

## City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 16, 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 IT Manager, HR Director, Fire Chief, and Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Weekly meeting with Mayor
- Senior staff and attorney Kim Booker on land swap/well site SR40 north
- Phone call to Cathy Curry regarding Oakridge Cemetery
- Public Administration Advisory Board conference call
- Senior staff and representatives of Lakebridge, Arbor Oaks and Arbor Trails subdivisions regarding various concerns
- Sea Shell Marshall-Barley, recent college graduate, discussed career goals
- PAL holiday party
- Holidays at The Casements
- General discussion with James Moore auditor
- Claims Committee meeting

### **Community Development**

#### Planning

- Featured FDOT Publication: Ormond Beach was featured in a publication entitled, "A Guidebook: Using Mobility Fees to Fund Transit Improvements." This document can be accessed at the following link: <http://www.fdot.gov/transit/>
- Continuing Services Contract: The Planning Director participated on a committee for RFP 2017-10 Continuing Contract Services.
- Hunter's Ridge: Planning Director met with the City Manager, Assistant City Manager, Dave Ponitz, Ann-Margaret Emery and representatives of Capital Investors, new owners of Hunter's Ridge DRI development. Subjects discussed included swapping of previously conveyed land to the City for other land; 3 new well sites, and land uses to be proposed in a Notice of Proposed Change should the parties agree to the land swap.
- FDOT SUN trail Project: The Planning Director met with FDOT concerning Project 439872 (Greenway Bike Trail) that is planned.

#### Building Inspections, Permitting & Licensing

- 471 inspections performed (188 by Private Provider)
- 164 permits issued with a valuation of \$1,764,977.00
- 3 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC had a pre-application meeting with Prince of Peace and two pre-construction meetings with Antares @ Ormond Beach (720 West Granada Boulevard) and Huntington Villas, Phase 1B (Hunter's Ridge – Flagler County)
- Approved projects under construction with percentage completed are as follows:

<b>Project</b>	<b>% Complete</b>
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 the Frank family to evaluate options for extension of providing infrastructure to the Phase A portion of the Ormond Crossings Commerce Park. 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.
- Staff is reviewing SKYO Industries capital investment material as part of their Growth Assistance Agreement with the City.
- Staff is reviewing the Ameritech property tax information for 2016 as part of their Property Tax Reimbursement Agreement with the City.

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

- Staff completed a video presentation of the annual accomplishments of the City's economic development activities for the Team Volusia Board of Directors meeting on December 20.
- Staff is compiling development material for the Volusia County's next Quarterly meeting.

Prospective Business Attraction/Retention/Expansion

- Staff continues to work 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.
- Staff provided a property search for an out of state firm considering relocation of their operation to Ormond Beach.

Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is complete. Flight testing of the new Precision Approach Path Indicator (PAPI) lights was accomplished on Monday, December 12<sup>th</sup>. The need for minor adjustments to some of the lights was identified during the test. After the adjustments have been made the subject lights will be flight tested again.

- Staff attended a briefing and working session hosted by the Federal Aviation Administration's (FAA) Daytona Beach Terminal Radar Approach Control Facilities (TRACON) at the Daytona Beach International Airport on Wednesday, December 14<sup>th</sup>. The briefing was held to gather input from local airports about changes in high-altitude flight routes proposed as part of the Florida Metroplex program. The goal of the Metroplex program is to safely improve the overall efficiency of the National Airspace System (NAS) by increasing efficiencies in metroplexes — metropolitan areas with multiple airports and complex air traffic flows. The FAA's goal is to enhance the way aircraft navigate this complex airspace to improve airport access and make flight routes more efficient.
- Staff participated in a special meeting of the East Central Florida Metropolitan Area Continuing Florida Aviation Systems Planning Process (CFASPP) Steering Committee on Friday, December 16<sup>th</sup>. The purpose of this special meeting was to complete discussion on the Florida Aviation System Plan (FASP) entry request that was received from the City of Tavares for the Tavares Seaplane Base.
- Staff has received notification from the Florida Department of Transportation (FDOT) that Joint Participation Agreements (JPAs) to provide primary state funding for an environmental assessment and a wildlife hazard assessment at the airport have been executed by FDOT. Both JPAs were approved by the City Commission at their meeting on Tuesday, December 6<sup>th</sup>.
- The Ormond Beach Police Department (OBPD) responded to a report from a pilot about laser light activity from a neighborhood near the airport. OBPD provided the home owner's association with a list of residences where laser holiday light displays were observed, and asked the association to caution homeowners about the danger of laser lights striking aircraft.
- Staff continues to work with Nexttower, LLC to participate in the necessary site plan review and permitting process for a wireless communications tower facility at the airport.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Preparing for the annual audit
- Completed Projects - Weekly
  - Processed 48 Journal Entry Batches (6730-6740) (925-1044).
  - Approved 35 Purchase Requisitions totaling \$659,254.64.
  - Issued 40 Purchase Orders totaling \$288,047.33.
  - Processed 4,345 cash receipts totaling \$497,585.53.
  - Prepared 115 Accounts Payable checks totaling \$331,404.28 and 33 Accounts Payable EFT payments totaling \$404,417.17.
  - Processed and issued 5,007 utility bills with billed consumption of water of 30,390K.
  - Processed 2,013 utility bill payments through ACH totaling \$169,420.17.
  - Issued 976 past due notices on utility accounts.
  - Auto-called 167 utility customers regarding receipt of a past due notice.
  - Processed 311 payments through Interactive Voice Response System totaling \$29,068.04.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Deadline to Register for Federal Disaster Aid is December 16
  - 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 quarterly staff meeting.
    - Attended quarterly Local Mitigation Strategy meeting.

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
  - Fire Alarms: 3
  - Hazardous: 5
  - EMS: 70
  - Motor Vehicle Accidents: 11
  - Public Assists: 52
  - TOTAL CALLS: 143
- 
- Aid provided to other agencies: 9 Calls: Daytona Beach (6), Holly Hill (1), Volusia County (2)
  - Total staff hours provided to other agencies: 9
  - # of overlapping calls: 34
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 7
  - Total EMS patients treated: 65
  - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 422

#### **Training Hours**

- NFPA 1001: Firefighting 16
- NFPA 1002: Driver 5
- NFPA 1021: Officer 12
- NFPA 1500: Safety/Equipment 118
- NFPA 1620: Preplanning 3
- EMT/Paramedic 15
- TOTAL TRAINING HOURS: 169

#### **Station Activities**

- Inspected 50 fire hydrants
- Updated 10 pre-fire plans
- Visited 30 children at Esformes Hebrew Academy

### **Human Resources**

#### **Staffing Update**

##### **Requisitions**

- Maintenance Worker II (Streets/Public Works)
- Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
- Maintenance Worker II (Water Distribution/Public Works)

##### **Approved/Active Recruitment**

- Police Captain (Police) open 12-13-16 through 1-13-17. Advertised on City web site, governmentjobs.com, Florida Police Chiefs Association web site, and internally.
- 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.
- 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.
- Part Time Center Leader (Environmental Discovery Center/Leisure Services) re-advertised 12-12-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.

- Part Time Community Events Leader (Leisure Services) re-advertised 10-26-16 through 12-31-16. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Technician (Leisure Services) re-advertised 10-26-16 through 12-31-16. 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.

Applications Under Review

- Landscape Architect (Engineering)
- Part Time Evidence/Crime Scene Custodian (Police)

Interviews Scheduled

- Police Lieutenant (Police)
- Permit Technician (Planning)
- Account Clerk II (Finance)
- Part Time Office Assistant I (HR)
- Part Time Maintenance Worker II (Parks/Leisure Services)

Positions Filled Internally

- Maintenance Worker III (Water Distribution/Public Works)
- Utility Sludge Hauling Tech (Public Works)

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Neighborhood Improvement Officer (Police)
- Building Inspector (Planning)
- Part Time Recreation Leader (Leisure Services)

Separations

- Firefighter (Fire)
- Maintenance Worker II (Streets/Public Works)

Risk Management Projects

- Attended pre-deposition conference
- Attended Pension Board meeting
- Attended Claims Committee meeting
- Assisted Executive Board of local wellness council with annual awards

**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 – Project complete.
    - Clerk's Office – Email Archive system replacement – Project complete.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 14 New work - 30 completed - 39 in progress
    - Virus Protection: - Barracuda Email Security cloud service statistics

Total Inbound E-Mails	0	Inbound E-Mails Blocked	0
Delivered Inbound E-Mails	0	Quarantined Messages	0

Percentage Good Email 0.0% Virus E-Mails Blocked 0

- Notable Events:
  - IT Manager attended the Florida Public Sector CIO Academy in Tallahassee.
  - IT Manager attended the Florida League of Cities Legislative Committee Meeting in Orlando.
- Geographical Information Systems (GIS)
  - Addressing Additions: 8 Changes: 1 Corrections: 0
  - Map/Information Requests: 8
  - Information Requests from External Organizations: 6
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 1,116
  - 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
- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Home for the Holidays Parade
- Conference Call Regarding Soccer
- Holidays at The Casements
- Sports Lighting 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.
- SHS boys' and girls' soccer teams continued practicing this week at the Soccer Fields at 4 pm and 6 pm. Girls' and boys' JV and varsity teams played games Tuesday and Thursday at Championship Field 7 at 5:30 pm and 7 pm.
- 

#### Athletic Fields Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week

- Greased & Cleaned equipment
- Continued dragging infields to keep grass/weeds from growing
- Painted Soccer grass Parking lot
- Painted Soccer Field #7 for SHS Games & Practices
- Set up Championship Field #7 for SHS Soccer Games on Tuesday & Thursday
- Dragged infields at Osceola Elementary
- Prepared Wendelstedt Fields for weekend renovation

#### Senior Center

- Granada Squares Dance was held on Tuesday from 6:30 pm to 9:00 pm
- King Jesus Ministries was held on Friday from 6:30 pm to 9:00 pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- King Jesus Ministries was held on Sunday from 9:00 am to 1:00 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 through Thursday.
- The Performing Arts Center is preparing to host the following events
  - South Beach Holiday Showcase, Saturday, 7 pm to 9:30 pm

#### 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
- Youth basketball Monday/Wednesday/Friday
- Jazzercise Monday
- PAL holiday party Wednesday

#### Community Events

- Weekly administrative tasks, office work, meetings and activities
- Working on the following events:
  - Holiday Concert – Thursday, December 15
  - Santa on the Go – this week/beginning of next week
  - Letters to Santa – week of December 19-December 23
  - Breakfast with Santa – Saturday, December 17 – SOLD OUT

#### Gymnastics

- Classes are going well and growing
- December session in progress
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Open Gym, Friday, December 16<sup>th</sup> 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 continued to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
- Challenger Basketball met for their final practice on Tuesday from 5:00-6:00 pm at the Nova Community Center and celebrated with an end of session party.

- Youth Basketball League continued their games this week.

#### The Casements

- Ormond Beach Historical Society used Bailey Riverbridge for the Tour of Homes on Saturday from 10:00 a.m. to 3:00 p.m.
- A wedding ceremony and reception were held in Rockefeller Gardens on Saturday from 12:00 p.m. to 11:00 p.m.
- Staff assisted in the Home for the Holidays parade on Saturday from 4:00 p.m. to 9:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday through Friday at The Casements.
- The Casements Guild Executive Board held a meeting in the Preservation Room on Monday at 9:30 a.m. This was followed by The Casements Guild Administrative Board meeting from 10:00 a.m. to noon.
- Yoga class met on Tuesday morning at The Casements.
- Docents gave special tours to two groups on Tuesday morning; another special tour was given in the afternoon.
- The Casements Guild held a general meeting on Wednesday from 9:30 a.m. to noon in the gallery.
- Casements Camera Club held a Christmas party in The Casements' gallery on Wednesday from 5:30 p.m. to 7:30 p.m.
- Zumba class met on Thursday at The Casements.
- The Casements hosted the 11<sup>th</sup> annual Holidays at The Casements event on Thursday evening from 6:00 p.m. to 8:00 p.m. The event included an open house at 6:00 p.m., dessert social at 6:30 p.m., and holiday concert at 7:00 p.m. Staff assisted from 2:00 p.m. to 9:00 p.m.
- On Friday, staff began setting up the gallery and second floor for Saturday's Breakfast with Santa event.
- A special school tour was given on Friday from 10:00 a.m. to noon.

#### Parks Maintenance

- Citywide inspection of parks
- Posted and inspected for reservations at pavilions
- Cleared out homeless camp and tent in woods at Central Park I
- Secured trash can and installed dog waste station at Lincoln Avenue Park
- Replaced broken 2x6 at Tennis Center
- Installed new spring and reinstalled new snail rocker apparatus at Central Park I

#### 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 of holiday decorations throughout city, repaired/replaced as needed
- Performed preventative maintenance on 15 City-owned gates
- Assisted contractor with removal of three A/C units at City Hall
- Repaired water line break at The Casements
- Lowered thermostat temperatures and checked A/C system at the Police Department
- Changed out the U.S. flag at City Hall
- Checked status of the A/C project at City Hall
- Delivered flags to the Fire Department
- Checked no display on the thermostat at The Casements

- Checked the roof leak in the Blue Room and call contractor at the PAC
- Escorted the A/C technician for repairs at the Police Department
- Checked A/C status for soccer at Sports Complex
- Installed A/C cover for new unit at the Streets Division
- Checked the waterfall pump for an air leak at the Ormond Art Museum
- Met with the painting contractor for repairs at Ames, Magic Forest and SONC
- Delivered abandon bikes to the Police Department
- Removed toilet and repaired the drain line at Fire Station 93
- Repaired entrance door at the Skate Park
- Closed all splash pads for the season
- Replaced eight batteries on the river float Christmas trees
- Installed the garland and bells to the light poles on the Granada bridge
- Installed a movie screen at SONC
- Moved six benches from Airport Maintenance to Senior Center
- Sent email to FPL for the parking lot lights at The Casements
- Installed new A/C whips for the dais units at the City Hall
- Repaired sign light at The Casements

### **Police Department**

#### **Administrative Services**

- Hosted Weekly Staff Meeting.
- Attended Bi-Weekly meeting with City Manager.
- Attended Bi-weekly Crime View Meeting.
- Attended a Meeting with Traffic Homicide Investigators.
- Attended DARE graduation at Tomoka Elementary and Osceola Elementary.
- Attended Soda Pop with a Cop at Chick-fil-A.
- Attended Ormond Shifters bicycle ride with Ormond Beach Elementary.
- Chief Godfrey attended the PAL Board Meeting.
- Chief Godfrey and Captain Crimins attended the City Manager's staff meeting.
- Staff worked the Home for the Holidays Christmas Parade on December 10<sup>th</sup>.
- Captain Rosenthal is attending the third of five sessions of the Southern Police Institute Command Officers Development Course.

#### **Community Outreach**

- The 3rd Annual "Santa on Patrol" program has launched and will end on December 23<sup>rd</sup>.
- The 2nd Annual "Santa Claws for Paws" was conducted December 6<sup>th</sup> at 12 pm at Wal-Mart, \$400 was raised for Sophie's Circle shelter.
- "Soda Pop with a Cop" at Chick-fil-A was conducted for December 7<sup>th</sup> from 11 am-4 pm where several hundred children and parents attended.
- OBPD newly wrapped Crime Prevention vehicle and "10ALPHA1" Police Officer of the Future was displayed on December 10<sup>th</sup> during the Holiday Parade.
- OBPD Outreach attended the Calvary Christian Gifts for Kids event on December 10<sup>th</sup> at 8:30 am.
- DARE graduation at Tomoka Elementary was held on December 8<sup>th</sup>.
- DARE graduation at Osceola Elementary was held on December 13<sup>th</sup>.
- Student mentoring at Ormond Beach Middle School, Osceola Elementary and Tomoka Elementary.
- Canned and dry goods collections for the City wide Food Drive.
- Eight (8) members of the Youth Directors Council created goody bags for children attending the Annual OBPAL Holiday party. Members of the YDC were hosts/hostesses at the party on December 14 at the South Ormond Neighborhood Center.
- Twelve (12) members of the YDC carried the Ormond Beach Holiday Parade Banner during the event on Saturday, December 10.
- Final classes were held this week for the Science on Patrol at Ormond Beach Middle School. Twenty-eight youths participated in the program which was held on Tuesdays and Thursdays.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Reports: 3
- Animal Bites: 0
- Animals Reclaimed: 1
- Trap Neuter Release: 4

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 11
- Inactive: 15
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Carbreak: 4
- Grand Theft: 5
- Auto Theft: 2
- Missing Person: 1
- Recovered Missing Persons: 1
- Arson: 1
- Robbery: 2
- Police Information: 2
- Death Undetermined: 1

Records

- Walk - Ins / Window: 107
- Phone Calls: 132
- Arrest / NTA'S: 22
- Citations Issued: 77
- Citations Entered: 134
- Reports Generated: 140
- Reports Entered: 120
- Mail / Faxes / Request: 32

Patrol

- Total Calls: 1,270
- Total Traffic Stops: 123

Operations

Crime Opportunity Report Forms: 83

- 12/07/16
  - Burglary Residence, 204 North Ridgewood Avenue. Victim located three suspects in their residence. Suspects fled the area prior to officer's arrival.
  - Battery Domestic Violence, 1114 Wandering Oaks Drive. Victim and suspect involved in a physical altercation. Suspect battered the victim and fled prior to officer's arrival. Charges filed.
  - Battery Domestic Violence, 500 Sterthaus Drive (YMCA). Victim and suspect involved in a physical altercation. Suspect battered the victim.
  - Warrant Arrest, 1950 West Granada Boulevard (Seven Eleven). Suspect was contacted at the business. Suspect gave a false name to officers. Further investigation revealed suspect had an open warrant for their arrest.

- 12/08/16
  - Robbery Arrest, 400 Sterthaus Drive. Victim was in contact with the suspects over property. Suspects battered the victim. One of the suspects also stabbed the victim's bicycle tires.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was contacted by the store's loss prevention officer reference to stealing items from the store.
  - Grand Theft Arrest, 348 North Nova Road (Trails Shopping Center). Officers observed a suspect steal a bicycle from in front of the business. One suspect was also in possession of narcotics.
  - Carbreak, 1517 San Marco Drive #105 (San Marco Apartments). Victim's vehicle entered and items stolen from inside.
  - Warrant Arrest, 200 Block of Melrose Avenue. Suspect was contacted in the area. Suspect had an open warrant for their arrest.
  - Burglary Residence, 38 Broadriver Road (Broadwater Subdivision). Suspect entered the residence and stole several items.
  - City Ordinance Violation Arrest, 100 Block Thompson Creek Road. Suspect was in possession of an open container of alcohol.
- 12/09/16
  - Carbreak, 335 Bent Creek Lane. Suspect entered two vehicles and removed items.
  - Burglary Residence, 6 Broad Creek Circle (Broadwater Subdivision). Suspect entered the residence and stole several items.
- 12/10/16
  - Arson and Warrant Arrest, 1285 Biltmore Drive. Officer responded to the residence reference to a suspicious vehicle fire. Further investigation revealed one party had an open warrant for their arrest.
  - Stolen Vehicle, 599 South Atlantic Avenue. Victim reported their vehicle stolen from the parking lot. Vehicle was later recovered.
  - Carbreak, 44 Chippingwood Lane. Suspect entered the victim's vehicle and stole several items.
  - Battery Domestic Violence, 7 Magnolia Avenue. Victim and suspect were involved in a physical altercation. Suspect left prior to officer's arrival. Charges filed.
  - Battery Domestic Violence, Old Tomoka Road and West Granada Boulevard. Victim and suspect were involved in a physical altercation. Suspect left prior to officer's arrival. Charges filed.
- 12/11/16
  - Arson Arrest, 1285 Biltmore Drive. Follow up investigation into the arson from the previous day revealed a suspect.
  - Burglary Residence, 406 North Halifax Drive. Suspect entered the garage area and stole a dirt bike.
  - Shoplifting Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by store's loss prevention attempting to steal items from the store.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by store's loss prevention attempting to steal items from the store.
  - Narcotics Arrest, South Center Street and Division Avenue. Suspect was contacted and was in possession of narcotics.
  - Battery Domestic Violence Arrest, 395 South Atlantic Avenue. Victim and suspect were involved in a physical altercation. Suspect battered the victim.
- 12/12/16
  - Grand Theft, 550 Wilmette Avenue #112 (Brookdale). Victim was defrauded out of money by a known suspect.
  - Battery Domestic Violence, 806 Riverside Drive. Victim and suspect were involved in a physical altercation. Suspect battered the victim. Charges filed.
  - Burglary Business (x2), 501 South Nova Road (All Aboard Storage). Business reported two units were entered.
  - Warrant Arrest, 500 Block South Beach Street. Suspect was stopped for a traffic violation. Suspect had an open warrant.

- Warrant Arrest (x2), 1614 North United States Highway One (Econo Lodge). Two suspects were contacted at the hotel. Both suspects had out of state warrants.
- Warrant Arrest, 476 Hollywood Street. Suspect was contacted by officers. Suspect had an open warrant.
- Armed Robbery, 690 South Nova Road (Seven Eleven). Suspect entered the store and demanded money from the register. The clerk refused and the suspect fled the scene with miscellaneous merchandise.
- 12/13/16
  - Burglary Business, 509 South Nova Road (All Aboard Storage). Business reported another unit entered. Appears to be related to yesterday's burglaries.
  - Stalking, 761 John Anderson Drive. Victim is being stalked by a known suspect with threatening messages.
  - Robbery Arrest, 1458 West Granada Boulevard (Bealls Department Store). Two suspects were stopped by store's loss prevention as they were attempting to steal items. A physical struggle ensued between the suspects and the loss prevention officers.
  - Narcotics Arrest, 900 Block of North United States Highway One. Suspect was stopped for a traffic violation. Suspect was in possession of narcotics.
  - Burglary Residence, 298 Greenwood Avenue. Suspect entered the victim's residence and stole several items.
  - Armed Robbery, 1520 West Granada Boulevard (Kangaroo Express). Suspect entered the business and demanded money from the register. Suspect fled from the business with U.S. currency.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 40
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 49
  - Number of Written Warnings Issued: 7
  - Number of Parking Citations Issued: 5
- Traffic Crash Reports
  - Number of Crashes without Injuries: 11
  - Number of Crashes with Injuries: 0
  - Number of Crashes with Serious Bodily Injuries: 0

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
  - Zone 2: 11 Cases initiated
  - Zone 3: 0 Cases initiated
  - Zone 4: 4 Cases initiated
  - 21 signs have either been removed or sign cases created.
  - 16 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and eighty-six (86) 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 road resurfacing and sod work, which is expected to be complete soon.
      - Downtown Stormwater – Project is complete, the contractor is finalizing as-built drawings.
      - 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Contract cost under runs have enabled staff to include two additional streets for resurfacing in the Forest Hills

subdivision: Fernway Drive and Biltmore Drive. Contractor began replacing curb on Fernway this week and paving will start on these streets in Mid-January.

- Water Treatment Plant Lime Silo Dust Arrestor – The Contractor has begun construction with wiring and control work; initial work by the electrician should be complete this week.
- Water Treatment Plant Controls and Pump Upgrade – Rocha Controls is working on modifications to the controls program.
- 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 – A Notice to Proceed was issued on December 12. Substantial Completion is scheduled for February 10, 2017, Final Completion March 13.
- Fortunato Park Repairs – Repairs to the Fortunato Park Canoe Launch and sidewalk damaged during Hurricane Matthew are to be completed by the end of the 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 – Bid opening was held on December 13. Bids are under review.
- 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 – FDOT provided comments on 60% plans, staff is responding to comments.
- CDBG (canoe kayak launches) – Staff is addressing FDEP comments in advance of their issuing a 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. Consultant has requested a check for permitting of the project to Florida Department of Environmental Protection.
- 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 - Consultant has proceeded with modeling the storm water system and met with staff to review. The consultant will run proposed scenario model runs to determine the best solution alternatives for final design.

- Wilmette Avenue Pumping – 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. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – Consultant has prepared a nodal diagram and will run the model to see what improvements should 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 – Project approved for bidding at the December 6 City Commission meeting, advertised December 11, bids are due on January 10, 2017.
- Cassen Park Restroom Replacement – Design is in process.
- Rockefeller Gardens Shade Screen - Design is in process.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Staff inspected all sites and is preparing scope for contractors to perform work under City purchasing policy for insurance reimbursement.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Staff submitted a Volusia County LMS Form on behalf of Utilities for the purchase of four bypass pumps to be used at sanitary lift stations in times of emergency. This proposal is in anticipation of submitting a grant to FEMA for purchase of the pumps.
  - Staff attended a pre-construction conference with FDOT for repairs to the western piers of the Granada Bridge. Work is anticipated to commence in late February and should have little impact on bridge traffic.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for 160 North Nova Road, per AT&T request.
  - Reviewed plans and created approved Wetland Protection Permits for 140 John Anderson Drive and 568 Riverside Drive.
  - Began adding proposed sidewalk elevations to the Forest Hills Connector project.
  - Completed research for a drainage complaint at 14 Mimosa Trail and informed homeowner of the results.
  - Completed Tree-in-the-Right-of-Way locate at 31 Arrowhead Drive, per Neighborhood Improvement Division request.
  - Completed the drawing sketch and legal description for 2910 Anchor Drive Annexation.
  - Began creating construction plan sets for the CDBG 2017 sidewalk project.
  - Modified the proposed CDBG Canoe/Kayak Launch Plans per FDEP comments.
  - Created Detour Maps for Fire Hydrant Replacement on Riverside Drive, as requested by Utilities Division.
  - Modified Storm Water Pipe Lining Maps for the construction plan set per project manager's comments.
  - Began calculating water volumes for all the Central Park Lakes per City Engineer's request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Added lime rock to sunken driveway, tamp down in Knollwood Estates
        - Pulled forms, cut stress lines, cleaned job at CP1
        - Set out barricades, surveyed parade lane closure locations on SR40 at US1
        - Dug out and prepped utility repair for asphalt on 100 block of Ormwood Dr
        - Returned MOT equipment to County, cleaned after parade – Public Works to Holly Hill

- Cut out and removed damaged section of sidewalk, formed and poured on 200 block of Seville St; 300 block of Military Blvd; and 300 block of Forest Hills Blvd
- Asphalt in Utility, cut around manhole on Mayfield Ter; patched for Water Div on Flormond at Hand Ave

#### 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
- Parade prep at Public Works & citywide
- Parade clean up at PW Shop
- Trimming on Bosarvey Cir
- Returned County equipment from parade route to County yard
- Removed Oak tree on Cumberland Ave; Oak tree on Dapple Way & Peruvian
- Removed cracked Oak tree on Ormond Lakes Blvd
- Cleaned up trees on 800 block of Alcazar Ave

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT 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
- Pre-parade prep at yard and various areas citywide
- Picked up signs and barricades for the parade citywide
- Trimming on Lincoln & Ridgewood; Bosarvey Cir
- Trimmed for view of signs citywide
- Hauled dirt to CP1/Hammock Ln
- Trimmed around decorative light & cut dead wood from tree on Lincoln Ave & N Ridgewood Ave

#### 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
- Delivered boat sign to Cassen Park
- Put away Christmas parade signs, barricades
- Fabricated more street names/installing in various locations
- Installed (2) HIP Stop signs at Sports Complex

#### Stormwater Maintenance

##### Maintenance Crew

- Ditch Maintenance – citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – citywide
- Pump & gates inspected citywide
- Working call in complaints – citywide
- Gates & Pumps – citywide

- Lift station repair on Bennett Ln
- Pond Maintenance on Oakbrook Cir
- Placed bleachers at City Hall
- Lift station Maintenance on Beachside
- Pipe replacement Military Blvd, Fernway Dr, Chardon Rd
- Bleachers to Fleet
- Ditch maintenance in Mallards Reach

Mowing

- Reachout mowing – SR40

Vac-Con

- Basin cleaning in Forest Hills, Winding Woods

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week  
28,839

PM Services completed for the week:

Emergency—Vehicles and Equipment

3

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 13,451 gallons of unleaded and 6,722 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,559 gallons of unleaded and 941 gallons of diesel.
- Fleet completed 52 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 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 were received and are under review.
- Shadow Crossings Force Main Improvements – Directional drilling is completed. A wastewater clearance form is being prepared.
- 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 Division.

- EST Tank Repairs & Maintenance – A meeting with the consultant is scheduled to review the plans and specifications for the project.
- Water Plant Aerator Housing Rehabilitation (CIP) – Contractor requested to begin work. A work schedule was requested before construction can begin. Vendor provided an acceptable response to shop drawing comment pertaining to reinforcing the door frames.
- Water Plant Lime Silo Dust Arrestor Project – Contractor has begun construction with wiring and control work; initial work by the electrician should be complete this week.
- 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 – The State is reviewing the submerged land easement request.
- Utilities SCADA Upgrades – Minutes from the 10/25/16 meeting are being reviewed.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – A meeting was held with the engineer 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.
- 554 Riverside Drive – Construction is completed and as-built plans are received.
- SPRC Projects: Antares of Ormond Beach – A preconstruction meeting was held for the project. Construction is scheduled to begin in January. Celedine – Hunter's Ridge Lift Station and force main do not have sufficient capacity to serve the proposed subdivision. Alternative means to serve the subdivision are being explored. Deer Trace – A revised lift station design is being reviewed. Fiberglass for the wetwell and valve box is acceptable. Grinder pumps are being evaluated. Huntington Villas Phase 1A – A draft access, maintenance and utility easement is being reviewed. Huntington Villas Phase 1B – A preconstruction meeting was held. Project will start early next year. Ormond Renaissance – Received plans to resolve stormwater/sanitary sewer conflict structures for review. Partial clearance from FDEP for this portion of the line is being requested. Plantation Oaks – Revised plans were received for review. Ormond Gateway – Reviewed conceptual plans and provided comments. Prince of Peace Thrift Store – Conceptual plans for phase 2 expansion were discussed. Valiant Diner – Received revised plans for review. 407 Airport Road – Reviewed plans for a lot split. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 589 South Yonge Street – Received plans for review. 625 South Yonge Street Expansion – Received plans for review. A meeting to discuss the project is scheduled next week. 1368 N Ocean Shore Blvd – Clearance form is being processed by FDEP.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered 37.12 million gallons for the week ending December 11, 2016 (5.30 MGD).
  - Backwashed 11 filters for a total of 504,000 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 and hauled 67.5 wet tons of dewatered sludge (65 - 70% solids).
  - Operated north & south plant generators under full load for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 28.69 Million Gallons.
  - Produced 27.56 Million Gallons of Reuse.
  - Produced 1.13 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.10 MGD, plant designed for 8 MGD.
  - Hauled 178 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
  - Responded to and/or repaired 17 water leaks.
  - Installed 11 new residential water meters.
  - Replaced 8 malfunctioning residential water meters.
  - Replaced or repaired 14 water meter boxes.
  - Replaced 4 water services due to leaks. Installed a 2" casing for water services under roads.
  - Disconnected one water service due to a residential demolition.
  - Performed pressure testing of 8 City owned backflow preventers.
  - Responded to 28 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Repaired a 2" water main leak at Fernway Dr. & Military Blvd.
  - Tested 4" water meter serving irrigation at Osceola Elementary School.
  - Performed maintenance on 14 fire hydrants in Spring Meadows subdivision.
  - Exercised 10 valves for 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 132 regular and 3 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 the 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, and 0 needed to be repaired. These locations will be put on a 6 month follow up.
  
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Centrifuge Conveyer Belt, lubed and replaced inoperable rollers, ok.
  - Chlorine Pump #2, replaced corrupt peristaltic tube with new inventory, ok.
  - 7M1, groundskeeping, found fence damaged, took measurements to purchase replacement fencing, ok at this time.
  - 7M RTU, replaced faulty CPU card, ok.
  - Ormond Lakes #1, #2, groundskeeping, ok.
  - 4M1, repaired broken wash down line, ok.
  - Centrifuge Building, cleaned lines at centrate grates, ok.
  - Influent Room, oversaw transfer of pump positioning status, ok.
  - WIN911 monitor/response: new radio installed, performing startup and operational testing, will update when complete.
  - SCADA monitor/response: 7P, 7M1, no starts #2, adjust controller to Alternate, ok; Spring Meadows, high run hours #1, reset motor starter, amp draw nominal, will monitor; 3P, 10M, Huntington Woods, not reporting properly, replaced 12 volt batteries in RTU, tested, ok; 12M, not

reporting properly, replaced 12 volt batteries in RTU and tested, failed, radio not transmitting, also found faulty phase monitor and replaced, station operational no communications.

- 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: R.A.S. Pumps, #1, #2, #3, #4, #5; W.A.S. Pumps, #1, #2; Grit Snail; Screw Pumps, #1, #2, #3; Effluent Transfer Pumps, #1, #2, #3.
- Quarterly Plant PM's: Clarifier Telescopic Valve Cleaning.
- Lift Station PM's: 19 monthly and 4 annual performed.
- 66 work orders completed and closed for this section for this week.

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

- High Service Pump 8, replaced bearing coolant line, ok.
  - High Service pump 5, failure alarm illuminates after pump startup, found faulty wiring on alarm to Hi Service PLC, repaired, ok.
  - Assembled replacement tool shed.
  - R.O. Building, cleaned pipe trenches and drains, ok.
  - Sodium hypochlorite Pump 4, replaced worn pump tubes and O-rings, ok.
  - Sodium hypochlorite storage tank 2, performed visual inspection, tightened flange bolts as needed, ok.
  - High Service Pump Building, assisted with conduit and SCADA wiring locates for upcoming VFD pumping projects.
  - Polymer Building, continued with electrical upgrades to accommodate space heaters.
  - Lime Slaker Building, replaced corroded electrical covers.
  - SCADA Tech, attended IFIX 5.8R2 class in Orlando.
- 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 charted the sewer system of a suspected facility with the use of tracing dyes. Knowing the system will allow for strategic sampling locations to be utilized to continue narrowing down the possible sources.
    - Staff submitted the City's Plan of Study for evaluating the Local Limits 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 liftstation. The liftstation has received copious amounts of grease which is hindering efficient operation. Grease in the sewer collection system could cause sanitary sewer overflows (SSO). Staff visited the only restaurant contributing to the liftstation. The restaurant was receptive and is asking their grease interceptor contractor to inspect and pump if necessary.
  - 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 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 City Manager Staff Meeting
- Staff attended and provided support for December 16, 2016, Pension Boards Meeting
- Agenda packet preparation for January 3, 2017, 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.