

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 9, 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:

- Staff meeting
- General discussion meetings with Police Chief, Economic Development Director, HR Director and Planning Director

Spoke to, attended and/or met with:

- Individual agenda review discussions with commission members
- Rotary meetings
- United Way Executive Committee Meeting
- City Commission Advisory Board Workshop and City Commission meeting
- PACE Board meeting
- DARE graduation at Tomoka Elementary

Community Development

- **Flagler County Commission Meeting:** The Planning Director attended the Flagler County Board of County Commissioner's (BCC) public meeting on the Order to Rescind Notice of Noncompliance for Hunter's Ridge DRI. The BCC approved the rescission based upon the following:
 1. Conservation Area: Developer is required to: complete the conveyance of the 1978 acre conservation park to Flagler County (FC); complete the mitigation activities and in return the County is to give consent to wetland permits and conservation easements; complete the hydroperiod restoration plan if required; pay \$300K to enhance the conservation park; assign mitigation credits to County for development of a regional park and provide a temporary access easement to borrow permit expansion. FC will permit a 20 acre borrow pit but it must have environmental benefits and a restoration plan must be provided once the dirt is removed.
 2. Developer will assign the timber, hunting, equestrian rights to FC.
 3. Unauthorized timber harvesting by Developer will be mitigated in payment of mill fees for timber removed.
 4. Developer will provide access easement on 40, Grade to FC.
 5. The 45 acre active regional park will be provided to FC along with federal, state mitigation credits in order to get 18 upland acres. The regional park is located just north of our parcel that was supposed to have a treatment plant. The regional park will be an active park with equestrian support services
 6. FC surrenders 22.5 acres previously dedicated by developer for road maintenance site. This is done because a second development district (DD) was approved as a previous item. This DD will maintain the roads.
 7. A previous dedicated public safety site (just north of the parcel conveyed to the City for a park) for fire will be returned to the Developer and the Developer will assign Parcel O from Phase 1A which is a county preferred public safety site. This site is located just east of the rotary and on the south side of Airport Road.

- Departmental Vacancies: The Department is in the process of interviewing for Building Inspectors and a Permit Technician. There are two Building Inspector positions open (1 resigned and 1 is a new position) and 1 Permit Technician (resigned). Due to the Inspector vacancies and the number of inspections performed this week, the Department required the services of a 3rd party provider.
- FDOT 5 Year Work Program: FDOT has scheduled a public hearing on its Tentative 2016 five Year Work Program which contains for Ormond Beach mast arm construction at Cardinal Drive (\$801,000) and Harvard Drive (\$772,000) at A1A for 2020; the Forest Hills bike path from Old Tomoka Road to Scottsdale Drive for \$589,288 with construction in 2017/18; and \$87,000 for the Tomoka State Park trail from Inglesa Avenue to Sanchez Park for 2018/19. This \$87,000 amount is presumably for preliminary design.

Building Inspections, Permitting & Licensing

- 554 inspections performed (121 by Private Provider)
- 186 permits issued with a valuation of \$3,986,910.00
- 4 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC did not meet this reporting period.
- Approved projects under construction with percentage completed are as follows:

| Project | % Complete |
|------------------------------------|------------|
| 146 North Orchard Street | 95% |
| 783 North US 1 | 10% |
| 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/OCLS, LLC 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 a prospective office development project. 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 review by staff is underway for 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 attended the bi-monthly Team Volusia Economic Development Practitioners meeting.
- Staff has prepared an Economic Development presentation for the Team Volusia Board of Directors meeting on December 20.

Prospective Business Attraction/Retention/Expansion

- Staff met with representatives of an existing Ormond Beach business that is seeking to construct a larger facility. The company has outgrown their current space and needs to build a new structure to accommodate growth. Conceptual plans were presented at the meeting,
- Staff met with an out of state firm to discuss relocation of their operation to Ormond Beach. A site search and review of economic development incentives is underway.

Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is substantially complete. Final demobilization of all heavy equipment was completed this week. Flight testing of the new Precision Approach Path Indicator (PAPI) lights is scheduled for December 12th.
- Staff attended a Florida Aviation Systems Plan (FASP) Comprehensive Review Team (CRT) meeting this week at the FDOT District 5 Urban Office in Orlando. Topics discussed included Performance Measures and Indicators, State Strategic Goal Assessments, Public Engagement Mechanisms, and Aviation Demand Drivers.
- Staff completed work to close out the FDOT grant that provided primary funding for the successful airfield marking project.
- Staff completed work to process for recording the executed assignment of a hangar facility lease formerly owned by Aqua Sun Investments.
- Work was completed this week to remove a tree that had fallen on the airport perimeter fence in the vicinity of Runway 26.
- Staff has received from FDOT a Joint Participation Agreement (JPA) to provide primary funding for an environmental assessment at the airport, which will be conducted as the first phase of a comprehensive obstruction mitigation project. The JPA will be presented for approval by the City Commission at their first meeting in January, 2017.
- 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

- On-going Projects
 - Preparing for the annual audit
- Completed Projects - Weekly
 - Processed 108 Journal Entry Batches (6719-6729) (624-917).
 - Approved 52 Purchase Requisitions totaling \$273,010.12.
 - Issued 46 Purchase Orders totaling \$356,131.38.
 - Processed 5,988 cash receipts totaling \$884,342.18.
 - Prepared 109 Accounts Payable checks totaling \$100,478.38 and 35 Accounts Payable EFT payments totaling \$369,229.80.
 - Prepared 21 Payroll checks totaling \$22,124.99 and 329 Direct Deposits totaling \$422,207.50.
 - Transferred IRS 941 payment of \$161,469.70.
 - Processed and issued 6,136 utility bills with billed consumption of water of 23,995K.
 - Processed 1,409 utility bill payments through ACH totaling \$109,536.05.
 - Issued 788 past due notices on utility accounts.
 - Auto-called 51 utility customers regarding receipt of a past due notice.
 - Processed 299 payments through Interactive Voice Response System totaling \$25,171.45.

Grants/PIO

- Public Information
 - Press Releases
 - Ormond Crossings Planned Development Project Sold to Local Group (Joe Mannarino)
- 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.
 - Dropped off collected hygiene items to the Jewish Federation.
 - Shopped, wrapped, and dropped off gifts for the Easter Seals Holiday Party for children adopted by City of Ormond Beach employees.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 6
 - Fire Alarms: 14
 - Hazardous: 6
 - EMS: 89
 - Motor Vehicle Accidents: 6
 - Public Assists: 39
 - TOTAL CALLS: 160
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- Aid provided to other agencies: 9 Calls to Volusia County
 - Total staff hours provided to other agencies: 35
 - # of overlapping calls: 46
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 71
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 416

Training Hours

- NFPA 1001: Firefighting 14
- NFPA 1002: Driver 7
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 57
- NFPA 1620: Preplanning 4
- EMT/Paramedic 22
- TOTAL TRAINING HOURS: 106

Station Activities

- Inspected 118 fire hydrants
- Provided CPR and AED training to residents of Ormond Heritage Condominiums

Significant Incidents

- 12/3/16, 4:21 PM: 3673 Needles Dr. – Structure Fire – Provided assistance to Volusia County – upon arrival found residential structure 50% involved – no hydrants in area – residence on narrow dirt road – once water supply was established structure was a total loss – crews cleared scene at 7:19 PM.
- 12/6/16, 10:05 AM: 1657 N. US1 – Brush Fire – Responded to small brush fire across street from Loves Truck Stop – fire located between retention pond and US1 – Department of Forestry assisted by cutting a line around fire – crews cleared scene at 12:35 PM – crews returned at 5:04 PM to check for hot spots and flare-ups – 200 gallons of water was used on several smoldering areas for potential rekindles.

Human Resources

Staffing Update

Requisitions

- Police Officer (Police)

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 12-16-16. Advertised on City web site, governmentjobs.com, BOAF, ICC, and internally.
- Permit Technician (Planning) open 12-2-16 through 12-16-16. Advertised on City web site, governmentjobs.com, and internally.
- Treatment Plant Operator C, B, or A (Wastewater/Public Works) re-advertised 12-6-16 through 12-21-16. Advertised on City web site, governmentjobs.com, and internally.
- Account Clerk II (Finance) open 12-2-16 through 12-9-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Box Office Attendant (Leisure Services) re-advertised 12-6-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Leader (Leisure Services) re-opened 10-26-16 through 12-31-16. 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 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

- Maintenance Worker III (Water Distribution/Public Works)
- Utility Sludge Hauling Technician (Public Works)
- Landscape Architect (Engineering)
- Part Time Evidence/Crime Scene Custodian (Police)
- Part Time Recreation Leader (Leisure Services)

Interviews Scheduled

- Police Lieutenant (Police)
- Part Time Center Leader (Environmental Discovery Center/Leisure Services)
- Part Time Maintenance Worker II (Parks/Leisure Services)
- Part Time Office Assistant I (HR)
- Building Inspector (Planning)

Background/Reference Checks/Job Offers

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

Risk Management Projects

- Subrogation demands researched and sent
- Webinar on e-mailing for Mayor's Challenge
- Mayor's Health & Fitness Challenge Team conference call and event planning
- Prepared response to Request to Produce for claims

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: - 5 New work - 53 completed - 26 in progress
- Virus Protection: - Barracuda Email Security cloud service statistics

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|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 76,701 | Inbound E-Mails Blocked | 11,033 |
| Delivered Inbound E-Mails | 26,578 | Quarantined Messages | 4,614 |
| Percentage Good Email | 34.7% | Virus E-Mails Blocked | 1 |

- Notable Events:
 - None.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 9 Changes: 0 Corrections: 0
- Map/Information Requests: 16
- Information Requests from External Organizations: 9
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 43: Total in system = 1,159
- Meters GPS Located this week: 0: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent
- Notable Events this week: None

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
- City Commission Meeting
- LED Sports Lighting Project Review
- Field 7 Review
- Movies on the Halifax

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers

- 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 1pm daily.
- SHS boys' and girls' soccer teams continued practicing this week at the Soccer Fields at 4pm and 6pm. Girls' and boys' JV and varsity teams played games Thursday and Friday night at Championship Field 7 at 5:30pm and 7pm.

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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
- Picked-up and dropped off equipment to Fleet on "as need" basis
- 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
- Removed goals, benches and toters from Soccer Field 8
- Painted Soccer Field 7 for SHS games and practices
- Set up Championship Field 7 for SHS Soccer Games on Thursday and Friday
- Dragged infields at Osceola Elementary and South Ormond for Lady Renegades practices
- Re-installed batter's eye on Wendelstedt 2
- Added clay to all bullpens at Sports Complex

Senior Center

- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- Big Band America was held on Thursday from 7:00pm to 9:00pm
- King Jesus Ministries was held on Friday from 6:30pm to 9:00pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 5:00pm
- King Jesus Ministries was held on Sunday from 9:00am to 1:00pm

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 through Thursday.
- The Performing Arts Center is preparing to host the following events
 - Providence Church Christmas Concert, Friday 7pm to 8:30pm and Sunday 3pm to 4:30pm and 5pm to 6:30pm

South Ormond Neighborhood Center

- Splash Pad closed through Dec 1 until March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- YMCA flag football Monday/Friday
- Volusia County meeting Tuesday
- Youth basketball Monday/Wednesday/Friday
- Jazzercise Monday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisted with City Commission workshop meal
- Preliminary planning for the following upcoming events:
 - Home for the Holidays Parade – lineup, logistics, tasks and assignments
 - Holiday Concert – Thursday, December 15
 - Santa on the Go – schedule made
 - Letters to Santa – week of December 19-December 23
 - Breakfast with Santa – The Casements handling ticket sales

Gymnastics

- Classes are going well and growing
- December session in progress
- Registration open for December session
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Preparing for tomorrow's holiday parade

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 will continue to meet for practice on Tuesdays from 5:00-6:00pm at the Nova Community Center.
- Boys' Basketball League started their games this week.

The Casements

- The Casements Guild hosted the 38th annual Christmas Gala last weekend. Tickets were \$5.00 per person over age 12 and were good for all weekend. Saturday's activities included Snickerdoodle the Clown, live music, train rides, and \$3.00 ice cream sundaes for sale. A Musical Evening with wine and hors d'oeuvres (tickets \$25/pp) was held from 6:00 p.m. to 8:00 p.m. Sunday's activities included a holiday tea (tickets \$25/pp).
- Seaside Herb Society held their annual plant sale at Bailey Riverbridge Church and Gardens on Saturday from 7:00 a.m. to 3:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
- A baby shower was held at Bailey Riverbridge on Sunday from 1:00 p.m. to 5:00 p.m.
- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m.
- Pilates classes met Monday through Friday at The Casements.
- Docents gave special tours during the week, one on Monday, two on Wednesday, one on Thursday and one on Friday.
- A holiday party was held at The Casements gallery and kitchen on Monday from 5:00 p.m. to 8:00 p.m.
- Yoga class met on Tuesday morning at The Casements.
- Ormond Beach Garden Club held their monthly meeting in The Casements' gallery on Wednesday from 8:00 a.m. to noon.
- Kings Crossing Home Owner's Association met at Bailey Riverbridge on Wednesday from 7:00 p.m. to 9:00 p.m.
- Zumba class met on Thursday at The Casements.
- Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
- Ormond Beach Historical Society began setting up Bailey Riverbridge for Saturday's Tour of Homes.

- Movies on the Halifax feature film for tonight is the 1954 movie *White Christmas* in Rockefeller Gardens at 6:00 p.m. Staff will be giving out bubbles, Santa and Mrs. Claus will be attending, and Schmancy's Popsicles will be selling hot chocolate. Staff assisted from 5:00 p.m. to 9:00 p.m.

Parks Maintenance

- Citywide inspection of parks Monday and Friday
- Post reservation at pavilions
- Inspections of pavilions for posted reservations
- Close off boardwalk trail due to fire damage – barricades and “Sidewalk Closed” signs
- Assisted with assembly of large outdoor Christmas tree at City Hall
- Installed new trash can at Lincoln Avenue Park
- Repaired loose handrail at Birthplace of Speed Park
- Park detail cleanup and repaired fence at Waldo Berry Park
- Cleaned graffiti off at four Votran bus stops

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
- Daily check and repair of holiday decorations throughout city.
- Built and installed Christmas tree floats.
- Repaired the swing arm gate at the Airport Tower
- Set A/C stands for roofing contractor at City Hall
- Set thermostat at Police Department
- Checked receptacle for decorative light poles on Granada Blvd
- Repaired lights in the main hallway at SONC
- Repaired light at the corner of Mound and Washington Street
- Replaced the ladies room flush lever at Fortunato Park
- Removed TV bracket in the training room and patched holes at Police Department
- Replaced flush lever in men's room at Fortunato Park
- Install two brochure holders on the wall outside of HR at City Hall
- Repaired the door plate leading into the gym hallway at SONC
- Repaired the toilet leak and replaced ceiling tile in ladies room at Police Department
- Painted the window casing 3rd floor at The Casements
- Replaced the door stop in the training room at the Police Department
- Repaired the breezeway ceiling at Andy Romano Park
- Repaired cupola soffit at Fortunato Park
- Repaired the north fence gate at Fleet
- Attached a door handle to the holding tank at the Police Department
- Removed and replaced the outside water cooler at SONC
- Cleaned out and reset garbage disposal at The Casements

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey conducted interviews with new hire candidates.
- Chief Godfrey and Captain Rosenthal conducted interviews with Lieutenant candidates.
- Attended Science on Patrol at Ormond Beach Elementary School.
- Captain Rosenthal is attending the third of five sessions of the Southern Police Institute Command Officers Development Course.

Community Outreach

- Four (4) members of the YDC assisted the State of Florida Association of Police Athletic/Activities League with the Annual Cheerleading Competition at Embry Riddle Aeronautical University December 3, 2016.
- Members of the YDC will participate in the Home for the Holidays Parade tomorrow.
- Science on Patrol at Ormond Beach Middle School continues. Currently 28 youths are participating in the program held on Tuesdays and Thursdays. Science on Patrol at Ormond Elementary School completed the final class for 2016 on Thursday, December 1. Twelve (12) youths participated in the program.
- The annual Holiday Party for the Ormond Beach Police Athletic League is Wednesday, December 14 from 5:30 pm to 7:30 pm at the South Ormond Neighborhood Center.
- Attended a recruitment fair at St. Johns River State College on December 1.
- Taught DARE classes at Tomoka Elementary and Osceola Elementary.
- Participated in Student Mentoring at Ormond Beach Middle School, Osceola Elementary, and Tomoka Elementary.
- Hosted a SLAP (Self Defense for Ladies and Assault Prevention) class on December 3 for Embry Riddle University's ROTC.
- Collected gifts for the annual "Santa on Patrol".
- Collected canned and dry goods for the countywide food drive.

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 5
- Animal Bites: 1
- Animals Reclaimed: 1
- Trap Neuter Release: 3

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 13
- Inactive: 17
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Carbreak: 4
- Grand Theft: 3
- Auto Theft: 2
- Arson: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Vandalism: 1

Records

- Walk - Ins / Window: 96
- Phone Calls: 119
- Arrest / NTA'S: 22
- Citations Issued: 74
- Citations Entered: 151
- Reports Generated: 127
- Reports Entered: 117
- Mail / Faxes / Request: 30

Patrol

- Total Calls: 1,333
- Total Traffic Stops: 176

Operations

Crime Opportunity Report Forms: 112

- 11/30/16
 - Driving Under the Influence Arrest, 155 South Nova Road. Suspect was stopped for driving reckless. Further investigation revealed suspect was driving under the influence.
 - Trespass Arrest, 20 South Nova Road (Verizon). Suspect returned to the property after previously being trespassed.
 - Battery Domestic Violence, 292 South Ridgewood. Victim and suspect involved in a physical altercation. Suspect left prior to officer's arrival. Charges filed and suspect located the next day.
 - Warrant Arrest, Lowndes Avenues and North United States Highway One. Suspect was stopped for a traffic violation. Suspect had an open warrant.
 - Stolen Vehicle, 5000 Saint Georges Road (Bermuda Estates). Victim reported their vehicle stolen from the parking lot.
- 12/01/16
 - Carbreak, 500 Sterthaus Drive (YMCA). Suspect entered victim's vehicle and stole items from inside.
 - Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted at the business. Suspect had an open warrant.
 - Battery Domestic Violence Arrest, 1608 North United States Highway One #11 (Days Inn). Victim and suspect were involved in a physical altercation. Suspect battered the victim.
 - Fleeting Vehicle Arrest, West Granada Boulevard and South Yonge Street. Vehicle fled from Daytona Beach Police. Vehicle came through Ormond Beach and crashed in Holly Hill. Driver was located and charges filed.
- 12/02/16
 - Traffic Arrest, South Center Street and Park Ridge Way. Suspect was stopped for a traffic violation. Suspect was a habitual traffic offender.
 - Stolen Vehicle, 327 Parque Drive #6. Victim reported their trailer and two jet skis stolen from a local business where they were parked.
 - Narcotics Arrest, Hand Avenue and South Center Street. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
 - Driving Under the Influence Arrest, Seville Street and South Yonge Street. Suspect was stopped for driving erratically. Further investigation revealed suspect was driving under the influence.
- 12/03/16
 - Aggravated Battery, 30 South Yonge Street. Two parties involved in a disturbance. Both parties battered each other. Charges filed.
 - Driving Under the Influence Arrest, West Granada Boulevard and South Yonge Street. Suspect located inside their vehicle. Further investigation revealed suspect was driving under the influence.
 - Driving Under the Influence Arrest, Harbour Lights Drive and Hand Avenue. Suspect was stopped for a traffic violation. Further investigation revealed suspect was driving under the influence.
- 12/04/16
 - Narcotics Arrest, 600 block of South Atlantic Avenue. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
 - Stalking, 488 South Halifax Drive. Victim reported and ongoing stalking issue with a known suspect. Charges filed.
 - Burglary Residence, 350 Riverside Drive. Victim reported a suspect entered their residence and stole items.

- Grand Theft, 1628 West Granada Boulevard (BP Gas Station). Victim reported a piece of property stolen from the business.
- 12/05/16
 - Carbreak, 203 South Orchard Street. Victim reported their vehicle was entered and items were stolen.
 - Burglary Residence, 9 Circle Oaks Trail. Suspect entered the residence under construction and removed items from inside.
 - Burglary Residence, 89½ North Yonge Street. Victim reported their residence was entered and items were stolen from inside.
 - Grand Theft, 482 Magnolia Street. Victim advised that a known suspect stole several items from them.
 - Warrant Arrest, 487 Bryant Street. Suspect was located at the residence. Suspect had an open warrant.
 - Carbreak, 570 Sterthaus Drive #328. Suspect entered the victim's vehicle and stole several items.
- 12/06/16
 - Stolen Vehicle, 55 Tomoka Meadows Boulevard. Victim advised that suspect took their vehicle without permission.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by store's loss prevention for stealing items from the business.
 - City Ordinance Alcohol Violation Arrest, 729 South Nova Road. Suspect was observed drinking an alcoholic beverage in public.
 - Strong Arm Robbery, 801 South Nova Road. Victim and suspect involved in a physical confrontation over a stolen vehicle. Suspect stole victim's vehicle.
 - Grand Theft, 505 South Atlantic Avenue (Lotus Inn). Suspect made forced entry into the vending machine and stole the U.S. currency from inside.
 - Grand Theft, 81 Pine Trail. Victim reported that the suspects moved out of the residence and while doing so sold the victim's items without permission.
 - Burglary Residence, 54 North Capri Drive. Victim reported their residence was entered and items were stolen.
 - Driving Under the Influence Arrest, Harvard Avenue and South Atlantic Avenue. Suspect was contacted reference to a traffic crash. Further investigation revealed the suspect was driving under the influence.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 27
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 24
 - Number of Written Warnings Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
 - Zone 2: 6 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated
 - 4 signs have either been removed or sign cases created.
 - 0 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and eighty-two (82) telephonic inquiries.

Public Works

- **Engineering**

- **Project Summary**

- **Construction Projects:**

- **2-Inch Watermain Replacement Phase 2 – Mainland** – All water main work is complete. Restoration which is on-going and includes sidewalks, curbing, road resurfacing, and sod work is expected to be complete by the end of the week.
- **Downtown Stormwater** – As-Built's have been submitted for City review; a final inspection was conducted with the contractor on Tuesday, December, 6.
- **2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables** – Restoration work is on-going and is expected to be complete next week. Contract cost under runs have enabled staff to include two additional streets for resurfacing in Fox Hollow subdivision. This includes Fernway Drive and Biltmore Drive. Contractor will start these streets in Mid-January.
- **Water Treatment Plant Lime Silo Dust Arrestor** – Installation of project wiring and the control panel is scheduled for Thursday, December 7. Replacement of the dust arrestor and modifications to the building are planned to begin after the first of the year.
- **Water Treatment Plant Controls and Pump Upgrade** – Modifications are being made by Rocha Controls to the controls interface, installation of the pumps will occur after the first of the year.
- **Laurel Creek Stormwater Pump Station Improvements** – The control panel has been delivered and contractor has started installation and electrical work.
- **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 this month.
- **Fortunato Park Repairs** – Repairs to the Fortunato Park Canoe Launch and sidewalk are to begin this week.

- **Design Projects:**

- **South Peninsula Reclaimed Expansion** – Engineering and Utilities staff met with the Consultant on December 1 to discuss 90% design comments; plans will be finalized for disposition at the January 17 City Commission meeting with bid advertisement to follow.
- **West Ormond Community Center** – The CC approved the work authorization for the feasibility study. Consultant will coordinate with school board staff to present the project to the School Board for their approval of the City to utilize the property adjacent to Pathways Elementary school.
- **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. 60% plan submittal is due this month.
- **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. The Army Corps of Engineers has issued the public notice for the permit and all comments are due by the end of the month. After that staff can address any comments prior to permit issuance.
- **Sanitary Sewer Inflow/Infiltration** – Project has been advertised, a Pre-Bid Meeting was held on November 15. Addendum #1 was issued, bid opening moved to December 13 at 2pm.
- **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** – 60% plans have been submitted to FDOT for review, design continues.

- CDBG (canoe kayak launches) – The launches were delivered. Staff is soliciting installation quotes. FDEP had some comments in advance of issuing permit for the Kayak Launch that will be located at Cassen Park.
- Ph III 2-Inch Water Main Replacement – Mainland – Revised 60% plans have been received from the Consultant; Staff has scheduled meeting with Consultant to review comments.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – Engineering and Utilities staff met with the Consultant on December 1 to discuss 90% design comments; plans will be finalized for disposition at the January 17 City Commission meeting with bid advertisement to follow.
- 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 – Final modifications are being made to plans and specifications. Staff is investigating FEMA HMGP grant options 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.
- Main Trail Bridge – Staff has received and is reviewing quote from Construction Management Contractor 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 for approval to issue advertisement for bids is scheduled for the December 6 City Commission meeting.
- Cassen Park Restroom Replacement – A Work Authorization has been issued for design services.
- Rockefeller Gardens Shade Screen - A Work Authorization has been issued for design services.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Staff is preparing a detailed scope of work for repairs. Work will be covered by insurance on a building by building basis.

Department Activities

Administration/Meetings/Customer Service/Other:

- Engineering staff attended a pre-construction meeting with FDOT to discuss maintenance of the cantilever directional signs at A1A and Granada Blvd. This work is anticipated in late December.
- Reviewed plans and created several approved Work-in-the-Right-of-Way permits for 54 Halifax Drive, 450 Tomoka Avenue, and 6 Princess Circle, per Bright House Networks request.
- Reviewed plans and created approved Wetland Protection Permit for 2128 John Anderson Drive.
- Began researching a drainage complaint at 14 Mimosa Trail, per homeowner's request.
- Completed Tree-in-the-Right-of-Way locate at 123 Bonita Place, per Streets Division request.
- Completed Tree-in-the-Right-of-Way locates at 70 Bluebird Lane, and at the end of Timberlake Lane, per Neighborhood Improvement Division request.
- Continued to update the construction plans for US1 Median Beautification project (Airport Rd to Hernandez Ave), per Project Manager's comments.
- Created plans for the Sodium Bisulfite Storage Tank Replacement at the WWTP, per Utilities Division request.
- Began creating the construction plan set for the Central Park Phase 1 Sidewalk project.
- Researched and provided pdf As-Built's of the Airport Road Extension utilities to Utilities Division, per request.
- Began researching the documents to create the sketch and legal description for 2910 Anchor Drive Annexation.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Pulled forms and clean up job on S Atlantic Ave at Riptides
- Formed and poured curbing, rake and clean job on Lakebridge at Nova Rd
- Patched 5'x16' asphalt for Water Dept at Moss Point
- Mixed and poured 6x6 sidewalk section broken by tree on Fleming Ave
- Asphalt 5'x15' utility cut at Moss Point
- Formed sidewalk and bike rack for Parks Dept at CP1; mixed and poured concrete

- 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
- Removed Oak tree on 800 block of Alcazar Ave; Cumberland Ave
- Removed brush at roadside at CP4 on Hand Ave
- Removed damaged Cherry Laurel on 800 block of Alcazar Ave
- Removed Pine tree from fence at OB Airport
- Cut and removed tree at Rosewood & N Beach St
- Removed dead tree and brush on 900 block of Northbrook Dr
- Picked up message boards at Vol Co yard
- Removed tree for Water Div on Spring Meadow Dr

- 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
- Installed Christmas banners
- Edge & cleaned sidewalk on US1 between Skate Center & Southside Collision
- Trimmed for sign visibility on N Halifax by John Anderson Dr
- Trimming on Amsden between N Halifax and US1; SR40 between Winding Woods & Misners Branch Trl
- Delivered Poinsettias Citywide

- Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Straightened signs in various areas of the City
- In-shop training
- Installing 2 new feedback 25mph Speed Limit signs for Hand Ave
- Fabricating various street names in Shop
- Installing HIP street names at Dawn & Halifax Dr
- Delivered Poinsettias Citywide
- Preparing signs, barricades & cones for Christmas parade

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
- Pipe replacement at Military, Fernway; Chardon Rd
- Bleachers to Fleet
- Plant delivery Citywide
- Ditch maintenance in Mallards Reach

Mowing

- Reachout mowing – Arroyo Pkwy, FDOT ponds, SR40 ditches

Street Sweeping/Streetsweeper

- 115 miles of road cleaned
- 34 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
23,292

PM Services completed for the week:

Emergency—Vehicles and Equipment
14

Non-Emergency Vehicles and Equipment
7

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 7,555 gallons of unleaded and 7,663 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,663 gallons of unleaded and 617 gallons of diesel.
- Fleet completed 51 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – A work authorization was approved and forwarded to the Consultant to revise the project scope to size a new 480V generator compatible with new electrical configuration - existing generator failed during the hurricane period. Obtained replacement generator sizing and forwarded to fleet department for procurement.
- Fire Hydrant Replacement Program – A list of hydrants to be replaced in the final year of the contract was prepared.
- Lift Station 8M1 – SCADA shop drawing comments are being addressed by the contractor.
- Lift Station 10M & 12M Rehabilitation – Received 90% plans and specs for review. A work authorization for survey services is under review.
- Rima Wells Auxiliary Power Generator – A block heater has been ordered by the vendor for installation on the generator.
- Sanitary Sewer Piping Video Investigation & Engineering Report Project – Bids due December 13 at 2 pm.
- Shadow Crossings Force Main Improvements – Contractor completed directional drilling on Foxhunter Flat & Huntsman Look. Bore logs received.
- Sodium Bisulfite Tank Replacement – Preliminary design plans were prepared for review.

- South Peninsula Reclaimed Expansion – Ninety percent plans reviewed and discussed with consultant and the engineering department.
- EST Tank Repairs & Maintenance – Logo information updated and sent to the design engineer to obtain an estimated cost. Water tank specifications are under review. Received tank logos for review.
- Water Plant Aerator Housing Rehabilitation (CIP) – Contractor requested to begin work. A work schedule and other items are required before construction can begin. Shop drawings need to show reinforced door frames. This comment was given to the vendor for resolution.
- Water Plant Lime Silo Dust Arrestor Project – Control panel is scheduled to be installed this week. Replacement of the dust arrestor and modifications to the building are planned to begin after the first of the year.
- Water Plant Pump & Control Upgrades – Rocha Controls is modifying the controls scheme for incorporation of the new pumps and controls. Pumps will be installed in the beginning of 2017.
- WWTP Outfall Pipe Replacement – Final plans & specifications are prepared. The state is reviewing the submerged land easement request.
- WWTP Sludge Thickener Upgrades – The technician was unable to complete repairs to the seal on thickener #2 to close out WARF #2. A return trip will be scheduled when the necessary part becomes available.
- 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. A meeting is scheduled to review plans on December 13.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – Reviewed 90% plans and provided comments.
- 7 Tarpon Drive – Application for Use Permit submitted to Volusia County for processing.
- SPRC Projects: Antares of Ormond Beach – Estimated connection costs are being prepared. Celedine – Received plans for review. Deer Trace – A revised lift station design is being reviewed. Huntington Villas Phase 1A – A draft access, maintenance and utility easement is being reviewed. Huntington Villas Phase 1B – A preconstruction meeting is scheduled 12-12-16. Minto – Responded to request for water and wastewater availability to serve the proposed development. Ormond Renaissance – Received plans to resolve stormwater conflicts for review. Partial clearance from FDEP for this portion of the line is being requested. Plantation Oaks – 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. – A meeting to discuss the comments was held. A line stop and insert-a-valve was requested for the 16-inch water main on SR 40. Ormond Gateway – Received plans for review. Stonecreek – The proposed subdivision project is cancelled. 1 Aviator Way – Reviewed plans to replace the manhole. 358 Fred Gamble Way – Reviewed as-built plans. 407 Airport Road – Reviewed plans for a lot split. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – FDEP clearance is required before it can be placed into service. A clearance form was submitted by the engineer along with as built drawings. Clearance form is being processed.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 38.36 million gallons for the week ending December 5, 2016 (5.48 MGD).
 - Backwashed 9 filters for a total of 396,000 gallons backwash water.
 - Annual average day demand raw water withdrawals from wells through November 2016 @ 6.072 MGD, SJRWMD 2016 allocation @ 7.244 MGD.
 - Produced - 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 30.01 Million Gallons.
 - Produced 28.10 Million Gallons of Reuse.
 - Produced 1.91 Million Gallons of Surface Water Discharge.

- Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
- Hauled 120.68 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to and/or repaired 13 water leaks.
 - Installed 5 new residential water meters.
 - Replaced 1 malfunctioning residential water meters.
 - Replaced or repaired 5 water meter boxes.
 - Replaced 6 water services due to leaks. Installed 2 each - 2" casings for water services under roads
 - Performed pressure testing of 3 City owned backflow preventers.
 - Responded to 22 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Repaired 3 each - 2" water main leaks at 18 Moss Point Dr., Mimosa Trail and Flormond Ave.
 - Tested and rebuilt a malfunctioning 3" water meter at 880 Airport Rd.
 - Relocated a water service due to a driveway built on top of the water service.
 - Exercised 10 valves for scheduled outages and maintenance.
 - Water Dist. Crews performed landscape replacements on multiple properties - laid 6 pallets of sod @ 500 sq. ft. each.
 - Rescinded all outstanding boil water notices.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 124 regular and 6 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
 - Responded to 9 Request for Utility Verifications for residential and commercial properties.
 - Exercising forcemain valves in Phase [1] of Hunters Ridge monthly to bleed off air as well to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Replaced PEP tank 25 Gray Dapple Way
 - Replaced entire lateral for Pizza Hut at 432 S. Atlantic.
 - Rerouted lateral around large cypress tree at 5 Niagara Falls Cir. Crews received compliment called in from resident on how well the crew performed the tough job.
 - Televised depression at 228 N. Beach St. found broken clay pipe. Attempting to schedule this additional work with upcoming storm drain lining project currently nearing completion for advertisement with Engineering Division.
 - Checked force main pressure along A1A. AM/PM Spanish Waters @ 26/27 psi, Ocean Mist Hotel @ 22/24 psi, Ormond Mall @ 9/10 psi.
 - Low pressure sewer gauge readings: AM/PM psi Westland Run (2 inch) 32/28, Foxhunters Flat (2 inch) 23/0 & Shadow Crossing Blvd. (4 inch) 15/8 psi.
 - Televised 20 laterals from our PM list, Found 6 that needed to be cleaned, 14 were clean and clear. These locations will be put on a 6 month follow up.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Breakaway Trails - Call in by Collections, high level, no pumps running, found corroded wiring and relays, replaced/repared, station back up and running on 2 pumps in automatic.
 - Reaeration Blower #3, trips out at high pressure, possible pressure switch or monitor, work order open continuing to troubleshoot.
 - Chlorine Building, repair plumbing as needed, ok.
 - Final Effluent Tanks, begin assembly of new Suction Header for tank draw down during quarterly scheduled tank cleanings.
 - Walmart, remove damaged fencing and dispose. Awaiting replacement.
 - Bar Screen Structure, repair broken wash down line as needed, ok.

- Centrifuge #1, no torque, wire connector to torque sensor damaged, control program troubleshooting required, will update when complete.
- 1M, Pump #1 not moving water properly, collections crew cleaned wet well, pump motor malfunctioning, replaced with shop stock & test, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- WIN911 monitor/response: Radio shipped 12/5/16, 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.
- Annual Plant PM's: Clarifier #3.
- Lift Station PM's: 44 monthly and 2 annual performed. 44 2
- 76 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Airport Road Booster station, performed operational tests, ok.
 - Hudson & Division Wells, modified tags in SCADA database to display accurate information
 - Plant SCADA system, update IP addresses / SCADA plant datasheets
 - LPRO PLC does not allow programming software (ControlWave Designer) to connect, thus not allowing Rocha Controls to make changes to the software needed for VFD project. Problem being researched with Rocha Controls. Conducted preliminary failover testing, ok, PLC noted as running on backup processor, main processor indicating "BD" code. Replaced SRAM batteries on both processors, powered down & rebooted PLC. Redundancy restored, ok.
 - Polymer Building, begin electrical upgrades to accommodate space heaters.
 - Housekeeping & visual inspection of all booster pump stations, reuse high service pumping facility.
 - Monthly Well PM's: BAT wells 2, 3, and 4; all Division wells; Rima well 39.
 - Monthly PM's: R.O. feed pumps and filter trains; high service pumps 1,2,3,4,7,8; 2% chlorine pumps 1-7; R.O. degas pumps 1-3 and blower 2.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP) – Staff continues to investigate the cause and source of sporadic elevated levels of copper being received at the City's Wastewater 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 televising the sewer line in the suspected area to note all laterals associated with this line. Staff interviewed all businesses on the suspected segment of the sewer collection line illustrating contribution of high levels of copper into the system. The interviews assisted staff in narrowing down the potential contributors based on the type of facility and the products utilized within. Further sampling efforts are ongoing to narrow the search. Staff submitted the City's Draft Plan of Study for evaluating the Local Limits to FDEP as required by the wastewater treatment facility's operating permit. The Plan of Study gives the City the framework to use in sampling and analyzing the effectiveness of the Local Limits.
 - Fats, Oils and Grease (FOG) – Staff is assisting a maintenance company charged with the operation of a private lift station. The lift station has received copious amounts of grease which is hindering efficient operation. Grease in the sewer collection system could cause sanitary sewer overflows (SSO).
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Backflow Data Tracking – The compliance rate of the backflow device testing is approximately 85 percent. The rate is significantly higher than prior years and before the current tracking system was being utilized. However, greater compliance is still necessary to reach the City's goals.

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
- Staff attended and provided support for December 6, 2016, City Commission Workshop (Advisory Board Nominations)
- Staff attended and provided support for December 6, 2016, City Commission Meeting
- Agenda packet preparation and creation for December 16, 2016, Pension Boards 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.