

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 29, 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:

- Finished preparing for speaking engagement for Tomoka Oaks HOA annual meeting
- Preparation for QLB February meeting
- Preparation of code enforcement/wetlands commission agenda item
- Staff meeting with senior staff
- General discussion meetings with IT Manager and HR Director
- Mediation preparation for APEC vs. City of Ormond Beach

Spoke to, attended and/or met with:

- Rotary meeting
- United Way meeting
- Speaking engagement at Tomoka Oaks HOA annual meeting
- Tiger Bay meeting, guest speaker was John Thrasher
- City/County Managers meeting
- APEC mediation
- PACE annual summit

### **Community Development**

#### **Planning**

- Special Magistrate Hearing: The Planning Director and Senior Planner Weedo participated in the proceedings regarding 71 Fairview Ave. The property was not legally converted from a single family house to a two unit dwelling. The Special Magistrate gave the property owner 30 days to submit plans for the conversion back to a single family unit and 120 days to accomplish the conversion work.
- School District Interlocal Agreement (ILA): Staff attended the annual meeting of the representatives to the ILA.
- Preliminary Flood Maps: Staff participated in a conference call regarding the organization of the Flood Risk Open House to be held on February 25, 2016 from 4:00 to 7:00 p.m. at the Port Orange Library. Preliminary flood map shape-files will go out today to Volusia County GIS, Al Hill. The County will review the data and then send the appropriate files to the communities. IT/GIS will assist the Planning Department in doing analysis to see which properties will be impacted by the change. A mailing list will be created to send open house invitations to the affected property owners. The Department will use the same postcard format used for the last flood map update. While this is not a city meeting and does not require notice by the city, the Department is attempting to ensure city property owners affected by the change in flood maps are individually noticed of the event. Prior to the Open House, there will be a Community Official technical meeting from 10 am – noon at the same location (time is tentative and may change). Basically, this is the meeting when FEMA turns the control of the preliminary maps over to the communities. Technical information is discussed.
- ProjectDox ePlan Implentation: The Department has been very successful in integrating all design professionals into ePlan. The Department is now moving forward to require all applications for zoning and permits not needing a seal to be submitted using ProjectDox ePlan. The target date is the end of

May 2016. Recently, the Department received a customer appreciation email from a small dock contractor that said in part,

*"...Since the city has started ProjectDox (which I have to say I personally love)..."*

This is the type of contractor the Department would like to groom to provide testimonials at the group training sessions which are held for the benefit of new users. Listening to peers from the contracting field is much more effective than city staff discussing time savings and the ease of usage. Of course, the Department continues to provide individualized training upon request. The goal continues to be 100% electronic submittal within one year of approval by the City Commission of the contract with Avolve, vendor for ProjectDox. The smaller contractor is proving to be the most challenging customer to convert from paper to electronic submittal.

The interface issues with Naviline and the GIS maps continue without resolution. Otherwise, the software has accomplished what was expected and continued usage has led to discovery of inherent capabilities not known or used previously.

#### Building Inspections, Permitting & Licensing

- 314 inspections performed.
- 2 new business tax receipts issued.
- 84 permits issued with a valuation of \$1,290,493.00

#### Development Services

- The SPRC conducted the following activities this week:
  - Ormond Central Retail (1 S. Old Kings Road) – 24,000 sf retail space along with two drive-thru restaurants and a gas station.
  - Hull's Restaurant – Rear yard deck addition over existing retention pond.
  - 500 Tymber Creek nursery concept plan.
  - Compana site plan, 783 North US1.
  - John Anderson/Orchard Lane lot split.
  - 1255 US1 North, Ormond Grande Concept Plan.

#### Economic Development/Airport

##### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Site Plan Review Committee made its recommendations and Tomoka Holdings is in the process of responding to the comments.
- Staff met with Tomoka Holdings to discuss strategies to reduce infrastructure costs in the development of the Commerce Park. An additional planning session was conducted on December 17. Additional meetings are expected in January 2016.

##### Airport Business Park

- Ameritech is completing the construction of an 18,000 square foot manufacturing facility at 1 East Tower Circle and staff will be working with the company on a ribbon cutting event in early 2016. The amendment to the approved GAP Agreement has been approved by the Commission at the January 5 meeting and will be executed by Ameritech.

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

- Staff met this week with the Chamber of Commerce on the revision of the Doing Business in Ormond Beach resource guide, which should be completed and produced in February.
- Staff is working with Main Street staff in the final phase of editing the "Artist Next Door" video that presents the artist community and benefits to the prosperity of the City.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff discussed the various state and city economic development incentive application with the business prospect.
- Staff is working with a light sport aircraft manufacturer to locate the company to the City's airport.
- The construction of the new CVS building at the corner of Nova Road and Granada Blvd. will be underway following the demolition of the Burger King and Texaco station, which began this week.

Airport Operation and Development

- FDOT has agreed to extend the expiration date of the Joint Participation Agreement that provides state funding for the airport master plan update and storm water master plan projects until June 1, 2016. The extension was requested in order to afford more time to complete the storm water master plan, which is expected to be completed in early March.
- A required inspection of the Automated Weather Observing System (AWOS) was completed this week. Minor maintenance was also performed on the system, which has now been returned to service and is fully functional. Prior to the inspection, the temperature and dewpoint sensor was functioning only intermittently.
- Staff participated in a conference call hosted by the Florida Airports Council (FAC) General Aviation Committee. The purpose of the call was to discuss a proposed policy change by the Florida Department of Transportation (FDOT) that would require all Florida airports to procure a separate engineer to perform inspection and testing services for all projects where FDOT provides at least 50% of the funding and the project costs \$50,000 or more to construct. This policy is viewed with concern because it would impact the way airports contract with consultants and possibly make projects more cumbersome to complete. Presently, the FAC plans to work with FDOT to draft a policy that is more palatable, particularly for smaller airports.
- Staff worked with Hoyle, Tanner and Associates (HTA) to complete and submit to the Federal Aviation Administration (FAA) a series of reports on Disadvantaged Business Enterprise (DBE) participation in airport projects. The FAA has launched a web-based portal for reporting DBE data, and has been encouraging airports to use the portal to populate DBE data charts.
- The FAA has approved the Construction Management Plan for the Taxiway Golf project, and has also approved issuance of a notice to proceed with construction activities. A pre-construction meeting for this project is expected to be held in the latter half of February, however certain environmental studies may commence prior to that meeting.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Continue audit preparation.
- Completed Projects - Weekly
  - Processed 53 Journal Entry Batches (#2114-2233).
  - Approved 17 Purchase Requisitions totaling \$99,043.77.
  - Issued 35 Purchase Orders totaling \$159,275.73.
  - Processed 3488 cash receipts totaling \$997,573.28.
  - Prepared 78 Accounts Payable checks totaling \$180,866.06 and 21 Accounts Payable EFT payments totaling \$100,695.48.
  - Processed 1438 utility bill payments through ACH totaling \$122,543.14.
  - Processed and issued 8,222 utility bills with billed consumption of water of 24,238k.
  - Auto-called 167 utility customers regarding receipt of a past due notice.

### Grants/PIO

- Public Information
  - Press Releases
    - Putting on the Ritz Hollywood (2/4)
    - REEL in the FUN Fishing Tournament (2/20-Central Park, Fleming)
    - Honoring Vietnam War Veterans (Asking for information. Date TBD)
    - Open Gym for February (5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup>)
    - Florida Power and Light Tree Trimming
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on City website.
    - Completed weekly events calendar ad for Ormond Observer.
    - Completed Employee Newsletter for February.
    - Attended weekly staff meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### Fire Department

#### Weekly Statistics

- Fires: 1
- Fire Alarms: 10
- Hazardous: 2
- EMS: 103
- Motor Vehicle Accidents: 3
- Public Assists: 51
- TOTAL CALLS: 170
  
- Aid provided to other agencies: 19 Calls: Daytona Beach (7), Volusia County (12)
- Total staff hours provided to other agencies: 20
- # of overlapping calls: 44
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 78

#### Training Hours

- NFPA 1001: Firefighting 28
- NFPA 1002: Driver 29
- NFPA 1006: Technical Rescue 10
- NFPA 1021: Officer 16
- NFPA 1410: Hose Drill 12
- NFPA 1500: Safety/Equipment 19
- EMT/Paramedic 15
- TOTAL TRAINING HOURS: 129

#### Station Activities

- Updated 22 pre-fire plans
- Conducted 8 fire inspections

### Human Resources

#### Staffing Update

##### Requisitions

- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)

#### Approved/Active Recruitment

- Police Chief (Police) was advertised 1-6-16 on the City web site, internally, and via Florida Police Chiefs STARS program on multiple web sites, and will remain open until 1-30-16.
- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was advertised 11-13-15 on the City web site, Craigslist, internally, and will remain open until filled.
- Meter Reader (Finance) was advertised 1-25-16 on the City web site, internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until filled.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site, Florida Rural Water Association, Florida Water & Pollution Control Operators Association, Craigslist, and internally, and will remain open until filled.
- Tradesworker (Building Maintenance/Leisure Services) was advertised on 12-17-15 on the City web site and internally and will remain open until filled.
- Part Time Maintenance Worker II – Parks (Leisure Services) was advertised 1-22-15 on the City web site and will remain open until filled.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader – Gymnastics (Leisure Services) was advertised 1-25-16 on the City web site and will remain open until filled.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.

#### Interviews Scheduled

- Victim Advocate Coordinator (Police)
- Police Officer (Police)

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

- Firefighter/EMT (Fire)
- Part Time Recreation Leader – South Ormond Neighborhood Center (Leisure Services)
- Part Time Maintenance Worker II – Building Maintenance/Parks (Leisure Services)

#### Terminations

- Victim Advocate Coordinator (Police) effective 3-1-16
- Police Chief (Police) effective 3-31-16

#### Risk Management Projects

- Attended Wellness Council Executive Board meeting
- Attended Claims Committee meeting
- Continued day-to-day management of Mayor's Health & Fitness Challenge
- Attended Public Works safety team meeting

#### Employee Events

- Our ICMA representative will be here to meet with employees on March 23

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

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.

- Finance – Interactive Voice Response System – Worked with Vendor to finalize system hardware configuration, Project Kick-off meeting with vendor to be scheduled.
- Community Development – Electronic Plan Review – Working with the Vendor to resolve remaining minor operational issues with the Naviline and GIS interfaces.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 14 New work - 32 completed - 34 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,668	Inbound E-Mails Blocked	13,920
Delivered Inbound E-Mails	14,488	Quarantined Messages	260
Percentage Good Email	50.5%	Virus E-Mails Blocked	136

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 4 Changes: 0 Corrections: 0
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 294
  - Meters GPS Located this week: 0: Total in system = 23,073; 22,407 potable, 655 Irrigation, 11 Effluent
  - Notable Events: Completed quarterly parcel theme update

### Leisure Services

- Administration
  - Public Works Meeting
  - City Manager's Staff Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - OB West Community Center Staff Meeting
  - Meeting at Tomoka State Park
  - Safety Meeting
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - Wendelstedt Umpire School continues this week at the Sports Complex on the Wendelstedt and Kiwanis Baseball Fields. 100+ participants. This is Monday through Saturday. Also, last Saturday and this Saturday, the "free" local clinic was also held.
  - SHS Boys' and Girls' Soccer teams continued their post-season playoff games this week on Tuesday and Thursday at 7pm.
  - The OBYBA Basketball Program continued games this week at both Nova Gym and at the SONC Gym. Games are held this week Monday through Friday nights at 6, 7, and 8pm as well as Saturday morning.
  - Lady Renegades Softball continued their spring practices this week at 6pm at the Softball Quad.
  - OBSC competitive soccer continued their spring training this week on Soccer Fields #4 and #8 at the Sports Complex.
  - Golden Spikes started practices this week on Nova Fields #2 - #5 as well as the Kiwanis Field at the Sports Complex.

- Flagler Knights Football played Saturday night at 6pm at the Sports Complex on Championship Field #7. This is a rental.
- Athletic Fields Maintenance:
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Daily clean up of Limitless Playground by the softball Quad
  - Cleaned all sports parks daily of debris/trash from the events during the week
  - Dragged T-Ball, Quad and Wendelstedt Fields
  - Prepared & painted Championship Field #7 for SHS district & regional games and Flagler Knights football game
  - Prepped Wendelstedt Fields daily for Umpire School
  - Picked up Bleachers from Oceanside Country Club from SALLY Tournament
  - Prepped Quad for Lady Renegades training
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club, CMT and Kopy Kats held regular classes.
    - Tuesday: Show Club and CMT held regular classes.
    - Wednesday: Show Club and CMT held regular classes.
    - Thursday: Show Club, CMT and Kopy Kats held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center is preparing to host the following events:
    - Late Night Catechism, Sunday, Jan. 31, 2:00pm to 4:00pm
- South Ormond Neighborhood Center
  - Splash Pad closed through March 15th
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - Jazzercise Monday
  - Youth basketball games this week
- Community Events
  - Weekly administrative tasks, office work, meetings, and activities.
  - Preliminary planning of 2016 events in the months of January through May:
    - Reel in the Fun, February
    - Skate Park Competition, February
    - EDC Grand Opening, April
    - Art in the Park, April/May
- Gymnastics
  - January session in progress
  - Registration open for February session
  - Trial classes are being offered to attract potential students
- Nova Community Center and Special Populations
  - The Mayor's Health and Fitness Challenge took place in the gym on Saturday.

- FitGyms conducted their personal training and tennis lessons.
- Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- The Pinewood Derby took place on Friday, January 22 and Saturday, January 23. Friday was Family Night and Saturday was the competition between the dens.
  
- The Casements
  - The Mayor's Health and Fitness Challenge held a cooking demonstration in The Casements' kitchen on Saturday morning from 10:30 to 11:30.
  - A baby shower was held at Bailey Riverbridge on Saturday from 11:00 a.m. to 5:00 p.m.
  - Guild tours were given at The Casements on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
  - Pilates classes met Monday through Friday at The Casements.
  - Yoga met on Tuesday morning at The Casements.
  - Zumba met on Tuesday afternoon at The Casements.
  - An art workshop was held at The Casements Monday through Friday from 9:00 a.m. to 4:00 p.m.
  - The Guild held a Gala meeting in The Casements' Preservation Room on Monday from noon to 1:30 p.m.
  - The Guild held a general meeting on Wednesday in The Casements' gallery from 9:30 a.m. to noon.
  - A healing workshop was held at The Casements on Wednesday from 2:00 p.m. to 5:00 p.m.
  - My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:30 p.m.
  - Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
  - A wedding rehearsal was held at Bailey Riverbridge on Friday from 3:00 p.m. to 4:00 p.m.
  
- Parks Maintenance
  - Citywide inspection of parks
  - Posted reservations at pavilions
  - Inspections of pavilions for posted reservations
  - Repaired pavers on sidewalk edge from Rockefeller Gardens to river
  - Treated bees' nest in the ground at Riverbend
  - Installed two tower caps on beach access columns at Birthplace of Speed Park
  - Replaced mirrors in restrooms at Andy Romano Beachfront Park
  
- Building Maintenance
  - 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
  - Weekly inspection of DOT and facility lighting at various City locations
  - Weekly lighting inspection of Airfield Runways, Taxiways and signage
  - Emergency water heater replacement at WWTP Maintenance Shop
  - Demolished both restrooms and repaired broken drain stack at Fortunato Park
  - Repaired walkway railing at the Senior Center
  - Met with contractors for the door frame at Well H25
  - Repaired toilet at Andy Romano Beachfront Park
  - Replaced the fountain pump at Arroyo Park
  - Removed the second floor convex ceiling mirrors at City Hall
  - Checked the Rockefeller Gardens pond fountain for a debris clog
  - Unclogged toilet #6 at Andy Romano Beachfront Park
  - Escorted contractor to City facilities for quarterly fire sprinkler inspections

## **Police Department**

### Administrative Services.

- Attended Weekly Staff Meeting.
- Interviewed candidates for vacant police officer positions and victim advocate position.
- Attended Community Meeting with the Trails HOA.

### Community Outreach

- Taught DARE classes at St. Brendan, Calvary and Temple Bethel.
- "Buddy Cop" Safety Presentation was conducted at Little Blessings.
- Conducted active shooter presentation for Destination Daytona.
- Osceola Elementary – Met with staff in regards to having a lock for law enforcement reference previous case involving trespassers.

### Community Services & Animal Control

- Animal Calls: 48
- Animal Reports: 5
- Animals to Halifax Humane: 2 (1 dog and 1 cat)
- Trap Neuter Release: 5
- Animal Cases Special Magistrate : 2

### Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 9
- Inactive: 9
- Fraud: 6
- Larceny Car break: 9
- Grand Theft: 3
- Auto Theft: 1

### Records

- Walk - Ins / Window 112
- Phone Calls 101
- Arrest / NTA'S 27
- Citations Issued 116
- Citations Entered 50
- Reports Generated 121
- Reports Entered 113
- Mail / Faxes / Request 32

### Patrol

- Total Calls 1,784
- Total Traffic Stops 245

### Operations

#### Crime Opportunity Report Forms Issued: 341

- 1/20/16
  - Carbreak, 1 Tomoka Oaks Boulevard (Escondido Condo). The victim reported that an unknown person tore out the driver's door lock of her Dodge van and then tore out the ignition to the vehicle leaving it on the driver's seat. A GPS was stolen along with a case of water.
  - Shoplifting, 1521 West Granada Boulevard (Walmart). Loss Prevention reported that a male stole several bicycle tools and placed them under his sweatshirt. When stopped by Loss Prevention, the male handed back the items and drove away. The vehicle was stopped and the suspect was taken into custody and issued a Notice to Appear.
  - Warrant, 1458 West Granada Boulevard (Bealls). A fugitive was arrested for an open warrant reference to Domestic Violence.

- Battery-Domestic Violence, 664 South Nova Road (Prince of Peace Villas). Victim claimed that her grandmother lit her hair on fire with a lighter during an argument. A witness stated that she was close but is unsure if it happened. A charging affidavit was completed on the suspect for battery and was arrested on an open warrant for violation of probation.
- 1/21/16
  - Carbreak, 1614 North US Highway One (Econo Lodge). Victim discovered five of her windows broken out of her Chevrolet. The only items discovered missing were a ceramic pot and dirty laundry.
  - Carbreak, 1614 North US Highway One (Econo Lodge). The passenger side window of a Mitsubishi was broken out. The victim stated that nothing was missing from inside of the vehicle.
  - Carbreak, 1635 North US Highway One (Howard Johnson). Victim discovered the driver's side window broken out on his Dodge. The center console was open, however nothing was missing.
  - Carbreak, 1571 North US Highway One (Laquinta). The victim found three windows broken out on his Mercedes vehicle while it was parked overnight. Nothing was found missing.
  - Carbreak, 1635 North US Highway One (Howard Johnson). The victim discovered the window broken out on her Ford van. The glove box was rummaged through but nothing was missing.
  - Stolen/Recovered Vehicle, 1635 North US Highway One (Howard Johnson). Victim had his Ford truck stolen from the parking lot of the Howard Johnson. It was recovered overnight by FHP on I-95 at LPGA and towed by Fryers towing. At the time it was recovered, it had not been reported stolen. Both front windows of the vehicle were broken out.
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect stole items and attempted to return them for cash, he was arrested for theft and dealing in stolen property.
  - Narcotics, 400 Block of Hand Avenue. Suspect was stopped for not having lights on his bicycle. He had the odor of marijuana emitting from him and a search discovered hashish oil. He was arrested and transported to jail.
- 1/22/16
  - Paraphernalia, 100 Ocean Shore Boulevard. Suspect was pulled over for a traffic violation. Officers smelled burnt cannabis coming from the car. Upon questioning the suspect he advised that he had smoked cannabis in his car several days ago. A search was conducted of the car which revealed a cannabis smoking pipe. Suspect was issued a notice to appear.
- 1/23/16
  - DUI, 100 Block North Yonge St. A drunk driver was observed leaving the scene of a crash in Holly Hill. The vehicle was stopped in Ormond Beach. The driver was arrested for DUI and narcotics found in the vehicle.
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect arrested for grand theft and transported to county jail.
  - Car Break, 7 Cambridge Trace. The victim reported their identification card and credit card taken from their wallet during a burglary of their vehicle was being used in other jurisdictions.
  - DUI, 3 North Yonge Street, A traffic stop conducted on the suspect's car for no working taillights and erratic driving. The driver was arrested for DUI.
- 1/24/16
  - Grand Theft. 2099 North Beach Street (Tomoka State Park). Multiple victims staying in various camp sites in the Tomoka State Park reported items stolen from their camp sites. One victim located his property in the back of a truck at a campsite and alerted park rangers. On scene investigation identified two suspects who were intoxicated and staying at another campsite in the park. Both suspects confessed and admitted to the various thefts. Property recovered returned to victims. Other property from unreported thefts placed in evidence. Both subjects arrested for all related cases.
  - Shoplifter, 1521 West Granada Boulevard (Wal-Mart). Suspect left the store without paying for grocery items valued at \$58. He was detained by loss prevention and arrested for retail theft.
  - Warrant, 111 Timberline Trail. Suspect arrested on a Volusia County violation of probation warrant.
  - Warrant, 206 Deer Lake Trail, Suspect was arrested on a Volusia County for a failure to appear warrant.

- DUI, North Yonge Street/New Britain Avenue. Suspect was pulled over for speeding and arrested for DUI after failing field sobriety test.
- Carbreak, 1657 North Us HWY 1 (Loves Truck Stop). Purse removed from an unlocked vehicle in the parking lot.
- 1/25/16
  - Narcotics, 28 South Orchard Street. An officer was flagged down regarding a reckless driver. The officer observed the vehicle, driven by an adult female, pull into the driveway at 28 South Orchard Street. The female driver jumped into the passenger seat of the vehicle. The female was contacted at which time it was learned she had a suspended driver's license. Officers also located a small amount of marijuana in the vehicle. The female was issued a Notice to Appear.
- 1/26/16
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Loss Prevention called regarding a male and female who left the store without paying for several items. The male fled on foot and was located in the bushes behind a business at 1300 West Granada Boulevard and arrested. The female was not located.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Received a report from loss prevention employees in reference to a male and female who stole items and then fled the store on foot. Both were detained on the sidewalk in front of Walmart. Both suspects were placed under arrest after an investigation of the incident.
  - Stolen vehicle/recovery, Hand Avenue and South Center Street. Two vehicles crashed, the driver of one of the vehicles involved, an adult female, fled the scene on foot. She was not located. The owner of the vehicle called a short time later to report her vehicle stolen.
  - Warrant, 528 Fred Gamble Way. Fugitive arrested on an open warrant for violation of probation.
  - Battery (domestic violence), 376 Hand Avenue. Wife reported that her husband slapped her during an argument. She kicked her husband to defend herself and ran outside to call police. The husband was arrested for domestic violence battery and transported to jail.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 57
  - Number of DUI Arrests: 1
  - Number of Uniform Traffic Citations Issued: 50
  - Number of Written Warnings Issued: 6
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 11
  - Number of Crashes with Injuries: 4
- General Comments:
  - Parking complaint at Loves Truck Stop reference semi trucks parking in designated handicap semi parking spaces with no placards. Loves Truck Stop does not have up right handicap signs and this issue cannot be enforced. In addition, multiple semi parking violations observed on Destination Daytona Lane. The Traffic Unit is waiting on the traffic control agreement for this location before we get signs installed.

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 3: 1 Case initiated
- 1 sign has either been removed or sign case created.
- Administrative staff assisted with two (2) walk-ins and fifty-two (52) telephonic inquiries.

## **Public Works**

- **Engineering**

- **Project Summary**

- **Construction Projects**

- **Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation** - Approximately 600 LF of sanitary sewer was lined.
    - **Ph II 2-Inch Watermain Replacement – Mainland** - Clearance package was submitted to VCHD for the Warwick Avenue watermain replacement from McIntosh Road to North Beach Street. Approximately 300 LF of directional drilled watermain was installed along North Beach Street. Approximately 90% of the new watermain pipe replacement along North Beach Street has been completed, and new service lines are being installed.
    - **Ph II 2-Inch Water Main Replacement – North Peninsula** – The Contractor is currently working on installation of the main on Brooks Drive, and connection of new services around Brendale Drive and Longwood Drive.
    - **Ph II 2-Inch Water Main Replacement – South Peninsula** – The Contractor is continuing work on South Peninsula Drive. The property owners at 983 John Anderson Drive have executed the necessary easement for the connection of the new main on Jill Allison to the main on John Anderson Drive.
    - **Environmental Discovery Center** – The Contractor is working to install the metal roofing, decking and wood ceilings on the porches, the sheet rock on inside walls, AC ducts, plumbing, and rough electrical.
    - **Nova Community Park Trail** – The contractor is working along the southeast side of the park and approximately 80% of the concrete work is complete.
    - **North US1 Landscaping (Airport Road to I95)** – The contractor started directional drilling under the turn lanes at Airport Road, working north.
    - **Downtown Stormwater** – the Consultant is transmitting contracts for execution by the Contractor.
    - **WWTP Sludge Thickener Improvements** – A pre-construction meeting was held and the contractor will order the long lead mechanical equipment and intends to start work in March just ahead of the delivery of the equipment.
    - **Fire Station 93 Exhaust Filtration System** – The project is complete.
    - **OBSC Pavilion** – The pavilion was delivered and contractor has completed 65% of the work.
    - **Fire Station 93 Roof** – Roof materials are being ordered.

- **Design Projects:**

- **City Hall Chiller Pump Replacement** – The project was approved for bidding at the January 19<sup>th</sup> City Commission meeting.
    - **West Ormond Community Center** – Staff has issued a work authorization to Zev Cohen & Associates for the feasibility study. A kick-off meeting was held and the consultant presented 2 conceptual plans for staff's review. Consultant is currently working on the due diligence task of the scope of work.
    - **City Welcome Sign** – FDOT authorized the agreement and we can proceed with construction as soon as the NTP is issued. The Contract award was approved at the January 19<sup>th</sup> City Commission meeting.
    - **A1A Landscaping (Granada to Harvard)** – Staff is preparing the design plans for FDOT review and permit.
    - **Ormond Sports Complex Field 9/10 Lighting** – Plans and specifications have been submitted, bid documents are being finalized.
    - **Water Treatment Plant Lime Silo Dust Arrestor** – Consultant is making final modifications to the plans and specifications.
    - **Water Treatment Plant Controls and Pump Upgrade** – City comments have been transmitted to the consultant, to finalize plans for bidding.
    - **WTP Sludge Residuals Facility Improvements** – A draft scope of work was submitted and review comments provided to the consultant.

- Cassen Park Public Dock – The final design work authorization was approved by the City Commission at the January 5<sup>th</sup> meeting. Grant applications are being prepared. A kickoff meeting was held on Wednesday of this week.
- Woodridge Stormdrain Improvements – Staff is looking into obtaining a drainage easement for constructing an outfall pipe, which will help reduce flooding at the Woodridge Drive/North Beach Street Intersection, according to the stormwater drainage study performed for that system. Staff will be sending a letter to the resident next week.
- Ormond Beach Sports Complex Traffic Calming - Cost estimate was updated to include installation of additional proposed speed tables.
- Sanitary Sewer Inflow/Infiltration - Staff met to discuss system maps and pipe condition rating system.
- Ph III 2-Inch Water Main Replacement – Mainland - Reviewed consultant design proposal. Preparing work authorization resolution Commission memo.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Consultant has prepared a proposal for design of the portion of the project on the South Peninsula which includes replacement of the water main between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements.
- Effluent Outfall Replacement – The City Commission approved the work authorization for design at the January 5<sup>th</sup> meeting. Consultant is coordinating survey work. A kickoff meeting is scheduled for next week.
- 2016 Corrugated Metal Storm Pipe Repairs - Final list of stormdrain pipes to be repaired is being determined.
- South Peninsula Reclaimed Expansion – Consultant has submitted a proposal for design of the remainder of the reclaimed distribution system on the South Peninsula.
- Communications Infrastructure – The contractor has been authorized to begin work to complete the connection of fiber optic to the Division Avenue production wells and the Environmental Discovery Center, as well as communication upgrades to Nova Community Park. Plans have been submitted for permitting.
- Lincoln Avenue Parking Lot - Field work for boundary survey and topographic survey was completed.
- 2016 Roadway Resurfacing - Inspected street candidates and prepared cost estimate for the annual resurfacing project.

#### Department Activities

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

- Reviewed plans and created approved Work-in-the-Right-of-Way permits for Sunshine Blvd. and 2 Tower Circle, per AT&T request.
  - Continued researching old documents to show the right of way at the intersection of Wilmette Drive and North Orchard Street per FPL surveyor request
  - On-site meeting with Bear Creek Property Manager to review proposed AT&T Work-in-the-Right-of-Way permit.
  - Researched old files and provided PDF documents to GIS and Utilities Division to show that the utilities in Bear Creek are private and not publicly maintained.
  - Modified the plans for the Shadow Crossing Forcemain project, per Utilities Division comments.
  - Created multiple exhibit maps for the upcoming 2016 Road Resurfacing project.
  - Created multiple exhibit maps showing proposed compensating storage for the Laurel Creek Basin/Central Park areas.
  - Modified the North US1 Median Improvements plans set, per Project Managers comments.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Prepped for and poured concrete on Rockefeller Dr
        - Pulled forms and cleaned job on 100 block of S Ridgewood Ave
        - Prepped job for forming gutter and asphalt on Autumn Wood Trl

- Opened up sidewalk, pulled cones and barricades on Rockefeller and S Halifax Dr
- Cleaned basins citywide
- Overlay depression on Wilmette Ave at Mallards Reach
- Pulled forms and cleaned job on S Halifax and Rockefeller Dr

#### Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grinded stumps Citywide
- Picked up brush at Nova Rec
- Trimming on 1300 block of Northside Dr, River Palm Way, Wandering Oaks Dr, Riverside Dr, Cardinal to Ormond Shores, Cumberland Ave
- Cleaned basins Citywide
- Removed 2 pear trees on Sweet Meadow Ct

#### 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
- Picked up debris on Larisa Ter
- Assisted with concrete pour on Rockefeller Dr, asphalt on Wilmette by N Center St
- Trimming and edging on 700 block of N Halifax Ave
- Cleaned basins citywide

#### Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide Locations, checked for signs that might need attention
- Washed & cleaned signs in various locations
- Installed 2 Pedestrian Crossing signs on Pine St
- Checked locates for installation of Clearance Sign
- Installed 2 Do Not Enter signs at Nova Rec
- Checked measurements for bubble mats in the Division area
- Fabricating School Zone Speed Limit signs for Northbrook Dr, (911) eEmergency sign for new building at Sports Complex
- Installed Low Clearance sign at Oak Forest/Avenue La Vista

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds

##### Mowing

- Bush Hog – US1

Vac-con

- Memorial Gardens

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week  
24,119

PM Services completed for the week:

Emergency—Vehicles and Equipment  
14

Non-Emergency Vehicles and Equipment  
7

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 13,526 gallons of unleaded and 8,959 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,115 gallons of unleaded and 861 gallons of diesel.
- Fleet completed 45 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal prepared by the consulting engineer is being reviewed.
- Division Avenue Well Field Raw Water Piping – Punch list items are being addressed.
- Fire Hydrant Replacement Program – Received list of fire hydrants to be replaced this fiscal year.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review. The FDEP permit application form was completed for execution. Requested a bid number from the Finance Department. Began preparing specifications.
- Lift Station Rehabilitation – A design proposal was received from McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
- Lift Station 8M1 – Legal Department is performing research to determine easement disposition. A meeting will be scheduled with the resident to discuss easement options.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A bad shaft was replaced on Pump #2. Expecting pump be delivered on February 2.
- Rima Wells Auxiliary Power Generator – Resolution 2016-26 was approved at the 1-19-16 City Commission meeting awarding the project to Sawcross, Inc. An award letter and contracts were sent to the contractor for execution. A work authorization is being prepared for the design engineer to perform construction administration services.
- Saddler's Run Lift Station Rehabilitation – As-built drawings are being prepared.
- Sanitary Sewer Inflow Infiltration – Met with Engineering Division to discuss project parameters. Received collection system maps.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is performing remaining lining activities.
- Sodium Hypochlorite Storage Tank Replacement – Contract award to responsive bidder is scheduled on the 2-16-16 City Commission agenda. Legal Department provided 2<sup>nd</sup> contact to tank manufacturer to request consideration for warranty repair assistance.
- Storage Tank Repairs and Maintenance - Resolution 2016-27 was approved at the 1-19-16 City Commission meeting for OM Engineering to perform structural engineering services to refurbish the elevated tank at the Water Plant. Engineer was authorized to proceed with the project 1/25/16. A kick off meeting is being scheduled.

- Water Plant Aerator Housing Rehabilitation (CIP) – Met with consultant to review revised plans and specifications. Completed the Bid Request Approval form to obtain a bid number for the project.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Water Plant Pump & Control Upgrades – Reviewed 60% plans.
- Utilities SCADA Upgrades – Revised proposal for design services from consultant is under review.
- SPRC: Campana 783 N. US1 – Reviewed plans. Chelsea Place Phase III – Received plans for review. CVS – Operations is determining if a reuse connection is stubbed out at the site. Huntington Villas – Received a draft developer's agreement from legal department for provision of utilities services for the Huntington Projects for review. John Anderson/Orchard Lane Lot Split - Reviewed plans. Hulls Seafood – Met with design engineer to review comments. Kingston Shores – The condo association proposes to install the water main on top of the electrical conduit instead of obtaining an easement from the state to relocate the line. Plans proposing this alteration have been reviewed. Ormond Central – Reviewed concept plans and met with the developer and engineer to discuss comments. Ormond Grande – Reviewed concept plans. Vystar – Reviewed shop drawings. 663 N. Nova Rd – Health department requires that this customer connect to sanitary sewer instead of replacing the septic tank. A service lateral to the property exists and is available for connection.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 37.17 million gallons for the week ending January 22, 2016 (5.31 MGD)
  - Backwashed 13 filters for a total of 595,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 29.32 Million Gallons.
  - Produced 15.55 Million Gallons of Reuse.
  - Produced 13.77 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.19 MGD, plant designed for 8 MGD.
  - Hauled 40.87 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to or repaired 30 water service leaks.
  - Replaced 13 residential water meters, replaced or repaired 6 water meter boxes.
  - Replaced 7 water services due to aged piping.
  - Responded to 39 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Performed 2 water service disconnects due to building demolition.
  - Repaired 2 broken fire hydrants one on Breakaway Trail and one on Lincoln Ave.
  - Continued valve maintenance activities in the Water Base Map page C-1 and during multiple water outages, 10 valves located, exercised and marked on road.
  - Repaired a 2" GSP water main on Spanish Waters Dr.
  - Repaired the 2" permanent flushing device at 1461 N. US1 Hwy.
  - Shutdown the 8" water main and moved the 2" water service at 795 W. Granada Blvd due to demolition.
  - Installed 2 each - 2" water main bypass on Brooks Dr for future water main activities.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 90 regular and 1 Emergency utility locates for the previous week.
- Wastewater Collection - Reuse
  - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.

- Responded to 11 requests for utility verifications for residential and commercial properties.
  - Exercised low pressure sanitary sewer system force main valves in Phase 1 of Hunters Ridge.
  - Located and repaired the sanitary service lateral @ 625 Andrews St.
  - Performed PEP System rehab @ 14 Carriage Creek Way. Installed new panel box & wire to the junction box. Tested the system all working fine.
  - Disconnected the sanitary sewer service @ 22 Fairview Ave.
  - Installed new reuse box and 2" brass curb stop @ 629 John Anderson.
  - Located cleanouts for Ric'man Contractors @ 241, 261, and 270 Oak Dr.
  - Checked all known trouble spots. All good @ current time.
  - Located and marked the reuse service valve for 444 Idlewood Dr.
  - Found and marked the sanitary service for 663 S. Nova Rd. Dye tested the line from inside the building, confirming they are not tied into the main.
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 22/18psi, Ocean Mist Hotel @ 20/14 psi, Ormond Mall @ 12/10psi.
  - Replaced broken junction box @ 97 Foxcroft Run.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 24/22psi. Foxhunters Flat (2 inch) 22/18 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
  - Televised 30 laterals from our PM list, 9 needed cleaning, 20 were clean and clear, 1 needed repair.
  - Performed annual root control on 6 Sanitary Service Laterals.
  - Assisted Utilities Maintenance crews with trouble-shooting efforts related to excessive stormwater runoff inflow realized at Cypress Place lift station. Pump run times and high level alarms were realized at the facility serving the newer Pergola Place sections of Deer Creek. A temporary manhole configuration located at sewer system interface with newer sections being constructed was determined to be one source of inflow along with several lateral services found damaged where new home construction is underway. Processes under review and meetings are scheduled to address construction related impacts to existing sewer infrastructure.
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
    - Fermentation Submersible Mixer #10, mixer will not reset at controls, found mixer nonresponsive, pulled and replaced with reconditioned inventory, will evaluate mixer for further action.
    - 2P, follow up from call out, check station, confirm operation of vacuum system, pull pump #2 to clear blockage at volute, ok.
    - Shadow Crossings, odor noted, clean wet well, odor control, ok.
    - Chlorine Pump #2, not operating, fault code noted, replaced with new inventory. Ok.
    - Lift Station Generators, retrieve information Fleet requested for GIS update.
    - McDonalds, 6P, weekly odor control and wet well cleaning.
    - WIN911 monitor/response: McDonalds – phase loss - found station powered upon arrival, weather related, checked all stations within the vicinity for confirmation, all operational; 2P - high level, found wet well level down, leak at vacuum system for pump #2, repaired - pump primed and pumping, will follow up during normal working hours.
    - SCADA monitor/response: HOMAC – uneven starts, reset motor starter, ok; 1M – no starts pump #1, pull pump to clear blockage at volute, ok.
    - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
    - Monthly PM's: Scum Wells, #1, #2.
    - Plant wide oil & grease route.
    - 30 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
    - High Service Pump #8, not operating, motor high temp, cabinet A/C unit not operational, Flair A/C evaluated - prepared proposal – requesting PO.
    - High Service Pump#2, faulted SCADA error, reset, ok.

- Clari-Cone #2, Rosemont flow meter lost signal to SCADA identified shorted wires and made repair.
  - Lime Slaker #1, replaced worn paddle belt, repair grit chain, ok.
  - Well 29H, staged equipment for pump and motor replacement, well contractor and staff noted pump and motor had detached from riser pipe and faulty safety lanyard, contractor will schedule for video of well and determine strategy for equipment retrieval.
  - Well 32H, knocking noise noted during pump operation, Bermad control valve determined to be at fault causing pump to run outside of curve, receiving quote for Bermad rebuild kit.
  - Lime slurry pumps #2, replaced tubes.
  - Scrubber #5- remove non-operational motor and mounting plate for refurbishment.
  - Monthly PM's: S.R. wells 18, 19, 21, Hudson wells, 22 – 28, 30, 31 & BAT Wells 2 – 4.
  - Ammonia storage tank, ran heat trace along polymer and ammonia lines to prevent gelling due to weather.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
    - Industrial Pretreatment Program – Staff received initial results of sampling three locations in the City's sewer collection system to discover the cause of higher than normal constituents in the influent of the WWTP. A couple of daily allowance exceedances for surface water discharge regulatory parameters have been reported during the past year. The sampling is strategic and will continue until a resolution has been achieved. Additionally, staff is preparing the Industrial Pretreatment Annual Report for submission to the FDEP.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Reuse Service Area Dual Check Valve Installation – Contractor continues installation activities and staff is assisting customers with area restoration and thermal expansion tank inquiries.
    - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions/concerns regarding compliance of their private backflow prevention devices.
    - St Johns River Water Management District - Staff is compiling the data for the reports due to SJRWMD for the 2015 calendar year submittals.
    - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report).
    - Hazardous Chemical Inventory Report – Staff is receiving updated information from three departments within the City which store hazardous chemicals and fuels. The inventory will then be submitted to the State of Florida data base for first responders use.

### **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 Clerks meeting with Volusia County Supervisor of Elections
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for January 27, 2016, Budget Advisory Board Meeting
- City Clerk attended Claims Committee Meeting on January 28, 2016
- Agenda packet preparation, creation and distribution for February 2, 2016, City Commission Meeting
- Agenda packet preparation and creation for February 4, 2016, Quality of Life Advisory Board Meeting

### **Status of Department Projects**

- Municode republication of Code of Ordinances
  - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal Department.