

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 18, 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:

- Dog park meeting with senior staff and outside counsel

Spoke to, attended and/or met with:

- Jim Cameron (Daytona Chamber), and Tom Self (Senator Rubio's office) regarding FEMA and storm debris removal
- Reception for incoming commission
- City Commission swearing in/organizational meeting
- NLC City Summit

Community Development

Planning

- Hunter's Ridge Ormond Beach: Staff met with Kim Buck, engineering consultant and Kim Booker, attorney for US Capital Alliance LLC, formerly Hunter's Ridge Golf Properties, et al (HR). Discussion centered on the Notice of Proposed Change (NOPC) that HR intends to file with the Regional Planning Council and the City of Ormond Beach. As part of the NOPC, discussions included the lands that were dedicated to the City for public facilities as a result of impacts from the DRI. Since no development of these lands occurred for the intended purpose, the ownership claims they are entitled by Florida Statute 255.22 to have them re-gifted back to the conveying party. However, HR is interested in swapping lands rather than requesting the dedications to be returned unilaterally. HR is desirous of developing these parcels for a hotel, ALF and/or condominiums. In addition, three well fields that the City is interested in having would be provided by HR.
- TPO/TCC meeting: The Planning Director attended the meeting of the Technical Coordinating Committee of the TPO.
- MacDonald House: The consultant began their preliminary fieldwork and data collection on November 3, 2016. They also met with staff to explain to staff their processes and how the Historic Structures Report will be formulated. Staff provided all available electronic files to the consultant. Staff confirmed with the consultant that there will be three public meetings for all interested stakeholders from January through April of 2017. The tentative completion date for the Historic Structures Report is on or before May 1, 2016.

Building Inspections, Permitting & Licensing

- 396 inspections performed (71 by Private Provider)
- 139 permits issued with a valuation of \$1.446 million.
- 9 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC met to discuss a preliminary concept plan for a 24 bed 14,400 sf ALF at the Northeast corner of Sterthaus Drive and N. Center Street.
- 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 Crossings 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

- 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. A 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 met with Debbie Cotton, the new Ormond Beach Chamber Executive Director, to discuss economic development projects and programs such as the Business Retention and Expansion (BRE) efforts of the City and Chamber.

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 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. Runway 17/35 was closed for a short time in order for crews to finalize work within the Runway Safety Area. Flight testing of the new Precision Approach Path Indicator (PAPI) lights has been completed.
- Staff is working to finalize and submit to the FAA a pre-application package for FY2017 Airport Improvement Projects, as reflected in the approved capital improvement program for the airport.

- Staff completed work to compile and submit airport information in response to a request from the FDOT to assist in the development of multiple projects currently being developed by the FDOT Aviation and Spaceports Office. FDOT has characterized airport information of this type as critical to multiple projects, including the Florida Aviation System Plan (FASP) 2035, the Florida Aviation Professionals Academy (FAPA), and Operations Counting Methodologies at Non-Towered Airports.
- Staff is working with Hoyle, Tanner and Associates to complete federal and state grant closeout requirements related to the Airport Master Plan Update and Airport Storm Water Master plan projects.
- Staff continues to work with Nextower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 34 Journal Entry Batches (6689 – 6696) (538-623).
 - Approved 24 Purchase Requisitions totaling \$630,381.64.
 - Issued 42 Purchase Orders totaling \$2,030,942.31.
 - Processed 4,013 cash receipts totaling \$861,577.69.
 - Prepared 126 Accounts Payable checks totaling \$325,955.64 and 43 Accounts Payable EFT payments totaling \$523,927.85.
 - Processed and issued 4,823 utility bills with billed consumption of water of 14,836K.
 - Processed 1,689 utility bill payments through ACH totaling \$119,113.17.
 - Issued 734 past due notices on utility accounts.
 - Auto-called 184 utility customers regarding receipt of a past due notice.
 - Processed 286 payments through Interactive Voice Response System totaling \$26,679.93.

Grants/PIO

- Public Information
 - Press Releases
 - Daily Debris Updates
 - FP&L Tree Trimming
 - Free Landlord/Tenant Workshop (Focusing on Tenants Rights and Responsibilities – Dec. 1)
 - Casements Closure (11/28-12/2)
 - Facility Closures (floor refinishing and maintenance)
 - Florida Licensing on Wheels (11/22)
 - 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.
 - Completed Radio Show Before and After Commission Meeting Summaries.
 - Attended/assisted with Operation SAFE workshop.
 - Attended City Commission Reception and Organizational Meeting.
 - Attended mandatory health insurance meeting.
 - Attended 2016 Holiday Parade City service meeting.
 - Met with Police staff regarding newly awarded COPS Hiring grant.
 - Secured advertising (Observer and News-Journal) for December Community Legal Services of Mid-Florida workshop.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 5
 - Fire Alarms: 3
 - Hazardous: 6
 - EMS: 87
 - Motor Vehicle Accidents: 7
 - Public Assists: 53
 - TOTAL CALLS: 161
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- Aid provided to other agencies: 8 Calls: Daytona Beach (2), Holly Hill (1), Volusia County (5)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 49
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 69
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 319

Training Hours

- NFPA 472: Hazardous Materials 6
- NFPA 1001: Firefighting 4
- NFPA 1500: Safety/Equipment 11
- NFPA 1620: Preplanning 8
- EMT/Paramedic 15
- TOTAL TRAINING HOURS: 44

Station Activities

- Updated 15 pre-fire plans
- Visited the following schools to provide fire safety education:

	Attendance
Pathways Elementary	35
Noah's Ark Pre-School	75
Young Minds Pre-school	50

Significant Incidents

- 11/11/16, 5:59 PM: 23 Cambridge Trace – Brush Fire – Fire crews located 3/4 acre fire in drainage easement between two residential streets – Department of Forestry assisted with cutting line around fire – Engine 94, Brush Attack 94 and Volusia County Engine 18 extinguished fire – all crews cleared scene at 9:32 PM.

Human Resources

Staffing Update

Requisitions

- Permit Technician (Planning)

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 Office Assistant I (HR) open 11-10-16 through 11-25-16. 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 12-2-16. 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.
- Part Time Recreation Leader (Leisure Services) re-opened 11-15-16 through 12-2-16. 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)
- Part Time Maintenance Worker II – Parks (Leisure Services)
- Part Time Center Leader – Environmental Discovery Center (Leisure Services)

Interviews Scheduled

- Police Lieutenant (Police)
- Police Officer (Police)
- Accounting Technician (Finance)

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Neighborhood Improvement Officer (Police)

Separations

- Permit Technician (Planning) effective 10-31-16
- Building Inspector (Planning) effective 12-2-16

Employee Events

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

Risk Management Projects

- United Way campaign employee meetings
- Attended 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: - 0 New work - 0 completed - 0 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	46,823	Inbound E-Mails Blocked	35,064
Delivered Inbound E-Mails	11,599	Quarantined Messages	160
Percentage Good Email	24.8%	Virus E-Mails Blocked	117

- Notable Events:
 - Started the migration to the new email security service.
- Geographical Information Systems (GIS)
 - Addressing Additions: 6 Changes: 10 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 7
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 32: Total in system = 981
 - Meters GPS Located this week: 0: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Reception for New City Commission
- Swearing in of New City Commission
- City Commission Meeting
- VCRDA Meeting
- Parade Services Meeting
- Neogov meeting
- Open Enrollment Meeting

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 final games on Saturday.
- Lady Renegades continued practicing this week at the Sports Complex on the Softball Quad Monday through Thursday at 6pm.
- OB Golden Spikes continued practices this week on Nova Fields 1 - 5. These are held nightly at 6 pm.

- City Flag Football games finished playoff games this week at the Sports Complex on Quad 3 at 5:45, 6:45 and 7:45 pm Monday through Thursday nights. There is also a Senior Bowl on Friday night for the 14 year olds.
- SHS boys' and girls' soccer teams continued practicing this week at the Soccer Fields at 4 pm and 6 pm. Girls' junior varsity and varsity teams played games Monday night on Championship Field 7.

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 soccer grass parking lot
- Set up soccer fields for recreational and competitive games/practices
- Painted Soccer Fields 1-10 and Flag Football fields at Quad 3
- Setup and painted Championship Field 7 for SHS Soccer Games
- Reinstalled batting nets at Wendelstedt, post concrete installation
- Painted/setup Flag Football fields at Quad 3
- Installed hitting mats at Wendelstedt batting cages
- Bids on laser grading infields, new batters' eyes at Wendelstedt 2 and 3, new scoreboard at Championship Field 7 and at Nova Gym and on new netting on Soccer 8
- Getting new carpet installed at Wendelstedt batting cages
- Preparing for Yellowstone's winter rye seeding

Senior Center

- King Jesus Ministries was held on Friday from 7:00 pm to 9:00 pm
- Senior Benefits Seminar was held on Saturday from 9:00 am to 12:00 pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Angels of Praise Ministries was held on Saturday from 5:00 pm to 11:00 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
 - Health Freedom Event, Saturday, 4pm to 8pm
 - Sounds of the Season, Sunday, 2:30pm to 4:30pm

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
- YMCA football Monday/Friday
- Preparing for Center closing for floor refinishing November 21-November 27

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Attended Senior Games meeting
- Preparation for New Commission Reception, setup and breakdown
- Attended meeting for holiday parade
- Setup, attend and break down of Veterans' Day Luncheon
- Preliminary planning for the following upcoming events:
 - 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 high schools to attract potential students
- Open Gym Friday, November 18, 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.
- Youth Basketball League held their skills assessments on Saturday and Tuesday.
- Volleyball League held their final practices on Monday and Wednesday.
- Preparing for Center closing for floor refinishing November 21-November 27

The Casements

- A wedding party set up Bailey Riverbridge on Saturday from 10:00 a.m. to 11:00 p.m.
- Docents gave a special tour to the All British Car Club of Volusia County on Saturday at 11:00 a.m.
- A wedding was held in Rockefeller Gardens on Saturday from 2:00 p.m. to 10:00 p.m.
- A wedding was held at Ormond Memorial Gardens on Saturday from 3:00 p.m. to 4:00 p.m.
- A wedding reception was held at Bailey Riverbridge on Saturday from 4:00 p.m. to 7:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
- A Girl Scout event was held at Bailey Riverbridge on Sunday from 1:00 p.m. to 5:00 p.m.
- A wedding ceremony was held on the North Lawn, and a reception was held inside The Casements on Sunday from 2:00 p.m. to 9:00 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 through Friday at The Casements.
- The Casements Guild Executive Board met in the Preservation Room on Monday at 9:30 a.m.
- The Casements Guild Administrative Board held a meeting in the Preservation Room on Monday from 10:00 a.m. to 11:00 a.m.
- The Casements Guild Gala Committee held a dress rehearsal in the gallery on Monday at noon.
- Yoga class met on Tuesday morning at The Casements.
- The Casements Guild held a general meeting in the gallery on Wednesday from 9:30 a.m. to 11:30 a.m.
- Lohman's Healing Path Workshop met in the kitchen on Wednesday from 2:00 p.m. to 5:00 p.m.

- Mainland High School ROTC helped The Casements' staff hang Christmas greenery outside the building on Wednesday from 3:00 p.m. to 6:00 p.m.
- A scenic historical bus tour used The Casements' parking lot on Thursday from 9:30 a.m. to 11:30 a.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.
- Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
- Ormond Beach Art Guild took down their artwork in The Casements' gallery on Friday morning.
- The Casements' staff is preparing Rockefeller Gardens for the Ormond MainStreet Riverfest Seafood Festival this weekend.

Parks Maintenance

- Citywide inspection of parks Monday and Friday
- Posted and inspected pavilions for reservations
- Final cleanup of storm debris at Fortunato Park
- Reinstalled shade umbrellas at SONC
- Repaired playground gate at Riviera Park
- Installed engraved park bench at Bailey Riverbridge
- Cleaned parking spaces and bushes at Birthplace of Speed Park

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired entrance gates at Fleet and at WTP
- Picked up, assembled and stored A/C stands for the A/C project in the commission chambers
- Replaced south parking lot gate lock at the Police Department
- Repair work on toilet in PD women's locker
- Checked ceiling tiles in the Gym at Nova
- Checked the cottage for damage at Ormond Memorial Gardens
- Unclogged ladies room toilet at PAC
- Removed and stored old entrance gate on Hull Road
- Repaired water line for the Quad at Sports Complex
- Repaired the Evidence Compound gate at Fleet
- Replaced water heater breaker at Fire Station 91
- Adjusted parking lot timer at Skate Park
- Repaired restroom toilet at Andy Romano Park
- Repaired maintenance building outside lights at Sports Complex
- Repaired damaged light pole at 26 Riverside Drive
- Repaired lights on the pier at Cassen Park
- Installed new exit light in the gym at Nova
- Repaired smoke detector at Fleet
- Repaired office bathroom toilet at Nova
- Repaired ladies' room toilet at PAC

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Attended Officer Bill of Rights and Internal Affairs Training in Winter Park.
- Hosted Monthly Supervisor Meeting.
- Chief was a guest speaker at Seabreeze High School's senior English classes.

- Attended Kids Back the Blue Event at Grace Academy.
- Attended Reception for the New City Commissioners.
- Hosted a Moment of Silence for Officer Robert Grim.
- Hosted an After Action Meeting with Night Shift.
- Hosted a Crime Prevention presentation for Park Ridge HOA on November 14th.
- Captain Rosenthal is attending the second of five sessions of the Southern Police Institute Command Officers Development Course.

Community Outreach

- YDC hosted a meeting on November 14 to review upcoming community service projects. The next community project is unloading toys and bikes from the Margarita Ball at St. Brendan's on Saturday November 19.
- Tutors R Us completed the final week of make up from Hurricane Matthew on November 10. The program will resume in January 2017.
- Science on Patrol at Ormond Beach Middle School and Ormond Beach Elementary continues through December.
- The annual holiday party for the Ormond Beach Police Athletic League is Wednesday, December 14 from 5:30 p.m. to 8:00 p.m. at the South Ormond Neighborhood Center. The toy pick up for the Margarita Ball is November 20 at 1:00 p.m. at St. Brendan.
- Hosted a Crime Prevention presentation for Park Ridge HOA on November 14.
- Taught DARE at Riverbend Academy, Osceola Elementary, Pine Trail Elementary, and Tomoka Elementary.

Community Services & Animal Control

- Animal Calls responded to: 49
- Animal Reports: 8
- Animal to Halifax Humane Society: 6

Criminal Investigations

- Cases Assigned: 36
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 11
- Inactive: 9
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 7
- Larceny Carbreak: 8
- Grand Theft: 7
- Vandalism: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Assaults: 1
- Police Information: 2
- Aggravated Stalking: 2

Records

- Walk - Ins / Window: 98
- Phone Calls: 103
- Arrest / NTA'S: 17
- Citations Issued: 62
- Citations Entered: 193
- Reports Generated: 125
- Reports Entered: 100
- Mail / Faxes / Request: 26

Patrol

- Total Calls: 1,481
- Total Traffic Stops: 214

Operations

Crime Opportunity Report Forms: 189

- 11/09/16
 - Stalking, 215 Greenwood Avenue. Ongoing issue with suspect stalking the victim. Charges filed.
 - Burglary Residence, 33 Oceanshore Boulevard. Suspect made entry into victim's residence and stole electronics.
 - Battery Arrest, South Yonge and Oleander Place. Large disturbance with several people involved. Primary aggressor was identified.
 - Battery Domestic Violence Arrest, 165 Hand Avenue. Suspect and victim involved in a physical altercation. Suspect battered the victim. Suspect was also on probation.
 - Trespass Arrest, 247 East Granada Boulevard (Granada Plaza). Suspect was previously warned for trespassing on the property. Suspect was located on the property after warning.
- 11/10/16
 - Burglary Residence, 955 South Nova Road #36. Suspect entered the victim's porch and stole a bicycle.
 - Battery Domestic Violence Arrest, 1502 Poplar Drive. Suspect and victim were involved in a physical altercation. Suspect battered the victim.
 - Grand Theft, 432 Bryant Street. Victim reported missing items from their residence. Possible from a known suspect.
 - Stalking, 486 Pinewood Street. Victim reported a known acquaintance is stalking them. Charges filed.
 - Carbreak, 350 South Ridgewood Avenue (Bridgeview Center). Victim reported their vehicle entered and items taken. Possible a known suspect.
 - Shoplifting Arrest. 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped by store security attempting to steal items from the store.
 - Stalking, 215 Greenwood Avenue. Suspect continues to stalk the victim. Additional charges filed.
 - Traffic Arrest, 1900 block of West Granada Boulevard. Suspect was stopped for a traffic violation. Suspect was driving on a revoked license.
 - Grand Theft, 260 North United States Highway One (Ormond Lanes). Victim reported an employee was stealing from the business.
- 11/11/16
 - Shoplifting Arrest. 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped by store security attempting to steal items from the store.
 - Grand Theft, 500 Shadow Lakes Boulevard #163 (Shadow Lakes Apartments). Victim reported items missing from inside their apartment.
 - Carbreak, 2 John Anderson Drive (Fortunato Park). Victim's vehicle was broken into and several items stolen from inside.
 - Burglary Residence, 18 Oak Bluff Lane. Victim's residence was entered. Unknown items missing at this time.
 - Carbreak, 1 North Beach Street (Bailey Riverbridge Gardens). Victim's vehicle was broken into and several items stolen from inside.
 - Carbreak, 440 North Nova Road (Nova Community Center). Victim's vehicle was broken into. Unknown items missing at this time.
 - Narcotics Arrest, 34 Oak Brook Drive. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
 - Carbreak, 49 West Granada Boulevard. Victim's vehicle broken into and several items stolen from inside.
 - Carbreak, 38 East Granada Boulevard (Ormond Beach Tennis Center). Victim's vehicle broken into and several items stolen from inside.

- Stalking, 215 Greenwood Avenue. Suspect continues to stalk the victim. Additional charges filed.
- 11/12/16
 - Alcohol Violation Arrest, 171 North Old Kings Road. Suspect was contacted with an open alcoholic beverage.
 - Grand Theft, 520 Harbour Lights Drive. Victim reported items stolen from inside their residence.
- 11/13/16
 - Traffic Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped for having an obscured tag. Further investigation revealed the suspect had a revoked driver's license.
 - Battery Domestic Violence, 11 Arbor Lake Park. Victim and suspect were involved in a disturbance. Charges filed against the primary aggressor.
 - Warrant Arrest, 260 North US1 (Ormond Lanes). Suspect was contacted at the business. Suspect had an open warrant.
- 11/14/16
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted by store security attempting to steal items from the store.
 - Violation of Injunction, 360 Thackery Road. Victim reported a violation of injunction against a known suspect. Charges filed.
 - Burglary Residence, 17 Morning Dew Trail. Victim reported a suspect entered their residence and stole jewelry.
 - Traffic Arrest, 100 block Riverside Drive. Suspect was stopped for a traffic violation. Suspect was driving with a suspended license.
 - Carbreak, 50 Allwood Green Boulevard (Aberdeen Subdivision). Suspicious vehicle was seen in the area. Further investigation revealed items missing from the storage area.
 - Burglary Residence, 200 Royal Dunes Circle. Victim reported a suspect entered their residence and stole several electronics.
 - Burglary Residence, 138 Grove Street. Victim reported items stolen from inside the garage area of the residence.
 - Alcohol Violation Arrest, Thompson Creek and West Granada Boulevard. Suspect was found to be in possession of an open container of alcohol.
 - Alcohol Violation Arrest, Thompson Creek and West Granada Boulevard. Suspect was found to be in possession of an open container of alcohol.
 - Violation of Probation Arrest, 955 South Nova Road. Suspect was in violation of a court ordered curfew.
 - Narcotics Arrest, 600 block South Yonge Street. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
- 11/15/16
 - Warrant Arrest, 743 South Ridgewood Avenue. Suspect was contacted by officers. Suspect had an open warrant and is a suspect in additional cases.
 - Grand Theft, 844 Marvin Road. Victim paid suspect to complete some work at the residence. Suspect never returned.
 - Aggravated Battery, 429 McIntosh Road. Victim reported a known suspect battered them with a weapon. Victim reported the incident two days later.
 - Aggravated Battery, 950 North US1 (Rivergrille Restaurant). Two suspects ran out on their food bill. The victim ran out to the parking lot to stop the suspects. The victim was side swiped by the vehicle as it fled the area.
 - Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted at the store. Suspect had an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 29
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 14
 - Number of Written Warnings Issued: 5

- Traffic Crash Reports
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 1 Case initiated
 - Zone 4: 4 Cases initiated
 - 10 signs have either been removed or sign cases created.
 - 16 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and eighty-five (85) telephonic inquiries.

Public Works

- Engineering
Project Summary
Construction Projects:
 - 2-Inch Watermain Replacement Phase 2 – Mainland – All water main work complete. Restoration is on-going and includes sidewalks, curbing, road resurfacing, and sod.
 - Downtown Stormwater – The contractor’s surveyor is finalizing As-Builts. Sidewalks were sealed this week, signage was installed on Friday.
 - WWTP Sludge Thickener Improvements – The project is substantially complete. Final contract closeout is in process. Final Contract closeout cost came in \$13,637.14 **under** contract value due to a final adjustment of unit quantities.
 - 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Road resurfacing work to resume on Monday, 11/14 and will be completed before Thanksgiving. Status of all roads below. Roads in gray have been completed.

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.	11/16/2016	11/17/2016
MEMORIAL CIR	11/17/2016	11/19/2016
FOREST CT.	11/17/2016	11/18/2016
CAPEN ST	11/16/2016	11/17/2016
SCOTTSDALE DR	11/16/2016	11/17/2016
WASHINGTON PL	11/17/2016	11/18/2016

- Water Treatment Plant Lime Silo Dust Arrestor – A meeting was conducted on-site to kick the project off. Electric work is scheduled to be completed in December, with the replacement of the dust arrestor and modifications to the building planned to begin after the first of the year.
- Water Treatment Plant Controls and Pump Upgrade – Rocha Controls has begun making modifications to the controls scheme for incorporation of the new pumps and controls.
- 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.
- SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.
- CDBG – Hospital Garden Landscaping – Staff conducted the mandatory pre-construction meeting with the Contractor, per CDBG guidelines. Staff anticipates the project will start construction in early 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 6 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 was held on November 15.
- Effluent Outfall Replacement – Consultant submitted final plans. The ERP Permit has been issued. The State is reviewing the request for the submerged land easement. Final plans have been submitted for staff approval.
- 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 launches) – The launches were delivered. 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.
- 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 by the end of November.

- Main Trail Bridge – Construction Management Contractor is preparing a quote to perform the required bridge maintenance 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 Matthew 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:

- Worked with Building Division and Utilities to resolve issues associated with the connection of sanitary sewer to 960 Arroyo Parkway.
 - Staff attended FDOT LAP Construction Checklist training.
 - Continued scanning the Engineering as-built drawing files to be archived electronically.
 - Reviewed and created approved Work-in-the-Right-of-Way permit for 10 Mainsail Circle directional bore, per Bright House Networks request.
 - Reviewed and created approved Work-in-the-Right-of-Way permit for 116 Fiesta Drive pole replacement, per FPL request.
 - Continue updating the Forest Hills Sidewalk construction plan set by adding centerline profile information based on the survey data.
 - Researched and provided associated As-Built drawings for the Centrifuge Pumps and Building plans at the Water Treatment Plant to Consultant, per request.
 - On-site visit to 397 John Anderson Drive to respond to standing water complaint from homeowner.
 - Created survey stake-out plan and completed the fence location stake-out at Central Park I for the proposed new Community Garden location.
 - Modified North US1 Median Landscaping project As-Built, per Project Manager's comments.
 - Began creating construction plan set for the US1 Median Beautification project (Airport Road to Hernandez Avenue).
 - Completed Tree-in-the-Right-of-Way locates at 90 Timberlake Lane and 41 Park Place, per Streets Division request.
 - Compiled the all of the Engineering Division MacDonald house drawing files, created PDF's of same and delivered to Planning Department, per request.
 - Researched and created sketch and legal descriptions for 3040 John Anderson Drive, and 7 Tarpon Avenue annexations, per Planning Department request.
 - Researched and provided information regarding Tree-in-the-Waterway removal responsibilities for canal behind 90 Timberlake Lane, per Planning Department request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Mixed and poured 16' of sidewalk on 100 block of Live Oak Ave
 - Concrete patch around meter box in Kingsbridge Crossing
 - Cut damaged sidewalk on Northbrook Dr
 - Mixed and poured section of sidewalk on 100 block of Sanchez Ave
 - Remove broken sidewalk from fallen tree on Northbrook near Boxwood; mixed and poured 16' of sidewalk
 - Cut out raised areas of sidewalks, prepped for concrete on Canterbury Woods

- A few crew members took CDL test

Forestry 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
- Remove fallen tree on R/W at 600 block of Riverside Dr
- Cut and stacked trees and brush at Melrose Park; Vandner Park; Rosewood Park
- Removed trees on well at S Old Kings at Hammock
- Cut tree from R/W on 900 block of Northbrook Dr
- Pick up downed pine tree at 600 block of Riverside Dr; Hand & Andalusia Ave
- Cut up and removed tree on 100 block of Bramblewood Ln
- Cut down tree on Broadmoor Cir
- Removed Cedar tree on Broadmoor Cir; hanging limb on 500 block of S Ridgewood Ave; tree on Hickory Hills Cir

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
- Installed street names in various locations citywide
- Trimmed for view of signs in various locations citywide
- Clear edsidewalks of leaves on Division from Railroad Ave to S Center St
- Trimmed on Standish & John Anderson Dr

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 many HIP street names
- Replacing and straightening 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
- Pumps & gates inspected citywide
- Moving storm debris citywide
- Ditch maintenance on Northbrook Dr, railroad tracks off Hand Ave
- Moved bleachers to Fleet

Mowing

- Ditch mowing – FDOT ponds, Arroyo Parkway

Street Sweeping/Streetsweeper (1.5 days running)

- 30 miles of road cleaned
- 24 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
23,365

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
3	16

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,072 gallons of unleaded and 9,802 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,695 gallons of unleaded and 716 gallons of diesel.
- Fleet completed 46 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.
- FDOT SR40 from Interchange Blvd to I-95 Southbound Ramp – Work is commencing. Two valve boxes require adjustment.
- Fire Hydrant Replacement Program – Replaced hydrants on Oceanshore Blvd, Ann Rustin Drive, Longfellow Circle and Margarita Circle.
- Lift Station 8M1 – SCADA shop drawings were reviewed and comments sent to the contractor. Unistrut and conduit drawings were approved.
- 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 – Determination is being made for whether a block heater was to be provided with the generator.
- Sanitary Sewer Inflow Infiltration Project – A pre-bid meeting was held on 11/15/16. Several questions were brought up concerning accessibility of the lines to be televised and cleaned. The 3P system was suggested to be removed from the project scope and the bid date will be postponed.
- Shadow Crossings Force Main Improvements – Revised shop drawing for a thicker wall pressure pipe was approved. Resubmitted shop drawings were approved. All shop drawings were received. Contractor plans to begin construction the week after Thanksgiving.
- 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 specifications are under review. Bill Langer, a representative from Florida Protective Coatings is visiting the sites to obtain more information on the existing coating systems.
- Water Plant Aerator Housing Rehabilitation (CIP) – Updated insurance certificate was received.
- Water Plant Lime Silo Dust Arrestor Project – Electrical work has started and is scheduled to be completed in December.
- Water Plant Pump & Control Upgrades – Rocha Controls has begun making modifications to the controls scheme for incorporation of the new pumps and controls.

- WWTP Outfall Pipe Replacement – WWTP Outfall Pipe Replacement – Consultant submitted final plans. The ERP Permit has been issued. The State is reviewing the request for the submerged land easement.
- WWTP Sludge Digester Aeration – Final contract closeout is in process.
- Utilities SCADA Upgrades – Minutes from the 10/25/16 meeting are being reviewed.
- 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. – Application for Use Permit received from Volusia Co.
- 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. Dunkin Donuts – FDEP permit was received. Huntington Villas Phase 1A – A draft access, maintenance and utility easement is being reviewed. Plantation Oaks – Reviewed plans and provided comments. FDEP permit applications are being processed. Legal descriptions will be prepared for water and sewer access and maintenance. Ormond Central 1 S. Old Kings Rd. – Reviewed plans and provided comments. Pet Street Veterinary Care Center 240 S Nova Road – Plans were received for review. RaceTrac Modification 1670 W Granada – Reviewed plans. Sterthaus ALF – Preapplication meeting was held. T&B Aviator – Reviewed plans and provided comments. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1195 Roberts Street – Request for a lot split was 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.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 38.95 million gallons for the week ending November 11, 2016 (5.56 MGD).
 - Backwashed 12 filters for a total of 505,000 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 81 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 32.50 Million Gallons.
 - Produced 29.96 Million Gallons of Reuse.
 - Produced 2.54 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.64 MGD, plant designed for 8 MGD.
 - Hauled 73.58 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 15 water service leaks.
 - Replaced 4 malfunctioning residential water meters.
 - Replaced or repaired 11 water meter boxes.
 - Replaced 11 water services due to leaks.
 - Performed pressure testing of 4 City owned backflow preventers.
 - Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Straightened the fire hydrant located at Hand Ave & US1 due to a minor motor vehicle accident.
 - Scheduled and performed water main shutdowns to replace aging fire hydrants located at 941 Margarita Cir, 18 Longfellow Dr, 1050 - 1550 Ocean Shore Blvd.
 - Exercised 28 valves for scheduled outages and maintenance.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 130 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 8 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
 - Responded to 3 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line force main valves in Phase [1] of Hunters Ridge to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Repaired leaking manhole at 23 Brookside Circle.
 - Repaired broken lateral at 33 N St. Andrews
 - Checked force main pressures along Ocean Shore Blvd.: Spanish Waters @ 29/21 psi, Ocean Mist Hotel @ 20/19 psi, Ormond Mall @ 10/9 psi.
 - PEP System force main pressures: AM/PM Westland Run (2 inch) 25/8 psi. Foxhunters Flat (2 inch) 15/2 psi & Shadow Crossing Blvd. (4 inch) 16/2 psi.
 - Performed annual root control on 3 Sanitary Service Laterals.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations

- Centrifuge Wet Well, follow up from call out, inspected all pipe mounting and developed a repair parts list, reconfigured float control system to operate in hand control only, ok.
- Centrifuge #2, not functioning, found drive belt had come off, reinstalled belt, ok.
- Centrifuge #1, inoperable, reloaded program to PLC, reconfigured Pro-Soft card and re-addressed new IP address after discovering that Centrifuge 1 & 2 both shared the same IP address, ok.
- Bear Creek, high level alarm, caused by phase monitor, replaced phase monitor, ok.
- Clarifier #3, off line, damaged inner weir, remove damaged section, placed Clarifier back online in partial condition, contact vendor for repairs.
- 4M, re-attach #2 Guide Rails, ok.
- Chlorine Building, assist Operations in installation of new chlorine pump at skid, ok.
- Final Effluent Tanks: Assisted Operations for pumping unit set up for upcoming tank cleaning activities.
- 1M, continued diagnosis and repair of pump #1 poor pumping capacity, replaced worn contacts #1 starter with new stock, cleaned contacts in #2 starter - ok at this time.
- Influent Room, oversee transfer of pump positioning status, ok.
- WIN911 monitor/response: Out of service, purchase order for replacement requested, will keep updated.
- SCADA monitor/response: Out of service awaiting radio 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: Influent Odor Control Unit; R.A.S. Pumps, 1, 2, 3, 4, 5; W.A.S. Pumps, 1, 2; Swing Zone Blowers, #1, #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S
- Quarterly Plant PM's: Screw Pump #2.
- Semiannual Plant PM's: Carrousel Blower #3.
- Lift Station PM's: 5 monthly and 1 annual performed.
- 51 work orders completed and closed for this section for this week.

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

- Well 18SR, remove RTU from out of service site.
- Server A (SCADA), periodically freezes within iFIX, not allowing for any control remotely. Contacted CEC who helped with the backup of the old server; waiting on reply. Will configure new server, still operational, ok.
- Server B (SCADA), Well 35R generator tags in iFIX database changed to match Server A's database tags, ok.
- Well 41R, receiving Flow Fault on SCADA system, noticed weak signal of radio, phase fault shown at RTU, reset control relay, 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. Staff is also sending a video camera down the sewer line in the suspected area to note all lateral location service points within this portion of the system.
 - Industrial Pretreatment – Staff is preparing a Notice of Violation to one of the City's permitted industries with respect to a permit violation on the third quarter report. The violation did not harm the treatment system or the collection system.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - THM/HAA Reduced Monitoring – Staff received approval from the Health Department to reduce trihalomethane and haloacetic acid (disinfection by-products) monitoring from quarterly to bi-annually. The reduction in monitoring shows the positive trend the water production staff has achieved in lowering these parameters within the distribution system.
 - Backflow Data Tracking – Staff corrected the device management database for multiple commercial properties having backflow devices. As properties change owners the database must be maintained to match the new ownership. Additionally, staff is notifying commercial properties which do not currently have a backflow device of their requirement to install one for the protection of the City public water supply.

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
- Staff attended and provided support for November 15, 2016, City Commission Organizational Meeting
- Agenda packet preparation for December 6, 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.