvement Officer (Police)

##### Positions Filled Internally

- Police Corporal (Police) Michael Garner
- Accounting Technician (Finance) Shannon Crotts

##### Separations

- Building Inspector (Planning)

Risk Management Projects

- United Way campaign employee meetings
- Attend pre-trial hearing

**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 since implementation.
- 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: - 7 New work - 28 completed - 31 in progress
- Virus Protection: - Barracuda Email Security cloud service statistics

Total Inbound E-Mails	65,292	Inbound E-Mails Blocked	46,031
Delivered Inbound E-Mails	14,882	Quarantined Messages	3,288
Percentage Good Email	22.8%	Virus E-Mails Blocked	51

• Notable Events:

- Implemented the new Barracuda Web Security Gateway (WSG) replacing the iPrism system to enhance advanced threat protection to our systems and the network from internet threats.

• Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 0
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 214
- Meters GPS Located this week: 0: Total in system = 23,072; 22,406 potable, 655 Irrigation, 11 Effluent
- Notable Events: None.

**Leisure Services**

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Meeting Regarding Claims for Hurricane Damage

- 38<sup>th</sup> Annual Christmas Gala

#### 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
- Conduct oversight 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.
- SHS Boys & Girls Soccer Teams continued practicing this week at the Soccer Fields, 4 & 6pm. Girls & Boys JV & Varsity Teams played games Monday, Tuesday, Thursday, & Friday nights at Championship Field #7, 5:30 & 7pm.

#### 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
- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on “as need” basis
- Made fuel runs to fill gas cans
- Daily cleanup of Limitless Playground by the softball Quad
  - Cleaned all sports parks daily of debris/trash from the events during the week
  - Swept out Maintenance Building
  - Greased & Cleaned equipment
  - Continued dragging infields
  - Painted soccer grass parking lot
  - Removed goals, benches and totes from soccer fields
  - Painted Soccer Fields 7 and 8 for SHS games and practices
  - Setup Championship Field 7 for SHS soccer games
  - Reinstalling batting nets at Wendelstedt, post concrete installation
  - Installed hitting mats at Wendelstedt batting cages
  - Finish preparing for Yellowstone winter rye seeding
  - Drag infields at Osceola Elementary

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- King Jesus Ministries was held on Friday from 6:30pm to 9:00pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 5:00pm
- King Jesus Ministries was held on Sunday from 9:00am to 1:00pm

#### Performing Arts Center

The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:

- CMT held on stage rehearsal Monday through Wednesday and school performances Thursday and Friday.

- Follies held regular classes Monday through Thursday
- The Performing Arts Center is preparing to host the following events
- CMT presents "Elf Jr." and "Paint the Town December," Friday and Saturday 7pm to 10pm and Sunday 1pm to 4pm

#### South Ormond Neighborhood Center

- Splash Pad closed Dec 1 until March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Cheer practice Tuesday/Wednesday/Thursday
- Youth basketball practice Monday/Wednesday/Friday
- Jazzercise Monday

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Preliminary planning for the following upcoming events:
  - Holiday Concert – Thursday, December 15
  - Santa on the Go – schedule made
  - Letters to Santa – week of December 19-December 23
  - Home for the Holidays Parade – input of applications and sponsorships, logistics, tasks and assignments, attended parade lineup meeting
  - Breakfast with Santa – The Casements handling ticket sales

#### Gymnastics

- Classes are going well and growing
- November session in progress
- Registration open for December session
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Getting ready for holiday parade
- Open Gym Friday, December 2, 6-8pm

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Challenger Basketball will continue to meet for practice on Tuesdays from 5:00-6:00pm at the Nova Community Center.
- Youth Basketball League held their skills assessments on Saturday and Tuesday.
- Volleyball League will practice this week.

#### The Casements

- The Casements was closed from Saturday until Friday at 6:00 p.m. so that staff, Guild members, and volunteers could prepare the house for Friday evening's Christmas Gala.
- A memorial service was held at Bailey Riverbridge on Saturday from 9:00 a.m. to 3:00 p.m.
- The Antique Car Show was held in Fortunato Park on Saturday from 10:00 a.m. to 3:00 p.m.
- No tours were given this week as Guild members, volunteers, and The Casements' staff prepared for the Christmas Gala.
- Pilates classes met Monday through Friday at Bailey Riverbridge.

- Talaquah Home Owner's Association met at Bailey Riverbridge on Monday from 7:00 p.m. to 9:00 p.m.
- Yoga met on Tuesday morning in The Casements' Room 205.
- Staff picked up Santa's Mailbox and set it up outside The Casements on Tuesday.
- A scenic historical bus tour used The Casements' parking lot on Thursday from 9:30 a.m. to 11:30 a.m.
- Friday evening, The Casements Guild presented the 38<sup>th</sup> annual Christmas Gala from 6:00 p.m. to 9:00 p.m. Tickets were \$5.00 per person over age 12 and were good for all three days. The evening's events included the tree lighting ceremony, train rides with Santa, and \$3.00 ice cream sundaes. Guests also enjoyed holiday decorations, a tree gallery, gift shop, gourmet shop, treasure trove, and handmade gifts for sale.

#### Parks Maintenance

- Citywide inspection of parks Monday and Friday
- Post reservation at pavilions
- Inspections of pavilions for posted reservations
- Set up four Christmas trees for river floats and put in the Halifax River for display
- Set engraved park bench slats on bench at Bailey Riverbridge pier
- Installed new sign at Riviera 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
- Repair kitchen door at Bailey Riverbridge
- Repair the conference back door at City Hall
- Remove fallen officer's flag at the Police Department
- Prep holiday decorations at Building Maintenance
- Finish the install of holiday decorations
- Install the wreath at City Hall and Andy Romano Park
- Test snowflakes at Bailey Riverbridge and The Casements
- Repair the face plate on the pole at 78 E Granada Blvd.
- Repair the decorative street light on Granada Blvd.
- Repair the winch in the high bay at Fleet
- Repair the light in reception area at City Hall
- Replace the missing top on decorative light on Washington Street
- Repair the florescent light at the shuffleboard court
- Check the north wall for repairs at SONC
- Reset the floor mats at Gymnastics Center
- Repair the fluorescent outside entrance at PAC
- Install the 12ft Christmas tree in the Atrium at City Hall
- Install aircraft cable on the third floor for hanging lights at The Casements
- Order runway sign lights
- Repair men's toilet at Cassen Park
- Repair men's toilet at Nova concessions
- Call WW Collections for backup at Ames House
- Check river float trees for repairs
- Check bridge snowflakes for repairs before install
- Load the river floats on the trailer for delivery

- Call WW Collections for lift station at Fortunato
- Pressure wash graffiti at Nova East Field concessions
- Pressure wash west roof at Public Works

## **Police Department**

### **Administrative Services**

- Hosted Weekly Staff Meeting
- Attended the Bi-Weekly Crimeview Meeting
- Chief Godfrey, Captain Rosenthal, and Officer Dovine were guest speakers at the Ormond Beach Housing Authority Board meeting.
- Attended a Policy Review Meeting with city hall personnel
- Attended a meeting with city hall personnel reference to a grant
- Attended a meeting reference to the School Resource Officer position
- Attended DARE graduation at Riverbend Academy
- Hosted a Police Explorer Advisor Meeting
- Hosted a Field Training Officer Meeting

### **Community Outreach**

- Members of the YDC will assist the State of Florida Association of Police Athletic/Activities League with the Annual Cheerleading Competition at Embry Riddle Aeronautical University December 3<sup>rd</sup>.
- Hosted DARE Graduations at Pine Trail Elementary and Riverbend Academy
- Hosted a Crime Prevention presentation for Winding Woods Home Owners Association at Ormond Beach Library on November 22<sup>nd</sup>
- Hosted a Women's Safety Seminar on November 28<sup>th</sup> at Tomoka Christian Church
- Attended the Special Masters hearing at City Hall on November 28<sup>th</sup>
- Hosted a Safety Show at KinderCare on November 21<sup>st</sup>
- Taught DARE classes at Tomoka and Osceola Elementary

### **Community Services & Animal Control**

- Animal Calls responded to: 35
- Animal Reports: 4
- Animal Bites: 2
- Animal to Halifax Humane Society: 1
- Notice of Violation: 1
- Trap Neuter Release: 1

### **Criminal Investigations**

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 5
- Inactive: 4
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 6
- Larceny Carbreak: 6
- Grand Theft: 0
- Auto Theft: 2
- Vandalism: 1
- Missing Persons: 1
- Death Undetermined: 1
- Arson: 1

### Records

- Walk - Ins / Window: 81
- Phone Calls: 93
- Arrest / NTA'S: 23
- Citations Issued: 47
- Citations Entered: 49
- Reports Generated: 113
- Reports Entered: 92
- Mail / Faxes / Request: 22

### Patrol

- Total Calls: 1,372
- Total Traffic Stops: 158

### Operations

#### Crime Opportunity Report Forms: 154

- 11/23/16
  - Burglary Residence, 49 Tomoka Ridge Way. Suspect entered an enclosed porch in attempt to gain access to the residence.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted by store's loss prevention after attempting to leave the store with merchandise.
  - Grand Theft Arrest, 1521 West Granada Boulevard (Wal-Mart). Internal theft reference to an employee stealing from the business.
  - Carbreak, 4 Bridget Terrace. Victim reported their vehicle was entered overnight.
  - Carbreak, 7 Sycamore Circle. Victim reported their vehicle was entered overnight.
  - Traffic Arrest, 400 Block South Nova Road. Suspect was stopped for a traffic violation. Suspect was driving on a suspended license.
  - Grand Theft, 440 North Nova Road (Nova Community Center). Victim advised that a suspect stole his I-Phone while they were at the community center.
  - Narcotics Arrest, Rosewood Avenue and North US 1. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
  - Driving Under the Influence Arrest, Wilmette Avenue and North US 1. Suspect was involved in a traffic crash. After further investigation, it was discovered that the suspect was driving under the influence.
  - Carbreak, 1102 Overbrook Drive. Victim reported their vehicle was entered overnight.
  - Battery Domestic Violence Arrest, 140 Lincoln Avenue #210. Victim and suspect were involved in a physical altercation. Suspect battered the victim.
  - Battery Dating Violence Arrest, 37 Park Place. Victim and suspect were involved in a physical altercation. Suspect battered the victim.
  - Assault Domestic Violence. 488 South Halifax Drive. Suspect assaulted the victim and fled on foot prior to officer's arrival. Charges filed against suspect.
  - Warrant Arrest, 195 South Beach Street (Ames Park). Suspect was contacted in the park after hours. Suspect had an open warrant.
  - Warrant Arrest, 600 Block Fleming Avenue. Suspect was stopped for a traffic violation. Suspect had an open warrant.
- 11/24/16
  - Battery Domestic Violence, 1608 North US 1 #161 (Red Roof Inn). Suspect battered the victim and fled the area prior to officer's arrival. Charges filed.
  - Criminal Mischief Arrest, 353 West Granada Boulevard (Winn-Dixie). Victim reported the suspect spray painting the side of the building. Suspect was contacted by officers.
  - Battery Domestic Violence Arrest, 353 West Granada Boulevard (Winn-Dixie). Victim reported that the suspect battered them during a child custody exchange. Charges filed.
  - Stolen Vehicle, 281 South Atlantic Avenue (Days Inn Mainsail). Victim reported that a vehicle they were renting was stolen from the parking lot overnight.

- Burglary Business, 1614 North US 1 (Econo Lodge). Victim reported that two rooms were entered during the day.
- Warrant Arrest, 855 South Nova Road #10. Suspect was contacted at their residence. Suspect had a warrant for their arrest.
- 11/25/16
  - Grand Theft, 1508 San Marco Drive #101 (San Marco Apartments). Victim advised that a known suspect had access to their apartment. Victim discovered items missing from the apartment.
- 11/26/16
  - Warrant Arrest, South Atlantic Avenue and Vining Court. Suspect was stopped for a traffic violation. Suspect had an open warrant.
  - Battery Domestic Violence Arrest, 350 Hickory Hill Place. Victim and suspect were involved in a physical altercation. Suspect battered the victim.
  - Aggravated Assault Domestic Violence Arrest, 292 South Ridgewood Avenue. Suspect assaulted the victim. Suspected threatened the victim with a knife.
- 11/27/16
  - Stolen Vehicle, 252 South Washington Street. Victim loaned their vehicle to a known suspect. Suspect never returned with the vehicle. Charges filed against suspect.
  - Burglary Residence, 795 Hand Avenue. Victim reported that they left their residence for a short time. Upon their return home they discovered their residence was entered and items missing.
  - Driving Under the Influence Arrest, Iroquois Trail. Officers located suspicious vehicle. After further investigation, suspect was found to be under the influence.
- 11/28/16
  - Stolen Vehicle, 955 South Nova Road #32. Victim reported their vehicle stolen from in front of their residence. Vehicle was later located.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted by store's loss prevention attempting to steal items from the business.
  - Warrant Arrest, 323 South Yonge Street (Mama's Market). Suspect was contacted in the parking lot of the business. Suspect had an open warrant for their arrest.
  - Arson, 356 Chardon Road. Victim reported that a suspect lit their exterior fence on fire. Victim was able to extinguisher the fire.
  - Burglary Residence Attempt, 19 Autumnwood Trail. Victim advised that their front screen door was broken; however the interior of the residence was not entered.
- 11/29/16
  - Stolen Vehicle, 1521 North US 1 (RaceTrac Gas Station). Victim went inside the store to make a purchase. When the victim returned his vehicle was stolen.
  - Narcotics, 1425 West Granada Boulevard (Starbucks). Suspect was contacted in the parking lot of the business. Suspect was in possession of narcotics.
  - Arson, 601 Hand Avenue (Central Park). Citizen located a fire in the wooded area by the walkway. Additional fires were located and a portion of the wooden walkway was burnt.
  - Burglary Business, 240 North Nova Road (Supercuts). Business owner reported that their business was entered overnight.
  - Burglary Residence, 203 Melrose Avenue. Victim reported a suspect entered the carport area and stole several items.
  - Warrant Arrest, 200 Block of Wilmette Avenue. A known suspect with a warrant was located in a vehicle. Traffic stop conducted and suspect contacted.
  - Stolen Vehicle, 1521 West Granada Boulevard (Wal-Mart). Volusia County Deputy spotted a stolen vehicle on West Granada Boulevard. The vehicle was located in the Wal-Mart parking lot occupied by three suspects.
  - Stalking, 708 Virginia Terrace. Victim reported that a known suspect continues to harass them.
  - Solicitor Arrest, Interstate 95 and West Granada Boulevard. Suspect was observed soliciting vehicle traffic.

- Sex Offender Arrest, 1614 North US 1 #106 (Econo Lodge). Suspect was located at the hotel. Suspect had absconded from New Hampshire.
- Carbreak, 236 Grove Street. Victim reported an unknown suspect entered their vehicle and stole items.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 21
  - Number of DUI Arrests: 1
  - Number of Uniform Traffic Citations Issued: 37
  - Number of Written Warnings Issued: 4
- Traffic Crash Reports
  - Number of Crashes without Injuries: 12
  - Number of Crashes with Injuries: 6
  - Number of Crashes with Serious Bodily Injuries: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
  - Zone 2: 4 Cases initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 2 Cases initiated
  - 2 signs have either been removed or sign cases created.
  - 0 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and forty-seven (47) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### **Construction Projects:**

- 2-Inch Watermain Replacement Phase 2 – Mainland – All water main work complete. Restoration is on-going and includes sidewalks, curbing, road resurfacing, and sod work expected to be complete by December 9.
- Downtown Stormwater – The contractor's surveyor is finalizing As-Builts. All on-site activities are complete, final punch list items are being completed.
- WWTP Sludge Thickener Improvements – The project is substantially complete. Final contract closeout is in process. Final Contract closeout cost came in \$13,637.14 **under** contract value due to a final adjustment of unit quantities.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Road resurfacing work is complete. Roadway restriping and sod replacement to begin this week.
  - Water Treatment Plant Lime Silo Dust Arrestor – Electric and piping work will begin in the next week and completed by the end of December. Replacement of the dust arrestor and modifications to the building are planned to begin after the first of the year.
  - Water Treatment Plant Controls and Pump Upgrade – Modifications are being made by Rocha controls to the controls interface, installation of the pumps will occur after the first of the year.
  - Laurel Creek Stormwater Pump Station Improvements – Contractor has submitted equipment shop drawings for approval, and permit applications are submitted to the Building Division. Contractor is waiting on delivery of control panels, projected to be mid-December.
  - SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.

- CDBG – Hospital Garden Landscaping – Staff conducted the mandatory pre-construction meeting with the Contractor, per CDBG guidelines. Staff anticipates the project will start construction in early December.

**Design Projects:**

- South Peninsula Reclaimed Expansion –90% plans have been submitted and are in review. City staff met with representatives of Ocean Village Villas and the Gardens of New Britain to encourage connection by these two communities; modifications are being incorporated into the plans to provide for logical connection points for these two sites.
- West Ormond Community Center – Staff has negotiated a scope of work and fee for the project and will be presenting to the City Commission for approval at a future City Commission meeting.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project. Design is underway.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. 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 – Project has been advertised, a Pre-Bid Meeting was held on November 15. Addendum #1 was issued, bid opening moved to December 13 at 2pm.
- Effluent Outfall Replacement – Consultant submitted final plans. The ERP Permit has been issued. The State is reviewing the request for the submerged land easement. Final plans have been submitted for staff approval.
- Forest Hills Connector Trail – 60% plans have been submitted to FDOT for review, design continues.
- CDBG (canoe kayak launches) – The launches were delivered. Staff is soliciting installation quotes.
- Ph III 2-Inch Water Main Replacement – Mainland – Revised 60% plans have been received from the Consultant; Staff is reviewing.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Staff is completing review of the 90% plans for this project.
- Downtown Stormwater Phase 2 – Staff is currently in the process of reaching out to property owners along New Britain Avenue to discuss the project and their Right-of-Way needs.
  - Fleming Avenue Stormdrain Improvements - A kick-off meeting was held and various solution alternatives discussed. Consultant will proceed with modeling the alternatives to determine the best solution.
  - Wilmette Avenue Pumping – Final modifications are being made to plans and specifications. Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew.
  - Coquina Court Drainage – Staff has authorized Consultant to perform an analysis of the drainage system to determine if any improvements need to be made.
  - Main Trail Bridge – Construction Management Contractor is preparing a quote to perform the required bridge maintenance repairs.
  - Laurel Creek Stream Gauges – The City is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
  - 2017 Roadway Resurfacing – Areas to be repaved have been identified and bid manual prepared. Contract disposition is tentatively scheduled for the December 6 City Commission meeting.

- Cassen Park Restroom Replacement – A Work Authorization has been issued for design services.
- Rockefeller Gardens - A Work Authorization has been issued for design services.
- Hurricane Matthew Damage Repairs – Staff is preparing two bids for the repairs to the Water Treatment Plant and Wastewater Treatment Facilities that were damaged during Hurricane Matthew.

### **Department Activities**

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

- Staff met with a resident and has contacted FDOT in response to a request made during a “Walking with the Manager” session to install pedestrian mileage markers along A1A.
  - Staff met with FPL in order to upgrade street lighting on US1 at Hull Road in anticipation of higher traffic volumes to this intersection during Bear Creek bridge maintenance scheduled for Spring 2017.
  - Continued scanning the Engineering as-built drawing files to be archived electronically.
  - Created 60% review plans of the Forest Hills Connector Project per FDOT request.
  - Researched and provided several benchmark locations in the Central Park area to Cullum Surveying, per request.
  - Researched the location of the FPL subaqueous conduit crossing and provided drawings to consultant per request.
  - Created and supplied PDF drawings of the Community Garden project to Leisure Services Division, per request.
  - Continued updating the construction plans for US1 Median Beautification project: Airport Road to Hernandez Avenue.
  - Modified Drawings for CMP pipe lining project, per Project Manager’s comments.
  - Modified Central Park Canoe Launch drawings, per Project Manager’s comments.
- Environment Management

#### Street Maintenance

##### Asphalt / Concrete

- Pull forms & clean job on Melrose Ave at N Beach St; on Canterbury Woods & Fortunato Park
- Mixed and poured 6x6 section of sidewalk at 800 block of Atlantic Ave
- Demo section of sidewalk on Fleming Ave, 200ft E of S Center St
- Cut curbing around island. Excavate material & prep for paving on Nova at Lakebridge Dr; Put down lime rock & pave radius

##### Forestry 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
- Move debris for FEMA on Scottsdale & Biltmore in Forest Hills Subdivision
- Trim hanging limbs on 700 block of Cordova Ave
- Remove 4 palm tree branches on Riviera Island, S Beach St
- Removed stump for concrete on Fleming, off of Center St
- Removed stump on Magnolia Ave; evaluated dead tree in vicinity
- Removed split Palms, multiple trees and stumps in Plaza Grande Park

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 FDOT roadways, 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
- Deliver cones for Gaslight parade To Fortunato Park & Casements
- Distribute barricades at designated corners on SR40 & A1A
- Picked up barricades and cones after parade
- Edge and clean sidewalk on US1 in front of Skate and Shake
- Installed Christmas banners on Granada bridge, & SR40 streetscapes

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
- Installing 9" HIP street names in various areas
- Fabricating HIP street names in shop
- Installing 9" street names on Ocean Shore Blvd.
- Checking signs in various locations Citywide

Stormwater Maintenance

Maintenance Crew

- Ditch Maintenance – Citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – Citywide
- Working call in complaints – Citywide
- Pump & gates inspected Citywide
- Working call in complaints – Citywide
- Gates & Pumps – Citywide
- Basin open throat cleaning on Division & Hand Ave
- Vac-con – Citywide, inlet cleaning
- Yard repair on Charleston Sq.

Mowing

- Reachout mowing – Ponds, Arroyo Parkway, US1

Street Sweeping/Streetsweeper

- 63 miles of road cleaned
- 34 cubic yards of debris removed

- Fleet

**Mileage Traveled by all City Departments for the week**

16,904

**PM Services completed for the week:**

Emergency—Vehicles and Equipment

1

Non-Emergency Vehicles and Equipment

11

**Road Calls for the week:**

3

**Quick Fleet Facts:**

Fleet has 9,218 gallons of unleaded and 8,280 gallons of diesel fuel on hand.

Fuel Used in one week: 1,927 gallons of unleaded and 761 gallons of diesel.

Fleet completed 32 work orders this week.

• Utilities

**Projects Summary**

- Breakaway Utilities Yard Electrical & Pump Upgrades – A work authorization was prepared, revise the project scope to size a new 480V generator compatible with new electrical configuration as the existing generator failed during the hurricane period. Fleet department to recommend manufacturer specification for eventual generator purchase.
- Fire Hydrant Replacement Program – Replaced hydrants on North Ridgewood and Riverside Drive.
- Lift Station 8M1 – SCADA shop drawing comments are being addressed by the contractor.
- Lift Station 10M & 12M Rehabilitation – Received 90% plans and specs for review. A work authorization for survey services is under review.
- PEP Systems – A draft request for proposals (RFP) for pump system was prepared for review.
- Rima Wells Auxiliary Power Generator – Shop drawings indicated that a block heater was provided with the generator. This item was not installed and has been ordered by the vendor.
- Sanitary Sewer Inflow Infiltration Project – Addendum #1 was issued, bid opening moved to December 13 at 2pm.
- Shadow Crossings Force Main Improvements – Contractor began directional drilling on Foxhunter Flat this week.
- South Peninsula Reclaimed Expansion – Ninety percent plans are being reviewed.
- EST Tank Repairs & Maintenance – Logo information updated and sent to the design engineer to obtain an estimated cost. Water tank specifications are under review. Received tank logos for review.
- Water Plant Aerator Housing Rehabilitation (CIP) – Contractor requested to begin work. A work schedule and other items are required before construction can begin. A meeting to review the vendor's response to wind loading verification for the structure was held. The vendor's response was found to be acceptable.
- Water Plant Lime Silo Dust Arrestor Project – Electrical work has started and is scheduled to be completed in December. Replacement of the dust arrestor and modifications to the building are planned to begin after the first of the year.
- Water Plant Pump & Control Upgrades – Rocha Controls is modifying the controls scheme for incorporation of the new pumps and controls.
- WWTP Outfall Pipe Replacement – WWTP Outfall Pipe Replacement – Final plans and specifications were reviewed. The State is reviewing the request for the submerged land easement. Additional FPL easement information being added to plans.
- Utilities SCADA Upgrades – Minutes from the 10/25/16 meeting are being reviewed.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – Received 60% plans for review.
- 7 Tarpon Drive – Application for Use Permit is being processed.
- 881 N Beach St. – Application for Use Permit received from Volusia County.

- SPRC Projects: Antares of Ormond Beach – Estimated connection costs are being prepared. Chelsea Place Phase 3 – Obtained as-built drawings. Deer Trace – A revised lift station design is being reviewed. Hunter's Ridge Master Plan – A meeting was held to review the utilities master plan. Huntington Villas Phase 1A – A draft access, maintenance and utility easement is being reviewed. Ormond Renaissance – Partial as-built plans were received from MH1-1 to 1-7. Partial clearance from FDEP for this portion of the line is being requested. Plantation Oaks – FDEP permit applications are being processed. Legal descriptions will be prepared for water and sewer access and maintenance. Ormond Central 1 S. Old Kings Rd. – A meeting to discuss the comments is scheduled this week. Ormond Gateway – Received plans for review. Pet Street Veterinary Care Center 240 S Nova Road – Plans were reviewed. 358 Fred Gamble Way – Reviewed as-built plans. 407 Airport Road – Received plans for a lot split for review. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – FDEP clearance is required before it can be placed into service. A clearance form was submitted by the engineer along with preliminary as built drawings for review.

## **Departmental Activities**

### **Public Works – Utilities Division**

- Water Treatment
  - Delivered 39.68 million gallons for the week ending November 25, 2016 (5.67 MGD).
  - Backwashed 11 filters for a total of 490,000 gallons backwash water.
  - Annual average day demand raw water withdrawals from wells through October 2016 @ 6.059 MGD, SJRWMD 2016 allocation @ 7.244 MGD.
  - Produced & hauled 40.5 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 30.34 Million Gallons.
  - Produced 27.37 Million Gallons of Reuse.
  - Produced 2.97 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.33 MGD, plant designed for 8 MGD.
  - Hauled 89.15 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to and/or repaired 22 water leaks.
  - Installed 10 new residential water meters.
  - Replaced 6 malfunctioning residential water meters.
  - Replaced or repaired 17 water meter boxes.
  - Replaced 3 water services due to leaks.
  - Performed pressure testing of 6 City owned backflow preventers.
  - Responded to 29 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Repaired multiple water main leaks: 6" & 2" mains at 451 Andrews St. and a 2" main at Moss Point Dr.
  - Straightened the fire hydrant located at Hand Ave & US1 due to a minor motor vehicle accident.
  - Scheduled and performed water main shutdowns to replace aging fire hydrants located at 595 Riverside Dr. & 580 S. Ridgewood Ave.
  - Performed a water main shut on the Riverview Dr. Intercostal Waterway Main Crossing for the contractor to connect the newly installed 12" water main relocation activity for home construction at 554 Riverside Dr.
  - Water Dist. Crews replaced a malfunctioning 6" isolation valve on N. Beach St & Riverview Dr.
  - Exercised 10 valves for scheduled outages and maintenance.
  - Rescind all outstanding boil water notices.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 104 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
  - Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
  - Responded to 5 Request for Utility Verifications for residential and commercial properties.
  - Exercising main line forcemain valves in Phase [1] of Hunters Ridge monthly to bleed off air to reduce the main line pressure.
  - Checked all known trouble spots. All good @ current time.
  - Replaced PEP tank 25 Gray Dapple Way
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 30/29 psi, Ocean Mist Hotel @ 21/21 psi, Ormond Mall @ 10/10 psi.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/30 psi. Foxhunters Flat (2 inch) 20/20 psi & Shadow Crossing Blvd. (4 inch) 10/10 psi.
  - Televised 36 laterals from our PM list, Found 13 that needed to be cleaned, and 23 that were clean and clear, and 2 that need to be repaired. These locations will be put on a 6 month follow up.
  - Performed annual root control on 6 sanitary service laterals.

- Utilities Equipment Maintenance  
WASTEWATER PLANT – LIFT STATIONS

- 7M1 – after hours high level alarm, found wet well high, #1 pump not pumping, pumped station down with #2 pump connected to #1 circuit, only 1 pump operational - will check station throughout weekend.
- 7M1, follow up from call out, pull pumps to clear volutes as needed, and replace VFD #2 with new inventory to place both pumps back online.
- 5M follow up from call out, underground line at SR40 and Clyde Morris Blvd clogged, cleared blockage using VacCon truck, check station – hands on inspection of operating equipment, station found ok.
- Harley Davidson, check station and Influent condition, found heavy food grade grease build up, diluted and flushed wet well, applied lift station degreaser as needed, ok at this time, will revisit tomorrow to stabilize for holiday weekend, turned over to Supervisor for further investigation of grease traps at area restaurants.
- Effluent Transfer pump#1, starter tripped, trouble shoot, jumper to bypass starter loose, tighten wire, replaced burnt fuse, ok.
- Bar Screen Structure, repair broken wash down line as needed, ok.
- 8M1, 8M2, high pump run hours, deragg both check valves, ok.
- Influent Room, oversee transfer of pump positioning status, ok.
- Shop – housekeeping activities.
- Chelsea Place 1 & 2 RTU PM checks, ok.
- Downloaded and configured SoMove software to connect to Schneider Soft start VFD's, perform functional test on out of service VFD, unit tests good, make available for service.
- WIN911 monitor/response: Out of service, purchase order for replacement requested, will keep updated.
- SCADA monitor/response: Out of service, related components.
- 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: 9 monthly and 1 annual performed.
- 30 work orders completed and closed for this section for this week.

- WATER PLANT – WELL FIELDS – BOOSTER STATIONS – REUSE SYSTEM

- Lime Slaker #2, work rehab for water injection lines.
- Polymer Building, begin electrical upgrades to accommodate space heaters.
- Lime slurry pump3, install new feed tubes, ok.
- SCADA Server A & B database tag name changes, ok.

- Installed Netview (Emerson software) on old SCADA server A, now able to use as a backup when needed, ok.
- Monthly PM's: all Hudson wells; Rima wells 35, 36, 37, 38.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - 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 once again set up the compositors to monitor the copper levels from specific sewer segments. The data is being culled to continue narrowing down the possible contributors of the copper levels. Staff is also sending a camera down the sewer line the suspected area to note all laterals associated with this line. Staff interviewed all businesses on the sewer collection line which, data shows, is contributing high levels of copper into the system. The interviews assisted staff in narrowing down the potential contributors based on the type of facility and the products utilized within. Further sampling at different locations is underway to narrow the search.
  - Industrial Pretreatment – Staff is preparing a Notice of Violation to one of the City's permitted industries with respect to a permit violation on the third quarter report. The violation did not harm the treatment system or the collection system.
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Backflow Data Tracking – Staff corrected the device management database for multiple commercial properties with backflow devices. As properties change owners the database must be maintained to match the new ownership. Additionally, staff is notifying commercial properties which do not currently have a backflow device of their requirement to install one for the protection of the City public water supply.

#### **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:

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Claims Meeting
- Agenda packet preparation, creation, and distribution for December 6, 2016, City Commission Workshop (Advisory Board Nominations)
- Agenda packet preparation, creation, and distribution for December 6, 2016, City Commission Meeting

#### **Status of Department Projects**

Municode republication of *Code of Ordinances*

- Project Status: New *Code of Ordinances* formally adopted by ordinance on second reading and preparing to distribute printed copies.