

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 13, 2015

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- General discussion meeting with Police Chief
- Conducting evaluations with senior staff
- Staff meeting with senior staff
- Brainstorming workshop preparation
- Police Chief recruitment planning
- Commission agenda review CM Stowers
- Code amendments discussion with Assistant City Manager, NID Manager and City Attorney

Spoke to, attended and/or met with:

- Rotary meetings
- Ormond Strong walk on Veterans Day
- Ormond Beach Art Museum Veterans Day tribute
- Health care clinic discussion with senior staff and Jessica Scott of Brown & Brown
- PACE Center board meeting
- Groundbreaking ceremony for US1 North beautification project
- Retirement reception for Ray Salazar retiring president of United Way
- Walking with the Manager, guest walker was Chris Mason NID Manager
- Professional Management Matters ambassador orientation

Community Development

Planning

- The Florida CRS Initiative, a publication of the Florida Division of Emergency Management, highlighted the City of Ocala in achieving a Community Rating System (CRS) Class 3 Rating. Of interest was Sean Lanier, the CRS Coordinator, crediting a FEMA's Emergency Management Institute CRS Class held at Anderson Price, initiated and organized by Senior Planner Becky Weedo that contributed directly to their accomplishment. In the October/December publication (underlining added), Mr. Lanier said: "Reaching CRS Class 3 was more than expected and resulted from almost a 2 year effort. We had been working on trying to raise our CRS Class and hoping to get to at least a 6 when we started. It seemed that the more we looked at it and learned about the process, there seemed to be this stigma that no one in Florida could get past the pre-requisites needed for a Class 4 so a 5 was the best we could hope for. So, we started working on "eating the elephant one bite at a time" as it were, starting with identifying the "low hanging fruit" by going over everything we were doing for the CRS as well as in our storm water program as a whole that we could possibly credit in the CRS verification process. It was after attending the Ormond Beach L-278 Class and really getting the fine details behind all of the points for each element of the CRS, that we began to see that the pre-requisites were achievable and that we might actually meet them.
- The Planning Director received delivery of a subpoena regarding Pinnacle Bank v. TP Investments, LLC, et al. v. Hunter's Ridge Residential Golf Properties, Inc., et al. The court date was set for two

days beginning November 12, 2015; however, late notice indicates a preliminary settlement has been reached between the parties.

- The Department met with Michael Sznajstajler, Clay Ervin and Security First regarding development issues at 140 S. Atlantic.
- Thomas Seaman, Building Inspector, began this week. It is expected that the contract with the private provider for inspection services will be terminated.
- ProjectDox continues to be well received by the larger architectural and engineering firms regarding site and building plans. Acceptance by the smaller contractors has been a mixed bag. The larger housing contractors (KB, Vanacore homes, etc.) and some pool/screen, even roofing and sign contractors have made great progress in changing their approaches to submitting applications. We have a few pool/screen enclosure and sign companies that have not been as willing and we continue to work with them. For example, we have accepted plans without digital signatures for review only while the engineers apply for their digital signatures. Approvals are not released until the digital signature and wet seal is provided on a revised set of plans. It is clear, however, that communication regarding ePlan between the specialty contractors and their independent engineers were not conveyed when notice was sent as part of their BTR renewal. The smaller contractors continue not to take the time to read the instructions on the ePlan web site. Internally, due to turnover at the front counter, consistency in reviewing ePlan submittals for completeness and information to customers has been an issue. The most senior Permit Tech at the front counter has been with the city 7 months. Staff is working on additional training for new staff.
- Permit Tech applications for the vacant position at the joint permit counter is under review for interviews.

Building Inspections, Permitting & Licensing

- 252 inspections performed.
- 10 new business tax receipts issued.
- 97 permits issued with a valuation of \$3,537,976.00
NOTE: Private Provider inspection services conducted 40 inspections of the 252 inspections performed.

Development Services

- The following SPRC activities occurred this week:
 1. 88 South Atlantic redevelopment
 2. 3 Aviator Way
 3. 1545 North US 1 concept plan (formerly Cheaters)

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Site Plan Review Committee made its recommendations and Tomoka Holdings is in the process of responding to the comments.
- Staff continues discussions with Tomoka Holdings regarding options for facilitating the development of the Commerce Park.

Airport Business Park

- Staff has prepared a Growth Assistance Program Agreement for the 5-year reimbursement of property taxes projected to be paid by Concentrated Aloe as part of the construction of a 40,000 square foot manufacturing facility on Lot 2 at the Airport Business Park. The Agreement was approved at the September 9 City Commission meeting. The City's Site Plan Review Committee has approved the final site plan for the construction of the building. Concentrated Aloe purchased the property November 10.

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

- Staff is preparing a presentation to the Team Volusia Board that outlines the City's economic development projects and initiatives.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm interested in relocating their entire operation to an available property at the Airport Business Park. The firm met with staff to discuss several available properties in Ormond Beach and possible economic development incentives associated with the relocation of the manufacturing operation to the City. The company has negotiated a purchase offer for one of the Business Park properties. Staff met with the company to discuss the project and the Growth Assistance Program and expansion of the building in the Business Park.
- Staff is working with Economic Development Practitioners to complete the next promotional initiative for Rediscover US1: America's Business Highway, which will focus on visiting restaurants that have pledged a donation to Food Brings Hope. The Rediscover US1 Restaurants runs from November 1 to November 21.

Airport Operation and Development

- Staff has been notified by FDOT that a new Joint Participation Agreement (JPA) has been issued to provide state funds for a project to repaint certain airfield markings at the airport. This project will re-mark all runway markings, remove and replace the threshold markings on Runway 8/26, and re-mark the center and edge lines of Taxiways Bravo, Delta, Echo, and Foxtrot. This project will be conducted in accordance with the current Statewide Airport Runway Painting Contract. Staff anticipates that the new JPA and related contracts will be presented to the City Commission for approval in January.
- The construction contract with Halifax Paving, Inc. for the Taxiway "G" project will be presented to the City Commission for approval at their meeting on December 1st.
- Delivery and installation of the new emergency backup generator for the air traffic control tower was accomplished this week. Installation and testing of the new generator is the concluding phase of the control tower systems upgrade project.
- Staff has been able to rectify an ongoing issue with the operation of Gate 9 at the airport. The gate has been restored to normal operation.

Finance/Budget/Utility Billing Services

On-going Projects

- Begin audit preparation.
- Finalize year-end closing processes.

Completed Projects - Weekly

- Processed 56 Journal Entry Batches (#5786 – 5807) (972-1083).
- Approved 32 Purchase Requisitions totaling \$151,257.00.
- Issued 43 Purchase Orders totaling \$548,499.67.
- Processed 4,176 cash receipts totaling \$738,985.56.
- Prepared 134 Accounts Payable checks totaling \$489,813.88 and 45 Accounts Payable EFT payments totaling \$1,072,521.35.
- Prepared 29 Payroll checks totaling \$32,390.27 and 326 Direct Deposits totaling \$383,918.84.
- Transferred IRS 941 payment of \$151,294.75.
- Processed and issued 6,277 utility bills with billed consumption of water of 33,668k.
- Issued 1,122 past due notices on utility accounts.
- Auto-called 134 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (11/24)
 - Legal Aid Clinic: Guardian Advocate (12/3)

- Thanksgiving Holiday Garbage and Recycling Schedule
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Mandatory CDBG training for FY 2015-2016.

Fire Department

Weekly Statistics

- Fires: 0
 - Fire Alarms: 4
 - Hazardous: 4
 - EMS: 78
 - Motor Vehicle Accidents: 3
 - Public Assists: 43
 - TOTAL CALLS: 132
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- Aid provided to other agencies: 11 Calls: Daytona Beach (2), Holly Hill (1), Volusia County (8)
 - Total staff hours provided to other agencies: 10
 - # of overlapping calls: 24
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 55

Training Hours

- NFPA 1001: Firefighting 14
- NFPA 1002: Driving 31
- NFPA 1500: Safety/Equipment 25
- NFPA 1620: Preplanning 23
- EMT/Paramedic 35
- TOTAL TRAINING HOURS: 128

Station Activities

- Updated 16 pre-fire plans
- Conducted 237 fire hydrant inspections
- Visited 60 children at Young Minds Pre-School
- Provided tour of Station 91 to a Home School group
- Participated in Pathways Elementary Fall Festival

Human Resources

Staffing Update

Requisitions

- Neighborhood Improvement Officer (Police)
- Victim Advocate Coordinator (Police)
- Records Clerk (Police)
- Maintenance Worker III (Street Sweeper)

Approved/Active Recruitment

- Permit Technician (Engineering) was advertised 11-4-15 on the City web site and internally and will remain open until filled.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site and internally and will remain open until filled.
- Police Officer (Police) was advertised 10-5-15 on the City web site, on National Testing Network, and internally and will remain open until filled.
- Information Systems Specialist (IT) was advertised 10-15-15 on the City web site and internally and will remain open until filled.
- Treatment Plant Operator C, B, or A (Wastewater) was advertised 10-5-15 on the City web site and internally and will remain open until filled.
- Part Time Treatment Plant Operator C, B, or A (Wastewater) was advertised 10-5-15 on the City web site and will remain open until filled
- Part Time Community Events Technician (Leisure Services) was advertised 8-4-15 on the City web site and internally and will remain open until filled.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader – South Ormond Neighborhood Center (Leisure Services) was advertised 11-4-15 on the City web site and will remain open until filled
- Part Time Maintenance Worker II – Building Maintenance (Leisure Services) was re-advertised 11-4-15 on the City web site and will remain open until filled.

Applications Under Review

- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)

Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Police Officer (Police Department)

Terminations

- Police Officer (Police) effective 11-29-15

City Events/Employee Relations Update

- Nationwide representative will be here on 11-19-15 to meet with employees
- Blood drive will be held at City Hall on 12-7-15

Risk Management Projects

- Attended Wellness Council Executive Board 2016 planning meeting.
- Facilitated United Way fundraising campaign.
- Attended Leadership planning meeting.
- Attended Riverfest for Mayor's Health & Fitness Challenge promotion.
- Attended Mayor's Mile.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Finance – Interactive Voice Response System – Contract approved by City Commission.
 - Community Development – Electronic Plan Review – Go-Live was Oct 1, a very good start. Working with the Vendor to resolve remaining operational issues with the Naviline and GIS interfaces.
 - iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 10 New work - 37 completed - 32 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	35,463	Inbound E-Mails Blocked	20,309
Delivered Inbound E-Mails	14,801	Quarantined Messages	353
Percentage Good Email	41.7%	Virus E-Mails Blocked	332

- Notable Events: Staff members from IT, GIS, and Planning attended a full day Pictometry conference in DeLand. The County is providing the City with several Pictometry licenses for internal use. Pictometry is the name of a product that processes aerial images and produces oblique imagery showing the fronts and sides of buildings and locations on the ground. Pictometry allows the overlay of GIS information such as streets, parcels and utilities for reference within the same viewer. This enables users to compare changes to land, buildings and structures over time. Web-based access and tools make it easy to view and analyze the images and information. Users can measure distance across various terrains, surface areas and height from one image.
- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 27 Corrections: 1
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 24: Total in system = 133
 - Meters GPS Located this week: 0: Total in system = 23,072; 22,406 potable, 655 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Veterans Day Celebration Dinner
 - Veterans Day Tribute at OMAM
 - LSAB Meeting
 - Kiwanis Meeting
 - US1 Groundbreaking
 - City Services Meeting
 - Playground for Lana Meeting
- 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.
 - The OBGS 13's, 14's and 15's continued practice this week Monday through Thursday night at 6pm at Nova Field #1 and at the Sports Complex on the Kiwanis Field.
 - Pride Football practices end this week at South Ormond on Tuesday night.
 - OBSC's competitive soccer continued their fall training this week Monday through Friday on Soccer Fields 1, 4, 9, and 10 at the Sports Complex. Recreational soccer practices also continued this week with games on Saturday.

- Lady Renegades are currently practicing at the Softball Quad at the Sports Complex Monday through Thursday at 6pm.
- The City's Flag Football Program continued games this week Monday through Thursday evening on Softball Quad #3 and the Kiwanis Field starting at 5:45pm.
- River Bend Soccer continues practices this week at the Sports Complex on Soccer #6 on Friday at 6pm. They also played games on Tuesday and Thursday night at 6pm.
- The SHS Girls' and Boys' Soccer Program practiced this week Monday through Friday on Soccer #5 and #6 at the Sports Complex. The girls' and boys' teams both played on Monday, Tuesday and Friday night at 5 and 7pm.
- Due to Daylight Savings Time ending, Pop Warner Football practiced on Wednesday night at the Sports Complex on Coed Field #7 and at South Ormond on Tuesday and Thursday night. The Cheer team is practicing Monday, Tuesday and Thursday nights at Nova under the lights.
- 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 clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Painted soccer fields at South Ormond for YMCA
 - Removed carpets from Pride Football games
 - Repainted overflow parking area by Soccer #9 for parking lot
 - Dragged, marked and painted all baseball and soccer fields on a daily basis at the Sports Complex and Nova
 - Prepped Championship Field #7 for SHS soccer games
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - 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
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Tuesday: Follies and CMT held regular classes.
 - Wednesday: Follies and CMT held regular classes.
 - Thursday: CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Johnny Dee and the Starlights, Friday, 11/13, 7:30pm \$20
 - "The Drama that Surrounds Me: The Incomplete Autobiography of Jo Marie Payton", Saturday, 11/14, 7:30pm \$25
 - Sara Tomarelli in Concert, Sunday, 11/15, 2:00pm \$15
- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Ormond Pride Football practice Tuesday
 - Jazzercise Monday evening

- PAL tutoring this week
- Community Events
 - Set up, work and break down of Veterans Day Celebration Dinner
 - Attended Senior Games follow up meeting
 - Assisted with the US1 Groundbreaking event including set up, work and break down
 - Walk with the Manager
 - Preliminary planning activities for the following upcoming events: Holiday Concert, Santa on the Go, Letters to Santa, Home for the Holidays Parade, Breakfast with Santa.
- Gymnastics
 - November session in progress
 - Trial classes are being offered to attract potential students
 - Preparing for Open Gym Friday, this evening from 6-8pm
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes 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.
 - Assessments for the Fall Basketball League took place Monday from 6:00pm-8:00pm.
- The Casements
 - Seaside Herb Society held a plant sale at Bailey Riverbridge on Saturday from 8:00 a.m. to noon.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 11:00 a.m. to 1:00 p.m.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday from 3:00 p.m. to 5:00 p.m.
 - A wedding reception was held at The Casements on Saturday from 12:00 p.m. to 11:00 p.m.
 - A wedding ceremony was held at Ames Park on Saturday from 4:30 p.m. to 5:30 p.m.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning and Zumba met on Tuesday afternoon at The Casements.
 - Guild tours were given at The Casements from 10:00 a.m. to 4:00 p.m. on the hour Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.
 - A Veteran's Day tribute was held at Ormond Memorial Gardens on Wednesday at 11 a.m. Light refreshments and musical entertainment was provided.
 - A Home Owner's Association meeting was held at Bailey Riverbridge on Wednesday from 7:00 p.m. to 9:00 p.m.
 - Magnolia Garden Club held a meeting at Ormond Memorial Gardens on Thursday from 9:00 a.m. to 1:00 p.m.
 - Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
 - Ormond MainStreet began setting up for their 7th annual Riverfest Seafood Festival being held in Rockefeller Gardens and Fortunato Park on Saturday and Sunday.
- Parks Maintenance
 - Fixed missing boards at the Magic Forest
 - Repaired two picnic tables at Nova Community Center
 - Replaced three missing trash cans at Central Park I

- Reworked 8x8 timbers and repositioned parking curbs at Riviera Park
- Repaired fence at Nova Skate Park
- Removed rotted railroad ties at Ames Park
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations
- Posting of park reservations at pavilions

- 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, performed repairs as needed.
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Weekly inspection of DOT and facility lighting at various City locations
 - Weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Completed first quarter preventative maintenance on 33 City-owned A/C systems
 - Performed preventative maintenance on 14 electronic gates citywide
 - Repair work on gate at Police Station
 - Picked up and installed new ice machine at Senior Center and Nova Community Center
 - Installed new batteries for the flushers at City Hall
 - Installed new lamps and lights in holding cell at Police Department
 - Repaired outside bathroom doors at Ames
 - Repaired urinal at Fleet
 - Repaired two striker plates at Andy Romano
 - Installed new toilet handle at SONC
 - Reset breakers at Nova Gym
 - Repaired office light at Gymnastics
 - Reset timers at the Sports Complex

Police Department

Administrative Services

- Attended Weekly Staff meeting
- Attended Clandestine Lab Cleanup Task Team Meeting in Daytona Beach
- Held new officer applicant interviews

Community Outreach

- Tutors R Us continues at the South Ormond Neighborhood Center. Tutoring is offered Monday through Thursday from 3:00 – 6:00 p.m. Currently, 20 youths are enrolled in the program.
- Science on Patrol at Ormond Beach Middle School continued with 23 youths enrolled in the program.
- Science on Patrol continues at Ormond Beach Elementary School. The class is offered to 4th and 5th grade students. Last week the students explored fingerprinting.
- "S.L.A.P." Self Defense for Ladies & Assault Prevention class was held for the women who were on the waiting list from the previous class.
- Conducted class #8 for the Citizen Police Academy on narcotics investigation.
- "Badges and Brunch" fraud presentation at Brookdale Senior Living with 25 participants.
- Fall Festivals participation at Pathways.
- Taught DARE at Pine Trail Elementary, Pathways Elementary, Ormond Beach Elementary, and Tomoka Elementary.

Community Services & Animal Control

- Animal Calls: 64
- Animal Bites: 1
- Animal Reports: 8

- Reclaimed dogs: 3
- Animals to Halifax Humane: 1 Dog
- CSO Assisted in the Abilities test for the new police hires.
- Shot Clinic administered shots to 33 pets on 11-8-15.

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 1
- Inactive: 7
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 5
- Grand Theft: 4
- Auto Theft: 4
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Police Information: 1
- Suspicious Incident: 1

Records

- Walk - Ins / Window 122
- Phone Calls 119
- Arrest / NTA'S 30
- Citations Issued 144
- Citations Entered 118
- Reports Generated 122
- Reports Entered 100
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,653
- Total Traffic Stops 279

Operations

Crime Opportunity Report Forms Issued: 218

- 11/04/15
 - Battery-Domestic Violence, 300 Block West Granada Boulevard. Information regarding a domestic violence suspect was passed along to the next shift and the suspect was located at the Scottish Inn by I-95 and US Highway 1. The suspect was arrested for domestic violence battery and transported to the branch jail.
 - Traffic Stop, South Nova Rd and Fleming Avenue. A vehicle was stopped for a routine traffic violation after which it was discovered that the driver was never issued a driver's license and has been cited for the same infraction before. The driver was arrested for operating a vehicle without a driver license and transported to the branch jail.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A suspect was observed switching price tags and not paying for items at the self checkout lane. The suspect was arrested for retail theft and transported to the branch jail.
 - Assault Law Enforcement Officer, Arrest, East Granada Boulevard/North Halifax Drive. An officer stopped a bicyclist for several traffic violations. The suspect appeared to be impaired and was given an opportunity to call for a ride. While waiting on the ride, the suspect became aggressive and made threatening advances toward officers on scene. He was arrested for assault on a law

- enforcement officer, resisting an officer without violence, and disorderly intoxication and transported to the branch jail.
- Carbreak, 910 South Atlantic Avenue (Planet Fitness). An unknown subject broke out the rear passenger window of a 2015 Nissan and stole a purse.
 - 11/5/15
 - Trespass Arrest; UPS Store 226 North Nova Road; A suspect was trespassed from the property yesterday and returned this date. He was arrested for trespass after warning and also for a city ordinance violation for possession of an open container and transported to the branch jail.
 - Burglary Business; 215 South Atlantic Avenue. Forced entry was made to a storage shed/closet by cutting off the padlock, a leaf blower stolen.
 - Reckless Driver Arrest, North Yonge Street/West Granada Boulevard. Two officers were conducting a speed enforcement initiative when a white BMW passed them northbound well beyond the posted speed limit. Upon detection, the vehicle turned off all of its lights and fled before officers had an opportunity to activate their emergency lights and siren. One of the officers quickly located and positively identified the fleeing vehicle after it stopped and pulled into a driveway in an attempt to hide on Lincoln Avenue. The driver was charged with reckless driving.
 - Warrant Arrest, 1657 North US Highway 1. An officer was flagged down by employees regarding people begging customers for food and money in a Ford pick-up truck. Contact was made with the occupants of the truck and one of the occupants was found to have two open felony warrants for their arrest, one for grand theft and one for dealing in stolen property. The fugitive was arrested and transported to the branch jail. The remaining subjects were made aware of the ordinance against panhandling and released.
 - 11/6/15
 - Burglary-residence, 505 South Ridgewood Avenue. A vacant house was entered and vandalized with paint for the second time in a week. The residence had been left unsecured by the owner.
 - DUI arrest, 100 Block South Yonge Street. Officers observed a passenger car racing a motorcycle and initiated a traffic stop. The sport bike fled but the car stopped. The driver of the car appeared to be impaired and a DUI investigation was conducted of which the driver failed. The driver was subsequently arrested for DUI and transported to the branch jail.
 - 11/7/15
 - Carbreak, 170 West Granada Boulevard (Police Station). Victim that lives at 160 West Granada Boulevard had his vehicle parked in the front parking lot of the police station. He walked out of his apartment to go to his car and saw a black male in it. He ran to the car and yelled for him to get out and the male ran on foot south on South Washington St. Nothing was taken from the vehicle but the door lock was "punched" and damaged.
 - 11/8/15
 - Burglary-Residence, 168 Tomoka Avenue, A 50" television was removed from victim's bedroom by an unknown person(s). Entry was made to the residence through a bedroom window.
 - Criminal Mischief arrest, 100 Block South Ridgewood Avenue. A highly intoxicated subject was taken into protective custody under the Marchman Act. Once he was secured and placed in the back of a patrol car for transport, he became very violent and started kicking the doors of the police car. He refused verbal commands to stop kicking at the door so OC spray was deployed which resulted in the subject immediately calming down. He was treated at the scene by EVAC but then again started to kick at the door. Two officers transported him to the branch jail where the subject continued to kick the door and caused damage to same. The subject was at that time arrested for felony criminal mischief.
 - 11/9/15
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Loss prevention contacted police reference to shoplifting in progress. Upon officer's arrival three suspects were detained. The officer's investigation revealed the suspects were members of a larger, organized retail theft group. The three suspects were arrested on numerous theft charges and transported to the branch jail.
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). While investigating the above case officers were flagged down about two other suspects involved in the same theft ring. One of the subjects attempted to flee from officers on foot and was stopped after the officer deployed their

Taser. Both subjects were arrested for felony theft charges and one was also charged with an additional charge after it was determined they were wanted on several outstanding felony arrest warrants. Both subjects were transported to the branch jail.

- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was a rear passenger in a vehicle used in a shoplifting incident. During the shoplifting investigation the subject was found to be in possession of a cannabis pipe and used syringe. He was charged with possession of narcotics paraphernalia and transported to the branch jail.
- Narcotics Arrest, SR 40/I-95. Officer stopped a careless driver after witnessing him spinning his tires while leaving Wal-Mart. Burning cannabis was located within plain view inside of the vehicle at the time of the stop. A subsequent search revealed a small amount of cannabis, accompanied by a scale, several new baggies, and papers detailing step-by-step directions on the subject's intent to sell cannabis along with financial figures associated with same. The subject was arrested for possession of cannabis with intent to distribute and transported to the branch jail.
- Burglary Residence, 306 Military Boulevard. The victim advised that an unknown subject entered the rear porch area of the residence and stole a 32 inch flat screen television that was sitting on top of a refrigerator. No other items were taken.
- Carbreak, 1 South Old Kings Road (Evolution). An unknown subject broke the passenger window of a 2011 BMW and stole a purse that had been left on the front passenger seat.
- Prowler Arrest, Neptune Avenue/Triton Road. A resident out walking his dog observed a white male enter a vehicle parked in front of 331 North Halifax Drive. The male then left that area and walked up to the door at another residence further down the street. The resident called 911 to report the subject activity. The subject was located by officers in the driveway at 290 Oak Drive. The subject was advised of Miranda Warnings and questioned. The subject could not explain his behavior or his reason for being in the area. He was subsequently placed under arrest for loitering and prowling and transported to the branch jail.
- 11/10/15
 - Burglary Residence - 7 Peruvian Lane. Victim reported a generator was stolen from the garage.
 - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Subject was observed by loss prevention not ringing up her items at self checkout. Subject tried to leave with approx \$175 worth of merchandise that she had not paid for. The subject was arrested, issued a Notice to Appear and issued a trespass warning from the property and released from the scene.
 - Warrant/Narcotics Arrest, 113 East Granada Boulevard (SunTrust Bank). Officer stopped a bicyclist for a traffic violation. He was found to have an active writ for child support and was arrested based on same. A search incident to arrest located a white straw with drug residue. He was subsequently charged with possession of drug paraphernalia and transported to the branch jail.
 - Warrant Arrest, South Nova Road/Woodlands Boulevard. Passenger in a vehicle stopped for a traffic violation was found to have two open warrants for their arrest for failure to appear on an assault charge and a criminal mischief charge. The subject was arrested on the open warrants and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 70
 - Number of Uniform Traffic Citations Issued: 63
 - Number of Written Warnings Issued: 9
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 4

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 3 Cases initiated

- Zone 3: 3 Cases initiated
- Zone 4: 2 Cases initiated
- 9 signs have either been removed or sign cases created.
- 7 tree removal permit requests.

Administrative staff assisted with three (3) walk-ins and fifty-eight (58) telephonic inquiries.

Public Works

- **Engineering**

- Project Summary**

- Construction Projects:**

- **Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation** - Contractor is awaiting delivery of a new camera truck and is expected to begin work on the remaining pipe lining inventory.
 - **Ph II 2-Inch Watermain Replacement – Mainland** - Clearance packages have been submitted to VCHD for all the areas that have been worked on, which include: Eagle Court, Magnolia Drive, Oak Avenue, Creek Bend Way, Parkwood Drive, Fairwood Circle, Knollwood Circle, Horseshoe Trail, and Granada Blvd. Approximately 80% of restoration has been completed in these areas. Once the City has received approval from VCHD to put the new mains into service, replacement meters and service connections will be installed and remaining site restoration will get underway.
 - **Ph II 2-Inch Water Main Replacement – North Peninsula** – The contractor continues installation of services on Tropical, Pinta, Linda, and Maria. Clearance paperwork has been submitted to Volusia County Public Health Unit on Ocean Aire Terrace North and South.
 - **Ph II 2-Inch Water Main Replacement – South Peninsula** – The Contractor is continuing work on Ormond Parkway.
 - **Environmental Discovery Center** – The Contractor is rough grading the entrance drives, parking area, drainage swales, installing roof trusses, and framing the deck and porches.
 - **Nova Community Park Trail** – Contractor is planning to start in middle of November.
 - **North US1 Landscaping (Airport Road to I95)** – Construction is scheduled to begin in late November.
 - **Downtown Stormwater** – The project was advertised for bidding on October 25; a pre-bid meeting was held November 12, with a bid opening scheduled for December 1.

- Design Projects:**

- **City Hall Chiller Pump Replacement** – A design kick-off meeting was held and the mechanical engineer will begin design for replacement of the pumps and controls. The old pumps will be salvaged by the City so they can continue to be used as spares for other buildings as needed.
 - **West Ormond Community Center** – Met with consultant to discuss the scope of work. The consultant has met with the School administration to discuss the project and will submit a scope of work for staff's review.
 - **City Welcome Sign** – Staff is preparing final construction plans for FDOT. A Community Aesthetic Feature (CAF) Agreement was approved by the Commission at the October 20th meeting. The submittal package to FDOT will include structural and electrical engineering plans, 5 year accident data and a design variance for the sign in the median east of Williamson Boulevard.
 - **A1A Landscaping (Granada to Harvard)** – Staff is preparing the design plans for FDOT review and permit.
 - **OBSC Pavilion** – Proposals were received and a purchase order was issued to RCP Shelters for the pavilion. Fabrication lead time is 8 weeks. The pavilion is scheduled to arrive December 16th.
 - **Ormond Sports Complex Field 9/10 Lighting** – The Consultant anticipates delivery of 90% plans and specifications this week.
 - **Water Treatment Plant Lime Silo Dust Arrestor** – The Consultant is finalizing 90% plans.
 - **Water Treatment Plant Controls and Pump Upgrade** – The Consultant is finalizing plans and bid specifications.
 - **WWTP Sludge Thickener Improvements** – Contract was awarded and contracts are being prepared for execution by contractor.

- Cassen Park Public Dock – Reviewed consultant project design services proposal for the proposed dock and break water, waiting on their cost proposal. Staff intends to issue a work authorization for preparing and applying for two grants, the FFWC Boating Improvement Grant and the Florida Inland Navigation District.
- Woodridge Stormdrain Improvements – Analysis of stormwater study is approximately 90% complete. Possible locations for a proposed outfall are going to be explored.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Revised plans were received last week for utility review by City.
- Ormond Beach Sports Complex Traffic Calming - Preliminary plans were completed.
- Sanitary Sewer Inflow/Infiltration - Sewer system maps are being prepared as part of a bid package to have the City's sanitary sewer gravity systems inspected by camera/televising, which will be used to identify and prepare reports to address the priority of repair and cost estimates for gravity sewer mains which exhibit infiltration or may be damaged. This will help in eliminating unwanted flow to the Waste Water treatment plant by keeping out ground water and soil from the system.
- Ph III 2-Inch Water Main Replacement - List of street candidates proposed for watermain replacement is being finalized based on updated prioritization.
- Effluent Outfall Replacement – Met with consultant to discuss the scope of work for the replacement of the damaged effluent outfall pipe in the Halifax River. The consultant is preparing a proposal for the design and permitting.

Department Activities

Administration/Meetings/Customer Service/Other:

- Stormwater Pollution Prevention - Completed submittal package for annual report for the FDEP mandated NPDES program.
 - Researched and provided Melrose Pump Station as-built drawing PDF'S to consultant (QLH), per request.
 - Researched and provided wetland boundary drawings for the OBMA surrounding areas, per consultant (HTA) request.
 - Created permit drawing set for the 29 Surfside Drive water service replacement.
 - Modified the Hypochlorite Tank Replacement drawing set, per Utilities Division comments.
 - Modified the Downtown Landscaping as-built drawings, per project manager's comments.
 - Researched historical documents relating to 56 North Beach Street for the creation of a sketch and legal description for the proposed parking lot lease, per Legal Department request.
 - Began creating the construction plan set for the US1 Median Landscaping project.
 - Completed the sketch and legal description for 153 Capri Circle annexation, per Planning Department request.
 - Attended an FDOT LAP project training workshop.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Replaced section of sidewalk on 100 block of Tomoka Ave.
 - Removed trip hazard and replaced concrete on Eileen Butts St. behind City Hall
 - Cut out asphalt and formed gutter on Treasure Ln.
 - Removed broken asphalt on Seton Trl.
 - Cut out bad section of asphalt on La Costa Ct.

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Grinded stumps citywide

- Removed trees blocking tower view at airport
- Cleaned up callout for tree down on Riverside Dr. & The Casements
- Removed 2 trees on 700 block of Fleming Ave.
- Cleared out trees and bushes at N. Beach St. & Hernandez Ave.
- Trimming on S. Forty Trl., 100 block of Sawtooth Ln.

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 signs on east & west sides of Granada Bridge
- Delivered barricades to Art Museum
- Hung banners on Granada Bridge
- Trimmed stop sign at Willis Dr & S Halifax Dr
- Delivered cones & barricades to Riverside Dr. & The Casements for Riverfest

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- In-shop training
- Replaced various signs at Nova Community Park
- Replaced 2 Stop signs on each corner of Northbrook Dr.
- Reinstalled 2 signs at Nova Community Center in gym area
- Installed 2 new stop signs on Fairview Ave.
- Fabricated 2 street names for Coquina Point Dr.
- Fabricated & installed "buckle up" signs for Public Works front gate
- Installed new pool rules sign at South Ormond Neighborhood Center

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned citywide
- Basin hot spots -- inspected
- Citywide locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Relocate bleachers from ballfields to Fleet
- Haul debris from Division Ave. to Airport Rd.
- Prep for Riverfest/bleachers – set up sand bags, bleachers, cones, signage

Mowing

- Reachout Mower –FDOT ponds, Sterthaus Dr., Arroyo Parkway, SR40 west

Vactor

- Ormond Parkway
- To Fleet for repairs

Street Sweeping/Streetsweeper

- 62 miles of road cleaned (3½ days – FDOT areas only)
- 10 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
26,293

PM Services completed for the week:

Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
12

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 10,360 gallons of unleaded and 7,984 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,436 gallons of unleaded and 712 gallons of diesel.
- Fleet completed 43 work orders this week.

• Utilities

- Breakaway Utilities Yard Electrical and Pump Upgrades – Consultant requested additional mechanical drawings.
- Division Avenue Well Field Raw Water Piping –Wells are being connected to the new raw water main. Consultant is finalizing record drawings for the water main and force main.
- FDOT SR40 and I-95 Intersection – Staff reviewed FDOT revised plans using depth and horizontal locations of our utilities from their field locations. One potential conflict exists that may be resolved by changing the drainage pipe configuration.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
- Lift Station 8M1 – An addendum was prepared to postpone the bid date until 1/14/16 to resolve easement discrepancies. Awaiting Legal Department discussion regarding easement discrepancies.
- Oak Drive Water Main Replacement – Water Distribution crews replaced piping connection and valves at Treasure Lane to support upcoming work.
- 29 Surfside Drive Water Service Replacement – Received draft plans for review.
- 391 Airport Road – Installation of water service is being scheduled.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Concrete base for Pump #1 needs to be fixed before the pump is installed. Subcontractor is preparing a quote for Pentair to approve the additional work. The additional component needed for motor control unit to operate the pump in automatic mode was purchased and programming needs are being addressed.
- Rima Wells Auxiliary Power Generator – Project advertised for bids on 11/8/15. A pre bid meeting is scheduled 11/19/15.
- Saddler's Run Lift Station Rehabilitation – Concrete is being poured for the driveway and sidewalk. Lift station rehabilitation nearing completion.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is presently performing storm sewer rehabilitation. Sanitary sewer system lining activity will commence afterwards.
- Sodium Hypochlorite Storage Tank Replacement – Bids are due 11/12/15.
- Storage Tank Repairs and Maintenance – OM Engineering sent a proposal for engineering services to refurbish the elevated tanks at the Water Plant and Breakaway Trails.
- Wastewater Sludge Thickener Upgrades (CIP) – Contracts are being prepared.
- Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were received from the consultant for review.
- Water Plant Lime Silo Dust Arrestor Project – Consultant is finalizing 90% plans.

- SPRC: Courtyards of Ormond – Follow up on VCHD e-mail concerning the requirement for a missing certificate of clearance submittal. Family Dollar –discussed conceptual plan for a store near I-95 and US1. Kingston Shores –The condo association proposes to install the water main on top of the electrical conduit instead of obtaining an easement from the state to relocate the line. FPL easement appears to be non-existent. Plans proposing this alteration reviewed. Plantation Oaks – Reviewed plans. 3 Aviator Way – Discussed conceptual plans to expand an existing building to meet a potential buyer's needs. 88 South Atlantic – Discussed various options for utilizing the former Julians restaurant site and its infrastructure needs.
- Prepare update of water and wastewater treatment and capacity comprehensive plan elements for Planning Dept. request for information.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.027 million gallons for the week ending Nov. 8, 2015 (5.289 MGD)
 - Backwashed 12 filters for a total of 546,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had Two (2) Precautionary Boil Water notices this week.
- Waste Water Treatment
 - Domestic & Industrial Wastewater weekly flow - 27.88 Million Gallons.
 - Produced 26.67 Million Gallons of Reuse.
 - Produced 1.21 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.98 MGD, plant designed for 8 MGD.
 - Hauled 120.56 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 8 water service leaks.
 - Replaced 6 residential water meters.
 - Replaced or repaired 9 water meter boxes.
 - Installed 3 new water service connections and water meters.
 - Replaced 5 water services due to aged piping.
 - Disconnected 3 water services due to building demolition.
 - Responded to 28 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Replaced an inoperable 6" gate valve in Park Place subdivision to accommodate connection of new 8 inch Division Avenue water main extension.
 - Pressure tested 5 and repaired 2 city owned backflow prevention devices serving facilities. Initiated installation of freeze protection on all city owned backflow preventers.
 - Continued maintenance of fire hydrants within the city limits, 4 fire hydrants maintained in Talaquah Subdivision. Repaired a fire hydrant damaged by a motor vehicle at the corner of Perrott Dr and Tomoka Ave.
 - Performed a meter test at 565 S. Atlantic Ave due to a Finance Department request.
 - Performed valve maintenance activities on N. Beach St, 25 valves located, exercised and marked on road.
 - Assisted General Underground, City contractor, with water main tie in on Nina St and Brendale Dr.
 - Performed water main flushing and testing activities in South 40, The Crossings, Coquina Point and Park Place subdivisions.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 103 regular and 3 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town to include 2 irrigation shut offs in town.

- Responded to 12 Request for utility verifications for residential and commercial properties.
- Replaced PEP tank at 27 Foxhunter Flat.
- Located reuse box at 243 N. Halifax.
- Located, cleaned sewer later service at 1202 Vanderbilt Dr.
- Televised 4 service laterals due to work order and locate requests.
- Located manhole near 697 Ocean Shore due to new lot clearing activities noted.
- Checked all known trouble spots throughout system – all OK at this time.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 15psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 8 psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 24/6 psi. Foxhunters Flat (2 inch) 24/2 psi & Shadow Creek Blvd. (4 inch) 2/0 psi.
- Checked Bermad fill valve at Tomoka Oaks GC – operation OK.
- Prepared roster for assigning weekly equipment maintenance responsibilities.
- Demolition inspection for 487 South Young St. No sanitary service found.
- Completed a Pep Tank Rehab at 7 Coquina Ridge
- Responded to 4 complaints of low pressure on the reuse system.
- Located sewer service for 291 Andrews St. per customer request.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Carrousel Blower #1, #2, #3, units not operating remotely with SCADA, trouble shooting SCADA.
 - Breakaway Trails LS, controls non-responsive, corroded wiring identified, repaired - ok
 - Swing Zone Blower #1 runs intermittently, evaluating.
 - Carrousel #1 – repaired leaking wash down hose as needed - ok.
 - Influent Room – deragged pumps, installed shackles at all 3 check valve external levers.
 - 9 Indian Springs PEP tank, installed new wire, repaired control cabinet.
 - 27 Fox Hunters Lane PEP tank, installed new wire.
 - 12M, pump #1, not reporting run time, replaced faulty run status relay, ok.
 - CP2, pump#1 tripping overloads, motor test good, clean starter contacts and coil, change thermal overloads, will monitor.
 - WIN911 monitor/response: None to report.
 - SCADA monitor/response: 13M, uneven run hours, deragged check valve #2, ok; HOMAC – no starts pump #2, reset motor starter, ok; Wal-Mart – pump #2 stuck on, faulty pump controller, replaced component, will monitor; Spring Meadows – no starts pump #1, possible SCADA read issue, scheduled for repairs.
 - Monthly PM's: Swing Zone Blowers, #1, #2; Grit Snail; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Digester blowers, #1, #2, #3; Influent Odor Control Unit; Sand Filters, #1, #2, #3; Poly Blends; #1, #2.
 - Quarterly Plant PM's: Screw Pump #2.
 - Annual Plant PM's: Centrifuge, #1, #2; Clarifier #3; Clarifier #4
 - Lift Station PM's: 24 monthly and 2 annual performed.
 - Plant wide oil & grease route.
 - 88 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - 12% chlorine storage tanks, replace level sight tubes with new stock.
 - Scrubber #1, repaired water leak, ok.
 - L.P.R.O. Clear well pump #1, repair air release valve, ok.
 - North Sludge Pit, replaced 60' of leaking 4" water pipe.
 - Slaker #1, trouble shoot nuisance shaft alarm, faulty switch noted, will replace upon receipt of new switch.
 - Clari-cone #1, motorized valve actuator is worn, new units on order.
 - Monthly Well PM's: 13
 - Monthly PM's: all city interconnects

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating results to develop a plan of study for the limits.
 - Industrial Pretreatment Program – Staff is scheduling both the annual inspections and sampling events for the City's Industrial Pretreatment permit holders. The FDEP requires an annual inspection to continue a conversation with the industries as to changes which could affect the WWTF influent. The annual sampling allows the City to obtain independent analytical data of the constituents of the industry's contribution to the sewer collection system. Additionally, staff is assisting a permitted industry who reported analytical data which exceeded the permit limits. The industry is re-sampling to confirm the data. Utility and industry will collaborate on further remediation, if necessary.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – Staff is assisting the contractor with obtaining the dual check valves and will resume installation of the project next week. The project is estimated to be complete by the end of 2015.
 - Cross Connection Control Program – Staff is assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices. Additionally, staff is organizing a set of non-compliant commercial backflow devices. The list will be culled through and subsequently given to the City's contracted device tester to bring those devices into compliance.

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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, and 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
- Agenda packet preparation, creation and distribution for November 17, 2015, City Commission Meeting and November 19, 2015, Public Works Advisory Board Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.