

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 3, 2016

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- Community Center discussion with senior staff
- Agenda packet review

Spoke to, attended and/or met with:

- Memorial Day service
- FCCMA annual conference

Community Development

Planning

- The Planning Director and Assistant City Engineer met with staff from District 5 FDOT regarding SUN Trail funding and whether or not projects within the City's proposed bike plan would be considered an acceptable alternative to St. Johns River-to-Sea loop routes for funding of feasibility studies.
- The Planning Director and Building Official met with the Legal, NID, and Police regarding concerns of business owners whose customers are being approached by transients staying nearby in a house of worship.

Building Inspections, Permitting & Licensing

- 466 inspections performed.
- 8 new business tax receipts issued.
- 108 permits issued with a valuation of \$1,314,451.00

NOTE: 54 inspections were completed by a private provider due to inspector scheduled vacation.

Development Services

- The SPRC met with an applicant to discuss a proposed single family subdivision on Old Tomoka Road at Hunter's Ridge original planned main entrance and to conduct a pre-construction meeting concerning Ormond Renaissance condo project at the former hospital site.
- Projects currently under review in ProjectDox include:
 1. Grande Champion Cypress Trails subdivision (Clyde Morris Boulevard)
 2. 1545 Hand Avenue – Special Surgery Center of Florida
 3. 3 Signal Avenue – Cunningham Research warehouse addition
 4. 600 W. Granada Boulevard – Granada Point
 5. Tomoka Avenue, partial ROW vacation

- Approved projects under construction (percentage completed):

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

Economic Development/Airport

Ormond Crossings

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

Airport Business Park

- 9 Aviator Way, owned by Germ Free and moved all of their operations to 2 Sunshine Blvd., was recently sold to Haley Construction Company located in Daytona Beach. Haley was founded in 1986 with clients such as Darden Restaurants and expects to make renovations to the building and hire additional employees to the Ormond Beach headquarters.
- Staff is working with an existing manufacturing company to locate a site for the construction of a 60,000 sf facility. The company is undergoing a due diligence process.

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

- Staff met with the other city practitioners at Team Volusia to discuss recruitment of businesses to Volusia County.
- Staff continues discussing a program with the Ormond Beach Chamber of Commerce staff to reach out to Ormond Beach CEO's in an effort to assist as business recruitment ambassadors and provide a forum for exchanging business enhancement programs.

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company has purchased 3 Aviator Way and is expected to expand the building and move its headquarters to Ormond Beach. Staff is processing an application for Growth Assistance Program economic development incentives which will be presented to the City Commission for review and approval in July/August.
- Staff met with a high technology start-up company to discuss their plans to open an office in Ormond Beach. The company is refining its business plan and will be seeking office space in the city.

Airport Operation and Development

- Staff received the approved gopher tortoise relocation permit for the Taxiway Golf project this week. The permit has been issued by the Florida Fish and Wildlife Conservation Commission. Tortoise relocation work is scheduled to take place on June 6th and 7th.
- Halifax Paving, Inc. and their sub-contractors continue staging supplies and equipment at the airport for the construction phase of the Taxiway Golf project. Construction work on the taxiway project is expected to commence on June 6th.

- City staff completed work to design a new monument sign for the main entrance to the airport, located on Airport Road. A purchase order for the new sign has been issued.
- Staff participated in a web-based Comprehensive Review Team meeting to discuss the next phase of the Florida Aviation System Plan (FASP) 2035 Update project. Topics to be addressed during the next phase include clearly defining aviation needs, determining development requirements by region, providing guidance to state and federal leadership for decision-making, obtaining consensus and buy-in on the FASP's recommendations and products, and providing products that are functional for airports and provide data to help with their ongoing planning efforts.
- Staff is in receipt of the final draft of the Master Drainage Plan for the western quadrants of the airport, which has been produced for the City by Hoyle, Tanner and Associates (HTA). A copy of this report was submitted to SJRWMD in April, and HTA responded to their comments on May 27th. It is anticipated that the SJRWMD will issue a permit to the City shortly.
- The airport and the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) successfully completed "Exercise America's Shield" this week.
- FAA personnel and federal contractors are finalizing work on the project to rehabilitate the FAA's VHF Omni Directional Range (VOR) facility at the airport. A flight check of the facility's capabilities is scheduled for June 8th. If successful, the VOR will be returned to service.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completion and distribution of Proposed 5 year Capital Improvement Plan
 - Preparing the 2016-17 fiscal year proposed budget
- Completed Projects - Weekly
 - Processed 22 Journal Entry Batches (#4393 - 4447).
 - Approved 13 Purchase Requisitions totaling \$42,138.30.
 - Issued 15 Purchase Orders totaling \$60,889.55.
 - Processed 3521 cash receipts totaling \$625,411.81.
 - Prepared 133 Accounts Payable checks totaling \$337,189.88 and 42 Accounts Payable EFT payments totaling \$217,631.27.
 - Processed 1,444 utility bill payments through ACH totaling \$126,415.63.
 - Processed and issued 3,243 utility bills with billed consumption of water of 11,894K.
 - Issued 416 past due notices on utility accounts.
 - Auto-called 110 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gym June 2016 (10th, 17th and 24th)
 - Improvements to I-95 Entry / Exit Ramps at US 1 (Beginning June 5)
 - REEL in the FUN (6/18, Neptune Approach)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Completed ads for the Ormond Beach 2 Go! event at Hunter's Ridge on Wednesday, June 8th.
 - Completed Employee Newsletter for June 2016.
 - Worked with staff from the Florida Department of Financial Services to provide "Operation SAFE" presentations in Ormond Beach in the summer and fall.
 - Attended Bid Opening for Ramsey Terrace Roofing Project at the Housing Authority.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 3
 - Hazardous: 3
 - EMS: 88
 - Motor Vehicle Accidents: 9
 - Public Assists: 47
 - TOTAL CALLS: 153
-
- Aid provided to other agencies: 14 Calls: Daytona Beach (6), Holly Hill (1), Volusia County (7)
 - Total staff hours provided to other agencies: 15
 - # of overlapping calls: 33
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 6
 - Total EMS patients treated: 68
 - Keetch-Byram Drought Index (KBDI) for East Coast Volusia: 316

Training Hours

- NFPA 1001: Firefighting 91
- NFPA 1021: Officer 40
- NFPA 1500: Safety/Equipment 18
- NFPA 1620: Preplanning 17
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 178

Station Activities

- Updated 48 pre-fire plans
- Completed 6 fire inspections
- Serviced 14 fire hydrants

Significant Incidents

- 5/25/16, 3:16 AM: 75 Williamson Blvd. – Motor Vehicle Accident – Responded to a vehicle vs. structure – single vehicle crossed Williamson Blvd. from the west and struck Wendy's – vehicle came to stop completely inside restaurant dining room – one fatality on scene.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)
- Police Captain (Police)
- Office Manager (Leisure Services)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until 6-17-16.

- Assistant Finance Director (Finance) was advertised 4-18-16 on the City web site; internally; with the Government Finance Officers Association; with the Florida Government Finance Officers Association; and will remain open until 6-10-16.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until 6-3-16.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 5-16-16 on the City web site and will remain open until 5-27-16.
- Seasonal Part Time Maintenance Worker II (Leisure Services) was re-advertised 5-20-16 on the City web site and will remain open until 6-3-16.
- Part Time Recreation Leader at Nova Community Center (Leisure Services) was advertised 6-1-16 on the City web site and will remain open until 6-30-16.

Applications Under Review

- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until 5-31-16.

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

- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Permit Technician (Planning)
- Maintenance Worker II – Streets (Public Works)

Terminations

- Part Time Recreation Leader (Nova/Leisure Services) effective 6-16-16

Risk Management Projects

- Attended Public Works safety meeting.

Information Technology (IT)

• Information Systems (IS)

• Work Plan Projects

- Finance/Community Development – CRM system replacement – Contract approved by City Commission at the 4/19/2016 Commission meeting.
- Finance – Interactive Voice Response System – Project underway, vendor delivered Virtual Machine files to IT for installation. IT working on install of the virtual server and integrating in to the network domain.
- Clerk's Office – Email Archive system replacement – Barracuda server appliance has been configured and receiving new mail, working with vendor to import all old mail from current email archive system. Operational testing continues.

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 13 New work - 35 completed - 51 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	58,732	Inbound E-Mails Blocked	41,614
Delivered Inbound E-Mails	16,675	Quarantined Messages	443
Percentage Good Email	28.4%	Virus E-Mails Blocked	1,045

- Notable Events:
 - None.

• Geographical Information Systems (GIS)

- Addressing Additions: 6 Changes: 1 Corrections: 0

- Map/Information Requests: 25
- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 744
- Meters GPS Located this week: 1: Total in system = 23,259; 22,556 potable, 693 Irrigation, 11 Effluent
- Notable Events: None

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Memorial Day Rehearsal/Remembrance Service
 - Skatecourt RFP Meeting
 - Quarterly Public Works Safety Committee Meeting
 - Meeting regarding art project
- Recreation Program Specialist
 - Monday Memorial Day event
 - Pathways Elementary School animal research books meeting
 - EDC budget meeting
 - Community Garden program prep
 - EDC program prep
 - Friday Movies on the Halifax
- Contract Manager – Grounds and Athletic Maintenance
 - Operations meeting with Grounds Maintenance account manager
 - Operations meeting with Athletic Maintenance account manager
 - Public Works meeting
 - Site inspections of Grounds Maintenance service areas
 - Site inspections of Athletic Maintenance service areas
 - Site visits with account managers
 - Conducted over-site of enhancement, trimming, install and application projects
 - Follow-up to concerns, issues and questions within scope of work
 - Weekly administrative assignments and activities
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades Softball continued their spring practices this week at 6pm at the Softball Quad.
 - 6-A-Side Adult Soccer League, rented and run by Luis Camacho, will continue their game season on Tuesday night from 5-8pm on the Sports Complex Soccer Fields 2, 3 and 9.
 - Pony (Babe Ruth) Tournament Team practiced on Tuesday and Wednesday at 6pm on the Kiwanis Field at the Sports Complex prior to their Tourney.
 - OBSC competitive tryouts were held Tuesday through Friday at Soccer Fields 4 and 5 from 5 to 8pm at the Sports Complex.
 - Nations Elite Baseball held a clinic at the Wendelstedt Fields on Saturday from 9am to 4pm at the Sports Complex.
- Athletic Fields Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond

- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Added crimson stone to Nova field #5 and Kiwanis field
- Set up fields for 6-a-Side Soccer League
- Set up fields for the Nation Elite Baseball Academy
- Painted soccer grass parking lot
- Added bricks/mound clay to Quad
- Shoveled out excess run-off clay/turface at Quad Practice Facility
- Repaired batting cage at Wendestedt Fields

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats and CMT held regular classes.
 - Tuesday & Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center will host the following events:
 - Ms. Debby's Dance Recital, Sunday 6/5, 2-4pm PAC \$8

- South Ormond Neighborhood Center
 - Splash Pad open through December 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Youth Basketball
 - Pavilion rental Sunday
 - School field trips this week
 - Preparing for summer camp

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning of 2016 events through July
 - Reel in the Fun Fishing Tournament, Saturday, June 18
 - Independence Day Celebration Independence Day, Monday, July 4
 - Summer Sounds Concert Series, July 15, 22, 29

- Gymnastics
 - June session in progress
 - Trial classes are being offered to attract potential students
 - Preparing for three clinics in June
 - Open Gym dates set for June

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.

- Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Preparation for Camp T-Rec continues.

- The Casements
 - A graduation party rental was held at Bailey Riverbridge on Saturday from 5pm-8pm.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday from 11:00am to noon.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday from 2:00 p.m. to 3:00 p.m.
 - The Memorial Day Remembrance Rehearsal took place in Rockefeller Gardens on Saturday from 9am-12pm.
 - The Memorial Day Remembrance was held in Rockefeller Gardens on Monday, May 30th from 9am to 11:00am.
 - Guild tours changed to their summer hours on Wednesday, June 1st beginning at 1:00 pm and ending at 3:00 pm.
 - The gallery exhibit by Joe Costanzo was taken down on Tuesday morning.
 - Studio A Project group hung their gallery exhibit on Wednesday, June 1st from 9:00am to noon.
 - The Casements Coordinator met with the Iranian American Society to begin planning the March 12, 2017 Persian Festival.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - Staff prepared for Enviro Camp throughout the week.
 - Studio A Project held their opening Gallery Reception on Friday from 5:30pm to 6:30pm.
 - Movies on the Halifax will feature the movie *Inside Out* (PG) this evening starting at 8:30pm.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted pavilions for reservations
 - Installed dog waste station at EDC
 - Wood repairs at Magic Forest Playground
 - Painted over graffiti on Granada Bridge
 - Repaired grills at Andy Romano Beachfront Park
 - Installed "No Toys" sign in splash pad at Andy Romano Beachfront Park

- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Tri-weekly lighting inspection of airfield runways, taxiways and signage
 - Checked A/C in various city facilities
 - Replaced deck boards on the boardwalk at Central Park IV
 - Hung pictures and signs at the EDC
 - Repaired awning above outside bathrooms at SONC
 - Replaced water damaged ceiling tiles at the Police Department
 - Repaired outside men's toilet at SONC
 - Cleaned feature pump actuators Andy Romano Beachfront Park
 - Repaired ladies room door lock at Fire Station 91
 - Met various contractors for upcoming jobs
 - Repaired toilet at Andy Romano Beachfront Park
 - Repaired DOT lights on Granada Bridge

- Repaired emergency lights at SONC

Police Department

Administrative Services.

- Attended Weekly Staff Meeting.
- Conducted Coban In-Car Camera training.
- Attended the READ Program Book Exhibit at Ormond Elementary.
- Attended Communication Internationals Presentation, at Volusia County EOC.
- Attended the National PAL Awards Ceremony in Tampa.

Community Outreach

- Youth Director Council member Cameron Walden received his award for Male Youth of the Year from National PAL on May 26th in Tampa. OBPAL announced that Cameron Walden is the recipient of the first Annual OBPAL scholarship award.
- Approximately 65 children, parents and community members enjoyed the opening reception of the 11th Annual R.E.A.D. book exhibition at Ormond Beach Elementary School. The exhibition featured 19 original stories illustrated by students in grades two through five. Each participant received 4 new grade level appropriate books through a grant from First Book.
- OBPAL Basketball teams will participate in a tournament on June 10–12 in Pembroke Pines, Florida.
- OBPAL Summer Program Schedule: Field trips and programs for the Summer Connections Partnership are being reviewed and finalized.
- “SLAP” was conducted on May 24th at the Police Department.
- Taught anti-bullying at St. Brendan’s School
- Conducted the “Citizen Police Academy” on Crime Scene Investigations and TASER.
- Planning and Donations have begun for National Night Out.
- DARE taught at Osceola Elementary
- Mentoring at Tomoka and Ormond Elementary
- Marketing, sponsorships, and planning for “Badges n’ Boardshorts” surf event for June 4th 6am-5pm. (surf contest, surf clinic, and infant water safety).

Community Services & Animal Control

- Animal Calls: 33
- Animal Reports: 3
- Trap Neuter Release: 1
- Injured Wildlife: 1
- McGruff attended an ice cream social at Ormond Beach Elementary.

Criminal Investigations

- Cases Assigned: 37
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 10
- Fraud: 8
- Burglary Residential: 2
- Larceny Car break: 15
- Grand Theft: 6
- Auto Theft: 2
- Vandalism: 1
- Missing Persons: 1
- Sex Offense/Rape: 1
- Assaults: 1

Records

• Walk - Ins / Window	104
• Phone Calls	126
• Arrest / NTA'S	25
• Citations Issued	88
• Citations Entered	0
• Reports Generated	133
• Reports Entered	110
• Mail / Faxes / Request	21

Patrol

• Total Calls	1,584
• Total Traffic Stops	202

Operations

Crime Opportunity Report Forms: 270

- 5/24/16
 - Carbreak, 31 Ormond Shores Drive. The victim came into the lobby at the station to report that someone entered his unlocked vehicle last night and took two Ryobi drills.
 - Stolen Vehicle, 27 Brookside Drive. 2010 Audi A6 was taken from the driveway.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was detained at the store by Loss Prevention. Suspect met Notice to Appear criteria.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was detained by Loss Prevention at the store. Suspect was arrested and transported.
 - Battery Domestic Violence Arrest, 478 Jeannette Drive. Two suspects were arrested for committing battery on each other. Both subjects were intoxicated and a primary aggressor could not be determined. Both had injuries.
 - Battery Domestic Felony Battery Arrest, 530 Bryant Street. Suspect battered and choked the victim.
 - Carbreak, 144 Loyola Drive. Unknown suspects smashed the passenger window of the victim's Cadillac ATS and took a purse.
- 5/25/16
 - Solicitor Arrest, West Granada Boulevard and Interchange Boulevard. Suspect was observed soliciting vehicle traffic with a sign in the intersection area and was arrested.
 - Narcotics Arrest, 100 Block of Bermuda Estates Drive. Initially reported as vandalism. Defendant used his skateboard to smash the window in on a victim's vehicle by Deer Lake Circle and West Granada Boulevard. Defendant was observed by officers in the parking lot of Boston Market trying to get into his mother's vehicle and fled from the vehicle when confronted by officers. The defendant then ran from the vehicle and went into the wooded area between Wal-Mart and Bermuda Estates Apartments. While searching for the subject, his discarded property to include felony narcotics was found. Based on the felony narcotics located, VCSO K-9 officer who was assisting in the perimeter now deployed his K-9 as part of the search. The K-9 handler and dog located the subject hiding in thick brush and would not comply with directions and the K-9 dog was deployed and the defendant was bitten after physically resisting the K-9. Defendant transported to the hospital for his bite wounds.
 - Carbreak, 440 North Nova Road (Nova Recreation Park). Forced entry by smashing passenger window out of vehicle. Purse taken with purse contents.
 - DUI Hit and Run Arrest, Division Avenue at South Yonge Street. Suspect hit a vehicle in the 100 Block of South Yonge Street then fled the scene. He ultimately lost control at Division Avenue and crashed into a pole. The suspect was arrested for DUI.
 - Warrant Arrest, 507 Grandview Avenue #A. Fugitive was arrested for an open warrant.
 - Warrant Arrest, 285 Fir Street. Fugitive was arrested for an open warrant.
 - Warrant Arrest, 21 Cardinal Drive #B. Fugitive was arrested for an open warrant.
- 5/26/16
 - Carbreak, 208 Pine Cone Trail. Vehicle unlocked. Laptop computer taken.

- Warrant Arrest, 1 Laurel Oaks Circle. Fugitive had an open warrant.
- Trespassing Arrest, 767 West Granada Boulevard #4206 (Olive Grove Apartments). Management called wanting to trespass a suspect from the apartment. Once the trespass warning was issued, he refused to leave and laid down on the ground. Subject was arrested and transported to the county jail.
- Warrant Arrest, 700 Block of South Nova Road. Fugitive was pulled over for a traffic violation and it was discovered that he had a warrant for his arrest.
- Carbreak, 108 McAllister Drive. Orange Schwinn beach cruiser stolen from the rear bed of a pick-up truck
- Grand Theft of Medications, 545 West Granada Boulevard (Ormond Medical Center). Staff member reported that his medications were stolen from his backpack while at work.
- Grand Theft, 330 Lincoln Avenue (SR Perrott). Management reported a bucket lift valued at approximately \$15,000 stolen from the business.
- 5/27/16
 - Shoplifting Arrest, 353 West Granada Boulevard. Suspect fled from Winn Dixie but was located on US1. He was arrested for shoplifting.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Loss Prevention detained a suspect for shoplifting. A Notice to Appear was issued.
 - Burglary Attempt, 440 Division Avenue. No entry made but marks on the front door indicating attempted forced entry.
 - Carbreak, 2 John Anderson Drive (Fortunato Park). Victim advised driver window was smashed and a purse was taken from within.
 - Carbreak, 25 Riverside Drive. Victims were at a wedding at The Casements, and a purse was left on the floorboard of the car. Driver window was smashed and purse was taken.
 - Stolen Vehicle, 448 Riverside Drive. Victim advised her 2013 Toyota SUV was in the driveway running when a suspect got in the vehicle and fled south on Riverside Drive into Daytona Beach. Air1 found the vehicle and followed until officers got on scene. The suspect fled from officers and crashed the SUV into a telephone pole. The suspect was placed under arrest by DBPD.
 - Battery Domestic Violence Arrest, 55 North Capri Drive. Suspect was arrested for scratching the victim on the right side of his cheek and on top of his head causing him to bleed.
- 5/28/16
 - Stolen Vehicle, 710 West River Oak Drive. 2015 Black Honda CRZ hatchback was taken and a car break was done to a second vehicle. The victim left her wallet in the vehicle with a key in it for the vehicle.
 - Carbreak, 731 West River Oak Drive. The victim reported they noticed their credit cards had been taken.
 - Carbreak, 236 Ormwood Drive. A .38 caliber revolver was taken.
- 5/29/16
 - Stolen Vehicle, 483 Riverside Drive. The victim stopped at a friend's house and left her vehicle unlocked, keys in the ignition and the vehicle running while she went inside. As they stood in the front room they observed through a window a suspect exit a grey vehicle, walk up the driveway, get in the vehicle and drive away. Vehicle last seen turning onto Riverbeach.
 - Carbreak, 252 Ellicott Drive. 3 handguns taken out of the vehicle. No forced entry. Other valuables left.
 - Warrant Arrest, 601 Fleming Avenue. An officer was dispatched regarding a suspicious person. The person contacted was found to have a warrant.
- 5/30/16
 - Solicitor Arrest, West Granada Boulevard and Interchange Boulevard. Suspect was arrested for soliciting along the roadway in the designated business zone.
 - Grand Theft, 49 West Granada Boulevard (The Grind). Victim took his 9mm handgun off his person and placed it in the vehicle's trunk prior to having the vehicle valet parked at The Grind. The victim left The Grind and went to his hotel at the Baymont Hotel and discovered the firearm missing.

- Carbreak, 1298 Gallaten Road. Vehicle rear window left open. Blue tooth speaker and speaker amplifier stolen from vehicle
- Solicitor Arrest, West Granada Boulevard and Interchange Boulevard. Suspect arrested for soliciting in designated business zone.
- Carbreak, 1280 Galletten Road. Vehicle left unlocked. Approximately \$5 in change taken.
- Burglary, 11 Pearl Drive. Suspect entered an unlocked shed and took a horse blanket.
- Carbreak, 211 Carib Drive. Victim called to report her car being entered. Two pairs of sunglasses were taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 59
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 45
 - Number of Written Warnings Issued: 8
 - Number of Parking Citations Issued: 2
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 1
 - Crash Investigation General Information:
 - 16-05-00569: Intersection of West Granada Boulevard & Ocean Shore Boulevard partially closed for approximately 3 hours due to 5 gallons of hydraulic oil being spilled. Spill resulted in one minor crash (driver did not wish to report it.) FDOT and City street crew helped with the clean up.
 - 160500544: Driving Under the Influence arrest after hit & run crash on 05/25/2016. Blood alcohol content level of 0.14 & 0.15
- General Comments:
 - Stealth Stat deployed and retrieved from Destination Daytona Lane for a traffic enforcement plan.
 - Variable Message Board deployed for Click-it or Ticket.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 2 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and ninety-one (91) telephonic inquiries.

Public Works

- Engineering
 - Project Summary
 - Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 - Tie-in connection was made at Melrose Avenue to the new North Beach Street watermain. Road patch was completed at Greenwood Avenue. Directional bore for new watermain is being performed on Midway Avenue.
 - Ph II 2-Inch Water Main Replacement – North Peninsula – A final walk-through is being coordinated with the contractor; the contractor is addressing preliminary punch-list items.
 - Environmental Discovery Center – The project is complete.
 - North US1 Landscaping (Airport Road to I-95) – The Contractor has installed irrigation and trees from Airport Road to I-95, and all of the directional drills under the interstate have been completed.

- Downtown Stormwater – Silt fence and tree protection barricades have been installed, crushed concrete for the trenches has been delivered.
- WWTP Sludge Thickener Improvements – Electrical work is underway. The contractor is dewatering the sludge thickener prior to grit removal.
- Fire Station 93 Roof – Project is complete.
- Communications Infrastructure – Point to Point connection with The Casements is complete.
- City Hall Chiller Pump Replacement – A preconstruction meeting was held and the contractor has ordered the pumps. Work is expected to be performed over a weekend once the pumps are delivered.

Design Projects:

- South Peninsula Reclaimed Expansion – Design has begun and the Cost Share grant application was submitted to the St. Johns River Water Management District (SJRWMD).
- Laurel Creek Stormwater Pump Station Improvements – Bids were opened on May 11 and are under review.
- West Ormond Community Center – A meeting was held to review the study results prior to presenting the study to the City Commission.
- A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – Project was awarded at the May 17 City Commission Meeting; Consultant is preparing contracts for execution.
- Water Treatment Plant Controls and Pump Upgrade – Consultant has prepared a recommendation of award for L7 Construction, Inc.; the project is being prepared for contract award at the June 27 City Commission meeting.
- WTP Sludge Residuals Facility Improvements – A design kick-off meeting was held. The engineering report that will look at various sludge dewatering systems is expected in July.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway. Permit applications are being prepared.
- Ormond Beach Sports Complex Traffic Calming - Bid award has been submitted for Commission approval at the June 7 meeting. This was included in the yearly resurfacing contract.
- Sanitary Sewer Inflow/Infiltration - Project cost estimate and budget limitations requires reduction of the scope, such that highest priority locations are inspected and reported. List of locations is being revised accordingly.
- Effluent Outfall Replacement – 90% design plans were submitted and are being reviewed.
- 2016 Corrugated Metal Storm Pipe Repairs - Bid award has been submitted for Commission approval at the June 7 meeting.
- Lincoln Avenue Parking Lot – The contract for construction is scheduled for award at the July 27th CC meeting.
- 2016 Roadway Resurfacing - Bid award has been submitted for Commission approval at the June 7 meeting.
- Forest Hills Connector Trail – City staff is continuing survey work for the route from Forest Hills to Granada Blvd., as well as from Misner's Branch to Tomoka Elementary School.
- Wilmette Avenue Pumping Station – A meeting was held with the Consultant on May 12 to discuss the project, some ground truthing of the previously installed elements is being completed.
- Ph III 2-Inch Water Main Replacement – Mainland - Preliminary design plans are being prepared, which will be used by staff and Consultant to field visit each location where watermain is proposed for replacement and determine optimum location for new watermain installation.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Design is in process.
- Downtown Stormwater Phase 2 - A meeting with the design Consultant was held to develop a scope of work and proposal for the Phase 2 construction plan development.

Department Activities

Administration/Meetings/Customer Service/Other:

- Examined SWMP permits.

- Created a plan set for a County Use Permit for 11 & 15 Sunny Beach Drive.
- Created a plan set for a State Use Permit for a fire hydrant replacement on A1A.
- Performed and recorded gas monitoring at the Nova landfill.
- EDC: Added new fish, added medications to tank and performed water changes.
- Laurel Creek Culvert Replacement/FPL Orchard Street Substation – site cleanup and restoration are underway.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Poured 2 spillway locations on Clydesdale Dr
- Constructed spillway on Aucuba Cir
- Asphalt work near roadway to driveway on 1500 block of John Anderson
- Asphalt work after utility repair on Amsden Rd and in parking lot on SR40 at S Washington
- Dug out fill, asphalt across roadway on 900 block of S Beach St
- Overlay depressions in roadway on Tomoka Ave by Library
- Cut and poured concrete driveway section for Water Div on Poplar at Red Bud

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grind stumps Citywide
- Removed Sycamore tree on Wye Dr
- Trimming on Parque Ave; low limbs on Seton Trl – SR40 to Seminole Ave; Ormond Lakes – various locations; Division Ave – Nova to US1

- 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
- Trimming on 100 block of S Halifax Dr; Old Kings Rd by Hammock
- Delivered barricades at Memorial Art Museum
- Assisted Tree Crew flagging on Division by Echo Center

- Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straighten signs in various areas of the City
- In-shop training
- Reinstalled Stop Sign by Gym at Nova Rec
- Replaced 25mph Speed Limit sign on Iroquois Trl/Choctaw Trl; 25mph Speed Limit sign at Division/Collins
- Replaced Do Not Enter signs at Nova Rec
- Changing out No Left Turn sign at Police Station
- Checked for new 25mph Speed Limit sign on Bosarvey Dr

- Checked area on Foxhunter for concerned citizen for stop bars

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected Citywide
- Inlets – inspected and cleaned Citywide
- Basin cleaning – Citywide, all zones
- Moved bleachers to The Casements and set up
- Ditch Maintenance on Sanchez
- Removed bleachers from the Casements
- Basin repair on Loyola
- Pond maintenance at ABC & Division Rec ponds

Mowing

- Reach Out – SR40; ballfields
- Slope mowing – SR40

Vac-Con

- 1300 block of Overbrook Dr

Street Sweeping/Streetsweeper

- 121 miles of road cleaned
- 35 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
28,645

PM Services completed for the week:

Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
5

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 9,251 gallons of unleaded and 9,039 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,086 gallons of unleaded and 7,949 gallons of diesel.
- Fleet completed 28 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Measurements are being taken of the operations building so electrical equipment can be sized and appropriately located.
- Division Avenue Well Field Raw Water Piping – Talked with contractor concerning as-built drawing status. Contractor indicated that comments were addressed and I should be getting a revised plan next week.
- Dual Check Valve Installation Services – Contract is nearing completion in the north peninsula reuse service area.
- Effluent Outfall Replacement – Located as-built drawings of the line at the plant where additional repairs are required.
- Fire Hydrant Replacement Program – Contract renewal was approved at the 5-17-16 City Commission meeting under Resolution No. 2015-147. FDOT indicated that a general permit may

apply to hydrant replacement activities proposed along S. Atlantic Ave. if the sidewalk length disturbed is less than 10 feet.

- Lift Station 10M & 12M Rehabilitation – Consultant was authorized to begin design.
- Lift Station 8M1 – Award recommendation to Danus Utilities, Inc. for \$216,050.00 is scheduled for the 6-7-16 City Commission meeting. Received a construction administration services proposal from McKim & Creed for review.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent Pump Station Pump #2 operational evaluation is underway. Motor noise was investigated and was within acceptable measurements. A power block was installed in VFD #1. All three pumps are in operation.
- Rima Wells Auxiliary Power Generator – Electrical work is being performed on-site.
- Sanitary Sewer Inflow Infiltration Project – Received breakdown of pipe types in each system to assist with areas to be televised.
- Shadow Crossings Force Main Improvements – Bids were received and are being tabulated.
- Sodium Hypochlorite Storage Tank Replacement – The contractor is applying for a building permit. Tanks are being manufactured and are expected to be delivered in June.
- SR40 Irrigation – Landscape architect and grounds maintenance to determine feasibility of service connection at an easterly median.
- Storage Tank Repairs and Maintenance – Paint samples were taken to determine if lead exists in the paint. Preliminary plans were received and logos are being developed.
- Water Plant Aerator Housing Rehabilitation (CIP) – Award recommendation to E & D Contracting Services for \$163,000 is scheduled for the 6-7-16 City Commission meeting. Received a construction administration services proposal from McKim & Creed for review.
- Water Plant Lime Silo Dust Arrestor Project – Contracts are being prepared for execution.
- Water Plant Pump & Control Upgrades – Differences between bid prices and budget estimates are being rectified.
- Utilities SCADA Upgrades – Project kick off meeting is scheduled for June 10, 2016.
- 3845 John Anderson Drive - Plans and application forms were prepared for the Volusia County Use Permit Application.
- 11 and 15 Sunny Beach Drive – Plans are being prepared for the Volusia County Use Permit Application. Permit application forms were executed.
- SPRC Projects: Clyde Morris Boulevard CTD 355 – Met with the engineer to discuss the project. The developer requested a letter indicating that Ormond Beach has the capacity to serve the entire project including the portion of the project located in Daytona Beach. Designer also requested information for the water main at 400 Clyde Morris Blvd. CVS – The engineer is preparing a plan for connecting to the water main stub out underneath the Nova Road sidewalk. Granada Pointe – Revised plans were reviewed. Old Tomoka Rd Subdivision – Met with engineer and developer to discuss a proposed 50 lot subdivision on Granada Boulevard. Ormond Central – Verification of sewer laterals needs to be performed along SR40 sewer main. Tomoka Avenue Partial Right of Way Vacation – Revised plans were reviewed. Previous comments were satisfactorily addressed.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 37.99 million gallons for the week ending May 27, 2016 (5.43 MGD)
 - Backwashed 13 filters for a total of 645,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 34.07 Million Gallons.
 - Produced 27.98 Million Gallons of Reuse.
 - Produced 6.09 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.87 MGD, plant designed for 8 MGD.
 - Hauled 91.22 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 21 water service leaks.
 - Replaced 7 residential water meters.
 - Replaced or repaired 10 water meter boxes.
 - Replaced 7 water services due to aged piping. Contractor installed 2 each - 2" casings for water service replacements under roadways.
 - Installed 4 new water service and meter for a new residential construction.
 - Performed yearly scheduled pressure testing of 4 City owned backflow preventers. Repaired 1 backflow due to motor vehicle accident.
 - Responded to 21 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Located and exercised 8 main line valves for scheduled outages and water main leaks.
 - Performed scheduled water meter testing on 2 each - 3" and one each 4" commercial customers.
 - Repaired a 6" water main on Scottsdale Dr.
 - Performed maintenance on 5 fire hydrants in the Falls subdivision.
 - Flushed fire hydrants to test for chlorine residual in the Airport Business Park, Pine Trails, Ormond Green, Broadwater, Southern Pines, and Tymber Crossings subdivisions
 - Performed a scheduled water main shut down on N. Beach St for a final water main connection.
 - Replaced an inoperable 6" main line valve located at the corner of N. Beach St and Melrose Ave.
 - Backfilled and landscaped Water Distribution excavation sites.
 - Rescinded all outstanding boil water notifications.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 160 regular and 3 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 2 in the conventional system service area.
 - Responded to 5 Request for utility verifications for residential and commercial properties.
 - Checked all known trouble spots. All good @ current time.
 - Replaced a broken reuse meter box @ 432 Idlewood Dr.
 - Located, cleaned and televised manhole tap lateral @ 356 Chardon Rd.
 - Replaced a faulty 1" brass reuse valve @ 203 Hamlet Trace.
 - Disconnected the sanitary service @ 164 West Granada Blvd. Stubbed up for future use.
 - Installed a 24 hour PSI logger on the US#1 Sanitary Force Main near 1700 N. US#1.
 - Located lateral @ 496 Wild Olive, cleaned, televised and dye tested to confirm tie to the City sanitary system.
 - Crews raised the clean outs to grade @ 191 Washington Pl., 1410 Oak Forest Dr., 18 Sugarberry. And @ 496 Wild Olive.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 30/25 psi, Ocean Mist Hotel @ 28/18 psi, Ormond Mall @ 18/8psi.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/24psi. Foxhunters Flat (2 inch) 25/22 psi & Shadow Crossing Blvd. (4 inch) 0/8 psi.
 - Televised 24 laterals from our PM list, found 17 that needed to be cleaned, and 7 that were clean and clear. These locations will be placed on 6 month follow up.
 - Performed annual root control on 3 Sanitary Service Laterals.
- Utilities Equipment Maintenance
 - Wastewater Plant – Lift Stations
 - Poly Blends, #1, #2, replaced ball valves at suction lines from totes, ok.
 - Chelsea Place #2, checked station, ok
 - Centrifuge Sludge Feed Pump #2, noisy operation over 75gpm, found gear oil contaminated with water, changed oil, noise diminished, will continue to change oil over the next few days to flush sludge and residual water - ok at this time.
 - Chlorine Residual Meter, repaired suction line as needed, ok.
 - Clarifier #4, noisy operation, motor not repairable, will run until complete failure and will replace with in stock spare - ok at this time.

- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 1P, high level, two self acknowledging calls about a half hour apart, found station operational, no signs of recent high level, possible vacuum system repairs needed, will follow up during daylight hours.
- 1P, follow up from call out, checked vacuum system, repaired/replaced components, cleaned domes, probes & transducer/floats as needed, ok
- SCADA monitor/response: Ormond Lakes #4 – high starts, clean probe, ok; Creekside – high run hours, deragg both check valves, ok.
- Plant wide oil & grease route.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Sand Filters, #1, #2, #3.
- Lift Station PM's: 9 monthly and 2 annual performed.
- 51work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slaker #2; remove debris from steam arrestor, ok.
 - Well 35R generator project, assisted contractor with access to wells 36, 37, 38R.
 - Wells 25H, 26H, not responding, reset tripped overloads, ok.
 - Shop, install receptacle for replacement parts washer.
 - Fleet, transported used gear oil for disposal.
 - Bird Centrifuge; evaluate frame and electrical components for refurbishment while rotating assembly is at factory for rebuild.
 - Lime slurry pump #1, replaced pump tube.
 - Lime Sludge pumps, blockage in pump noted, removed pumps and cleared blockage, pump #1 motor not-operational, requested PO for replacement.
 - Claricone, repaired port reaming tool.
 - Lime Slaker building, cleared blockage in floor drain, ok.
 - L.P.R.O. cartridge filters, rebuilt air release, ok.
 - CL 17 sample pump, replaced heat shield as needed, ok.
 - Monthly PM's: R.O. sand filter pumps 1,2,3; sand filter blowers; H.S.P. #1, 2, 3; lime clear wells 1,2; all L.P.R.O. pumps and motors; all scrubber blowers.
 - Monthly Well PM's: Rima 35, 36, 37, 38, 39, 40, 41.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff is evaluating the results of consecutive analytical reports for a permitted facility. The facility has exceeded the permit limit on a non-crucial analyte. Staff is developing a notice to inform the facility and request a response plan.
 - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submitted to the FDEP. The study will provide the framework for the developing the new local limits.
 - Special Waste Profile and Disposal Application – Staff submitted and received approval from the Volusia County Solid Waste department for the removal and disposal of the dumpster utilized by the collection system. The waste will be delivered via contractor to the Volusia County Landfill.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report – Staff compiled data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The Volusia County Health Department provided feedback on the data and the Utility will apply those changes. Staff is contracting a local printer to design and produce the brochure. The report will be available on the City's website for customers to access electronically.
 - Wetlands Monitoring Report – The contractor, a local biologist, assessed the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The contractor's findings are being combined with City well monitoring data for the final report. The report was submitted to the St Johns River Water Management District.

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

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for June 2, 2016, Quality of Life Advisory Board Meeting
- Agenda packet preparation, creation, and distribution for June 7, 2016, City Commission CIP Workshop and City Commission Meeting
- Agenda packet preparation for June 27, 2016, City Commission Meeting

Status of Department Projects

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