

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 11, 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, Utilities Manager, IT Manager, HR Director, and Risk Manager
- Staff Meeting

Spoke to, attended and/or met with:

- Rotary meeting
- Quarterly meeting with senior staff and Florida Health Care representatives
- PACE board meeting
- Individual orientation meetings with Commissioner-elect Selby and Commissioner-elect Littleton

Community Development

Planning

- Workshop: Staff attended the Green Infrastructure for Coastal Resiliency workshop held at Volusia County EOC which was sponsored by NOAA.
- Commission Orientation: The Planning Director attended individual orientation sessions with the newly elected commissioners.
- Thompson Creek Bike Path: Planning Director attended a meeting with the R2CTPO staff and the consultant selected to prepare the Thompson Creek Bike Path Feasibility Study.

Building Inspections, Permitting & Licensing

- 347 inspections performed
- 112 permits issued with a valuation of \$3.328 million.
- 8 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC held pre-construction meeting with the General Contractor for improvements at 1545 Hand Avenue.
- Approved projects under construction with percentage completed are as follows:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	10%
Children's Workshop Expansion	98%
McDonald's at 1520 N US Highway 1	65%
McDonald's at 105 Interchange Blvd	65%

McNamara warehouse	10%
Realty Pros	15%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	98%
Chelsea Place, Phase 3	85%
Ormond Renaissance Condo	5%

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 on the construction phase of the Taxiway Golf project is substantially complete. Flight testing of the new Precision Approach Path Indicator (PAPI) lights scheduled for November 2 was rescheduled for November 14.
- Staff has requested quotes from qualified vendors to perform required quarterly and annual inspections of the airport's Automated Weather Observation System (AWOS) and weather and communications systems in the air traffic control tower.

- Staff is working to complete the FY 2016 Disadvantaged Business Enterprise (DBE) Uniform Report for the airport. The DBE Uniform Report is due from airports that submitted a DBE goal for FY 2016, i.e., airports that were awarded Airport Improvement Program (AIP) grants in excess of \$250,000 during FY 2016.
- Staff has completed work with AVCON, Inc. to prepare and submit a revised airport diagram to the FAA for publication. The revised diagram will depict the new Taxiway Golf as part of the airport's operational surfaces.
- Staff has been advised that the City received submittals for Continuing Contracts for Professional, Architectural, and Engineering Services, including services for the airport. Dates for committee meetings to rank the submittals are being scheduled.
- 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 64 Journal Entry Batches (6651 – 6680) (405-536).
 - Approved 42 Purchase Requisitions totaling \$341,837.78.
 - Issued 43 Purchase Orders totaling \$1,305,982.07.
 - Processed 4,714 cash receipts totaling \$661,473.25.
 - Prepared 152 Accounts Payable checks totaling \$181,882.96 and 50 Accounts Payable EFT payments totaling \$571,464.68.
 - Processed and issued 5,736 utility bills with billed consumption of water of 34,308K.
 - Prepared 24 Payroll checks totaling \$22,077.66 and 330 Direct Deposits totaling \$403,297.19.
 - Transferred IRS 941 payment of \$152,430.63.
 - Processed 1,410 utility bill payments through ACH totaling \$138,167.92.
 - Issued 610 past due notices on utility accounts.
 - Auto-called 762 utility customers regarding receipt of a past due notice.
 - Processed 279 payments through Interactive Voice Response System totaling \$25,238.82.

Grants/PIO

- Public Information
 - Press Releases
 - Storm Debris Updates (daily)
 - Thanksgiving Holiday Waste Collection Schedule
 - 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.
 - Attended VOCA Training Webinar.
 - Launched CodeRED notification for large water main break in Ormond by the Sea.
 - Attended Hospital Gardens Park Pre Construction Meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 5

- Hazardous: 6
 - EMS: 83
 - Motor Vehicle Accidents: 10
 - Public Assists: 54
 - TOTAL CALLS: 158
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- Aid provided to other agencies: 20 Calls: Daytona Beach (5), Holly Hill (2), Volusia County (13)
 - Total staff hours provided to other agencies: 25
 - # of overlapping calls: 45
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 73
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 282

Training Hours

- NFPA 472: Hazardous Materials 9
- NFPA 1001: Firefighting 74
- NFPA 1002: Driver 13
- NFPA 1500: Safety/Equipment 16
- NFPA 1620: Preplanning 5
- EMT/Paramedic 6
- TOTAL TRAINING HOURS: 123

Station Activities

- Updated 10 pre-fire plans
- Provided tour of Fire Station 92 to group of cub scouts
- Instructed CPR and AED training for Leisure Services employees
- Provided training for newly hired firefighter. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.

Significant Incidents

- 11/3/16, 7:11 AM: N. US-1 / Southland Rd. – Motor Vehicle Accident – Responded to a car vs. flatbed truck accident – severe damage to car – one patient extricated as a trauma alert – a firefighter assisted EVAC during transport of patient.

Human Resources

Staffing Update

Requisitions

- Police Corporal (Police)
- Part Time Office Assistant I (Human Resources)

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.
- Building Inspector (Planning) open 11-1-16 until 11-30-16. Advertised on City web site, governmentjobs.com, BOAF, ICC, and internally.
- Landscape Architect (Engineering) open 10-17-16 until 11-18-16. Advertised on City web site, governmentjobs.com, 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 Center Leader at Environmental Discovery Center (Leisure Services) open 11-3-16 until 11-11-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Technician (Leisure Services) re-opened 10-26-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.

- Part Time Box Office Attendant (Leisure Services) open 11-7-16 until 11-18-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Therapeutic Aide (Leisure Services) re-opened 11-8-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.

Applications Under Review

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

Interviews Scheduled

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

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Part Time Recreation Leader (Nova/Leisure Services)

Separations

- Police Corporal (Police) effective 10-31-16

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

- United Way campaign employee meetings
- Attend pre-trial hearing

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: - 32 New work - 93 completed - 29 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	49,532	Inbound E-Mails Blocked	32,435
Delivered Inbound E-Mails	16,826	Quarantined Messages	261
Percentage Good Email	34.0%	Virus E-Mails Blocked	326

- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 3 Corrections: 0
 - Map/Information Requests: 17
 - 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: 1: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- HR Meeting
- Leisure Services Advisory Board Meeting
- Veterans' Day Luncheon
- Commission Orientation
- Veterans' Tribute at Ormond Memorial Art Museum

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.
- OBSC Recreational continued practicing this week with games on the weekends.
- Lady Renegades continued practicing this week at the Sports Complex on the softball quad Tuesday through Thursday at 6 pm.
- OB Golden Spikes continued practices this week on Nova fields 2 - 5 and at the Sports Complex on Wendelstedt Field 2. 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 Monday through Thursday nights.
- SHS boys' and girls' soccer teams continued practicing this week at the soccer fields at 4 pm and 6 pm. Boys' and girls' varsity teams played games Tuesday night on Championship Field 7.
- Florida Travel Ball hosted a tournament this weekend on the Wendelstedt fields as well as the Nova fields. This was a rental.

Athletic Fields Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School

- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily 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
- Set up soccer fields for recreational and competitive games/practices
- Painted soccer fields 1-10
- Setup and painted Championship Field 7 for Pride and Halifax Academy Football games
- Re-installed batting nets at Wendelstedt, post concrete installation
- Reinstalling bases at Osceola after infield renovation
- Painted/setup Flag Football Fields at Quad 3 and Kiwanis
- Installed hitting mats at Wendelstedt batting cages
- Bids on laser grading infields
- Bids on new batters' eyes at Wendelstedt 2 and 3
- Bids on new scoreboard at Championship Field 7 and at Nova Gym
- Bids on new netting on Soccer 8
- Getting new carpet installed at Wendelstedt batting cages

Senior Center

- Haven Hospice Event was held on Friday from 5:00 pm to 11:00 pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Young Birthday Party was held on Saturday from 5:00 pm to 11:00 pm
- King Jesus Ministries was held on Friday from 7:00 pm to 9:00 pm
- Franklin Baby Shower was held on Sunday from 2:00 pm to 8:00 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

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday
 - Follies held regular classes Monday and Wednesday
- The Performing Arts Center is preparing to host the following events
 - Thomas Sisters in concert, Saturday, 7 pm to 10 pm, Free

South Ormond Neighborhood Center

- Splash Pad open through Dec 1
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- PAL tutoring
- Pride football Tuesday/Wednesday/Thursday
- YMCA football Monday/Friday
- Repast Saturday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Attended CPR training for certificate renewal
- Conducting interview for Community Events Leader position
- Attended Economic Prosperity Hour at Dunn's Attic
- Setup, attended and break down of Veterans' Day Celebration Luncheon

- Preparation for New Commission Welcome Reception
- Preliminary planning for the following upcoming events:
 - Holiday Concert
 - Santa on the Go, Letters to Santa
 - Home for the Holidays Parade – sponsorship letters and resident mailing
 - Breakfast with Santa

Gymnastics

- Classes are going well and growing
- November session in progress
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Open Gym Friday, November 11, 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 continue 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 Basketball continues to meet for practice on Tuesdays from 5:00-6:00 pm.

The Casements

- A scenic historical bus tour used The Casements parking lot on Saturday from 9:30 a.m. to 1:30 p.m.
- A wedding ceremony and reception were held in Rockefeller Gardens and The Casements on Saturday from 12:00 p.m. to 10:00 p.m.
- Guild tours were given on the hour Monday through Friday with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday, Wednesday, Thursday, and Friday at The Casements. The class met at Bailey Riverbridge on Tuesday due to The Casements' use as a polling location.
- The Casements was closed for tours on Tuesday and used as a polling location for the general election. Staff worked from 6:30 a.m. to 8:00 p.m.
- A memorial service was held at Bailey Riverbridge on Tuesday from 5:30 p.m. to 9:30 p.m.
- Lohman's Healing Path Workshop met in room 205 and the kitchen on Wednesday from 2:00 p.m. to 5:00 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.
- A wedding party began setting up in Rockefeller Gardens today from 8:00 a.m. to 12:00 p.m. to prepare for their Saturday wedding.
- Ormond Memorial Gardens held their annual Veteran's Day Remembrance today at 11:00 a.m.
- A wedding rehearsal will be held in Rockefeller Gardens today from 4:00 p.m. to 5:00 p.m.

Parks Maintenance

- Citywide inspection of parks Monday and Friday
- Inspected and posted pavilions for reservations
- Hurricane trail and path clean up at various parks
- Installed engraved park bench under the bridge at Cassen Park

Building Maintenance

- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall, made repairs as needed
- 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
- Completed first quarter preventative maintenance on 33 City owned A/C systems
- Performed preventative maintenance on 14 electronic gates city wide
- Gate repair at Police Station
- Checked roof leak at Water Plant
- Installed new batteries for the flushers at City Hall
- Installed new lamps and lights in jail at Police Department
- Repaired outside bathroom doors at Ames
- Repaired the urinal at Fleet and Building B at Senior Center
- Repaired two striker plates at Andy Romano
- Installed new toilet handle at SONC
- Made a new key ring for Sports Complex
- Reset breakers at Nova Gym
- Repaired office light at Gymnastics
- Reset timers at the Sports Complex
- Reattached window trim at Bldg. D at the Senior Center
- Repaired kitchen door at Fire Station 93
- Repaired indoor restroom locks at Gymnastics
- Replaced the spigot at Cassen Park
- Repaired small power pole at Hospital Park
- Repaired parking lot lights at Ormond Memorial Art Museum
- Repaired two security lights at Airport Sports
- Replaced broken men's stall door handle at soccer restrooms at Sports Complex
- Removed broken pump house door at soccer fields at Sports Complex
- Replaced the hallway ceiling tile at Fleet

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Hosted Asset Forfeiture Training with Legal for all PD Supervisors.
- Attended FOP Bargaining Session.
- Attended PAL Golf Tournament at Riverbend Country Club.
- Hosted Coffee with a Cop at Starbucks at 1425 West Granada.
- Hosted Citizen's Law Enforcement Advisory Board Meeting.
- Hosted a Field Training Officer Meeting.
- Hosted a Support Services Personnel Meeting.
- Captain Rosenthal is attending the second of five sessions of the Southern Police Institute Command Officers Development Course.

Community Outreach

- YDC met on November 7 and reviewed upcoming community service projects. Eight members of the Youth Directors Council assisted with PAL Golf Tournament on November 5th at Riverbend Country Club. The next community project is unloading toys and bikes from the Margarita Ball at St. Brendan's on Saturday November 19th.
- OBPAL basketball tournament practice will begin for all teams in late December for the 2017 season.
- Tutors R Us at the South Ormond Neighborhood Center held a make-up week for the time closed due to Hurricane Matthew this week. Tutoring sessions are offered Monday through Thursday from 3:00 – 6:00 pm. Currently, 24 youths are participating in the tutoring program.
- Science on Patrol at Ormond Beach Middle School continues. There are currently nineteen students in the program.

- Science on Patrol at Ormond Beach Elementary School continues through December 1, 2016. Currently twelve youths are participating in the program.
- The OBPAL annual Golfing for Youth Tournament was held at the Riverbend Golf Club on November 5. Forty-four players registered to participate in the tournament. The tournament grossed \$9,853.00 to support youth programs in OBPAL. The net from the tournament was \$7,459.84.
- Hosted "SLAP" (Self Defense for Ladies and Assault Prevention) class at the Police Department on November 2nd.
- Hosted Coffee with a Cop at Starbucks at 1425 West Granada Boulevard on November 7th.
- Attended Pine Trail Elementary and Tomoka Elementary Fall Festivals.
- Taught DARE class at Riverbend Academy, Osceola Elementary, Pine Trail Elementary, and Tomoka Elementary.

Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 6
- Animal Bites: 2

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 11
- Inactive: 23
- Fraud: 7
- Burglary Business: 3
- Burglary Residential: 4
- Larceny Carbreak: 7
- Grand Theft: 3
- Death Undetermined: 1
- Recovered Missing Persons: 1
- Sex Offense: 2
- Police Information: 2
- Suspicious Incident: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 98
- Arrest / NTA'S: 37
- Citations Issued: 75
- Citations Entered: 92
- Reports Generated: 168
- Reports Entered: 130
- Mail / Faxes / Request: 19

Patrol

- Total Calls: 1,302
- Total Traffic Stops: 172

Operations

Crime Opportunity Report Forms: 93

- 11/02/16
 - Carbreak, 1108 Overbrook Drive. Items taken from an unlocked vehicle.
 - Warrant Arrest, 265 Oleander Place. Suspect was contacted by officers. Suspect had multiple open warrants.

- Warrant Arrest, 99 Central Avenue. Suspect was contacted by officers. Suspect gave a false name and had open warrants.
- Carbreak, 1213 Northside Drive. Officers responded to a suspicious incident in the area. While checking the area officers located a vehicle that had been entered.
- 11/03/16
 - Carbreak, 1207 Northside Drive. Suspect entered victim's unlocked vehicle. Loose coins taken.
 - Violation of Probation Arrest, 320 Sanchez Avenue. Suspect was contacted at this residence. Officers determined the suspect was in violation of their probation.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted by store security stealing items.
 - Trespass Arrest, 100 South Nova Road. Suspect was contacted soliciting in the area. Suspect had previously been trespassed from the same location.
 - Warrant Arrest, 510 Collins Street. Suspect was contacted by officers. Suspect had an open warrant.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted by store security attempting to steal electronics from the store.
 - DUI Arrest, South Nova Road and Hand Avenue. Suspect was stopped for a traffic violation. Further investigation revealed the suspect was driving under the influence.
- 11/04/16
 - Dating Violence Arrest, 1 Larissa Terrace. Victim and suspect were involved in a physical altercation. Suspect battered the victim.
 - Trespassing Arrest, 1385 West Granada Boulevard #2 (Allstate). Suspect was contacted on the property. Suspect has previously been trespassed.
 - Domestic Violence, 135 Highland Avenue. Suspect threatened the victim and fled the area prior to officer's arrival. Charges filed against suspect.
 - Carbreak, 220 North Nova Road (Trails storage lot). Victim's vehicle entered by an unknown suspect.
 - Burglary, 440 North Nova Road (Nova Community Center). Suspect broke into the concession stand.
 - Shoplifting Arrest, 795 West Granada Boulevard (CVS). Suspect attempted to steal items from the store.
 - Carbreak, 220 North Nova Road (Trails parking area). Vehicle was entered sometime over the past week.
 - Burglary Residence, 22 Falls Way Boulevard. Victim's bicycle was stolen from the carport.
 - Hit and Run with Injuries Arrest, South Atlantic Avenue and East Granada Boulevard. Suspect struck a pedestrian then fled the area on foot. Suspect was located nearby.
 - DUI Arrest, 400 block McIntosh Road. Suspect was stopped for a traffic violation. Further investigation revealed the suspect was driving under the influence.
 - Battery Domestic Violence Arrest, 12 Fox Hollow Drive. Victim and suspect were involved in a physical altercation. Suspect cut the victim with a pair of scissors.
- 11/05/16
 - Trespassing Arrest, 247 East Granada Boulevard (Starbucks). Suspect was contacted outside the business. Suspect had previously been trespassed from the business.
 - Burglary Business, 50 Williamson Boulevard (Taco Bell). Business was entered overnight. No signs of forced entry. U.S. currency stolen from the business. Possible known suspect.
 - Battery Domestic Violence Arrest, 700 Hull Road (Ormond Beach Sports Complex). Victim and suspect involved in a physical altercation. Suspect fled the area prior to officer's arrival. Suspect was located a short time later.
 - Burglary Residence, 9 Fernery Trail. Suspect entered an open garage and entered an unlocked vehicle. A small amount of change was stolen from the vehicle.
 - Stolen Vehicle Arrest, 1481 North US1 (Annie Oakleys Bar). Officers located a vehicle pulling a stolen trailer.

- Burglary Residence, 5 Trina Street. Victim's open garage was entered. Multiple lawn tools were stolen.
- Battery Domestic Violence Arrest, 135 Highland Avenue. Victim and suspect were involved in a physical altercation. Suspect battered the victim.
- Battery Domestic Violence, 135 Cedar Creek Way. Victim and suspect were involved in a physical altercation. Suspect fled the area prior to officer's arrival. Charges filed against suspect.
- 11/06/16
 - Disturbance Arrest, 298 Greenwood Avenue. Suspect involved in a disturbance at the residence. Suspect at first refused to come to the door. After some negotiations the suspect came outside. Suspect was involved in a previous case as well.
 - Grand Theft, 707 South Atlantic Avenue #101 (Makai Motel). Victim reported that a known suspect stole items from them.
 - Shoplifting Arrest, 690 South Nova Road (7-11). Suspect stole items from the business. Officers contacted suspect outside the store.
 - Warrant Arrest, 1614 North US1 (Econo Lodge). Officers responded to a disturbance call and made contact with the suspect. Suspect had open warrants.
- 11/07/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two suspects were stopped by store security after stealing items from the store.
 - Residential Burglary, 675 Alcazar Avenue. Witness observed a suspect enter the backyard. Patrol officers arrived and found a point of entry.
 - Vandalism Arrest, 465 Bryant Street. Disturbance between the victim and the suspect. Suspect smashed all of the windows out of the victim's vehicle during the disturbance.
 - Trespassing Arrest, 200 block East Granada (Granada Plaza). Suspect was trespassed earlier in the day from the location. Suspect returned and was re-contacted by officers.
 - Driving Under the Influence Arrest, West Granada Boulevard and Main Trail. Suspect was contacted during a traffic stop. Further investigation revealed the suspect was driving under the influence.
- 11/08/16
 - Carbreak, 100 East Granada Boulevard (Denterprise International). Suspect entered victim's vehicle and stole electronics.
 - Residential Burglary, 406 North Halifax Drive. Suspect stole several fishing poles from garage.
 - Carbreak, 8 King Edward Drive. Suspect entered victim's unlocked vehicle and stole several items.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 29
 - Number of Uniform Traffic Citations Issued: 27
 - Number of Written Warnings Issued: 8
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 2

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 3 Cases initiated
 - Zone 2: 6 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 0 Cases initiated
 - 305 signs have either been removed or sign cases created. (increase due to removal of political signs in the rights-of-way)

- 3 tree removal permit requests.
 Administrative staff assisted with eight (8) walk-ins and one hundred ten (110) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – All water main work complete. Restoration to begin this week and includes sidewalks, curbing, road resurfacing and sod.
- Downtown Stormwater – Landscaping is complete; the contractor has installed the benches; minor restoration and the installation of park signage remains. The contractor’s surveyor is finalizing as-builts
- 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 work anticipated to resume Monday, November 14, pending storm debris removal from roads to be resurfaced. Status of all roads below.

Street	Date milling	Date paving
GROVE ST	8/22/2016	8/23/2016
BUENA VISTA AVE	8/23/2016	8/25/2016
REYNOLDS AVE	8/23/2016	8/25/2016
ARECA WAY	8/24/2016	8/25/2016
SAULS ST	8/24/2016	8/26/2016
CASTLE MANOR DR	8/24/2016	8/26/2016
HUNTSMASTER CT	9/15/2016	9/16/2016
STAGHOUND LOOK	9/15/2016	9/16/2016
OVERBROOK DR	10/3/2016	10/4/2016
LINDEN ST	10/3/2016	10/4/2016
SIGNAL AVE	10/3/2016	10/3/2016
FOREST HILLS BLVD.	11/15/2016	11/17/2016
MEMORIAL CIR	11/17/2016	11/18/2016
FOREST CT	11/15/2016	11/16/2016
CAPEN ST	11/15/2016	11/16/2016
SCOTTSDALE DR	11/15/2016	11/16/2016

- Lincoln Avenue Parking Lot – The project is complete.
- Water Treatment Plant Lime Silo Dust Arrestor – The dust arrestor unit has been delivered, a meeting is scheduled to kick-off the project and finalize the project schedule.
- Water Treatment Plant Controls and Pump Upgrade – The Contractor is making final preparations to commence construction.
- 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. Delivery of panels is projected to be mid-December.
- SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.

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 – Additional survey field work has been completed, staff will be drafting this collected data this week. Design continues on the construction plans.
- 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 Consultant to review 90% plans. They 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 Consultant to perform an analysis of the drainage system to determine if any improvements need to be made. The analysis should be completed mid-November.
- Main Trail Bridge – Staff met with the Construction Management Contractor on-site and is awaiting a quote to perform 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 tentatively scheduled for the December 6 City Commission meeting.
- Cassen Park Restroom Replacement – Staff is preparing a Work Authorization for design services.
- Rockefeller Gardens - Staff is preparing a Work Authorization for design services.
- Hurricane Damage Repairs – Staff is preparing two bids for the repairs to the Water Treatment Plant and Wastewater Treatment Facilities that were damaged during Hurricane Matthew.

Department Activities

Administration/Meetings/Customer Service/Other:

- 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.
 - Coordinated the FDEP permit application for the Cassen Park canoe launch.
 - Located multiple trees throughout the Ormond Lakes subdivision to determine removal responsibilities, per Streets Division request.
 - Shot finished floor elevation for Cassen Park Bait Shop for the proposed Cassen Park Restroom renovation project.
 - Created maps for the 2016 Storm Water Rehabilitation project, per Project Manager's comments.
 - Recorded and created watershed maps, and took pictures of site corrections required by FDEP at the Nova Landfill.
 - Modified North US1 Landscape as-builts per Project Manager's comments.
 - Completed Tree-in-the-Right-of-Way locate at 90 Timberlake Lane, per Streets Division request.
 - Completed Orchard Street (N&S) Right-of-Way drawing research to be provided to Consultant, per Planning Department request.
 - Completed the research and stakeout of Northbrook Village subdivision corner, per HOA request.
 - Created survey stakeout plan at Central Park Phase 1 for the proposed Community Garden project, per Leisure Services request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Remove parking cover, concrete in footers and add curbing; mixed and poured curb and sono tube footers at Public Works
 - Cut out roadway to square off on Sandcastle Dr
 - Dig out and form up, mixed and poured gutter on Twelve Oaks Trl
 - Cut out and remove section of broken sidewalk from fallen tree at Ames Park
 - Mixed and poured section of sidewalk broken from fallen tree at 100 block of Cuadro Pl
 - Formed, mixed, and poured concrete on 300 block of Melrose Ave
 - Cut out, remove, and form up broken sidewalk on Timucuan Dr at Lakebluff Dr

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 hazard Palms at Central Park III
- Removed hanging limb on 400 block of Oak Park Cir
- Removed leaning Pine on Ormond Green Blvd; leaning Hackberry at Central Park I
- Removed brush piles to front of park at Central Park I
- Cut up cedar for haulers at Division & Orchard
- Cut trees smaller for haulers on River Ridge Trl & citywide
- Removed tree at Fleming & Aston Cir; Old Kings & Division

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
- Install banners on streetscape (SR40)
- Cut tree and trim branches on Gowers St, Dix & N Ridgewood Ave
- Pick up piles of debris in various areas
- Install missing street name signs citywide
- Trimming in various areas citywide for view of signs

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straighten signs in various areas of the City
- In-shop training
- Fabricating various missing Street Names
- Replacing and straighten Stop, Speed Limit, street names signs & posts Citywide

Stormwater Maintenance Maintenance Crew

- Ditch Maintenance – citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – citywide
- Working call in complaints – citywide
- Pump & gates inspected citywide
- Working call in complaints – citywide
- Gates & Pumps – citywide
- Flagging for debris pick up on S Ridgewood Ave, Hand Ave, Tomoka Ave
- Ditch maintenance citywide
- Brush removal at Airport, RR Street

Mowing

- Ditch mowing – FDOT SR40

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

25, 094

PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

36

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 6,340 gallons of unleaded and 10,518 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,209 gallons of unleaded and 858 gallons of diesel.

- Fleet completed 91 work orders this week.
- Utilities
Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – A work authorization was prepared revising the project scope to include a new generator compatible with new electrical configuration as the existing generator failed during the hurricane period.
 - Fire Hydrant Replacement Program – FDOT permit to replace hydrants at 400 & 621 S Atlantic Ave was approved. Replaced hydrants on Lucerne Circle, Candlewood Circle, Poplar Dr., N. St. Andrews and N. Yonge St.
 - Lift Station 8M1 – Shop drawings are being reviewed.
 - Lift Station 10M & 12M Rehabilitation – Received 90% plans and specs for review. 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 – The pump to be added to assist with oil changes was received. Installation is being scheduled.
 - Sanitary Sewer Inflow Infiltration Project – Project is advertised for bids. A pre-bid meeting is scheduled on 11/15/16.
 - Shadow Crossings Force Main Improvements – All shop drawings are reviewed. Contractor plans to start construction next week. The Hunter's Ridge Homeowner's Association was notified.
 - Solar Salt Procurement – The contract award to the low bidder was approved at the November 1, 2016 city commission meeting. A purchase order is being prepared.
 - South Peninsula Reclaimed Expansion – Ninety percent plans are being reviewed.
 - EST Tank Repairs & Maintenance – Logo information updated and sent to the design engineer to obtain an estimated cost. Water tank plans and specifications were reviewed and comments sent to the consultant.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Updated insurance certificate was received from contractor.
 - Water Plant Lime Silo Dust Arrestor Project – The dust arrestor was delivered to the site.
 - Water Plant Pump & Control Upgrades – Contractor is making final preparations to commence construction.
 - WWTP Outfall Pipe Replacement – WWTP Outfall Pipe Replacement – The consultant is finalizing the design plans. A map was sent to Engineer 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 – Warranty Assistance Request Forms (WARF) prepared to track equipment repairs for potential future warranty concerns.
 - Utilities SCADA Upgrades – Minutes from the 10/25/16 meeting are being reviewed. Invoice No. 4 under review.
 - 2016 2-inch Water Main Replacement Phase 3 Mainland – Received 60% plans for review.
 - 7 Tarpon Drive – Plans/ Application for Use Permit are being prepared.
 - 881 N Beach St. –Use Permit Application at Volusia County for review.
 - SPRC Projects: Antares of Ormond Beach – A service availability letter is being prepared for the proposed ALF on Granada. Deer Trace – A revised lift station design is being reviewed. Huntington Villas Phase 1A – A draft access, maintenance and utility easement was received for review. Final plats were received. Plantation Oaks Phase 2A – Received revised plans for review. As-built drawings for the water and force mains along Plantation Oaks Boulevard were received. FDEP permit applications were received for processing. Legal descriptions will be prepared for water and sewer access and maintenance. Ormond Central 1 S. Old Kings Rd. – Plans are being reviewed. RaceTrac Modification 1670 W Granada – Received plans for review. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1195 Roberts Street – Request for a lot split is being reviewed. 1368 N Ocean Shore Blvd – FDEP clearance is required before it can be placed into service. As built drawings were requested in order to file the clearance form. 1575 Hand Ave – A preconstruction meeting was held.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 39.39 million gallons for the week ending November 4, 2016 (5.63 MGD)
 - Backwashed 12 filters for a total of 590,000 gallons backwash water.
 - Annual average day demand raw water withdrawals from wells through October 2016 @ 6.059 MGD, SJRWMD 2016 allocation @ 7.244 MGD
 - Produced and hauled 67.5 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 33.75 Million Gallons.
 - Produced 24.86 Million Gallons of Reuse.
 - Produced 8.89 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.82 MGD, plant designed for 8 MGD.
 - Hauled 41.80 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to and/or repaired 10 water service leaks.
 - Replaced 5 malfunctioning residential water meters.
 - Installed 5 new residential water services for homes being constructed.
 - Replaced or repaired 5 water meter boxes.
 - Replaced 6 water services due to leaks.
 - Repaired a 2" water main leak Ocean Dunes Dr.
 - Repaired an 8" water main ruptured by tree roots at 3203 John Anderson Dr. Substantial customer service area outage. Replaced 15 foot section of pipe & added an 8" gate valve to improve future isolation needs.
 - 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 7 City owned backflow preventers and installed one new on a City irrigation system.
 - Replaced the fire hydrant on the corner of Northbrook Dr. & Brookside Cir.
 - Responded to 12 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Exercised 20 valves for scheduled outages and maintenance.
 - Scheduled and performed shutdowns to replace fire hydrants at 803 & 805 Lucerne Cir, 587 N. Yonge St., 31 N. St. Andrews St., 1533 Poplar Dr.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 90 regular and 4 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
 - Exercising main line forcemain valves in Phase [1] of Hunters Ridge 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 @ 22/22 psi, Ocean Mist Hotel @ 18/18 psi, Ormond Mall @ 10/10 psi.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 32/32 psi. Foxhunters Flat (2 inch) 24/18 psi & Shadow Crossing Blvd. (4 inch) 14/10 psi.
 - Televised 12 laterals from our PM list. All were clean and clear, and 0 needed repair.
 - Performed annual root control on 3 sanitary service laterals.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations

- 5P – high level alarm, wet well level down w/pump #2 running, found dirty probe, cleaned, operating properly, found pump #1 showing phase fault at VFD, installed temporary magnetic starter, request PO for replacement VFD, ok at this time
- Reaeration Blowers - Blower #3 inoperative, reset blower pressure switch, Blower #1 & #3 back online and working, Blower #2 has broken drive belt, replaced belt during normal hours, ok at this time.
- Tea Cups, manual blow down & clean out of #2 cup port, ok.
- Bar Screen #2, replace drop chute extender, ok.
- Carrousel Surface Aerators, on site touch pads not operational due to weathering, ordered replacement units - adjusted existing controls as needed.
- Clarifier #4, dripping oil, loose drain plug, tightened, will monitor, ok.
- Citywide, Matt 17, checked all stations for fence and gate condition status.
- Sand Filter #1, traveling bridge off rails, placed trolley back on rails, Storm Water crews assisted with large excavator.
- Post Anoxic Basin – Matt 17, repair damaged spray heads at misting system, ok.
- 1M, pulled pump #2 to clear blockage at volute, ok.
- 1M, 2M, 5M – debris clearing and groundskeeping.
- 8M – pulled pump #2 to clear blockage at volute, ok, general storm debris clean up and groundskeeping
- Sandy Oaks, installed replacement controller and associated relays, ok.
- WIN911 monitor/response: Out of service, purchase order for replacement requested, will keep updated.
- SCADA monitor/response: Same as WIN 911, related 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: Grit Snail; Screw Pumps, #1, #2, #3;
- Quarterly Plant PM's: Screw Pump #3.
- Annual Plant PM's: Centrifuge #1, #2.
- Lift Station PM's: 11 monthly and 1 annual performed.
- 52 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Reuse H.S.P. & Standish Booster Station, station inspection, ok.
- Lime Slakers, elevated work platform, removed old ladder and replaced with new steps and handrail, painted same, ok.
- Hypochlorite Generator, assisted with epoxy repairs to cylinder, ok.
- 12% chlorine pump #2, replaced leaking ball valve, ok.
- LPRO Scrubber #1, tightened fan shroud on pump motor, ok.
- Well 35R, Air release valve not functioning, float ball damaged, will order replacement.
- LPRO Clear well, pump #2 tripped causing overflow, troubleshoot, reset, ok.
- Sand Filters, Backwash control valve PLC not receiving proper data during backwash process, causing in-ground storage tank to flood, after troubleshooting, Rosemont flow transmitter faulty at full flow. Replaced.
- Filters 5&6, overflow, Sand Filter PLC lost power during FPL load test, Found faulty back up UPS, replaced, tested, ok.
- Plant SCADA, Net View on Server A (SCADA) inoperative, reconfigured new server to replace Server A. Tested and imported all data points on Net View and OPC server. Configuring up to date backup server, ok.
- Well 35R, Generator SCADA Alarms overflow error, coordinated with CEC Controls, implemented internal calculation tags to compensate for timeout in iFix which was causing the error, Tested - ok.

- Various “housekeeping” database cleanup within the Bristol & iFix database tags, cleaning up descriptions within SCADA alarm banner.
- 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.
 - FDEP Central Florida Roundtable – The FDEP Central district is gathering together central Florida utilities periodically for a roundtable discussion of local issues. The agenda included hurricane lessons learned and public education regarding fats, oils and grease.
- 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 has 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 participated in new City Commissioner Orientation on November 10, 2016
- Agenda packet preparation, creation, and distribution for November 15, 2016, City Commission Organizational 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.