

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 19, 2016

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Fire Chief and Economic Development Director
- Staff meeting
- Reviewed with senior staff the health care and Financial Trends presentations for March 1 joint workshop
- Discussion with Officer Stokes on child safety educational program

Spoke to, attended and/or met with:

- Agenda review with Commissioners Boehm and Stowers
- Shade meeting and Commission meeting
- Team Volusia Marketing Committee meeting
- United Way Allocations meeting
- NIAB meeting

Community Development

Planning

- **Deer Creek Development:** To resolve the issue reported by Utilities at a City Manager's staff meeting regarding stormwater infiltration into existing sanitary sewer manholes during construction, the following modification to the Standard Detail S-1C will be made:

31. During construction, Contractor shall isolate new sanitary sewer construction from existing sanitary sewer mains. This isolation may be by installation of a bladder/plug placed at point of connection or by other methods. The purpose of this isolation is to ensure surface water is not released to the treatment plant. Surface water in sanitary sewer mains shall be removed prior to the bladder being removed.

Staff believes that this modification should alleviate this issue in the future.

- **Technical Coordinating Committee Meeting:** The Planning Director attended this meeting. An issue that is of importance to Ormond Beach is the status of the widening of Williamson from LPGA to Hand. The Volusia County Traffic Engineer reported the County is in need of one more parcel for ROW from the church and he also indicated they were in discussion with Florida Hospital regarding some of their land for a required pond to handle the road widening. Cost estimate remains at about \$13.5 million. No impact fees were collected from the distribution warehouse and the Tanger Outlet center that could be used for this project. Both projects bought impact fee credits from Consolidated Tomoka. As of December 31, 2015, Consolidated Tomoka (CT) reported in their fourth quarter financial statements ownership of \$4,554,227 in impact fee credits. The rest of CT lands in the vicinity of LPGA and Williamson when sold and developed, will not be paying impact fees either.
- **Proposed Bike Plan Letters:** Fourteen letters to the Mayor regarding the bike plan were received. Twelve of those supported the plan as is and two were against it. Those against it indicated cost, chasing away wildlife, and invasion of privacy.

- Mobility Plan and Fee: The Department was contacted by Renaissance Planning Group (RPG), a consultant out of Delray Beach. RPG has been contracted by FDOT to develop a resource and best practice guide entitled, "Using Mobility Fees to Fund Transit Improvements." The City's Mobility Plan and Fee will be featured in this publication. The guidebook's purpose is to assist local governments to implement or improve mobility fee programs to fund transit improvements and operations. The Planning Director was interviewed for the purpose of gaining insights into Plan Development, program implementation, operation, and lessons learned that may be helpful to other jurisdictions.

Building Inspections, Permitting & Licensing

- 329 inspections performed.
- 11 new business tax receipts issued.
- 94 permits issued with a valuation of \$1,168,946.00

Development Services

- The SPRC reviewed the following projects this week:
 1. VyStar's ATM submittal
 2. Sewer connection @ 1190 Ocean Shore Boulevard
 3. Deer Creek construction

Economic Development

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 this week to discuss alternatives to reduce infrastructure costs throughout the project. Further study will be conducted which will include joint meetings with City staff and Tomoka Holdings.

Airport Business Park

- SKYO Industries has begun manufacturing operation of their hand tools at the new headquarters at 2 Sunshine Blvd. The company has hired 18 employees for the first phase of the transition from New York. The entire operation is expected to be moved to Ormond Beach by June of 2016.
- Ameritech Mold and Die has completed the construction of their new 18,000 sf manufacturing facility. An open house event will be held once the facility is operational in the next few months.

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

- Staff met with the Bear Creek Homeowners Association and presented the economic development happenings.
- Staff met with the Rediscover US1 committee to formulate plans for a 3rd business promotion event along the US1 corridor. Staff is working with businesses on US1 to arrange the second annual scavenger hunt in April.

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 applications with the business prospect. A closing on the property is scheduled for mid-February. The economic development incentives will be presented to the City Commission.

- Staff is working with a retail business that is searching for space in downtown Ormond Beach. Several available properties have been presented to the Company representative who has visited the sites.

Airport Operation and Development

- Additional repairs to Gate 13 were completed this week. The gate has remained only partially functional due to scheduling difficulties with the vendor's repair technicians.
- The annual airport licensing inspection by the Florida Department of Transportation was completed this week. The airport passed inspection, and the operating license will be renewed for another year. During the inspection, it was noted that some additional obstruction clearing will be necessary within the airport fence line, near the approach areas for Runways 8, 17, and 26.
- The runway and taxiway striping project has been scheduled to commence on March 8th. A pre-construction meeting for this project is expected to be held next week.
- Staff worked with technicians from H.R. Pruitt to diagnose the cause of an ongoing problem with the lighting circuits for Runway 17/35.
- Staff completed work to update the airport's Joint Automated Capital Improvement Program (JACIP) in support of establishing the Airport Capital Improvement Plan (ACIP). The ACIP is an FAA document that serves as the primary planning tool for identifying and prioritizing critical airport development and associated capital needs for the National Airspace System (NAS).

Budget/Finance/Utility Billing Services:

- On-going Projects
 - Kick-Off Meeting for the Interactive Voice Response System
- Completed Projects - Weekly
 - Processed 119 Journal Entry Batches (#2452-2685).
 - Approved 20 Purchase Requisitions totaling \$144,131.81.
 - Issued 40 Purchase Orders totaling \$1,350,931.77.
 - Processed 4,059 cash receipts totaling \$1,365,579.29.
 - Prepared 157 Accounts Payable checks totaling \$413,797.23 and 58 Accounts Payable EFT payments totaling \$403,617.22.
 - Prepared 21 Payroll checks totaling \$21,070.25 and 331 Direct Deposits totaling \$394,435.18.
 - Transferred IRS 941 payment of \$ 149,151.59.
 - Processed 2,308 utility bill payments through ACH totaling \$187,317.88.
 - Processed and issued 4,555 utility bills with billed consumption of water of 18,004k.
 - Issued 567 past due notices on utility accounts.
 - Auto-called 129 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (2/23)
 - 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.
 - Arranged "Ormond Beach 2 Go" Inaugural Event at Aberdeen and visited the site for setup preparations for March 2.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.
 - Attended NIAB meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted VOCA grant for FY 16-17 funding for Victim Advocate Coordinator position.

Fire Department

Weekly Statistics

- Fires: 5
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 101
 - Motor Vehicle Accidents: 8
 - Public Assists: 49
 - TOTAL CALLS: 172
-
- Aid provided to other agencies: 22 Calls: Daytona Beach (9), Holly Hill (3), Volusia County (10)
 - Total staff hours provided to other agencies: 33
 - # of overlapping calls: 57
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 7
 - Total EMS patients treated: 84

Training Hours

- | | |
|---------------------------------|-----|
| • NFPA 472: Hazardous Materials | 10 |
| • NFPA 1001: Firefighting | 7 |
| • NFPA 1021: Officer | 5 |
| • NFPA 1410: Hose Drill | 105 |
| • NFPA 1500: Safety/Equipment | 15 |
| • NFPA 1620: Preplanning | 9 |
| • EMT/Paramedic | 10 |
| • TOTAL TRAINING HOURS: | 161 |

Station Activities

- Updated 21 pre-fire plans
- Conducted 4 fire inspections

Significant Incidents

- 1/13/16, 1:38 PM: Washington Place – Structure Fire – Upon arrival found smoke showing from front door of residence – no visibility inside – fire started in dryer and was contained to room of origin – smoke damage throughout home.
- 2/15/16, 12:57 AM: US-1 and I-95 – Motor Vehicle Accident – RV Motor Home struck tree and caught fire – one fire victim fatality on-scene – another occupant escaped vehicle and was transported to hospital.

Human Resources

Staffing Update

Requisitions

- Records Clerk (Police)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was advertised 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 (Andy Romano Park/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.
- Maintenance Worker IV (Streets/Public Works) was advertised 2-15-16 internally and will remain open until 2-19-16.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until filled.

Applications Under Review

- Police Chief (Police)

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

- Firefighter/EMT (Fire)
- Police Officer (Police)
- Victim Advocate Coordinator (Police)
- Part Time Recreation Leader – Gymnastics (Leisure Services)

Terminations

- Victim Advocate Coordinator (Police) effective 3-1-16
- Police Chief (Police) effective 3-31-16
- Maintenance Worker IV (Streets/Public Works) effective 1-29-16
- Part Time Wastewater Treatment Plant Operator (Utilities/Public Works) effective 2-27-16

Employee Events

- Our ICMA representative will be here to meet with employees on March 23
- The next blood drive at City Hall will be held on April 14

Risk Management Projects

- Continue day-to-day management of Mayor's Health & Fitness Challenge
- Leadership planning meeting

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Finance – Interactive Voice Response System – Participated in Kick-off meeting with Finance and vendor to assign tasks and responsibilities..
 - 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: - 17 New work - 51 completed - 27 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,216	Inbound E-Mails Blocked	9,114
Delivered Inbound E-Mails	15,897	Quarantined Messages	205
Percentage Good Email	63.0%	Virus E-Mails Blocked	68

- Notable Events:
 - Fleet Services "FASTER" application upgrade to the latest version 6.9.11.1. This involved a major software upgrade installed to a new Windows 2012 virtual server, data was converted from a SQL2000 to SQL2014. IT handled the server install, database conversion, and the installation of the program on the Fleet workstation computers with limited remote assistance from the vendor.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 122 Corrections: 99
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 31: Total in system = 325
 - Meters GPS Located this week: 0: Total in system = 23,073; 22,407 potable, 655 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - City Commission Meeting
 - Meeting regarding parking at Andy Romano Beachfront Park
 - Meeting to review conceptual plans for West Ormond Recreation Center
- 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.
 - The OBYBA Basketball Program continued games this week at both Nova gym and at the SONC gym. Games held this week Monday through Friday nights at 6, 7, and 8 pm.
 - Lady Renegades Softball continued their spring practices this week at 6pm at the Softball Quad.
 - OBSC Soccer started practices this week, with games to start March 5, at the Sports Complex.
 - Golden Spikes continued practices this week at Nova Fields #2 - #5, as well as the Kiwanis Field at the Sports Complex at 6pm nightly Monday through Thursday.
 - Seabreeze High School Softball had their first home games at the Softball Quad on Tuesday night at 4:30 and 6:30.
 - Seabreeze High School Baseball had home games on Tuesday at 4pm and 7pm, JV and Varsity.
 - OBYBSA Recreational Program started practices this week at both Nova and Sports Complex.
 - Flagler Knights hosted their second "home" game at the Sports Complex on Championship Field #7 at 6pm on Saturday night.

- 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 fields for recreational, competitive, and high school teams
 - Prepped fields for high school games and practices
 - Laid crimson stone at the Wendelstedt Fields
 - Economy Electric continues to replace the bulbs at the Sports Complex and Nova Fields
 - Put out soccer goals for upcoming spring soccer season
 - Opened all soccer fields
 - Added clay and turface to fields
 - Laid out and started painting soccer fields for spring games
 - Rebuilding mounds at Nova Fields
 - Prepared and prepped 14 fields for tournaments this weekend on Friday, Saturday and Sunday
- 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.
- South Ormond Neighborhood Center
 - Splash Pad closed through March 15
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Jazzercise Monday
 - Youth basketball games this week
 - Training of new part-time Rec Leader
 - After school tutoring
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Planning and prep work for events in February through May, including REEL in the FUN, Art in the Park, EDC Grand Opening.
 - Assisted with City Commission workshop meals
 - Attended Memorial Service Committee meeting and assisting Memorial Remembrance Committee with planning tasks
 - Final Preparations for Reel in the Fun Fishing Tournament, February 20th, Central Park I
- Gymnastics
 - February session in progress
 - Trial classes are being offered to attract potential students
 - In process of hiring Recreation Leader
 - Open Gym Friday this evening

- Working on developing special needs cheer program
- 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.
 - Challenger Games of All Sorts met on Tuesday. During the six week program they will play volleyball, pickleball, and other favorite sports and games
 - Jr Jazzercise met on Wednesday from 5:00-5:45pm.
 - The Boys Basketball League will finish their playoffs this week.
- The Casements
 - Coastal Church met at Bailey Riverbridge on Saturday from 10:00 a.m. to 2:00 p.m.
 - A wedding ceremony was held at Bailey Riverbridge on Saturday from 4:00 p.m. to 5:00 p.m.
 - Missing Peace met at Bailey Riverbridge on Sunday from 10:30 a.m. to 11:30 a.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.
 - Builders repaired The Casements' west entrance from Monday to Wednesday.
 - The Casements Guild held a Board Meeting in the Preservation Room on Monday from 10:00 a.m. to noon.
 - The Memorial Day Service committee met in The Casements' Preservation Room on Wednesday from 11:00 a.m. to 1:00 p.m.
 - The Casements staff had a meeting on Wednesday from 12:00 p.m. to 1:00 p.m.
 - A healing workshop was held at The Casements on Wednesday from 2:00 p.m. to 5:00 p.m.
 - Docents gave a special tour to Hunter's Ridge Women's Club on Thursday from 10:00 a.m. to 11:30 a.m.
 - Guild members held a Gala planning meeting on Thursday from 10:00 a.m. to 11:00 a.m. at The Casements.
 - The Casements Guild crafters met in Room 205 on Thursday from 12:00 p.m. to 4:00 p.m.
- Parks Maintenance:
 - Citywide inspection of parks
 - Post reservation at pavilions
 - Inspections of pavilions for posted reservations
 - Assembled trash receptacles, repair bench and picket fence at Magic Forest
 - Pulled old guardrail posts out behind Bailey Riverbridge
 - Swapped out picnic tables at Nova pavilion #1
- Building Maintenance
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Tri-weekly inspection of DOT and facility lighting at various City locations
 - Tri-weekly lighting inspection of airfield runways, taxiways and signage
 - Perform preventative maintenance on two City-owned A/C systems
 - Repaired toilet at PAL House
 - Responded to calls of climate control concerns in various City facilities, delivered and installed space heaters where requested

- Re-ordered remote control units for electronic gates citywide locations
- Install amenities and got park restrooms open at Fortunato Park
- Maintenance work in men's room Police Department
- Installed handrails and toilet roll dispensers at Fortunato Park
- Replaced inline fuse for runway lights at the Airport
- Corrected fire inspection issues at WTP
- Drained and cleaned fountain at Fortunato Park
- Repaired decorative light on Ridgewood Ave
- Unloaded floating docks at Fleet
- Get insurance certificate from Ellis Mechanical
- Met various contractors for upcoming jobs at various city facilities
- Pickup new A/C unit for the Airport Tower

Police Department

Administrative Services.

- Staff attended mandatory FDLE Training at Daytona State College Advanced Technology Center.

Community Outreach

- Members of the Youth Directors Council (YDC) met on February 15 to review and prepare for the upcoming Regional Leadership Training to be held in Melbourne on Saturday, February 27. The blankets and jackets collected by the YDC in the Blanket Drive were delivered on Saturday, February 13. The drive was very successful and almost tripled the amount of items collected in 2015.
- The third, fourth and fifth grade READ program began February 9 in partnership with Ormond Beach Elementary School. The second grade READ program began on February 17. Currently there are ten second grade students registered.
- Taught DARE at St. Brendans, Calvary, Temple Beth El and at Osceola.
- Mentoring students at Tomoka and Ormond Elementary.

Community Services & Animal Control

- Animal calls: 48
- Animal Reports: 8
- Animals to Halifax Humane Society: 4 (3 Cats and 1 Dog)
- Injured Wildlife: 1

Criminal Investigations

- Cases Assigned: 37
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 9
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 6
- Larceny Car break: 10
- Grand Theft: 9
- Auto Theft: 1
- Police Information: 3
- Death Undetermined: 1

Records

- Walk - Ins / Window 112
- Phone Calls 132
- Arrest / NTA'S 30
- Citations Issued 114

- Citations Entered 114
- Reports Generated 155
- Reports Entered 122
- Mail / Faxes / Request 12

Patrol

- Total Calls 1,600
- Total Traffic Stops 231

Operations

Crime Opportunity Report Forms Issued: 265

- 2/9/16
 - Stolen Vehicle, 657 South Atlantic Avenue (Driftwood Beach Motel). Hyundai taken from the motel parking lot. Vehicle entered into NCIC/FCIC database as being stolen.
- 2/10/16
 - DUI, Bosarvey Drive and Halifax Drive. Adult male was pulled over for speeding. A DUI investigation was conducted which detected impairment. Subject was arrested and charged with DUI.
 - Burglary Business, 250 Williamson Boulevard (Tire Kingdom). Officers found an open door and discovered the business had been burglarized. Two flat screen television sets and a cash register drawer containing rolled coins were taken.
 - Battery on LEO, 353 West Granada Boulevard, Received a report of an assault on an employee at 353 West Granada Boulevard (Winn Dixie). Upon arrival officers were informed that an intoxicated transient was rummaging through a trash can and when confronted, threw the trash can lid at the employee. The transient attempted to depart the area prior to officers arrival on scene but was contacted by an off duty officer that had witnessed part of the incident. The suspect became physically argumentative and kicked one officer in the leg. Suspect was arrested.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A shoplifter was detained by loss prevention personnel and detained until officers arrived. The suspect was issued a Notice to Appear for retail theft and released from the scene.
 - Shoplifting, 1521 West Granada Boulevard, Wal-Mart. A shoplifter was detained by loss prevention personnel and detained until officers arrived. The suspect was arrested for retail theft and transported to the branch jail.
- 2/11/16
 - Pass-on Information, DUI Crash with injury, South Nova Road/Division; Adult female driver arrested for DUI following a crash investigation and failing a field sobriety test.
 - 440 Nova Road; 3 Carbreaks, Forced entry to three vehicles. Witnesses observed a suspect described only as a black male wearing a light colored shirt and driving a black SUV, possibly a Chevy Equinox, breaking into cars in the parking lot.
 - DUI, West Granada Boulevard and Fiesta Drive. Adult female driver narrowly avoided striking a patrol car parked on the side of the road with its emergency lights activated. The officer then stopped the vehicle and made contact with the driver. The driver was arrested for DUI after failing a field sobriety test.
 - Stalking, 1521 West Granada Boulevard (Wal-Mart). Victim reported her former/estranged husband sent her over 463 threatening text messages and made 672 phone calls to her cell phone in a single day. The husband was contacted and arrested for stalking.
 - Shoplifter, 1458 West Granada Boulevard (Bealls). Adult female suspect removed a pair of flip flops from the store without attempting to pay for them. She was detained by loss prevention officers, issued a Notice to Appear by officers and released from the scene.
- 2/12/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed concealing several items in his shopping cart and left the store without paying for the items.

- The suspect was detained by loss prevention personnel, issued a Notice to Appear by responding officers and released from the scene.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult female was at Wal-Mart with her boyfriend when he was arrested for shoplifting. During the contact with officers she consented to having her purse searched, several pills and straws used as drug paraphernalia were discovered. She was placed under arrest and transported to the branch jail.
 - Carbreak, 1 Manderley Lane. Victim's unlocked car was entered and several credit cards taken.
 - Burglary-Residence, 223 Woodland Avenue. Victim called in a burglary in progress at his home. The victim stated that a Hispanic male entered his home to take food and cigarettes. Per the victim, this has happened three nights in a row and he stayed up to catch the suspect. The victim reported that the suspect returned this date at which time he chased the suspect but lost sight of him at Hernandez Avenue and US1. Air 1 and Volusia County K-9 responded but were unable to locate anyone matching the suspect's description in the area.
 - Burglary-Business, 765 West Granada Boulevard (Olive Grove Apartments). An alarm sounding was reported to dispatch at 1:21 AM. Officers arrived and found recent pry marks on the building's front door. A responder arrived and found/reported that a flat screen television was missing from the interior of the business.
- 2/13/16
 - Trespassing Arrest, 145 East Granada Boulevard. Two suspects were located in front of businesses located in Granada Plaza soliciting money from customers. Both had previously been issued a trespass warning for similar conduct. Both males were placed under arrest for trespassing after warning and transported to the branch jail.
 - Warrant Arrest, 145 East Granada Boulevard. One of the subjects from the above incident had an open warrant for his arrest for failure to appear in reference to an open container. He was charged with being a fugitive in addition to the trespassing offense.
 - Aggravated Battery Arrest, 1137 South Nova Road Holly Hill. A suspect identified by Ormond Beach officers was contacted by Holly Hill officers regarding our active investigation. The suspect was arrested for committing an aggravated battery that occurred at 73 Riverbeach Drive on 02/13/2016.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two males were observed passing the checkout without paying for several food items. Both were detained by loss prevention personnel, issued a Notice to Appear by officers and released from the scene.
 - Warrant Arrest, 82 Pinecrest Avenue. An adult male subject was arrested based on an open warrant for possession of dangerous drugs with no bond allowed.
 - 2/14/16
 - Battery-Dating Violence Arrest, 49 West Granada Boulevard (The Grind). Victim reported that her ex-boyfriend approached her while she was sitting at the bar. He tried to reach for her cell phone to delete photos of him having cheated on her. He then physically grabbed her from behind, she had to struggle to break free/move away from him. The subject left the scene, he was located by officers at his mother's residence and placed under arrest for dating violence battery.
 - Traffic Arrest, 735 South Nova Road. Driver was stopped for a traffic violation at which time he gave officers a false name several times. It was determined that the subject had a suspended driver license. The subject was placed under arrest and transported to the branch jail
 - Warrant Arrest, 735 South Nova Road. During the course of a traffic stop officers discovered the driver had an open warrant for his arrest for possession of cannabis over 20 grams. He was arrested and transported to the branch jail
 - Battery Arrest, 133 South Halifax Drive. Adult male and adult female acquaintances became involved in a physical altercation in the street in front of 133 South Halifax Drive. A witness advised that they had observed the male subject on top of the female subject repeatedly hitting her on the head/face. The male suspect was placed under arrest for battery and was transported to the branch jail.

- Narcotics Arrest, 133 South Halifax Drive. The female subject involved in the above reported incident was found to be in possession of a crack pipe during the investigation. She was placed under arrest for possession of drug paraphernalia and transported to the branch jail.

- 2/15/16
 - Car Break, 1526 Poplar Drive. Two unlocked vehicles were entered by two males at which time they were confronted by the victim. One male suspect wearing a grey hoodie ran north between the houses. The second suspect, also wearing a grey hoodie, ran south. Responding officers established an area perimeter and obtained assistance from VCSO K-9 and Air One but were unable to locate either suspect.
 - Burglary Residence, 1302 Oak Forest Dr. The garage door was not fully closed/left ajar. The garage was entered and several fishing rods taken.
 - Car Break, 100 Block Division Avenue. Unlocked vehicle left parked on the side of the road overnight was entered and a laptop and wallet removed.
 - Burglary Residence, 1121 Parkside Drive. Garage door left open and a \$400 bike taken.
 - CarBreak, 1512 Oak Forest Drive. Victim contacted police to report someone had removed the garage door opener from his car.
 - Burglary Attempt-Residence-24 Crooked Tree Trail. Resident reported unknown suspect(s) attempted to pry and force entry to the back door of their residence. No entry was made
 - CarBreak, 1110 West Granada Boulevard (Houligans). Suspect broke out the passenger side window of a Dodge sedan and removed a tote bag containing miscellaneous items.
 - Narcotics, 153 University Circle. Officer contacted the suspect as he was sitting in his vehicle with an out of state registration in front of this address. Upon approaching the vehicle officers observed cannabis in the front passenger seat in plain view. The suspect was issued a Notice to Appear and released from the scene once it was determined that he was staying at the local address.
 - Warrant, 110 South Nova Road (Rivergate Plaza). Suspect was found by an officer sleeping in his truck, it was discovered that the suspect had an open warrant for his arrest for violation of his probation. The suspect was arrested and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 70
 - Number of Uniform Traffic Citations Issued: 88
 - Number of Written Warnings Issued: 2
 - Number of Parking Citations Issued: 1

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 13
 - Number of Crashes with Injuries: 2
 - Crash Investigation General Information:

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 0 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 3 Cases initiated
- 3 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and sixty-seven (67) telephonic inquiries.

Public Works

- **Engineering**

- **Project Summary**

- **Construction Projects:**

- **Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation** - Reviewed sanitary sewer post lining videos. All sanitary sewer pipe in the project has been lined and cutouts for the lateral connections have made to reestablish connection to the sewer main.
- **Ph II 2-Inch Watermain Replacement – Mainland** - The directional drilled sections of the new watermain along North Beach Street are being connected and the replacement service lines are being connected to the new main. New water meters have been assembled for Warwick Avenue and are scheduled to begin installation February 22.
- **Ph II 2-Inch Water Main Replacement – North Peninsula** – The Health Department has issued clearances for Anchor Drive, Alamanda Drive, Hibiscus Drive, and Bonnie View Drive. The contractor is in the process of testing and finalizing Brooks Drive.
- **Ph II 2-Inch Water Main Replacement – South Peninsula** – The Health Department has issued clearances for Wye Drive, Lucky Drive, and Ormond Parkway; work continues switching services.
- **Environmental Discovery Center** – The Contractor is working to install the tiles in the bathroom, AC ducts, concrete shed pad and parking lot driveways.
- **Nova Community Park Trail** – The contractor has completed the concrete trails and sidewalks. The thermo crosswalks and signage has been completed. The contractor has to install over 50 pallets of Bahia sod to restore the site.
- **North US1 Landscaping (Airport Road to I95)** – The contractor started irrigation installation at Airport Road, working north towards the Interstate.
- **Downtown Stormwater** – Contracts are being executed 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 delivery of the equipment.
- **OBSC Pavilion** – The pavilion construction is 80% complete. The patio brick pavers, fencing, landscaping and furnishings should be complete in a few weeks.
- **Fire Station 93 Roof** - Roofing materials are being ordered.
- **City Welcome Sign** – The shop drawings have been approved and the building permit is under review. The signs are currently being fabricated.

- **Design Projects:**

- **City Hall Chiller Pump Replacement** – The project was approved for bidding at the January 19th City Commission meeting. A Pre-bid meeting was held.
- **Laurel Creek Stormwater Pump Station Improvements** – Received 90% submittal for review and sent review comments back to consultant.
- **West Ormond Community Center** – Consultant submitted 6 conceptual plans and the due diligence report. Staff has reviewed and will meet with consultant on final draft of the design conceptual plan. Plan will then be presented to the City Manager and then City Commission.
- **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** – Plans and specifications for bidding have been submitted for City Commission disposition at the March 1 meeting.
- **Water Treatment Plant Controls and Pump Upgrade** – The consultant has submitted final plans and specifications; plans have been submitted for disposition at the March 15, City Commission meeting.
- **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 5th meeting. Grant applications are being prepared. A kickoff meeting was held to discuss access and design constraints. Staff has met with Ike, the manager of the

baitshop and went over the concept plan for the dock. He had no objections and will be kept informed as the project progresses.

- Woodridge Stormdrain Improvements – Investigated a potential outfall location to the Halifax River for a proposed storm drain which would reduce the flooding condition at the intersection of North Beach Street. Sent a letter to the resident requesting consideration of granting an easement for the new outfall. The resident responded and was not in favor of granting the easement due to concerns of siltation and overall impact to his property.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex has been included with the 2016 Resurfacing Project bid.
- Sanitary Sewer Inflow/Infiltration - System maps have been completed. Technical specifications for the project are being developed.
- Ph III 2-Inch Water Main Replacement – Mainland - Consultant design services work authorization has been prepared for Commission approval on March 15.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – The City has negotiated a proposal with the Consultant for design of an area on the South Peninsula between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements. A work authorization is on the agenda for approval at the March 15 City Commission Meeting.
- Effluent Outfall Replacement – 30% review meeting was held. Consultant will move forward with permitting and request for the submerged land lease from the State.
- 2016 Corrugated Metal Storm Pipe Repairs – Project has been scheduled for bidding disposition, for the March 1 Commission meeting.
- South Peninsula Reclaimed Expansion – The City has negotiated a Consultant design proposal for the remainder of the reclaimed distribution system on the South Peninsula. A work authorization is scheduled for approval at the March 1 City Commission meeting.
- Communications Infrastructure – The contractor has completed work at Ames House, and is working towards the completion of improvements at Nova Community Center. The finalization of work at Division Avenue will begin upon completion of work at Nova.
- Lincoln Avenue Parking Lot – Base drawings are being made for the design of the parking lot.
- 2016 Roadway Resurfacing – Project has been scheduled for bidding disposition, for the March 1 City Commission meeting.

Department Activities

Administration/Meetings/Customer Service/Other:

- Nova Road Landfill Closure - Reviewed semiannual ground water monitoring report and natural attenuation monitoring plan report, which has been prepared for and submitted to the FDEP.
 - Researched and provided parcel sketch and descriptions for the Orchard Street and Wilmette Avenue intersection, per FPL surveyor request.
 - Researched and provided old drawing information for City Hall/Cassen Park/Bailey Riverbridge Gardens areas to surveyor (Sliger), per request.
 - Completed elevation shot survey along 777 North Beach Street south lot from proposed storm pipe and outfall installation.
 - Completed sketch and legal description of 1662 North US1 annexation, per Planning Dept. request.
 - Revised and updated City's Standard Details.
 - Determined paver quantities for the downtown corridor area (Orchard Street to A1A).
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired concrete sidewalk caused by water main break on Biltmore Dr
 - Concrete grinding in Ormond Lakes
 - Poured sidewalk on Riverside 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
- Stump grinding citywide
- Removed fallen tree at Tomoka Oaks Blvd
- Trimmed on Grey Dapple Way, on Sandpiper Ln, and on US1 north of Highland Ave
- Removed palm at Performing Arts Center parking lot, and at Fortunato Park
- Removed oak at Ames Park

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on 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
- Poured shell at S Center St and Fleming Ave
- Cleaned debris on US 1 Hwy near Washington St
- Trimmed at Andalusia Ave and Fleming Ave and at N Nova Rd by Tomoka Oaks entrance

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
- Inspection of sign at 300 block of Airport Rd
- Inspected Sports Complex for installation of directional signs
- Performed inventory of roads that may need to be striped

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots – inspected, included beachside
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Cleaned mulch site on Airport Road

Mowing

- Bush Hog – SR40 ponds

Street Sweeping/Streetsweeper

- 97 miles of road cleaned
- 40 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
23,481

PM Services completed for the week:
Emergency—Vehicles and Equipment
4

Non-Emergency Vehicles and Equipment
26

Road Calls for the week:
0

Quick Fleet Facts:

- Fleet has 7,091 gallons of unleaded and 6,691 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,231 gallons of unleaded and 626 gallons of diesel.
- Fleet completed 74 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 – Received as-built drawings for review.
- Fire Hydrant Replacement Program – Reviewed IT department map of the fire hydrants to be replaced in this fiscal year. Contractor will be contacted concerning customer notification when hydrants are being replaced.
- Hunters Ridge Low Pressure FM Upgrade – Reviewing revised plans. The executed FDEP permit application form was received. Specifications are being prepared to be submitted with the permit application.
- Laurel Creek Stormwater Pump Station – Reviewed plans.
- Lift Station Rehabilitation – A design proposal was received from McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
- Lift Station 8M1 – Design and easement options discussed with the resident need to be addressed and incorporated into bid plans.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump was returned to TAW's shop for wear ring replacement. Pump installation is postponed until repair is completed.
- Rima Wells Auxiliary Power Generator – The contractor executed the contracts and returned them to the City for processing. Once the contracts are finalized a preconstruction meeting will be scheduled.
- Saddler's Run Lift Station Rehabilitation – As-built drawings were reviewed and final copies were requested.
- Sanitary Sewer Inflow Infiltration Project – Received collection system maps to isolate suspected areas of high infiltration for prioritizing system video activities.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) completed remaining lining activities. Some laterals remain to be grouted.
- Sodium Hypochlorite Storage Tank Replacement – Contract awarded to Florida Environmental Compliance Corporation under Resolution 2016-25.
- Storage Tank Repairs and Maintenance – Logo sketches are being prepared and design is commencing. A proposal was requested to rehabilitate the Breakaway Trails elevated storage tank.
- Water Plant Aerator Housing Rehabilitation (CIP) – Bid plans and specifications are prepared.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Water Plant Pump & Control Upgrades – Consultant is revising the 60% design plans.
- Utilities SCADA Upgrades – A revised proposal for design services from the consultant was reviewed and comments provided – awaiting receipt of final proposal.
- SPRC Projects: Granada Depot – Reviewed plans. Hulls Seafood – Reviewed final submittal plans. 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 Gateway – Sent information to the design engineer to evaluate the 6-inch force main capacity for a proposed development. Specialty Surgery – Reviewed plans. Vystar – Reviewed engineer response concerning the alternative

pumps selected for Zaxby's. System curves plotted over the new pump curves will be requested. The proposed pumps appear to be adequate. Standard Details – Reviewed 2015 edition. 1368 N. Oceanshore Blvd – Plans were approved for construction.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 36.40 million gallons for the week ending February 12, 2016 (5.20 MGD)
 - Backwashed 12 filters for a total of 587,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 34.36 Million Gallons.
 - Produced 15.15 Million Gallons of Reuse.
 - Produced 19.21 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.91 MGD, plant designed for 8 MGD.
 - Hauled 63.16 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 15 water service leaks.
 - Replaced 6 residential water meters.
 - Installed 8 new water service and meter connections.
 - Replaced or repaired 6 water meter boxes.
 - Replaced 4 water services due to aged piping.
 - Performed yearly scheduled pressure test of 6 City owned backflow preventers.
 - Scheduled & performed 3" water meter test at OBMS due to reading error, low flow side stopped. Repairs completed & meter retested accurate.
 - Responded to 22 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Performed maintenance on 5 fire hydrants.
 - Shutdowns performed during reporting week as part of the 2" Water Main Replacement Project: 2" water main disconnect on both intersections of Wye Dr. 2 - 6" water main connections, disconnection of 2" tap and 15 water service connections on Alamanda Dr.
 - Assist a local plumber shutdown the water system at 248 Ocean Shore Blvd due to a leak.
 - Backfill and complete landscape all water distribution crew performed excavation sites.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 74 regular and 1 Emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 13 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
 - Responded to 7 Requests for Utility Verification for residential and commercial properties.
 - Exercising main line low pressure sanitary sewer force main valves in Phase [1] of Hunters Ridge on a monthly basis.
 - Performed a PEP Tank rehab @ 4 Sun Drop Watch.
 - Cleaned and televised sanitary service @ 2 Creek Forest Dr.
 - Located and raised ss cleanouts @ 305, 320 and 350 Center St.
 - Checked all known trouble spots. All good @ current time.
 - Dug up the WWTP outfall pipe near the exit of the final tanks to determine the pipe size, type and source of a leak. Scheduling video of this line later this week as well.
 - Repaired a (1") reuse service leak @ 33 Tomoka Ridge Way.
 - Dug up the junction box @ 22 Little Tomoka Way, rewired and resealed the pump and floats. Tested - all ok.
 - Televised and cleaned the sanitary service @ 2 Creek Forest.

- Cleaned (3) sections of (12") Sanitary Sewer Main on Clyde Morris Blvd, this area is one of the trouble spots we regularly monitor.
 - Found and marked the sanitary clean out @ 609 North Ridgewood Ave.
 - Cleaned and televised the sanitary service @ 1478 West Granada Blvd.
 - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 22/21psi, Ocean Mist Hotel @ 20/18 psi, Ormond Mall @ 10/11psi.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/6psi. Foxhunters Flat (2 inch) 26/0 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Televised 22 laterals from PM list, found 15 that needed cleaning, 7 were clean and clear. These locations will be put on a 6 month follow up.
 - Performed annual root control on 8 sanitary service laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Bear Creek - After hours callout, contractor damaged force main, assisted station shut down and monitoring during repair of underground line, ok.
 - 8M2 & 8M3: change RTU batteries and grounds housekeeping.
 - HOMAC, pump #2 starter frequently tripping, replace thermal overloads - will monitor.
 - Airport Industrial Park, change RTU batteries, ok.
 - Poly Blend #1, replace entire skid assembly with new inventory, ok
 - Laurel Oaks, wild life damaging wiring in wet well, repairing wiring and apply bait for wild life.
 - McDonalds, 6P, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: SCADA Computer – WIN 911: 9M communications non-responsive, station operating fine - will address during regular working hours, perform WIN911 functional communications test at 11M, ok; 1M - phase loss, found FPL power down, found vehicular incident on Beach Street, power lines down, FPL restored power to station, ok; 12M – 8M3 – Shadow Lakes, FPL power down, weather related, tree down causing broken power lines, up generators as needed during interim, power restored, ok.
 - SCADA monitor/response: 3M – no starts pump #2, repair failed wiring, replace RTU batteries, ok; Shadow Lakes – pump #2 stuck on, controller not operational, replaced with new inventory, 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 PM's: Poly Blend #1; Grit Snail; Sand Filters, #1, #2, #3; Effluent Transfer Pumps, #1, #2, #3.
 - Quarterly Plant PM's: Grit Snail.
 - Semiannual Plant PM's: Sand Filters, #1, #2, #3.
 - Annual Plant PM's: Bar Screens, #1, #2.
 - Lift Station PM's: 16 monthly and 1 annual performed.
 - 66 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Lime slurry pump #1, replace worn pump tube, ok.
 - Paste Lime Slaker #1, removed and installed T-Bar assembly after painting, made adjustments to discharge shoot gate, ok.
 - LPRO Clear well #2, prepared for changeover to #1 unit.
 - Well 16D, burnt wiring noted, replaced power wiring and faulty main circuit breaker, ok.
 - Well 8D, replaced flow meter.
 - Well 17D, not responding, overloads tripped, reset, ok.
 - Polymer building, replaced worn cover over roof vent, ok.
 - Scrubber blower #2, replaced worn drive belts, ok.
 - Scrubber pump #3, lost prime, primed pump, ok.
 - Well PM's: Division 4, 5, 6, 7, 8, 9, 10, 15; Rima 38,39,40,41.

- Monthly PM's: LPRO feed pumps 1, 2, 3, 4; R.O. trains 1,2,3,4.
- 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 allowable exceedances for surface water discharge regulatory parameters have been reported during the past year. The results indicate an area of concern which could be contributing to the high copper concentration. Staff is drafting a notice to the facility to discuss the issue.
- Water Supply/Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor continues installation activities. The contractor is expected to complete the project within two months.
 - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices.
 - 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 weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for February 16, 2016, City Commission Meeting
- Staff attended and provided support for February 18, 2016, Neighborhood Improvement Advisory Board
- Agenda packet preparation and creation for February 24, 2016, Budget Advisory Board
- Agenda packet preparation for March 1, 2016, City Commission 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.