

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 30, 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 discussions with IT Manager, and City Attorney
- Agenda packet review
- Prep work for upcoming QLB meeting

Spoke to, attended and/or met with:

- Rotary meeting
- Phone discussion with Ms. Rojas regarding dangerous dog ordinance
- Meeting with Commissioner Partington, senior staff and outside counsel re: dog park.
- Individual Meetings with City Commission regarding Compensatory storage Team Volusia Executive Committee meeting
- Meeting with senior staff, attorney Rob Merrell, and representatives regarding Minto's Oasis and Birchwood/Cypress Trails projects
- Chamber of Commerce Board meeting
- Meeting with City administrative and legal staff and counsel for the YMCA re: Dog Park.

Community Development

Planning

- ProjectDox: Staff monitors digital signatures on electronic plan submittals and has noticed that some of the digital signatures are highly suspect. It appears that some licensed design professionals do not have third party authenticated digital signatures as required by state law. Digital signatures appear to be self-authenticated. Staff has sent notice effective September 26, 2016, that all licensed design professionals submitting drawings to the City of Ormond Beach will be required to complete a Digital Signature Form and submit it to ProjectDoxAdmin@ormondbeach.org for verification of their third Party Certification Authority. If the digital signature does not meet City requirements, the design professional will be notified how to correct it. Even if design professionals have already been submitting digitally sealed drawings to the City of Ormond Beach, the Department has indicated they still will be required to submit the Digital Signature Form so that their signature can be verified and the form is on file with Planning and Engineering. The Digital Signature Form can be found on the ProjectDox dedicated site on the City's main web page, www.ormondbeach.org.
- Compensatory Storage: The City Manager, Assistant City Manager, Planning Director, City Engineer and Deputy City Engineer met individually with commission members regarding compensatory storage.
- Randy's Auto Body: Staff met with Jim Morris and the Crabtree's regarding their desire to once again have a car rental business at 96 S. Yonge Street. Staff expressed support as in 2011 but a number of unlawful activities continue to occur on residential properties such as the storage of vehicles requiring repair and parts which must be corrected first.
- 100 N. Halifax Neighborhood Meeting: Staff attended a neighborhood meeting at the church site to discuss proposed plans for a 10 unit residential condominium housing development. The

owner is Ed Schwarz. Approximately 25 residents attended the meeting. There were many questions, and answers, no specific objections were stated.

Building Inspections, Permitting & Licensing

- 379 inspections performed (3 performed by private providers)
- 7 new business tax receipts issued.
- 86 permits issued with a valuation of \$1,935,476.

Development Services

- The SPRC did not consider any business this reporting period.
- Approved projects under construction (percentage completed):

Project	% Complete
30 Lincoln Avenue	5%
146 North Orchard Street	92%
783 North US 1	5%
Children's Workshop Expansion	95%
Dollar General	30%
McDonald's at 1520 N US Highway 1	0%
McNamara warehouse	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	45%
Chelsea Place, Phase 3	65%
Ormond Renaissance Condo	2%

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings continues discussions with potential developers/buyers of the master planned project. Staff and Tomoka Holdings are discussing the costs of extending the utilities along north US 1 to the project. Conceptual plans are underway for a prospective office development project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- A prospective manufacturer is interested in the purchase of 11 Aviator Way in the Airport Business Park, which was vacated by Germ Free Labs upon the relocation of their headquarters to 4 Sunshine Blvd. Staff has provided a Growth Assistance Program funding application for the projected job creation and capital investment.

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

- Staff participated in the Business Retention and Expansion (BRE) Workshop for Volusia County economic development professionals. It was well attended and offered best practices in programs to better serve the local businesses. Staff is working with County economic development staff to craft a BRE process between the County and City.
- Staff worked with the videographer of the 2016 State of the City annual luncheon to complete the video with the theme "An Investment of a Lifetime."

Prospective Business Attraction/Retention/Expansion

- Staff worked with a New Jersey manufacturing firm for the past year in a recruitment opportunity. The company is planning to relocate to 3 Aviator Way and is expected to expand the building.

The City Commission approved the Growth Assistance Program economic development incentive and the resolution was transmitted to the Florida Department of Economic Opportunity in preparation of a formal state incentive agreement. As the calendar year end is approaching, DEO requested Prime Global to prepare a modification to the QTI Application and extend the first year job creation period so it encompasses all of 2017, which was completed and agreed to by staff.

- Staff conducted the Strategic Economic Development workshop on Saturday, August 27. A follow-up work session was conducted with the Main Street Economic Restructuring Committee to discuss the downtown development strategies. The SEDP will be presented to the City Commission on November 1.
- Staff is working with 2 existing Ormond Beach businesses to facilitate their retention and expansion needs. These companies have out grown their current space and may need to build new structures to accommodate growth. Conceptual plans are underway.

Airport Operation and Development

- Work continued on the construction phase of the Taxiway Golf project. Paving of the main taxiway surface has been completed. Installation of remaining signage and airfield electrical components will commence while the new pavement cures. Staff participated in additional training exercises on the systems and control interfaces in the new electrical vault, and the new airfield lighting control panel in the air traffic control tower.
- Staff updated the airport's profile and facilities information for publication in the next edition of the Florida Airports Council membership directory and buyer's guide.
- Staff participated in a meeting of the East Central Florida CFASPP Committee this week, held at the Flagler Executive Airport. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and FDOT to answer the need for a method to help maintain a viable, statewide aviation environment. The objective of FAA, FDOT and CFASPP is to maintain and enhance the Florida aviation system. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with constant changes by updating the FASP periodically.
- Staff participated in an FAA Safety Team (FAASTeam) meeting at the Daytona Beach International Airport this week. The topic of the meeting was "Local Area Operations." Staff and air traffic control personnel from the Daytona Beach, Flagler County, New Smyrna Beach, and Ormond Beach airports presented facility-specific information on operational procedures and noise abatement practices to an audience of local pilots, flight instructors, and student pilots. The mission of the FAASTeam program is to improve the Nation's aviation accident rate by conveying safety principles and practices through training, outreach, and education; while establishing partnerships and encouraging the continual growth of a positive safety culture within the aviation community.
- Staff continues to work with Nextower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 32 Journal Entry Batches (#6281 – 6384).
 - Approved 12 Purchase Requisitions totaling \$41,459.33.
 - Issued 14 Purchase Orders totaling \$64,180.90.
 - Processed 3,530 cash receipts totaling \$448,648.93.
 - Prepared 152 Accounts Payable checks totaling \$864,096.90 and 51 Accounts Payable EFT payments totaling \$1,563,569.68.
 - Prepared 19 Payroll checks totaling \$18,052.60 and 330 Direct Deposits totaling \$397,523.89.
 - Transferred IRS 941 payment of \$151,420.40
 - Processed and issued 6,910 utility bills with billed consumption of water of 38,124K.
 - Processed 1,165 utility bill payments through ACH totaling \$121,108.17.
 - Issued 326 past due notices on utility accounts.
 - Auto-called 196 utility customers regarding receipt of a past due notice.
 - Processed 218 payments through Interactive Voice Response System totaling \$23,829.06.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (10/7)
 - Open Gym Dates for October 2016 (14, 21, 28)
 - Florida Licensing on Wheels (10/11)
 - 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.
 - Worked with staff to finalize State of the City video, program, and seating chart.
 - Completed summaries for before and after City Commission meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted High Visibility Enforcement grant (Police) request to FDOT.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 11
- Hazardous: 3
- EMS: 102
- Motor Vehicle Accidents: 6
- Public Assists: 53
- TOTAL CALLS: 177

- Aid provided to other agencies: 17 Calls: Daytona Beach (4), Holly Hill (2), Volusia County (11)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 48
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 82
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 263

Training Hours

- NFPA 1001: Firefighting 27
- NFPA 1002: Driver 12
- NFPA 1500: Safety/Equipment 19
- NFPA 1620: Preplanning 14
- EMT/Paramedic 22
- TOTAL TRAINING HOURS: 94

Station Activities

- Updated 21 pre-fire plans
- Conducted 7 fire inspections
- Gave a presentation on fire safety to 25 children at Grace Academy

Significant Incidents

- 9/23/16, 6:10 PM: Kathy Dr. – Structure Fire – Provided assistance to Volusia County – upon arrival found a single family home with heavy fire in attic and garage – Quint 91 set up aerial device and secured a water supply – crews cleared scene at 9:37 PM.

- 9/24/16, 11:59 PM: Neptune Ave./Ocean Shore Blvd. – Motor Vehicle Accident – Responded to a single vehicle that hit curb and rolled over – one patient transported as a trauma alert – a firefighter paramedic assisted EVAC during transport.

Human Resources

Staffing Update

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, governmentjobs.com, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was re-advertised 8-29-16 on the City web site, governmentjobs.com, FACE, and AACE, and will remain open until 9-30-16.
- Treatment Plant Operator C, B, or A (Wastewater/Public Works) was advertised on 9-23-16 on the City web site and on governmentjobs.com and will remain open until 10-14-16.
- Accounting Technician (Finance) was advertised 9-22-16 on the City web site and governmentjobs.com and will remain open until 10-14-16.
- Part Time Community Events Leader (Leisure Services) was re-advertised 9-21-16 on the City web site and governmentjobs.com and will remain open until 10-14-16.
- Part Time Therapeutic Aide (Leisure Services) was advertised 9-21-16 on the City web site and governmentjobs.com and will remain open until 10-14-16.
- Part Time Recreation Leader (Nova/Leisure Services) was advertised on 9-22-16 on the City web site and governmentjobs.com and will remain open until 10-21-16.

Applications Under Review

- Utility Sludge Hauling Technician (Public Works)
- Maintenance Worker III – Water Distribution (Public Works)
- Part Time Community Events Technician (Leisure Services)
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services)

Interviews Scheduled

- Firefighter/EMT

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

- Purchasing Coordinator (Finance)
- Police Officer (Police)
- Construction Engineer (Engineering)

Separations

- Firefighter/EMT (Fire) effective 9-30-16
- Part Time Box Office Attendant (Leisure Services) effective 9-23-16
- Part Time Account Clerk II (Finance) effective 9-28-16

Employee Events

- NEOGOV applicant tracking software went live September 21
- Employee Appreciation Day will be held on October 19
- Open Enrollment meetings for employee benefits will be held November 16 - 18

Risk Management Projects

- Attend Claims Committee meeting
- Complete subrogation demands and receipts

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations.
 - Finance – Interactive Voice Response System – System went live Wednesday evening of 8/3/2016 and has been successful. No major issues week 8.
 - Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients continues system wide.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 15 New work - 43 completed - 41 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service
24,210 Inbound E-Mails Blocked 16,716

Total Inbound E-Mails			
Delivered Inbound E-Mails	17,212	Quarantined Messages	282
Percentage Good Email	50.3%	Virus E-Mails Blocked	308
 - Notable Events:
 - None.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 2 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 822
 - Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Pay Plan Review
- Contract Manager – Grounds and Athletic Maintenance
 - Operations meeting with Grounds Maintenance account manager
 - Operations meeting with Athletic Maintenance account manager
 - Public Works meeting
 - Site inspections of Grounds Maintenance service areas
 - Site inspections of Athletic Maintenance service areas
 - Site visits with account managers
 - Conduct 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 1 pm daily.
 - OB Pride Football continues practicing Monday through Thursday nights at 5:30 pm at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - Adult Soccer League finished their season this Sunday at 10 am.
 - OBSC Recreational and Competitive Program continued practicing this week.
 - Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6 pm.
 - Ormond Beach Golden Spikes continued practices this week on Nova Fields 2-5 and at the Sports Complex on the Kiwanis Field at 6 pm.
 - City Flag Football games started this week at the Sports Complex on Quad 3 and the Kiwanis Field at 5:45 and 7 pm Monday through Friday nights.
 - Seabreeze High School Baseball Team continued its fall season with practices on Monday and Thursday at 3:30 pm at the Sports Complex on Wendelstedt Field 3. They also played home games Tuesday at 4:45 pm on Wendelstedt Field 1.
 - Pop Warner Football played at home on Saturday at Championship Field 7.
 - SHS JV Football hosted another home game on Thursday night at 6 pm at the Sports Complex on Championship Field 7.
 - Halifax Academy hosted a game on Monday night at 7 pm at the Sports Complex on Championship Field 7.
 - OBYBSA Baseball started games this week at the Sports Complex on Quads 1 and 2 with Boys' Pinto games. Boys at Nova are still practicing and will start games next week.
- Athletic Fields Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily cleanup of Limitless Playground by the Softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Greased and cleaned equipment
 - Continued dragging infields
 - Took down soccer nets on Multi-Purpose Field 11
 - Painted football fields 11 and 12 for Pride practices
 - Painted soccer grass parking lot
 - Set up soccer fields for recreational and competitive games/practices
 - Set up Soccer Field 1 for Sunday Adult League
 - Painted Soccer Fields 1-10
 - Set up and painted Championship Field 7 for Pop Warner, SHS and HA football games
 - Re-installed batting nets at Wendelstedt
 - Set up batting cages at Quad to be used by baseball teams
 - Dug out bottoms of fences that were being repaired by AAA
 - Finalized fields repairs at Osceola for play
 - Painted/set up flag football fields at Quad 3 and Kiwanis
 - Installed hitting mats at Quads 1- 4
 - Installed home plates down into clay on Tee-Ball Fields
 - Put out goals on remaining soccer fields for recreational opening day games
- Senior Center
 - King Jesus Ministries class was held on Friday from 7:00 pm to 9:00 pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
 - Church of Jesus dinner was held on Saturday from 5:00 pm to 10:00 pm
 - King Jesus Ministries was held on Sunday from 9:00 am to 1:00 pm
 - Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm

- Performing Arts Center
 - CMT held regular classes Monday through Friday.
 - Follies held regular classes on Tuesday.
 - Kopy Kats held regular classes on Thursday.

- South Ormond Neighborhood Center
 - Splash Pad open through Dec 1
 - Open park and playground sunrise to 11pm daily
 - Fitness room
 - Open gym
 - YMCA fall soccer was held Monday, Wednesday and Friday from 5:45-7:45pm
 - Pavilion rentals Saturday and Sunday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Cleaning and organization of Community Events storage areas - ongoing
 - Assisting with 2016 Senior Games tasks
 - Tasks and assignments for the State of the City Luncheon
 - Preliminary planning for the following upcoming events:
 - Employee Appreciation Day Luncheon
 - Veterans Day Dinner
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa
 - Began mail out of 800 sponsorship letters and flyer for Home for the Holidays Parade

- Gymnastics
 - Classes are going well and growing
 - September session in progress
 - Registration open for October session
 - Trial classes are being offered to attract potential students
 - Working with area high schools to attract potential students
 - Open Gym this evening, 6-8pm

- 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 continues to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
 - Challenger Soccer played inside this week because of the rain.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - The Girl Scouts recruitment fair took place on Saturday, September 24 from 10:00 am-3:00 pm.

- The Casements
 - A wedding ceremony was held at Ames Park on Saturday from 3:00 p.m. to 5:00 p.m.
 - A wedding reception was held on the North Lawn on Saturday from 12:00 p.m. to 11:00 p.m.
 - The Casements' exterior painting continued throughout the week.
 - Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 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 class met on Tuesday morning at The Casements.

- The Casements Guild held their first general body meeting of the new fiscal year on Wednesday from 9:30 a.m. to 12:00 p.m. in the gallery.
- Zumba class met on Thursday at The Casements.
- The Casements Guild Crafters met on Thursday from 11:30 p.m. to 3:30 p.m. in Room 203.
- Casements Camera Club took down their photographs in the gallery on Friday from 12:30 p.m. to 3:30 p.m.

- Parks Maintenance
 - Citywide inspection of parks
 - Inspected and posted reservations at pavilions
 - Cleaned paths to dock at Sanchez Park
 - Replaced two missing playground parts at soccer playground, Sports Complex
 - Concrete pour and set two sleeves for foul poles with Streets Division, Sports Complex
 - Replaced worn playground pieces at Limitless Playground

- 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
 - Weekly inspection of Andy Romano and SONC Splash Pad
 - Hung donation box in the EDC
 - Repaired the combination lock at Fire Station 94
 - Repaired the gear washer at Fire Station 92
 - Fit plywood to windows and doors for hurricane preparedness at City Hall
 - Picked up and cut wood strips for firing range at the Police Department
 - Replaced water damaged ceiling tiles Performing Art Center
 - Repaired lights at Nova in the gym, office and activity room
 - Replaced ceiling tiles in the studio at PAC
 - Repaired sticking door at Greg Smith Field House
 - Cleaned algae stain on the fountain at PAC
 - Cleaned gutters on the second story at The Casements
 - Cleaned sidewalks around the parking lot at PAC
 - Hung the dry erase board at the Police Department
 - Replaced toilet flapper at the Ormond Art Museum
 - Repaired light switch in the bunk room at Fire Station 93
 - Repaired handicap toilet in the PAC lobby
 - Repaired men's outside toilet at Nova
 - Installed new A/C unit in the press box
 - Installed new sinks at Sanchez Park
 - Repair ladies' room toilet at Central Park 1
 - Removed dilapidated sheds at PAL House

Police Department

Administrative Services

- Attended Weekly Staff Meeting.
- Guest speakers at the Lunch and Learn with the Chamber of Commerce.
- Conducted an Awards Committee Meeting.
- Conducted the monthly Supervisors Meeting.
- Attended the PAL Board of Directors Meeting.
- Attended the Volusia League of Cities dinner.

- Assisted in reading names at the National Day of Remembrance Ceremony.

Community Outreach

- The Youth Directors Council met to review upcoming community service projects. Some members of the YDC will be assisting at the Explorers conference to be held at Keiser University Saturday October 1, 2016.
- Science on Patrol at the Ormond Beach Middle School begins October 4, 2016. The Ormond Beach Middle School program is 10 weeks and is designed to assist youths with increasing their math and science skills through the resolution of crime scene scenarios.
- Science on Patrol at Ormond Beach Elementary School begins October 13, 2016. The 6 week program is designed to help 4th and 5th grade students increase their skills in the scientific method.
- Taught DARE at Osceola Elementary, Tomoka Elementary, Pine Trail Elementary schools and Riverbend Academy.
- Taught SLAP class at the Police Department on Wednesday September 21, 2016.
- Assisted with the Special Magistrate hearing.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Bites: 0
- Animal Reports : 4
- Animals to Halifax Humane: 1
- Trap/Neuter/Release: 2

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 5
- Inactive: 14
- Fraud: 5
- Burglary Business: 3
- Burglary Residential: 7
- Larceny Carbreak: 7
- Grand Theft: 5
- Auto Theft: 0
- Offense Against Family/DCF Reports: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Police Information: 0

Records

- Walk - Ins / Window 118
- Phone Calls 101
- Arrest / NTA'S 25
- Citations Issued 98
- Citations Entered 141
- Reports Generated 139
- Reports Entered 115
- Mail / Faxes / Request 37

Patrol

- Total Calls 1,402
- Total Traffic Stops 162

Operations

Crime Opportunity Report Forms: 116

- 09/21/16
 - Grand Theft, 777 South Nova Road. A subject was allowed to go to the back of the business to use an outlet to charge a phone. While in the rear of the business, the suspect stole an X-box and he left on foot.
 - Carbreak, 12 Shawnee Trail. No forced entry to the vehicle was found. The victim believes that his nurse's aide took money from his vehicle.
 - Grand Theft, 229 Pine Cone Drive. Multiple people have been in the residence during the time frame so it is difficult to pin down. Watches and jewelry taken. There were no signs of forced entry to the residence.
 - Carbreak, 703 Buena Vista Avenue. No signs of forced entry to the vehicle. A 45 caliber Smith and Wesson was taken.
 - Traffic Arrest, 200 Block of South Atlantic Avenue. A traffic stop investigation revealed that the suspect was driving with a suspended license.
- 09/22/16
 - Strong Arm Robbery, 1521 West Granada Boulevard. Two subjects, one described as a male and the other as a female, were observed by Loss Prevention shoplifting. When confronted by the Loss Prevention Officer the male physically resisted and broke free. Both subjects fled in a dark colored passenger car.
 - Burglary Residential, 5 Cypress Circle #B. Homeowner advised that upon returning home from work, the money from a savings jar was missing. There were no signs of forced entry to the home and the victim suspects that a previous tenant may be responsible.
- 09/23/16
 - Narcotics Arrest, 1 South Beach Street (Cassen Park). The suspect was contacted in reference to a well-being check after an officer observed her sitting in her vehicle for an extended period of time. The suspect was found to be in possession of narcotics and paraphernalia.
 - Stolen Vehicle, 888 Willow Run. A rental vehicle was stolen from driveway overnight by a known acquaintance. The suspect later text messaged the victim and told her where the vehicle was in Daytona Beach. Daytona Beach Police located the vehicle in their city.
 - Warrant Arrest, 41 Abacus Avenue. The suspect was contacted at his residence in reference to having an open warrant for his arrest.
 - Narcotics Arrest, 100 Block South Yonge Street. Vehicle was stopped for a traffic violation. The suspect was arrested for initially lying about his name and later discovered to not have a valid driver's license. Subject was also found to be in possession of a misdemeanor amount of marijuana and drug paraphernalia.
 - Shoplifting Arrest, 250 East Granada Boulevard (CVS Pharmacy). A report of a theft was taken the day prior when the suspect was observed by managers of the business stealing over a thousand dollars' worth of makeup. The suspect then fled on foot. The following day the suspect responded to the Daytona Beach Police Department on an unrelated incident at which time Ormond Beach Police were notified. An officer responded and spoke with the suspect who admitted to the theft.
- 09/24/16
 - Narcotics Arrest, 300 Block South Atlantic Avenue. A traffic stop was conducted at which time a small amount of narcotics were located in the vehicle.
 - Narcotics Arrest, Salvador Place and Flormond Avenue. An officer conducted a traffic stop for a traffic violation. Upon contact the suspect admitted to having narcotics in the vehicle.
 - Burglary Residence, 58 Malaga Avenue. An unknown suspect entered the enclosed front porch and removed a power saw and a chainsaw. No signs of forced entry to the residence.

- Driving Under the Influence Arrest, 20 South Young Street (Magic Car Wash). The suspect was found passed out in his car in the parking lot. Officers conducted field sobriety test and determined that he was under the influence.
- Burglary Business, 1110 West Granada Boulevard (Houligans). A male broke the glass at the front door of the business and ran inside. Once inside, the male collected all the coins that were in the pool tables. He then fled on foot.
- Narcotics Arrest, 110 Williamson Boulevard (Denny's). Management called in a suspicious vehicle parked in the back of the business. Contact was made with the suspect who was in possession of narcotics and paraphernalia.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls Department Store). The suspect was stopped by loss prevention for shoplifting clothes.
- Domestic Violence Arrest, 274 Palm Place. The suspect was arrested for a physical altercation and threatening the victim with a pocket knife.
- Burglary Attempt Business, 394 South Yonge Street #B (Metro PCS). An unknown masked suspect is on video walking around the business before attempting to gain entry by throwing a large rock through the front window.
- 09/25/16
 - Burglary Residence, 1614 North US1 (Econo Lodge). The victims claimed that while they were out an unknown suspect gained entry into their motel room and stole \$100 cash, a cell phone, two bracelets and a watch. The room was locked when they returned and there was no sign of forced entry. The victims advised that they found a crowbar located in the room that did not belong to them.
 - Domestic Violence Arrest, 1415 North Beach Street. The suspect was arrested for battering the victim.
 - Trespass Arrest, 3 North Yonge Street (Sunoco). The suspect was arrested for trespassing after warning.
 - Narcotics Arrest, 100 Block Ponce De Leon Drive. Officers spotted an occupied suspicious vehicle and while investigating they found a small amount of narcotics.
- 09/26/16
 - Grand Theft Arrest, 500 Shadow Lakes Boulevard #164 (Shadow Lakes Apartments). The suspect was temporarily staying with the residents at this location. The suspect was found trying to load a television from the apartment into a car that he had moved around the corner to hide the act. Neither the television nor the car belonged to the suspect.
 - Warrant Arrest, River Beach Drive/South Halifax Drive. The suspect was contacted and found to have an open warrant.
 - Carbreak, 90 Plaza Grande Avenue. The victim advised he left his vehicle unlocked and loose change was taken from the vehicle. A Detroit Tigers hat was possibly left behind by one of the suspects.
 - Carbreak, 923 Cordova Avenue. The victim's vehicles were left unlocked and an emergency kit was taken from one of the vehicles.
 - Carbreak, 220 North Nova Road. The victim's recreation vehicle was broken into by breaking out a side window, but nothing appeared taken. The RV was in a storage compound behind The Trails Publix.
- 09/27/16
 - Dating Violence Arrest, 1567 North US1, #228. Two males that were traveling together got into a physical confrontation at the motel. Both agreed that the suspect struck the victim in the face. The victim refused to cooperate.
 - Domestic Violence Arrest, 324 Andalusia Avenue. Officers responded to a physical confrontation between a father and his adult son. The suspect struck the victim with a pipe.
 - Strong Arm Robbery, 1298 West Granada Boulevard. We received a call of a shoplifting at Petco. When the suspect was confronted by the victim the suspect hit the victim with his backpack. The only item taken was a box of salt.
 - Domestic Violence Arrest, 165 Division Avenue. The suspect threatened to hit the victim.
 - Carbreak, 120 South Nova Road. The victim advised his vehicle was broken into through an unlocked driver's door. A pair of Van shoes and an E cigarette were taken.

- Warrant Arrest, 484 South Atlantic Avenue. The suspect was placed under arrest for an open warrant for Failure to Appear for Grand Theft and Possession of Cannabis.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 37
 - Number of Uniform Traffic Citations Issued: 46
 - Number of Written Warnings Issued: 9
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 5 Cases initiated
- 13 signs have either been removed or sign cases created.
- 28 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and seventy-nine (79) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Completed the remaining water meters for South Capri Drive. Completed tie-in for Willow Place, west end. Completed west end tie in for Washington Place.
- Downtown Stormwater – Hardscape installation has commenced, final landscape grading is taking place, a landscape pre-construction meeting was held on Tuesday, September 20 where plant selections were finalized.
- WWTP Sludge Thickener Improvements – The one tank is now operational with the new aerator in place. The contractor has dewatered the second tank and has removed the grit and poured the concrete slab. The aerator has been installed and contractor is installing electrical controls and connections. A startup of the aerator for the second tank is scheduled for next week.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Continued to replace curb on Memorial Circle, approximately 80% complete. Continued to replace curb on Forest Hills Blvd., approximately 95% complete. Installed 1 speed hump on entrance road at the Sports Complex.
- Lincoln Avenue Parking Lot – The project is complete except for the lighting - fixtures are scheduled for delivery in October.
- Water Treatment Plant Lime Silo Dust Arrestor – The metal building was delivered September 12, a pre-construction meeting has been scheduled for October 13; the vendor has updated the delivery schedule and anticipates delivery of the dust arrestor late October.
- Water Treatment Plant Controls and Pump Upgrade – A pre-construction meeting was held on Friday, September 16; a Notice to Proceed will be issued for October 17.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8th. Contractor has submitted equipment shop drawings for approval. Permit application was submitted to the Building Division. Contractor waiting on delivery of control panels.

Design Projects:

- South Peninsula Reclaimed Expansion – The City is completing review of 60% plans submitted by the Consultant.

- West Ormond Community Center – Staff is coordinating with its consultant on a scope of work for the next phase – Feasibility Study.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized. Construction funding is available in FY 16/17, therefore the project will be bid for award after October 1.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. Staff received a Request for additional information from FDEP for the permit application that was submitted. Staff's consultant will prepare a response.
- Sanitary Sewer Inflow/Infiltration – Continued work on bid documents to include revised Site Work specifications and Lane Closure Restrictions on SR40 per FDOT requirements. Location maps and bid items have been revised for base bid and Alternates 1 & 2.
- Effluent Outfall Replacement – Consultant is finalizing design plans. The ERP Permit has been issued. The state is reviewing the request for the submerged land easement.
- Forest Hills Connector Trail – Staff is working on the trail alignment and preliminary plans.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – The Purchase Authorization approved by City Commission at the September 6th meeting was sent to the Vendor for final execution. Staff is soliciting installation quotes.
- Ph III 2-Inch Water Main Replacement – Mainland – Preliminary comments have been provided to the consultant based on the 60% plans.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Consultant is finalizing 60% plans for staff review.
- Downtown Stormwater Phase 2 - Consultant is developing a scope of work and proposal for the Phase 2 construction plan development.
- Fleming Ave Stormdrain Improvements - A kick-off meeting was held and various solution alternatives discussed consultant will proceed with modeling the alternative solutions to determine the best solution.
- Wilmette Avenue Pumping – City staff has provided comments on the 60% plans to the Consultant.

Department Activities

Administration/Meetings/Customer Service/Other:

- Staff is meeting individually with City Commission members to discuss changes to the Land Development Code regarding compensatory storage.
- Staff met with members of the Ormond Lakes Home Owners Association, Lakes Committee, to discuss preventative maintenance on and around their lakes and stormwater conveyance system.
- Reviewed plans and created approved multiple Work-in-the-Right-of-Way permits for directional bore and conduit placement at for River Oaks Phase 2 subdivision, per Brighthouse request.
- Reviewed plans and created approved Wetland Protection permit for 2278 John Anderson Drive proposed dock.
- Continued adding proposed sidewalk to the Forest Hills Sidewalk construction plans, per Project Manager's comments.
- Continued creating As-Built drawings for North US1 Median Landscaping project.
- Researched old drawing files and documents relating to the Thompson Creek area, per Planning Department request.
- Modified drawing plan set for the Granada Median Repair project, per project Manager's comments.
- Researched and provided information of fire hydrant flow testing for mains in front of Energizer Inc., per Consultant's request.
- Re-created Plat electronically from paper copies, for New Britain Storm Water project.
- Created new Fiber Optic Standard Details to be included in the City Standard Construction Details set.

- Completed Right-of-Way stakeout along the South right-of-way of Florida Avenue, per Neighborhood Improvement Division request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Assist Parks Div with pouring concrete for sports poles at Sports Complex
- Cut out driveway section and pour concrete on Ocean Grove Dr
- Concrete work on broken areas of sidewalk on N Old Kings at Sterthaus Dr
- Basin work at Rockefeller
- Concrete work at Milton Pepper Park

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin Ave - parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Trimming in Trails Subdivision (Iroquois Trl); Tara Pl; Nova Rec; Ormond Lakes Subdivision (Cliffside Dr); 400 block of Northside Dr; Division Ave to RR tracks
- Tree removal at S/W corner of Melrose & N Ridgewood Ave

- 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 (Department of Transportation) 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 John Anderson Dr & N Halifax Dr; Hand Ave West of S Center St

- 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 and straightened signs in various locations
- In-shop training
- Replaced Pedestrian Crossing sign on S Ridgewood Ave
- Checked striping on Interchange Blvd
- Looked for downed Speed Limit sign on 400 block of Ocean Shore Blvd
- Replaced End School Zone sign post and anchor on Ridgewood Ave
- Replaced thermo plastic stop bars in various areas of the city
- Reinstalled number signs on post (ball fields) at Sports Complex

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected citywide
- Inlets – inspected and cleaned citywide
- Basin cleaning and inspection – citywide, all zones
- Hotspots citywide

- Removed pipe from new park area on Lincoln Ave
- Inlet locate on A1A west side
- Gradall in Milton Pepper Park
- Inspected depression on Riverside Dr
- Pipe & basin repair on Rockefeller Dr
- Basin & inlet inspection/cleaning various locations

Mowing

- FDOT mowing – SR40

Street Sweeping/Streetsweeper

- 130 miles of road cleaned
- 36 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
31,253

PM Services completed for the week:

Emergency—Vehicles and Equipment

1

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 4,904 gallons of unleaded and 6,262 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,558 gallons of unleaded and 1,359 gallons of diesel.
- Fleet completed 59 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – Plans were received for review.
- FDOT ITS Event Managing – Received plans to install dynamic messaging signs for review.
- Fire Hydrant Replacement Program – Contractor is underway with the second annual period scope of work. FDOT permit plans are completed for the hydrants at 400 S Atlantic and 621 S. Atlantic.
- Lift Station 10M & 12M Rehabilitation – A new wetwell is proposed by team as a result of constructability and bypass considerations. Additional survey information is required to determine appropriate location. Common areas have blanket easements for utilities. Pump information for upstream LS 9M reviewed for Lift Station 10M design considerations.
- Lift Station 8M1 – A pre-construction meeting was held on 9/19/16. The notice to proceed date will be 10/3/16. A project disclosure notice was provided to owner and realtor as property containing the lift station easement is for sale.
- Rima Wells Auxiliary Power Generator – SCADA items are being resolved. The final inspection was on 9/29/16.
- Sanitary Sewer Inflow Infiltration Project – to include revised site work specifications and lane closure restrictions on SR40 per FDOT requirements.
- Shadow Crossings Force Main Improvements – Preconstruction meeting minutes were distributed and additional requested plans sent to the contractor.
- Solar Salt Procurement – The procurement is advertised for bids.
- EST Tank Repairs & Maintenance – Logos were sent to the consultant for sketches to be prepared for City Commission review.
- Water Plant Aerator Housing Rehabilitation (CIP) – Revised schedule of values received from contractor was reviewed and comments were satisfactorily addressed.

- Water Plant Lime Silo Dust Arrestor Project – The metal building was delivered. A preconstruction meeting will be scheduled on 10/13/16. Dust arrestor should be delivered to the site in late October.
- Water Plant Pump & Control Upgrades – A preconstruction meeting was held on 9/16/16. Shop drawings are being submitted. The Notice to Proceed date will be 10/17/16.
- WWTP Outfall Pipe Replacement – The consultant is finalizing the design plans. A video of the outfall pipe at the wastewater plant was sent to Engineering to show additional locations of the pipe that need to be addressed.
- WWTP Sludge Digester Aeration – Start up for the aerator and mixer in tank #1 was completed. The influent lift station wetwell bypass commenced on 9/26/16. Removal of rags and grit from the influent pump station began on 9/27/16 and debris removal completed on 9/29/16.
- Utilities SCADA Upgrades – Progress meeting scheduled for October 5. Awaiting radio survey report and draft RFP documents for software selection.
- SPRC Projects: Chelsea Place Phase 3 – A letter was received from the developer that addressed staff concerns. Dunkin Donuts – 1190 Oceanshore Blvd. – Approved revised plans. Kingston Shores – Design engineer is preparing a response to the comments. Minto – A draft utility capacity letter was prepared in response to developer request for capacity within bulk wholesale service area with Daytona Beach. RaceTrac – 1521 US1 – Design engineer is preparing a response to the comments. 589 N Yonge Street – Reviewed concept plan. 680-686 John Anderson Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – Awaiting completion of force main connection.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.53 million gallons for the week ending September 23, 2016 (5.36 MGD)
 - Backwashed 12 filters for a total of 479,000 gallons backwash water.
 - Produced and hauled 621 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 34.99 Million Gallons.
 - Produced 25.97 Million Gallons of Reuse.
 - Produced 9.02 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.00 MGD, plant designed for 8 MGD.
 - Hauled 41.92 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 14 water service leaks.
 - Replaced 5 malfunctioning residential water meters.
 - Installed 11 new residential water services for home being constructed.
 - Replaced or repaired 6 water meter boxes.
 - Replaced 4 water services due to aged piping or leaks. Contractor installed 2- 2” casings for water service replacements under roads.
 - Performed valve maintenance, locating and exercising of 15 mainline valves.
 - Performed yearly scheduled pressure testing of 6 City owned backflow preventers. Repaired 2 backflow preventers due to traffic related incidents on N. US1 and at the Ormond Sports Complex
 - Maintenance has been performed on 3 fire hydrants.
 - Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Repaired a 2” water main break on Old McDuffy Cir in Ormond Lakes due to a contractor error.
 - Performed accuracy testing on 2-3” and a 4” commercial water meters, all tested accurate.
 - Performed a water main shut down for a contractor to connect the new water mains on N. Capri Dr. & Ellsworth Ave./ Grove St. as part of the 2” Water Main Project.
 - 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 111 regular utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 1 in the conventional system service area.
 - Responded to 3 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Assisted Lift Station Division with cleaning 2 wet wells.
 - Assisted collection and force main systems bypass of Influent pump station to support contractor performed wetwell cleaning.
 - Cleaned 3,635 lf of gravity main in system 6M
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 16/18 psi, Ocean Mist Hotel @ 16/14 psi, Ormond Mall @ 8/8 psi. Air release valves appear to be working well
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 30/15 psi. Foxhunters Flat (2 inch) 21/5 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Televised 12 laterals from our PM list, Found 4 that needed to be cleaned, and 8 that were clean and clear, and 4 that need to be repaired. These locations will be put on a 6 month follow up.
 - Performed annual root control on 9 Sanitary Service Laterals.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room, bi-weekly alternation of pumps, ok.
 - Water Plant, Lime Pit, assist as needed with crane truck.
 - Sand Filter #1, traveling bridge crooked, adjusted bridge, will monitor, ok.
 - 9M, 12M, 13M, groundskeeping, brush clearing, ok.
 - Deer Creek, Cypress Place, meet VAC truck on site to clean wet well, ok.
 - Halifax Medical Center, replaced hour meter and nonfunctional pressure gauge, ok.
 - Lift Station Generators, citywide, assembled and installed storage tubes for fuel tank measuring sticks at each site.
 - Spanish Waters, force main pressures: Static = 20psi, 1 pump running = 26psi, 2 pumps running = 30psi.
 - Il Villagio, monthly force main pressure readings: Static = 14psi, 1 pump running = 16psi, 2 pumps running = 18psi.
 - Effluent transfer pumps, not functioning properly, found damaged level transmitter, replaced level meter assemble with shop stock, calibrate, ok.
 - Shop; perform housekeeping all areas of office.
 - McDonalds, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: 4M1, high level, found no signs of recent high level, inspected station, will monitor; Towne Square, high level, found #1 pump tripped at motor starter, reset, amp draw high, reversed pump to clear blockage at volute, amp draw nominal, ok; 1P, 5P, high level, found wet well pump down, tested all systems, station fully operational, watched station pump down and cycle through alternation, possible weather related, ok.
 - SCADA monitor/response: 12M, no starts #2, possible SCADA read issue, station fully operational, will schedule repair; Breakaway Trails, not reporting, corroded wiring in control cabinet, repair as needed, will monitor and continue with wiring improvements.
 - 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: Poly Blend Units, #1, #2; R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2.
 - Quarterly Plant PM's: Reaeration Blower #2.
 - Semiannual Plant PM's: Decant Pump.
 - Annual Plant PM's: Fermentation Submersible Mixer #5, #7.

- Quad Annual Plant PM's: Centrifuge, #1, #2.
- Lift Station PM's: 17 monthly and 3 annual performed.
- 64 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Bird Centrifuge; assist Andritz field technician durinh installation and startup of refurbished rotating assembly.
 - Leeway Elevated Tank, install new 2" drain line, ok.
 - South Sludge Pit replaced non-operational pump with shop stock, ok.
 - Monthly Plant PM's: all Booster Stations, all Cities interconnect; B.A.T. Reuse station, Shadow Crossings Reuse station.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Fats Oils and Grease (FOG) in Sewer Collections System – Staff is developing a strategy for limiting the volume of FOG in the City's sewer collection system. FOG plays a major role in blockages within the system.
 - Industrial Pretreatment Program – Staff hosted the FDEP for the annual IPP inspection. The inspection is to evaluate the effectiveness of the IPP program and allow the Department an opportunity to recommend changes and improvements. Staff forwarded a response to the Department concerning the findings of their inspection of the program.
 - Industrial Pretreatment Program – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's Waste Water Treatment Facility. IPP staff has begun sampling different locations to determine the cause. A Plan of Study is also being developed to present to the FDEP to outline the steps taken to mitigate the high copper. Staff attended a meeting with FDEP to present the action plan for eliminating the copper exceedances.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Backflow Device Testing Compliance – Staff is evaluating the commercial water customers who have not demonstrated their backflow prevention device has been tested and certified. The compliance rate of the devices within the City is periodically requested by the FDOH.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, 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 meeting with Assistant City Manager
- City Clerk attended Claims Committee Meeting on September 29, 2016
- Agenda packet preparation, creation, and distribution for October 3, 2016, City Commission Meeting
- Agenda packet preparation for October 6, 2016, Quality of Life Advisory Board Meeting

Status of Department Projects

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