

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 4, 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, HR Director, Planning Director, Finance Director, Police Chief and Fire Chief
- Staff meeting

Spoke to, attended and/or met with:

- Agenda review with Commissioners Boehm, Kent and Stowers
- Rotary meeting
- Claims Committee meeting
- City Commission meeting
- Along with senior staff utilities discussion meeting with attorney Rob Merrill, Cobb Cole staff and clients regarding Cypress Trail development
- Quality of Life Board
- Walk with the Manager
- Daytona City Manager Jim Chisholm, Betty Goodman and Daytona staff regarding Ormond Beach's Environmental Discovery Center.

Community Development

Planning

- Cypress Trail Subdivision: Planning Director attended a meeting along with the City Manager, Assistant City Manager/Public Works Director, City Attorney, Utilities Manager, and Rob Merrill, Debbie LaCroix, and Rachel Pringle from Cobb Cole; and Rachael Bennett and Thomas Inman from Cypress Trail regarding sewer/water service.
- Votran: Planning Director attended a meeting with Votran Operations staff to learn more about transit operations for Routes 3A/3a; 3B/3b; and 6 at the transfer station on Thompson Creek Road. The meeting is to assess impacts on Votran's operations regarding any median modifications proposed as part of the Thompson Creek Bike Path Feasibility Study.
- MacDonald Historic Structure Report: Planning staff attended an in-house kick-off meeting with the consulting team for the MacDonald House. Field work began November 3.

Building Inspections, Permitting & Licensing

- 360 inspections performed (16 inspections performed by private provider)
- 158 permits issued with a valuation of \$1.85 million.
- No new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC held pre-construction meetings with utility contractors for 135 Hand Avenue and Fred Gamble Way. The new lot created must have sewer/water connections constructed as part of the lot split process.
- Approved projects under construction with percentage completed are as follows:

Project	% Complete
146 North Orchard Street	92%*
783 North US 1	5%
Children's Workshop Expansion	98%*
McDonald's at 1520 N US Highway 1	13%
McNamara warehouse	15%
Realty Pros	10%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	98%*
Chelsea Place, Phase 3	85%
*Substantially completed but there are outstanding punch list items that require correction before project is released.	

Economic Development/Airport

Ormond Crossings

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

Airport Business Park

- Maxton Group, a Port Orange manufacturer, purchased 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. The Company is preparing the property for occupancy in November or December of 2016. Staff met last week to discuss the Growth Assistance Program funding application for capital investment.
- An Ormond Beach firm is considering locations in communities in Central Florida to expand their headquarters. One of the primary properties under consideration is 1 Sunshine Blvd. in the Airport Business Park. Staff met last week to discuss the GAP application for the construction of an additional facility on an adjacent parcel that will be purchased with the existing building.

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.

Prospective Business Attraction/Retention/Expansion

- Staff is in discussions with an out of state manufacturer to relocate an east coast manufacturing facility in the Ormond Beach area. A Growth Assistance Program application is being prepared by the Company as part of the site selection process.
- 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 was endorsed by the City Commission on November 1 and staff will begin implementation of the Plan.
- Staff met with a representative of one of two existing Ormond Beach businesses seeking to facilitate their retention and expansion needs. These companies have outgrown their current space and may need to build new structures to accommodate growth. Conceptual plans have been completed.

Airport Operation and Development

- Work continued on the construction phase of the Taxiway Golf project. Flight testing of the new Precision Approach Path Indicator (PAPI) lights, initially scheduled to occur on November 2, has been postponed and will be re-scheduled. Personnel from AVCON, Inc. conducted a substantial completion inspection of the overall project this week.
- Staff attended the National Business Aviation Association's annual convention in Orlando this week, in cooperation with Team Volusia.
- Staff was contacted by the FAA regarding the FAA's Metroplex Program. Under this program, the FAA is collaborating with aviation stakeholders to improve regional traffic movement by optimizing airspace and procedures based on precise satellite-based navigation. The FAA plans to host a meeting in Daytona Beach next month to discuss the program with representatives from the airports in the Volusia County area.
- Staff continues to work with Nexttower, 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 53 Journal Entry Batches (6630 – 6645) (307-399).
 - Approved 43 Purchase Requisitions totaling \$1,174,634.46.
 - Issued 61 Purchase Orders totaling \$2,425,555.24.
 - Processed 4,350 cash receipts totaling \$613,706.20.
 - Prepared 93 Accounts Payable checks totaling \$308,672.05 and 46 Accounts Payable EFT payments totaling \$1,312,821.84.
 - Processed and issued 3,128 utility bills with billed consumption of water of 10,407K.
 - Processed 591 utility bill payments through ACH totaling \$19,075.
 - Issued 610 past due notices on utility accounts.
 - Auto-called 117 utility customers regarding receipt of a past due notice.
 - Processed 261 payments through Interactive Voice Response System totaling \$21,937.96.

Grants/PIO

- Public Information
 - Press Releases
 - Storm Debris Updates (daily)
 - Veterans Day Celebration (11/10)
 - Hurricane Matthew Storm Debris, Halloween Safety and Area Events
 - Open Gym November Dates (4, 11, 18)
 - Movies on the Halifax (11/4, 6:30 PM, "Max" PG)
 - Casements Closure (Election Day)
 - Florida Licensing on Wheels (11/8)
 - Environmental Discovery Center Seeks Volunteers
 - Free Scam Workshop for Seniors (11/15)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended Weekly Staff Meeting.
 - Placed ads in the News-Journal and Ormond Observer for the Operation SAFE workshop scheduled for November 15.
 - Completed Employee Newsletter for November.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted FRDAP grant for Nova Tennis Courts to upgrade lighting.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 13
 - Hazardous: 4
 - EMS: 80
 - Motor Vehicle Accidents: 8
 - Public Assists: 51
 - TOTAL CALLS: 157
-
- Aid provided to other agencies: 19 Calls: Daytona Beach (8), Volusia County (11)
 - Total staff hours provided to other agencies: 16
 - # of overlapping calls: 43
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 79
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 492

Training Hours

- NFPA 472: Hazardous Materials 15
- NFPA 1001: Firefighting 65
- NFPA 1002: Driver 3
- NFPA 1021: Officer 7
- NFPA 1500: Safety/Equipment 18
- NFPA 1620: Preplanning 4
- EMT/Paramedic 10
- TOTAL TRAINING HOURS: 122

Station Activities

- Provided AED training to residents of Ormond Heritage Condominiums
- Instructed the quarterly CPR and AED course to Ormond Beach residents
- Visited 250 children at Little Engine Academy
- Participated in Trunks for Treats at Tomoka Christian Church

Significant Incidents

- 10/27/16, 7:29 PM: S. Nova Rd. / Arroyo Pkwy. – Motor Vehicle Accident – Responded to a motor vehicle vs. motorcycle accident – one patient found in vehicle and one patient found in roadway – both were transported with one as a trauma alert – a firefighter paramedic assisted EVAC while enroute to hospital.

Human Resources

Staffing Update

Requisitions

- Part Time Box Office Attendant (Leisure Services)
- Part Time Center Leader at Environmental Discovery Center (Leisure Services)

Approved/Active Recruitment

- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, Craigslist, and internally.
- Police Lieutenant (Police) open 10-26-15 until 11-9-16. Advertised internally.

- Landscape Architect (Engineering) open 10-17-16 until 11-18-16. Advertised on City web site, governmentjobs.com, and internally.
- Building Inspector (Planning) open 11-1-16 until 11-30-16. Advertised on City web site, governmentjobs.com, BOAF, ICC, and internally.
- Part Time Evidence/Crime Scene Custodian (Police) open 10-25-16 until 12-2-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Therapeutic Aide (Leisure Services) open 9-21-16 until 11-4-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Technician (Leisure Services) re-opened 10-26-16 until 12-31-16. Advertised on City web site, governmentjobs.com, and internally.

Applications Under Review

- Utility Sludge Hauling Technician (Public Works)
- Maintenance Worker III – Water Distribution (Public Works)
- Seasonal Part Time Maintenance Worker II – Andy Romano Beachfront Park (Leisure Services)
- Treatment Plant Operator C, B, or A (Wastewater/Public Works)
- Part Time Maintenance Worker II – Parks
- Part Time Recreation Leader – Nova (Leisure Services)

Interviews Scheduled

- Accounting Technician (Finance)
- Neighborhood Improvement Officer (Police)
- Part Time Community Events Leader (Leisure Services)

Background/Reference Checks/Job Offers

- Police Officer (Police)

Employee Events

- Open Enrollment meetings for employee benefits will be held November 16 – 18
- Blood Drive at City Hall will be held November 21
- Our ICMA representative will be here to meet with employees November 30

Risk Management Projects

- Attended Workers' Comp deposition
- Attended Claims Committee meeting
- Hosted Wellness Team chair massages

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations.
 - Finance – Interactive Voice Response System – System went live Wednesday evening of 8/3/2016 and has been successful. No major issues since implementation.
 - Clerk's Office – Email Archive system replacement – Operational testing continues with no major issues. Rollout of the workstation clients continues system wide.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 6 New - 41 completed - 28 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails 42,931 Inbound E-Mails Blocked 25,500

Delivered Inbound E-Mails	17,145	Quarantined Messages	286
Percentage Good Email	39.9%	Virus E-Mails Blocked	284

- Geographical Information Systems (GIS)
 - Addressing Additions: 7 Changes: 0 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 9
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 949
 - Meters GPS Located this week: 0: Total in system = 23,262; 22,560 potable, 691 Irrigation, 11 Effluent

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager Staff Meeting
- City Commission Meeting
- Assistant City Manager Weekly Meeting
- Staff One on One Meetings
- OBYBSA Discussion Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Movie on Halifax

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conducted over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
- OB Pride Football continues practicing on Monday through Thursday nights at 5:30 pm on Multi-Purpose Fields 11 & 12. They also have a game on Saturday at 9am this week at Championship Field 7.
- OBSC Recreational and Competitive Soccer continued practicing this week with games on the weekends.
- Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6 pm. Tourney held on Sat & Sunday 8 am-8 pm at Nova and Sports Complex.
- OB Golden Spikes continued practices this week on Nova Fields and at the Sports Complex. These are held nightly at 6 pm.
- City Flag Football games continued this week at the Sports Complex on Quad 3 and the Kiwanis Field at 5:45, 6:45 and 7:45 pm Tuesday through Friday nights.
- Seabreeze High School Baseball Team played home games Tuesday at 4:45 pm on Wendelstedt Fields 1 & 2.

- Halifax Academy Football hosted a home game on Thursday night at 7 pm at the Sports Complex on Championship Field 7.
- OBYBSA Baseball continued games this week at the Sports Complex on Quads 1 and 2 as well as at Nova.
- Seabreeze High School Soccer Practices held Monday – Friday 4 and 6 pm; Sports Complex Soccer Fields #5 & #6

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 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
- Continued dragging infields
- Painted football fields 11 and 12 for Pride practices
- Painted Soccer grass parking lot, and soccer fields 1-10
- Set up soccer fields for recreational and competitive games/practices
- Setup and painted Championship Field 7 for Pride and Halifax Academy Football games
- Continued fixing fields at Osceola for play
- Painted/set up flag football fields at Quad 3 and Kiwanis
- Installed hitting mats at Wendelstedt batting cages
- Added sand bags to soccer goals
- Tied up windscreens at Nova Tennis
- Bids on laser grading infields, new batters' eyes at Wendelstedt 2 and 3, new scoreboards at Championship Field 7 and Nova Gym and new netting on Soccer 8

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
- King Jesus Ministries was held on Sunday from 9:00am to 1:00pm
- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Follies held regular classes. CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: Follies held regular classes. CMT held regular classes.
 - Thursday: CMT held regular classes.
 - Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following event
 - Singer Comedian Johnny Petillo, Sunday 2:30-4:30pm

South Ormond Neighborhood Center

- Splash Pad open through Dec 1
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- YMCA Soccer
- Football Practice
- PAL Tutoring

Community Events

- Weekly administrative tasks, office work, meetings and activities

- Attended weekly one on one meeting with supervisor
- Attended weekly staff meeting
- Assisted with Walk with the Manager
- Preliminary planning for the following upcoming events:
 - Veterans Day
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade
 - Breakfast with Santa

Gymnastics

- Classes are going well and growing
- November session in progress
- Registration open for November session
- Trial classes are being offered to attract potential students
- Working with area schools to attract potential students
- Open Gym is scheduled for this evening at 6-8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place 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 throughout the week.
- Challenger Basketball met for practice on Tuesday from 5:00-6:00 pm.
- Youth Volleyball held 6-8:30 pm on Monday and Wednesday.

The Casements

- The Casements was closed Saturday morning to set up for the Rockefeller Revisited event that evening. On Saturday evening, The Casements hosted the seventh annual Rockefeller Revisited event from 6:00 p.m. to 9:00 p.m. Guests went on historical reenactment tours of the home. Refreshments, live music, face painting, and a photo booth were available on the North Lawn before tours. Staff assisted from 2:00 p.m. to 10:00 p.m.
- A baby shower was held at Bailey Riverbridge on Sunday from 1:00 p.m. to 5:00 p.m.
- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m.
- Pilates classes met Monday through Friday at The Casements.
- A wedding was held at Ormond Memorial Art Museum on Monday from 2:00 p.m. to 3:00 p.m.
- Breakfast with Santa tickets went on sale on Tuesday, November 1st. Tickets are available to purchase over the phone or in person at The Casements.
- Yoga class met on Tuesday morning at The Casements.
- A meeting was held at Bailey Riverbridge on Tuesday from 7:00 p.m. to 9:00 p.m.
- Ormond Beach Garden Club held their monthly meeting in The Casements' gallery on Wednesday from 8:00 a.m. to noon.
- Lohman's Healing Path Workshop met in room 205 and the kitchen on Wednesday from 2:00 p.m. to 5:00 p.m.
- A Starry, Starry Night meeting was held at Ormond Memorial Gardens on Wednesday at 3:00 p.m.
- 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.
- The Casements Guild Gala Committee met in room 203 on Friday from 10:00 a.m. to 11:00 p.m.
- A wedding party arrived Friday afternoon and dropped off items for their Saturday wedding at The Casements.
- Ormond Beach Art Guild held their opening reception from 5:30 p.m. to 7:00 p.m. in The Casements gallery. Due to Hurricane Matthew in October, the group rescheduled their opening to the first Friday in November.

- This evening, Movies on the Halifax will show MAX in Rockefeller Gardens at 6:30 p.m. Staff will be assisting from 5:30 p.m. to 9:30 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted signs for reservations at pavilions
- Hurricane recovery continues
- Cleared trails at Central Park 1 through 4 of hurricane debris
- Fortunato Park – playground area is back in playing condition
- Nova Tennis – installed orange fence on edge of court where fence was taken down due to damage from Hurricane Matthew

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
- Weekly inspection of Andy Romano and SONC Splash Pad
- Weekly lighting inspection of Airfield Runways, Taxiways and signage
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Performed PM on 16 City owned A/C systems
- Repaired the heater flue at Fleet
- Repaired the exhaust fan for the lab at WWTP
- Repaired the hose bib near the ice machine at PD
- Tested the new gate Opticon at Airport Sports
- Repaired bathroom door locks at Gymnastics
- Repaired the front door at Riverbridge Church
- Replaced the hallway ceiling tile at Fleet
- Braced broken pavilion roof at Nova
- Repaired ladies room toilet at the PAC
- Repaired second floor window casing at The Casements
- Repaired 30 snowflakes for holiday decorations
- Secured loose flag pole base at the Senior Center
- Checked for roof leaks at the PD
- Repaired the men's room toilet at PAC
- Repaired the steps in Storm Water
- Checked the ladies restroom for repair at Cassen Park
- Repaired the closet ceiling at the Senior Center
- Secured the rain gutter at Nova Rec
- Checked the entrance awning at Nova Gym
- Repaired the electric door locks at Sanchez Park
- Repaired the north entrance gate at Fleet
- Repaired the electrical riser at the Airport

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Hosted After Action Meeting reference to Hurricane Matthew.
- Attended Bi-Weekly CrimeView Meeting.
- Attended City Commission Meeting.
- Attended United Way Presentation.
- Hosted Support Services Meeting.

- Attended Regional Working Group Meeting at Daytona Beach Police Department.
- Participated in Friday Shifter Bike Ride to Ormond Beach Elementary.
- Attended the Volusia Flagler Police Chief's Meeting.

Community Outreach

- Taught DARE at Riverbend Academy, Osceola Elementary, Pine Trail Elementary, and Tomoka Elementary.
- Hosted a Fraud and Safety Presentation at Lohman's Healing Path.
- Attended National Ribbon Week Movie and Event Display at Performing Arts Center.
- SLAP (Self Defense for Ladies and Assault Prevention) was held on November 2 at 6 pm at the Police Department.
- Coffee with a Cop is scheduled for November 7, from 8 am-10 am at Starbucks at 1425 West Granada Boulevard.
- YDC will host a meeting on November 2 to review upcoming community service projects. The next community project is assisting with the Golfing for Youth Tournament on November 5 at the Riverbend Golf Club.
- On October 29 four youths participated in the Breast Cancer Walk in Daytona Beach.
- OBPAL basketball tournament practice will begin for all teams in late December for the 2017 season.
- Tutors R Us make-up sessions for the times the SONC was closed will be reviewed and set up based on the times that will best work with the Volusia County School calendar.
- Science on Patrol at Ormond Beach Middle School continues. There are currently 19 students enrolled in the program.
- Science on Patrol at Ormond Beach Elementary School began on October 20. The program will conclude December 1. Currently 12 youths are participating in the program.
- The OBPAL annual Golfing for Youth Tournament will be held at the Riverbend Golf Club November 5. Tournament teams, sponsors and door prizes are still needed for the tournament.

Community Services & Animal Control

- Animal Calls responded to: 42
- Animal Reports: 6
- Animals to Humane Society: 1
- Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 4
- Inactive: 7
- Fraud: 1
- Burglary Business: 2
- Burglary Residential: 4
- Larceny Carbreak: 4
- Grand Theft: 3
- Auto Theft: 2
- Death Undetermined: 1
- Sex Offense: 6
- Robbery: 2
- Police Information: 2
- Suspicious Incident: 2

Records

- Walk - Ins / Window: 107
- Phone Calls: 112

- Arrest / NTA'S: 25
- Citations Issued: 81
- Citations Entered: 113
- Reports Generated: 140
- Reports Entered: 110
- Mail / Faxes / Request: 27

Patrol

- Total Calls: 1,363
- Total Traffic Stops: 157

Operations

Crime Opportunity Report Forms: 53

- 10/26/16
 - Sex Offense, Riverside Drive and Willis Drive. Suspect exposing himself to joggers.
 - Burglary Residence, 18 Oak Village Drive. Victim advised a suspect entered their residence and stole electronics.
 - Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Officers located two suspicious vehicles. Three suspects contacted. Suspects had open warrants and were in possession of narcotics.
 - Burglary Business, 321 Hand Avenue (All Aboard Storage). Additional burglary report generated by Criminal Investigations Unit reference to the previous reports from last week.
 - Traffic Arrest, 400 block South Atlantic Avenue. Suspect was stopped for a traffic violation. Suspect had a revoked driver's license.
 - City Ordinance Arrest, West Granada Boulevard and Williamson Boulevard. Suspect was panhandling in the roadway and was obstructing traffic.
 - Stolen Vehicle, 300 North Nova Road (Trails Storage Lot). Travel trailer stolen from the secured parking lot.
 - Narcotics Arrest, 100 block Oceanshore Boulevard. Suspect was a passenger in a vehicle that was stopped for a traffic violation. Suspect was in possession of narcotics.
 - Battery Dating Violence, 1513 San Marco Drive #203 (San Marco Apartments). Suspect was involved in a physical altercation with the victim. Suspect fled the area upon officer's arrival.
- 10/27/16
 - Armed Robbery, 1521 West Granada Boulevard (Wal-Mart). Suspect entered the store and robbed the victim at gunpoint. Suspect went outside and used the firearm to carjack the victim stealing their vehicle. Suspect was identified and warrants obtained.
 - Stolen Vehicle Arrest, 100 block Marvin Road. Vehicle crashed in a yard after hitting a concrete wall. Vehicle was reported stolen. Suspects fled on foot from the vehicle. Two suspects were located.
 - Narcotics Arrest, 700 block South Nova Road. Suspect stopped for a traffic violation. Multiple suspects in possession of narcotics.
 - Grand Theft, 11 Meadow Ridge View. Victim left their purse in the open garage and they walked down the street. Unknown suspect stole items from inside the purse.
 - Battery Dating Violence Arrest, 1513 San Marco Drive #203 (San Marco Apartments). Suspect was the previous battery dating violence on 10/26 was located reference to the pending charges.
 - Battery Domestic Violence, 298 Greenwood Avenue. Victim and suspect were involved in a physical altercation. Suspect refused to come to the door. Charging affidavit completed.
 - Battery Domestic Violence, 11 Aaron Circle. Two family members involved in a physical altercation. Charges filed against both parties.
 - Sex Offense, 1478 West Granada Boulevard (Publix). Suspect walked up to victim and exposed himself. Suspect fled in a vehicle from the scene.
 - Sex Offense, 1567 North United States Highway One (Motel 6). Same suspect from above case walked up to another victim and exposed himself. Suspect fled in the same vehicle.
 - Warrant Arrest, 880 South Atlantic Avenue (Old Olive Garden). Suspect was contacted on the property. Suspect had an open warrant.

- 10/28/16
 - Carbreak, 14 Kingsgate Court. Unlocked vehicle entered and electronics stolen.
 - Carbreak, 36 Kingsbridge Crossing. Small dirt bike taken out of the bed of a pickup truck.
 - Burglary Residence, 62 South Orchard Street #A. Victim reported over an extended timeframe items missing from inside the residence.
- 10/29/16
 - Narcotics Arrest, 260 Williamson Boulevard. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
- 10/30/16
 - Grand Theft, 1482 West Granada Boulevard (Red Bowl). Victim reported that an employee was stealing funds from the business. Suspect was not on scene.
 - Burglary Residence, 89 North Yonge Street. Victim reported while they were out of town a suspect entered the residence and stole items including U.S. currency.
- 10/31/16
 - Narcotics Arrest, 415 Parque Drive. Officer responded to a suspicious vehicle. Suspect was located and was in possession of narcotics.
 - Narcotics Arrest, South Yonge Street and Hand Avenue. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
 - Burglary Business, 284 Hand Avenue #B. Victim reported several tools stolen from the business.
 - Grand Theft Arrest, 1482 West Granada Boulevard (Red Bowl). Suspect from the earlier grand theft case on 10/30 returned to work and was contacted by investigators.
 - Carbreak, 1000 Old Tomoka Avenue (Tomoka United Church). Suspect smashed the window to victim's vehicle. Nothing appeared missing.
 - Carbreak, 1000 Old Tomoka Avenue (Tomoka United Church). Suspect smashed the window to victim's vehicle and stole their purse.
 - Warrant Arrest, 1000 block West Granada Boulevard. Suspect's vehicle was stopped for a traffic violation. One suspect fled on foot but was located. A second suspect was also in the car and provided false information.
 - Carbreak Arrest, 61 Ivanhoe Drive. Suspect was located by the victim entering their vehicle. Victim held the suspect at the location until police arrived. Another vehicle was entered on the same street.
- 11/01/16
 - Battery Domestic Violence Arrest, 545 South Ridgewood Avenue. Suspect and victim were involved in a physical altercation. Suspect battered the victim.
 - Burglary Business, 4 North Perrott Drive (S.R. Perrott). Suspect entered a locked storage area and stole tools.
 - Battery Domestic Violence Arrest, 121 Black Hickory Way. Suspect and victim were involved in a physical altercation. Suspect battered the victim.
 - Narcotics Arrest, 500 block South Yonge Street. Vehicle was stopped for a traffic violation. Three suspects in possession of narcotics.
 - Battery Domestic Violence Arrest, 24 Tropical Falls Drive. Suspect and victim were involved in a physical altercation. Suspect battered the victim.
 - Warrant Arrest, South Nova Road and Arroyo Parkway. Vehicle was stopped for a traffic violation. Suspect fled on foot but was located a short time later. Suspect had open warrants.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 16
 - Number of Uniform Traffic Citations Issued: 33
 - Number of Written Warnings Issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 8
 - Number of Crashes with Serious Bodily Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 9 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with eight (8) walk-ins and one hundred sixteen (116) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – Final tie-in was done on November 1. Concrete and restoration work to be completed by the end of November.
- Downtown Stormwater – All landscape plantings have been installed, mulch, sod and installation of benches are anticipated within the next week
- WWTP Sludge Thickener Improvements – The project is substantially complete. Final contract closeout is in process.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Resurfacing is approximately 50% complete. Curb and gutter replacement within Forest Hills is complete. Paving operations resumed last Monday following Hurricane Matthew. Speed tables are being installed on the perimeter loop road at the Sports Complex.
- Lincoln Avenue Parking Lot – The project is complete except for the lighting - fixtures are scheduled for delivery this month.
- Water Treatment Plant Lime Silo Dust Arrestor – A pre-construction meeting was held on October 12; the contractor was issued a Notice to Proceed dated October 12 with a substantial completion date set at March 11, 2017.
- Water Treatment Plant Controls and Pump Upgrade – A meeting was held on-site, November 1 to discuss options with controls at the lime sludge pumps. Work has commenced.
- Laurel Creek Stormwater Pump Station Improvements – A pre-construction conference was held August 8th. Contractor has submitted equipment shop drawings for approval. Permit application were submitted to the Building Division. Contractor waiting on delivery of control panels. Delivery of panels is projected to be mid-December.

- Design Projects:

- South Peninsula Reclaimed Expansion – The City is currently reviewing the 90% plans for the project. The SJRWMD cooperative funding grant agreement was approved at the November 1 City Commission meeting.
- West Ormond Community Center – Staff has negotiated a scope of work and fee for the project and will be presenting to the CC for approval at the December 6th CC meeting.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project. Design is underway.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. Staff received a request for additional information from FDEP for the permit application that was submitted. Staff's Consultant will prepare a response.

- Sanitary Sewer Inflow/Infiltration – Project has been advertised, a Pre-Bid Meeting is scheduled for November 15, bid opening is November 30.
- Effluent Outfall Replacement – Consultant submitted final plans. The ERP Permit has been issued. The state is reviewing the request for the submerged land easement.
- Forest Hills Connector Trail – Staff is continuing design of this project, additional survey work is being scheduled to complete the design.
- CDBG (canoe kayak launch and Nova Hospital Gardens landscaping) – The launches were delivered this week. Staff is soliciting installation quotes.
- Ph III 2-Inch Water Main Replacement – Mainland – Revised 60% plans have been received from the Consultant; Staff is reviewing.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Consultant is completing the 90% plans for this project. A community meeting will be scheduled in November.
- Downtown Stormwater Phase 2 – Staff is currently in the process of reaching out to property owners along New Britain Avenue to discuss the project and their Right-of-Way needs.
- Fleming Ave Stormdrain Improvements - A kick-off meeting was held and various solution alternatives discussed. Consultant will proceed with modeling the alternatives to determine the best solution.
- Wilmette Avenue Pumping – Met with Engineer to review 90% plans. Engineer will proceed with finalizing the design. Staff will investigate applying for a FEMA HMGP grant for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew.
- Coquina Court Drainage – Staff has authorized a Consultant to perform an analysis of the drainage system to determine if any improvements need to be made, to be completed mid-November.
- Main Trail Bridge – Received bridge inspection report with repair recommendations. Staff has contacted its Construction Management contractor to provide a cost for the required bridge repairs.
- Laurel Creek Stream Gauges – The City is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- 2017 Roadway Resurfacing – Areas to be repaved have been identified and bid manual prepared. Contract disposition is scheduled for December 6 City Commission meeting.

Department Activities

Administration/Meetings/Customer Service/Other:

- Staff has received applications from Mobilitie and is reviewing applications to install wireless communication towers in the right-of-way.
- Staff reviewed a safety study of the intersection of Fluhart Drive and Riverside Drive. Review comments have been provided to the Consultant.
- Staff reviewed and provided utilities information for an FDOT project to install new lighting at various I-95 interchanges including the interchange with US1.
- Continued scanning the Engineering as-built drawing files to be archived electronically.
- Continued adding proposed sidewalk and elevation contour data to the Forest Hills Sidewalk construction plan set.
- Completed topographic survey of the Cassen Park restroom and vicinity for proposed renovation project.
- Modified 881 North Beach Street Water Service Replacement Plans, per Utilities Division comments.
- Modified 2017 Roadway Resurfacing maps per Project Manager's comments.
- Worked on permitting Cassen Park Canoe Launch with FDEP.
- Created hurricane debris removal infographic.
- Began identifying multiple trees in the right-of-way at the Ormond Lakes Subdivision, per Streets Division request.
- Completed trees-in-the-right-of-way locate at Flormond/Hand Avenue intersection, per Neighborhood Improvement Division request.

- Began compiling drawings for North & South Orchard Street to show right-of-way locations, per Planning Division request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Check and prep for asphalt on 900 block of Woodmere Cir, 1100 block of Parkside Dr, 200 block of Pine Cone St, as well as on N Halifax Dr
 - Recut roadway, square off and asphalt work on Highwood Ridge Trl
 - Dug out fill, asphalt job on Woodmere Cir
 - Asphalt patch 2x3 on Parkside Dr
 - Cut out curbing, removed shrubs and dirt prep for asphalt in PW parking lot

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
- Removed palms at Riviera Park
- Checked for debris on sidewalks and low hanging limbs on the south side of town
- Removed large oak from Hand Ave parking lot; two large limbs at Central Park I near bathrooms
- Trimming low limbs on Indian Trl
- Removed tree on Lincoln Ave; rest of tree on Tanglewood Cir; dead tree on Hidden Hills Dr; cleared brush in 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
- Debris clean up citywide
- Repair and install signs South of SR40 & various areas citywide
- Installed banners on SR40 & Granada bridge
- Trimming on Lakebluff & Timucuan Dr
- Installed street names damaged by Hurricane in various areas citywide

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
- In-shop training
- Replacing and straightening Stop, Speed Limit, street names signs & posts citywide

Stormwater Maintenance

Maintenance Crew

- Ditch Maintenance – Division & Hand; Arroyo Parkway, Thompson Creek Rd, Northbrook, Division Ave/Cherrywood Dr,
- Basins inspected & cleaned – citywide

- Working call in complaints – citywide
- Pump & gates inspected citywide
- Locates citywide

Mowing

- Ditch mowing – FDOT ponds, citywide

Vac-con

- Coquina Dr; citywide

Street Sweeping/Streetsweeper

(due to Hurricane clean up)

- 0 miles of road cleaned
- 0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
32,182

PM Services completed for the week:

Emergency—Vehicles and Equipment

1

Non-Emergency Vehicles and Equipment

21

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 8,549 gallons of unleaded and 3915 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,374 gallons of unleaded and 891 gallons of diesel.
- Fleet completed 75 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – The project scope is being revised to include a new generator compatible with new electrical configuration as the existing generator failed during the hurricane period. The scope was also reviewed by Fleet to ensure specific generator purchase conditions are appropriately described in the revised scope of work. Currently staff is reviewing plans.
- FDOT ITS Event Managing – Utilities information was provided.
- Fire Hydrant Replacement Program – FDOT permit application is being reviewed. A fire hydrant at the corner of Northbrook Drive and Brookside Circle is being replaced.
- Lift Station 8M1 – Shop drawings are being reviewed.
- 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. A work authorization for survey services is under review.
- PEP Systems – A draft request for proposals (RFP) for pump system was prepared for review.
- Rima Wells Auxiliary Power Generator – Accessibility drain oil from the generator is limited. A pump is being added to assist with oil changes. The pump to be added was received. Installation is being scheduled.
- Sanitary Sewer Inflow Infiltration Project – A pre-bid meeting is scheduled for 11/15/16.
- Shadow Crossings Force Main Improvements – A preconstruction video was recorded 10/31/16.
- Solar Salt Procurement – The contract award to the low bidder was approved at the November 1, 2016 city commission meeting.
- South Peninsula Reclaimed Expansion – Ninety percent plans were received for review. The SJRWMD cooperative funding grant agreement was executed after the 11/1/16 City Commission meeting.

- EST Tank Repairs & Maintenance – Logo information updated and sent to the design engineer to obtain an estimated cost. Water tank plans and specifications are being reviewed.
- Water Plant Aerator Housing Rehabilitation (CIP) – Updated insurance certificate was received.
- Water Plant Lime Silo Dust Arrestor Project – A pre-construction meeting was held on 10/12/16. Targeted completion date is 3/11/17.
- Water Plant Pump & Control Upgrades – Contractor requested additional information concerning the main electrical control panel to determine how to connect the sludge pump controls. A meeting was held on 11/1/16 to discuss options with controls at the lime sludge pumps. Work has commenced.
- WWTP Outfall Pipe Replacement – 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. The state is reviewing the request for the submerged land easement.
- WWTP Sludge Digester Aeration – Project is substantially complete. Warranty Assistance Request Forms (WARF) prepared to track equipment repairs for potential future warranty concerns.
- Utilities SCADA Upgrades – Meeting minutes from 10-5-16 were revised. Minutes from the 10/25/16 meeting were received for review.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – Received 60% plans for review.
- 881 N Beach St. – Application for Use Permit was sent to Volusia County for processing.
- SPRC Projects: Antares of Ormond Beach – A service availability letter was requested for the proposed ALF on Granada. Deer Trace – A revised lift station design was submitted for review. Huntington Villas Phase 1A – Received bond costs. Plantation Oaks – Received revised plans for review. Platting and easements are being researched. Ormond Central 1 S. Old Kings Rd. – Received plans for review. Ormond Central 1 South Old Kings Road – Received plans for review. RaceTrac – 1521 US1 – Design engineer is preparing a response to the comments. Thomas & Betts – Received preliminary plans for a manhole replacement. 135 Hand Avenue – Preconstruction meeting was for the lot split. 358 Fred Gamble Way – A preconstruction meeting was held for the lot split. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1195 Roberts Street – Received a request for a lot split for review. 1368 N Ocean Shore Blvd – Force main connection is completed. FDEP clearance is required before it can be placed into service. 2450 Oceanshore Blvd – The owner contacted the City to discuss connecting to the sewer system.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 38.83 million gallons for the week ending October 14, 2016 (5.55 MGD)
 - Backwashed 7 filters for a total of 521,000 gallons backwash water.
 - Produced / hauled 121.5 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 36.72 Million Gallons.
 - Produced 24.37 Million Gallons of Reuse.
 - Produced 12.35 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.25 MGD, plant designed for 8 MGD.
 - Hauled 69.11 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 24 water service leaks.
 - Replaced 7 malfunctioning residential water meters.
 - Installed 8 new residential water services for home being constructed.
 - Replaced or repaired 8 water meter boxes.
 - Replaced 5 water services due to leaks.
 - Disconnected a water service due to a demolition.

- Repaired 2" water main leak Melrose Ave.
- Performed a water main shutdown to replace the manual flushing device and install a tap for a water service on Twelve Oaks Trail.
- Performed pressure testing of 11 City owned backflow preventers.
- Replaced the fire hydrant on the corner of Northbrook Dr. & Brookside Cir.
- Responded to 31 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Exercised 10 valves for scheduled outages and maintenance.
- Rescinded all outstanding boil water notifications.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 132 regular and 8 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
 - Responded to 6 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge monthly, and bleed off air from the Force Main as well to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 28/24 psi, Ocean Mist Hotel @ 18/16 psi, Ormond Mall @ 8/4 psi. Air release valves appear to be working well
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 25/15 psi. Foxhunters Flat (2 inch) 10/5 psi & Shadow Crossing Blvd. (4 inch) 15/6 psi.
 - Pump at 92 Westland Run ran for .5 hours.
 - Televised 27 laterals in Ormond Lakes. This is a preventative measure due to recent cable boring contractor installing conduits in the area noting previously identified impacts to existing sewer laterals resulting from same.
- Utilities Equipment Maintenance
 - Wastewater Plant – Lift Stations
 - Riverview Booster Station, assisted Water Plant crew as needed with crane truck for repair of pump 1 motor coupler, ok.
 - 1P, Pump #1 not priming, repaired vacuum system as needed, on-going structural repairs at control cabinet stand and rack assembly, ok.
 - 7M assisted electrician as needed with crane truck to remove fiberglass light pole damaged during hurricane.
 - Creekside, secured gate damaged during storm, ok.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - WIN911 monitor/response: Out of service, purchase order for replacement requested, will keep updated.
 - SCADA monitor/response: Same as WIN 911, related radio/ antenna components.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
 - Monthly Plant PM's: Carrousel Surface Aerators, 1S, 1N, 2S, 2N; Sand Filters, #1, #2, #3; RAS Pumps, #1, #2, #3, #4, #5; WAS Pumps, #1, #2.
 - Quarterly Plant PM's: Screw Pump #3.
 - Semiannual Plant PM's: Carrousel Blower #2.
 - 24 work orders completed and closed for this section for this week.
 - Water Plant – Well Fields – Booster Stations – Reuse System
 - Standish Booster Station, Call out, pump not responding, determined to be air locked, purge air - return to operations, ok.
 - Breakaway Trails Reuse, Pump #1, Water leak reported, pump packing needs to be replaced, will schedule maintenance shutdown, pump #2 - 25 HP motor megging fault, procuring replacement motor.

- Riverview Booster Station, pull motor and replace motor coupling, ok.
- Lime Slaker #1, install new grit conveyor housing, replace electrical control box, replace/repair water supply components, ok.
- LPRO Scrubber #2, repair leak at top of tank, ok.
- LPRO Scrubber #1, tighten fan shroud on pump motor, ok.
- Sand Filters, backwash line, replaced Rosemont pressure transmitter and calibrate, ok.
- Monthly PM's: BAT Reuse high service pumps.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's waste water treatment facility. IPP staff once again set up the compositors to monitor the copper levels from specific sewer segments. The data is being culled to continue narrowing down the possible contributors of the copper levels.
 - Special Waste Disposal – Staff requested and received permission to dispose of sewer grit line waste in the Tomoka Landfill by Volusia County Solid Waste. The City's waste contractor is scheduled to deliver the dumpster to the landfill.
 - Reuse Groundwater Monitoring Report – Staff is compiling the 3rd quarter groundwater monitoring report as required by the City's WWTF permit.
 - EPA DMRQA Study 36 – Staff completed the quality assurance report consisting of study results from contract and City laboratories. The report is designed to assure the labs are capable of submitting accurate and precise results.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - THM/HAA Reduced Monitoring – Staff is requesting THM and HAA monitoring to be reduced from quarterly to annually based on the locational running annual average being below the threshold for approval. The reduction in monitoring shows the positive trend the water production staff as achieved in lowering the THM and HAA results.

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 weekly City Manager Staff Meeting
- City Clerk attended Claims Committee Meeting on October 31, 2016
- Staff attended and provided support for November 1, 2016, City Commission Meeting
- Staff attended and provided support for November 3, 2016, Quality of Life Advisory Board
- Agenda packet preparation for November 15, 2016, City Commission Meeting

Status of Department Projects

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