

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 12, 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 with senior staff
- General discussion meetings with Utilities Manager, Finance Director, Police Chief and Planning Director
- NID Manager various topics
- Compensatory storage discussion with Planning and Engineering staff
- Employee of the Quarter selection committee meeting

Spoke to, attended and/or met with:

- Rotary meeting
- Roundtable of Volusia County Elected Officials meeting
- Volusia County wetlands ordinance public meeting
- General discussion meeting with Susan Richmond, Director, Ormond Memorial Art Museum
- Senior Finance staff and auditors regarding annual audit
- Service provider discussion with senior staff and FHCP representatives
- PACE Board meeting
- Walk with the Manager
- Site tour of Breakaway Trails water storage tank
- Commissioners Boehm and Stowers

Community Development

Planning

- **Preliminary Flood Maps:** Staff reported in the January 29 weekly report that Volusia County will hold a Flood Risk Open House is to be held on February 25, 2016 from 4:00 to 7:00 p.m. at the Port Orange Library. Preliminary flood map shape-files went out this week to Volusia County GIS, Al Hill. The County reviewed the data and sent the appropriate files to the City. IT/GIS assisted the Planning Department in performing an analysis to see which properties would be impacted by the change. It appears there are about 35 property owners whose properties are being added to the floodplain. However, approximately 500 properties have been taken out of the floodplain. As a courtesy, to keep our residents informed the Planning Department will be sending out a postcard to those 35 property owners who have been added to the floodplain so that they know about the County's meeting
- **ProjectDox ePlan Implentation:** After indicating to Avolve that they have not fulfilled their contract regarding the interface issues between ProjectDox and NaviLine and the inability of GIS maps to link with a specific project, it appears action is occurring and delivery of a solution will happen in March.
- The Planning Director, SPRC Engineer and Project Engineer from Engineering had a telephone conference with FDOT to discuss the traffic analysis for 600 W. Granada Boulevard.
- The Planning Director met with Highlander Corporation regarding the introduction of a brewpub in the downtown. A brewpub is basically a restaurant that brews its own beer for consumption on site. Sometimes a brewpub also includes the dispensing of beer in growlers for consumption at home.

- The Planning Director met with Dwight Selby, candidate for Zone 1, to discuss the proposed bike plan as well as development issues in the downtown area.

Building Inspections, Permitting & Licensing

- 333 inspections performed.
- 4 new business tax receipts issued.
- 121 permits issued with a valuation of \$5,525,611.00

Development Services

- The SPRC reviewed the following projects this week:
 1. Ormond Gateway Project

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 met with Tomoka Holdings this week to discuss alternatives to reduce infrastructure costs throughout the project. Further study will be conducted which will include joint meetings with City staff and Tomoka Holdings.

Airport Business Park

- SKYO Industries has begun manufacturing operation of their hand tools at the new headquarters at 2 Sunshine Blvd. in the Business Park. The company has hired 18 employees for the first phase of the transition from New York. The entire operation is expected to be moved to Ormond Beach by June of 2016.

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

- Staff met this week with the Chamber of Commerce on the revision of the Doing Business in Ormond Beach resource guide, which should be completed and produced in February.
- Staff completed the final edits of the "Artist Next Door" video that presents the artist community and benefits to the prosperity of the City. A copy of the video has been provided to the City Commission as well as uploaded to the City website.
- Staff met with the Bear Creek Homeowners Association and presented the economic development happenings.
- Staff met with the Rediscover US1 committee to formulate plans for a 3rd business promotion event along the US1 corridor.
- Staff met with the MainStreet Economic Restructuring Committee to discuss business development opportunities.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff discussed the various state and city economic development incentive applications with the business prospect. A closing on the property is scheduled for mid-February. The economic development incentives will be presented to the City Commission.
- Staff is working with a light sport aircraft manufacturer to locate the company at the City's airport. The Company has agreed to terms for the lease of a hangar at the airport. An open house is being planned.

- Staff is working with a retail business that is searching for space in downtown Ormond Beach. Several available properties have been presented to the Company representative.

Airport Operation and Development

- Repairs to Gate 13 were completed this week. The gate had been partially functional following an apparent control board failure.
- A purchase order has been issued to have the air traffic control tower windows and sun screens cleaned. The sun screens protect tower staff from heat, glare, and UV radiation. The screens must be periodically cleaned in order to maintain optimum function, and to prevent the screens from being scratched or otherwise damaged by dust particles and other contaminants.
- The FAA annual inspection of the airport's Automated Weather Observing System (AWOS) will be conducted on Tuesday, March 8th. Minor repairs to the AWOS temperature sensor will also be completed at that time.
- The final invoice and closing documentation for the air traffic control tower systems upgrade project has been submitted.
- Staff worked with Hoyle, Tanner and Associates to update the airport's Joint Automated Capital Improvement Program (JACIP) to include airport improvement projects developed during the recently completed airport master plan update. Maintained by the FDOT, the JACIP serves to assist city, state and federal agencies in the development of joint, long-term development plans for the airport.
- Staff provided an initial response to comments from the FAA regarding the pre-application for Airport Improvement Program funds for FY2016, which was submitted in January. The pre-application includes a request for federal funds to complete a required wildlife hazard assessment, and also an environmental assessment and runway length analysis for Runway 8/26.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Continue audit preparation.
- Completed Projects - Weekly
 - Processed 54 Journal Entry Batches (#2322-2450).
 - Approved 31 Purchase Requisitions totaling \$390,890.24.
 - Issued 24 Purchase Orders totaling \$289,223.17.
 - Processed 4430 cash receipts totaling \$616,729.81.
 - Prepared 114 Accounts Payable checks totaling \$156,100.57 and 35 Accounts Payable EFT payments totaling \$238,678.21.
 - Processed and issued 3,381 utility bills with billed consumption of water of 32,985k.
 - Issued 573 past due notices on utility accounts.
 - Auto-called 22 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - FP&L Tree Trimming Locations
 - "We are the Dream" (2/29)
 - 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 Cyber Security Exercise at the VCEOC.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 5
 - Hazardous: 3
 - EMS: 103
 - Motor Vehicle Accidents: 13
 - Public Assists: 47
 - TOTAL CALLS: 174
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- Aid provided to other agencies: 14 Calls: Daytona Beach (8), Holly Hill (1), Volusia County (5)
 - Total staff hours provided to other agencies: 15
 - # of overlapping calls: 45
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 85

Training Hours

- NFPA 472: Hazardous Materials 12
- NFPA 1001: Firefighting 57
- NFPA 1021: Officer 3
- NFPA 1410: Hose Drill 30
- NFPA 1500: Safety/Equipment 9
- NFPA 1620: Preplanning 18
- EMT/Paramedic 20
- TOTAL TRAINING HOURS: 149

Station Activities

- Updated 28 pre-fire plans
- Conducted 5 fire inspections

Significant Incidents

- 2/6/16, 10:27 AM: S. Nova Rd. – Motor Vehicle Accident – Provided assistance to Volusia County – vehicle drove forward in a service bay and pinned victim's legs against wall – patient was transported as a trauma alert – a firefighter paramedic assisted EVAC with patient care during transport.

Human Resources

Staffing Update

Requisitions

- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)
- Records Clerk (Police)
- Maintenance Worker IV (Streets/Public Works)
- Summer Camp Counselors (Leisure Services)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was advertised 11-13-15 on the City web site, Craigslist, internally, and will remain open until filled.
- Meter Reader (Finance) was advertised 1-25-16 on the City web site, internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal 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, Florida Rural Water Association, Florida Water & Pollution Control Operators Association, Craigslist, and internally, and will remain open until filled.
- Tradesworker (Building Maintenance/Leisure Services) was advertised on 12-17-15 on the City web site and internally and will remain open until filled.
- Part Time Maintenance Worker II – Parks (Andy Romano Park/Leisure Services) was advertised 1-22-15 on the City web site and will remain open until filled.
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader – Gymnastics (Leisure Services) was advertised 1-25-16 on the City web site and will remain open until filled.

Applications Under Review

- Police Chief

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

- Firefighter/EMT (Fire)
- Police Officer (Police)
- Victim Advocate Coordinator (Police)

Terminations

- Records Clerk (Police) effective 1-31-16
- Victim Advocate Coordinator (Police) effective 3-1-16
- Police Chief (Police) effective 3-31-16
- Maintenance Worker IV (Streets/Public Works) effective 1-29-16

Risk Management Projects

- Continued day-to-day management of Mayor's Health & Fitness Challenge.
- Leadership planning meeting.

Employee Events

- A wellness lunch and learn regarding our vision plan will be held on February 17
- Our ICMA representative will be here to meet with employees on March 23
- The next blood drive at City Hall will be held on April 14

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
 - Finance – Interactive Voice Response System – Project Kick-off meeting with vendor scheduled.
 - Community Development – Electronic Plan Review – Working with the Vendor to resolve remaining minor operational issues with the Naviline and GIS interfaces.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 24 New work - 58 completed - 32 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,319	Inbound E-Mails Blocked	11,873
Delivered Inbound E-Mails	16,114	Quarantined Messages	332
Percentage Good Email	56.9%	Virus E-Mails Blocked	61

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 0
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 294
 - Meters GPS Located this week: 0: Total in system = 23,073; 22,407 potable, 655 Irrigation, 11 Effluent
 - Notable Events: None

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Leisure Services Advisory Board Meeting
 - Fireworks RFP
- 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 OBYBA Basketball Program continued games this week at both Nova gym and at the SONC gym. Games are held this week Monday through Friday nights at 6, 7, and 8 pm.
 - Lady Renegades Softball continued their spring practices this week at 6pm at the Softball Quad.
 - OBSC Competitive Soccer continued their spring training this week on Soccer Fields #4 and #8 at the Sports Complex.
 - Golden Spikes continued practices this week at Nova Fields #2 - #5, as well as the Kiwanis Field at the Sports Complex.
 - Seabreeze High School Softball had their first home games at the Softball Quad on Tuesday night at 4:30 and 6:30. Practice is held weekly at 3:30pm.
 - Seabreeze High School Baseball had their first regular season home games on Tuesday and Wednesday at 6pm.
 - OBGS Baseball had their first game of the season on Monday night at 6pm at Wendelstedt Field #1 at the Sports Complex.
 - T-Ball Teams starting practicing this week, Monday through Friday, at the T-Ball Fields at the Sports Complex.
 - USSSA Baseball held its first tournament of 2016 on Saturday and Sunday. Nine fields were used between the Nova Park and the Sports Complex.
 - NSA Softball held its first tournament of 2016 on Saturday and Sunday also. Five fields were used at the Sports Complex, the Quad and Softball Field #7.
- Athletic Fields Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned skateboard park, handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Dragged fields for recreational, competitive, and high school teams

- Prepped fields for competitive and high school games
- Put down crimson stone at the Wendelstedt Fields
- Light bulbs were replaced at the Sports Complex and Nova Fields
- Put out soccer goals for upcoming spring soccer season
- Opened all soccer fields
- Added clay to fields

- 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

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, CMT and Kopy Kats held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Elton John/Tom Jones Tribute, Friday, 7:00pm to 9:00pm
 - Motown and Dolly Parton Salute, Saturday, 7:00pm to 9:00pm

- South Ormond Neighborhood Center
 - Splash Pad closed through March 15th
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - Jazzercise Monday
 - Youth basketball games this week
 - Training of new part-time Rec Leader
 - After school tutoring

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Technician position
 - Planning and related work for 2016 events in the months of February through May
 - Reel in the Fun, February
 - Art in the Park, April/May
 - EDC Grand Opening, May
 - Memorial Day Remembrance Service, May
 - Attended Senior Games Committee meeting
 - Assisted with Walk with the Manager

- Gymnastics
 - February session in progress, registrations being accepted
 - Trial classes are being offered to attract potential students
 - In process of hiring Recreation Leader
 - Open Gym Friday evening, February 12
 - Working on developing Special Needs Cheer Program

- 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 and Ms. Debby's Dance and Acting classes met at various times throughout the week.
- Junior Jazzercise, a program for children with special needs, continues on Wednesday from 5:00-5:45pm.
- The Boys Basketball Youth League continues the playoffs.
- Challenger Games of All Sorts began its winter session on Tuesday. They will meet for six weeks and play board games, video games and sports like volleyball, pickleball and gym hockey.

- The Casements
 - A wedding reception was held at The Casements on Saturday from 2:00 p.m. to 9:30 p.m.
 - Missing Peace met at Bailey Riverbridge on Sunday from 10:30 a.m. to 11:30 a.m.
 - Guild tours were given at The Casements on the hour Monday through Friday from 10:00 a.m. and 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.
 - Yoga met on Tuesday morning at The Casements.
 - Zumba met on Tuesday afternoon at The Casements.
 - Docents gave a special tour of The Casements to a group of homeschooled children on Monday at 2:00 p.m.
 - A healing workshop was held at The Casements on Wednesday from 2:00 p.m. to 5:00 p.m.
 - The Casements Guild Crafters met in Room 205 on Thursday from 12:00 p.m. to 4:00 p.m.
 - Coastal Church met at Bailey Riverbridge on Friday for 6:00 p.m. to 10:00 p.m.

- Parks Maintenance:
 - Citywide inspection of parks
 - Posted reservations at pavilions and inspected same
 - Repaired gate at Boundless Playground
 - Installed ramp to playground at Riviera Park
 - Cleaned up orange fence strip forms for concrete sidewalk going to playground at Riviera Park
 - Trimmed back brush from lake overlook at Central Park III and install white rope at both ends
 - Installed bike rack at Nova

- 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
 - Performed preventative maintenance on 27 City-owned A/C systems
 - Checked duct work at Andy Romano Beachfront Park
 - Installed porcelain fixtures, water supply and drainage lines in restrooms at Fortunato Park
 - Cut key for Motor Unit office at Police Station
 - Checked report of Gate 13 keypad not functioning at Airport
 - Installed bathroom mirrors at Fortunato
 - Repaired broken vent stack and water lines in the restroom at Fortunato
 - Replaced ceiling tiles at the Police Department
 - Replaced break room light bulbs at the Police Department
 - Installed new door closer at Nova Gym
 - Replace gym light at Nova
 - Installed 911 sign at 20 Doug Thomas Way at Sports Complex
 - Assisted contractor with water main leak at Fleet
 - Repaired threshold in the baseball men's room at Wendelstedt
 - Met garage door contractor at Streets Division
 - Moved receptacles from gazebo base supports at Birth Place of Speed Park

- Repaired ladies room toilet at Nova
- Repaired toilet at Andy Romano Beachfront Park
- Repaired the men's room magnetic lock at Cassen Park

Police Department

Administrative Services.

- Attended Weekly Staff Meeting.
- Attended State Attorney Office Cell Phone Exigency Training.

Community Outreach

- Youth Directors Council members met this week to review and prepare for the upcoming Regional Leadership Training to be held in Melbourne on Saturday, Feb. 27, 2016. Twelve youths will be attending. Chaperones will be Officer Gregory Stokes and YDC Coordinator Belinda Legut.
- The Blanket Drive continues with pick up areas in several City departments. Last year approximately 50 items were collected. This year, it is anticipated the drive will almost triple the number of items received to keep the homeless in our area warm this winter.
- R.E.A.D. (Reading, Exploration, Adventure and Discovery) Program:
 - The 3rd, 4th, and 5th grade programs began on February 9th in partnership with Ormond Beach Elementary School. To date, 15 youths have registered for the Thursday class and 9 youths have registered for the Tuesday class.
 - The 2nd grade READ program is scheduled to begin February 17th. Currently there are nine second grade students registered for the program. The second grade reader's theater program will be held afterschool on Wednesdays.
- The Tutors R Us program began on February 9th.
- "My K9 Valentine" event was conducted at Wal-Mart with Sophie's Circle Pet Rescue.
- "Badges & Brunch" for Lohman's Outreach "The Healing Path" at Rockefeller Gardens.
- Bank Robbery Safety and Apprehension presentation at Gateway Bank
- Cub Scout #404 tour of the station and presentation.
- Riverbend School tour of the station and presentation.
- Taught D.A.R.E. at St. Brendan, Calvary, Temple Beth El and Osceola Elementary.
- Mentoring students at Tomoka Elementary and Ormond Elementary.
- S.L.A.P. (Self-defense for Ladies & Assault Prevention) scheduled for February 17th at 6 p.m. is a full class. The February 25th class, also at 6 p.m., is half full.
- S.L.A.P. "2.0" is scheduled for February 18th at 6 p.m. This class is two thirds full.

Community Services & Animal Control

- Animal Calls: 39
- Animal Reports: 6
- Animals to Halifax Humane: 5 (Dogs: 1 Cats: 4)
- Wildlife: 2
- T.N.R.: 3

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 14
- Inactive: 13
- Fraud: 1
- Burglary Residential: 2
- Larceny Car break: 7
- Grand Theft: 5
- Auto Theft: 2
- Missing Persons: 1
- Recovered Missing Persons: 1

- Sex Offense/Rape: 2
- Police Information: 1
- Suspicious Incident: 1
- Death Undetermined: 1

Records

- Walk - Ins / Window 126
- Phone Calls 98
- Arrest / NTA'S 29
- Citations Issued 104
- Citations Entered 0
- Reports Generated 132
- Reports Entered 120
- Mail / Faxes / Request 29

Patrol

- Total Calls 1,542
- Total Traffic Stops 184

Operations

Crime Opportunity Report Forms Issued: 158

- 2/2/16
 - Shoplifting/Dealing in Stolen Property, 1521 West Granada Boulevard (Wal-Mart). An adult female suspect was being chased by store loss prevention staff when she was caught by officers at the Publix located in Ormond Town Square. Investigation revealed that the female suspect attempted to fraudulently refund a bottle of bleach in order to obtain cash. The store loss prevention officer indicated they wanted to pursue criminal charges and the suspect was subsequently arrested.
- 2/3/16
 - Battery-Dating Violence Arrest, 1570 North US1 (Waffle House). Victim advised that she and her boyfriend were involved in an argument while driving to Bunnell. The suspect was intoxicated and threatened to drive the car into a pole. When he pulled the car into the parking lot of the Waffle House, the victim tried exiting the vehicle. The suspect grabbed her shirt and ripped it. The suspect was arrested for domestic violence battery.
 - Burglary, 16 Tomoka Oaks Boulevard. The victim reported that an unknown person entered his unlocked vehicle overnight and located the garage door opener. The suspect then used it to enter the garage of the residence. A firearm was stolen from the vehicle along with the victim's wallet. The suspect left the garage door opener in the yard which was recovered by the homeowner.
 - Carbreak, 30 Broadriver Drive. The victim stated that three of his vehicles were broken into overnight. All vehicles were left unlocked and a firearm was stolen out of one of the vehicle.
 - Carbreak, 36 Amsden Road. Two unlocked vehicles were broken into over night. Several items were taken along with cash and a \$350 pair of sunglasses.
 - Narcotics Arrest, 21 Fair Oaks Circle. The homeowner located several subjects in an apartment that her son rents. Officers contacted the subjects at which time one was found to be in possession of a cocaine pipe and two syringes. He was charged with possession of paraphernalia.
 - Warrant Arrest, 900 South Nova Road. The driver of a vehicle stopped for a routine traffic violation was found to have an open warrant for his arrest for violation of probation and was taken into custody.
 - Battery-Domestic Violence Arrest, 1 Overbrook Court. Suspect was placed under arrest after he battered his girlfriend during an argument. Minor bruises to the victim.

- 2/4/16
 - Stolen Vehicle, 95 Ocean Terrace. Victim reported that his 2009 Lexus was stolen from his driveway over night.
 - Warrant Arrest, 749 South Nova Road. Fugitive called the Sheriff's Office to advise that he had an open warrant and wanted to turn himself in at the above location. He was contacted by officers and taken into custody once the warrant was confirmed. The warrant was for violation of probation reference manufacturing cannabis with no bond allowed.
 - Carbreak, 12 Broadriver Road. Two male subjects were recorded on surveillance video entering the victims vehicle parked in the driveway. Once inside the vehicle the males removed the garage door opener and gained entry to the garage. Nothing is missing from the home or vehicle except the garage door opener.
 - Loitering & Prowling Arrest, 699 South Nova Road. A male was reportedly trying to enter two vehicles in the parking lot at the Bank of America. The suspect was located at South Nova Road and Fernery Trail and arrested for loitering and prowling after being positively identified by a witness.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two females were contacted in reference to the theft of merchandise. Both were found to be in possession of marijuana under 20 grams as well as stolen store merchandise. Both were charged with possession of marijuana and retail theft, issued a Notice to Appear and released from the scene.
 - Battery-Domestic Violence Arrest, 39 Chippingwood Lane. Suspect was arrested after she admitted to officers that she slapped her boyfriend during an argument.
- 2/5/16
 - Armed Burglary/Carbreak, 1370 North US1 (Amaral Ormond Plaza). Employee went to his truck at lunch time and found the rear window broken out and two rifles taken.
 - Carbreak, 461 South Nova Road (Renaissance Plaza). Employee parked his vehicle and he returned finding his window broken out and a laptop computer taken.
 - Car Break, 201 West Granada Boulevard (Shell Station). Cell phone removed from unsecured vehicle while the victim was putting air in a tire.
 - Narcotics Arrest, West Granada Boulevard and North Beach Street. A traffic stop was conducted for no headlight. Upon contact with the driver and passenger, officers detected an odor of burnt cannabis emitting from inside the vehicle. Suspects were issued a Notice to Appear for possession of cannabis under 20 grams and drug paraphernalia.
 - Warrant Arrest, 21 West Granada Boulevard, Fugitive was arrested at his home on an open warrant for failure to appear on a petit theft charge.
 - Warrant Arrest, 600 Block South Atlantic Avenue, During a routine traffic stop it was discovered the driver of the vehicle had an open warrant for his arrest for driving on a suspended license
- 2/6/16
 - Domestic Violence Arrest, 14-B Byron Ellinor Drive. Boyfriend and girlfriend became involved in an altercation. The responding officer's investigation revealed the girlfriend to have battered boyfriend. She was arrested and charged with domestic violence battery.
 - Open Container Arrest, 3 North Yonge Street (Sunoco). A transient was found passed out at the business entrance in possession of a partially consumed alcoholic beverage. He was arrested for an open container violation and issued a trespass warning from the business property.
 - Crash-DUI Arrest, 300 Airport Road. Suspect lost control of his car and rolled it several times after failing to negotiate the curve in the roadway in front of the elementary school. The car hit a fire hydrant causing a water main leak. Public Works responded to the scene to shut off water to the hydrant. The driver was arrested for DUI.
 - Resisting Officer Arrest, 522 South Yonge Street, A traffic stop was initiated at which time the driver fled from his vehicle and into an apartment. After other officers arrived on scene contact was made with a female subject who advised the suspect was hiding in the shower. Officers entered the home with the female's permission and arrested the suspect for resisting arrest, driving on a suspended driver license and violation of probation.

- 2/7/16
 - Battery-Domestic Violence Arrest, 52 Sandcastle Drive. Suspect became intoxicated and broke through a bedroom door where the victim was hiding from him. He slapped victim across the face. The suspect was arrested and charged with domestic violence battery.
 - Warrant Arrest-342 South Atlantic Avenue, Suspect was arrested on an Alabama warrant for parole violation with full extradition to that state.
 - Carbreak-35 Neptune Avenue, Victim reported that her 2007 Chevrolet Suburban was burglarized several days ago. There was no sign of forced entry and the only thing taken was an iPad mini valued at \$200.
 - DUI Arrest- 20 South Yonge Street. Driver was found passed out behind the steering wheel of his car. A DUI investigation was conducted which revealed the driver was impaired. He was subsequently arrested for DUI.
- 2/8/16
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two females were observed placing several items into bags at the self checkout line without paying for the items. Total amount of the theft was \$284. Both suspects were arrested, issued a Notice to Appear and released from the scene. All merchandise was recovered.
 - Battery-Domestic Violence Arrest, 690 South Center Street. Suspect attacked her boyfriend; in response he tried strangling her with his hands. Independent witnesses stated that both started the physical altercation so both were arrested for domestic violence battery.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 55
 - Number of Uniform Traffic Citations Issued: 69
 - Number of Written Warnings Issued: 2
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 22
 - Number of Crashes with Injuries: 3
- General Comments:
 - Stealth Stat deployed, Main Trail 02/04/2016 and retrieved on 02/05/2016.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 18 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and fifty-six (56) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Sanitary Sewer Lining was completed on South Beach Street and Domicilio Avenue. Storm drain lining was completed on the Northside Drive outfall.
- Ph II 2-Inch Watermain Replacement – Mainland - Water meters are being prepared for Warwick Avenue. Long services for the new water main along North Beach Street are approximately 50% complete. Minor restoration is being completed on various streets.

- Ph II 2-Inch Water Main Replacement – North Peninsula – Installation of the main on Brooks Drive has been completed. Clearances have been submitted to the Volusia County Health Department for Anchor Drive, Alamanda Drive, Hibiscus Drive, and Bonnie View Drive.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor is continuing work on South Peninsula Drive. Clearance paperwork has been submitted for Wye Drive, Lucky Drive, and Ormond Parkway.
- Environmental Discovery Center – The Contractor is working to install the metal roofing, decking and wood ceilings on the porches, the sheet rock on inside walls, AC ducts, plumbing, and rough electrical.
- Nova Community Park Trail – The contractor has completed the concrete trails and sidewalks. The thermo crosswalks have been completed. The contractor has to install over 50 pallets of bahia sod and the signage to complete the project.
- North US1 Landscaping (Airport Road to I95) – The contractor started irrigation installation at Airport Road, working north.
- Downtown Stormwater – Contracts are being executed by the contractor.
- WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor will order the long lead mechanical equipment and intends to start work in March just ahead of the delivery of the equipment.
- OBSC Pavilion – The pavilion construction is 80% complete.
- Fire Station 93 Roof - Roofing materials are being ordered.

Design Projects:

- City Hall Chiller Pump Replacement – The project was approved for bidding at the January 19th City Commission meeting. A Pre-bid meeting will be held next week.
- Laurel Creek Stormwater Pump Station Improvements – Received 90% submittal for review.
- West Ormond Community Center – Staff has issued a work authorization to Zev Cohen & Associates for the feasibility study. A kick-off meeting was held and the consultant presented 2 conceptual plans for staff's review. Consultant is currently working on the due diligence task of the scope of work.
- City Welcome Sign – FDOT issued their Notice to Proceed on January 12, and the construction contract was awarded at the January 19th City Commission meeting.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being finalized.
- Water Treatment Plant Lime Silo Dust Arrestor – Plans and specifications for bidding have been submitted for City Commission disposition at the March 1 meeting.
- Water Treatment Plant Controls and Pump Upgrade – Consultant is making final revisions to the plans and specifications.
- WTP Sludge Residuals Facility Improvements – A draft scope of work was submitted and review comments provided to the consultant.
- Cassen Park Public Dock – The final design work authorization was approved by the City Commission at the January 5th meeting. Grant applications are being prepared. A kickoff meeting was held to discuss access and design constraints. Staff has met with Ike manager of the bait shop and went over the concept plan for the dock. He had no objections and will be kept informed as the project progresses.
- Woodridge Stormdrain Improvements – Investigated a potential outfall location to the Halifax River for a proposed storm drain which would reduce the flooding condition at the intersection of North Beach Street.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex has been included with the 2016 Resurfacing Project bid which is scheduled for approval at the March 1st City Commission meeting.
- Sanitary Sewer Inflow/Infiltration - System maps have been completed. Technical specifications for the project are being developed.

- Ph III 2-Inch Water Main Replacement – Mainland - Consultant design services work authorization has been prepared for Commission approval on March 15.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – The City has negotiated a proposal with the Consultant for design of an area on the South Peninsula between Sunny Beach Drive and Sand Dollar Drive as part of the North Peninsula Water Main Improvements. A work authorization is on the agenda for approval at the March 15 City Commission Meeting.
- Effluent Outfall Replacement – 30% review meeting was held. Consultant will move forward with permitting and request for the submerged land lease from the State.
- 2016 Corrugated Metal Storm Pipe Repairs - Prepared bidding specifications and final cost estimate. Location maps and exhibits are being prepared.
- South Peninsula Reclaimed Expansion – The City has negotiated a Consultant design proposal for the remainder of the reclaimed distribution system on the South Peninsula. A work authorization is scheduled for approval at the March 1 City Commission meeting.
- Communications Infrastructure – Contractor has executed work orders for the current projects. Plans have been submitted, reviewed, and approved for the remainder of the work along Division Avenue to connect the production wells and future Environmental Discovery Center to the City's Fiber Optic Network. The contractor has begun work at Ames House (Lift Station 2M) and Nova Community Center.
- Lincoln Avenue Parking Lot - Boundary survey and topographic survey maps are being reviewed and CAD work is being done to create plan sheets for design.
- 2016 Roadway Resurfacing - Project has been scheduled for bidding disposition, for the March 1 City Commission meeting.

Department Activities

Administration/Meetings/Customer Service/Other

- Sports Complex - Staff performed elevation survey in various locations within the park in areas where ponding is occurring after heavy rain events to assist in making minor modifications to the storm drain system to help improve drainage.
 - Provided Airport Road right-of-way information at various locations along the road to FPL.
 - Provided plat requirement information to ATS Surveying, per request.
 - Completed survey grade shots around the new OBSC Pavilion to determine routes for storm water discharge.
 - Researched historical documents and provided PDF copies of the Cassen Park Legal Description and deeds to surveyor (Sliger), per request.
 - Continued making concept drawings for compensatory storage, per project manager's comments.
 - Created concept drawings for the Pathway's Civic Center.
 - Performed the bi-monthly readings and Recorded Gas Monitoring and Ground Water Monitoring, at the Nova Landfill.
 - On-site visit to proposed site of Nova Multi-Use Trail.
 - Created exhibit map showing locations of the 2" water main to be replaced on the South Peninsula for the phase III project.
 - Began the sketch and legal description for 1662 North US1, per Planning Department request.
 - Completed the sketch and legal description for 1003 North US1 and forwarded to Planning Department, per request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Filled pothole on Silver Fox Trail
 - Checked on possible pothole at Ashton Look
 - Trimmed vegetation city wide
 - Hauled away debris (concrete, asphalt) to Halifax Paving
 - Replaced concrete in driveway on 100 block of Neptune Ave; removed forms & cleaned job
 - Removed forms, cleaned job in Autumn Wood
 - Prepped for asphalt at McIntosh Rd & Putnam Ave

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
- Cleaned up fallen tree at Midway Ave & Oak Ave
- Trimmed low limbs on Sandpiper Ln, Eagle Ct, Lynwood Ave, Lake Meadow Way, Allenwood Look, Aaron Cir, Laurelwood 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
- Trimming on Fleming by Fred Gamble Way
- Blowing leaves on Old Kings Rd

Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Washed & cleaned signs in various locations
- Fabricated five new 10MPH Speed Limit signs for Nova Rec; four 25MPH residential Speed Limit signs; new HIP street name signs for Northbrook/Domicilio
- Checked for different installation of Pedestrian Crosswalk Markers on Hand Ave/Division Ave
- Replaced Pedestrian Crossing Stop Signs at Nova; two 25MPH Speed Limit signs on Washington St
- Inventoried road striping at various areas of the City

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
- Pond maintenance on Division Ave
- Pipe repair on Sandpiper Ln

Mowing

- Bush Hog – Northbrook ditch

Vac-con

- Sandpiper Ln

Reach-Out

- Santa Fe Ave; Division Ave; Tomoka Ave

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
26,788

PM Services completed for the week:

Emergency—Vehicles and Equipment
12

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 9,322 gallons of unleaded and 7,317 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,390 gallons of unleaded and 1,008 gallons of diesel.
- Fleet completed 47 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – A proposal prepared by the consulting engineer is being reviewed.
- Division Avenue Well Field Raw Water Piping – Punchlist items underway to include hydrant raised and painted and Well 10D fence completed.
- Fire Hydrant Replacement Program – Reviewed IT department map of the fire hydrants to be replaced in this fiscal year. Contractor will be contacted concerning customer notification when hydrants are being replaced.
- Hunters Ridge Low Pressure FM Upgrade – Reviewing revised plans. The executed FDEP permit application form was received. Specifications are being prepared to be submitted with the permit application.
- Lift Station Rehabilitation – A design proposal was received from McKim & Creed for rehabilitation of Lift Stations 10M and 12M.
- Lift Station 8M1 – Design and easement options discussed with the resident need to be addressed and incorporated into bid plans.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump was returned to TAW's shop for wear ring replacement. Pump installation is postponed until repair is completed.
- Rima Wells Auxiliary Power Generator – An award letter and contracts were sent to the contractor for execution. Once the contracts are received a preconstruction meeting will be scheduled.
- Saddler's Run Lift Station Rehabilitation – As-built drawings were received for review.
- Sanitary Sewer Inflow Infiltration Project – Received collection system maps to isolate suspected areas of high infiltration for prioritizing system video activities.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is performing remaining lining activities.
- Sodium Hypochlorite Storage Tank Replacement – Contract award to responsive bidder is scheduled on the 2-16-16 City Commission agenda. Legal department received no response from the tank manufacturer for warranty repair assistance.
- Storage Tank Repairs and Maintenance - A design kick off meeting was held with the consultant. Logo sketches and specifications for the water plant elevated tank were provided.
- Water Plant Aerator Housing Rehabilitation (CIP) – Specifications were reviewed. Bid plans and specifications are being prepared.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Water Plant Pump & Control Upgrades – Consultant is revising the 60% design plans.

- Utilities SCADA Upgrades – A revised proposal for design services from the consultant was reviewed and comments provided – awaiting receipt of updated proposal.
- SPRC Projects: Chelsea Place Phase III – Reviewed plans. Received the water distribution and wastewater collection system permits. CVS – Operations located the reuse connection at the site. Huntington Villas – A meeting was held with the developer, planning and legal department to discuss the proposed revisions to the developer's agreements. Items discussed at the meeting are being incorporated into the document. Granada Depot – Received plans for review. Hulls Seafood – Design engineer is incorporating review comments into the plans for final submittal. 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. Plans proposing this alteration have been reviewed. Ormond Gateway – Concept plans for a retail establishment, gas station and convenience store located on US 1 across from Destination Daytona were discussed. Vystar – Reviewed engineer response concerning the alternative pumps selected for Zaxby's. System curves plotted over the new pump curves will be requested. The proposed pumps appear to be adequate. Standard Details – Reviewed 2015 edition.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered to the City 36.09 million gallons for the week ending February 5, 2016 (5.16 MGD)
 - Backwashed 12 filters for a total of 452,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 34.42 Million Gallons.
 - Produced 15.32 Million Gallons of Reuse.
 - Produced 19.10 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.92 MGD, plant designed for 8 MGD.
 - Hauled 163.80 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 24 water service leaks.
 - Replaced 9 residential water meters.
 - Installed 3 new water service and meter connections.
 - Replaced or repaired 4 water meter boxes.
 - Replaced 5 water services due to aged piping.
 - Disconnected 1 water services due to building demolitions.
 - Responded to 25 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Repaired 2 fire hydrants due to motor vehicle accidents at 300 Airport Rd and N. Halifax Dr/Neptune Ave. intersection.
 - Continued valve maintenance activities in the Water Base Map page C-1 and during multiple water outages, 11 valves located, exercised and marked on road.
 - Performed water meter testing on multiple commercial water meters: a 2", two - 3" and 4" water meters were tested, 2 tested inaccurate and were rebuilt and retested accurate. Scheduled 3 commercial water meters to be tested.
 - Shutdowns performed during period for the 2" Water Main Replacement Project: Druid Cir, Tanglewood Cir & Ocean Terrace Cir. Fire hydrant installations on existing 6" water main on Brooks Dr. 6" water main connection on Lucky Dr & Bosarvey Dr.
 - Backfill and complete landscape all water distribution excavation sites.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 135 regular and 2 Emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
 - Responded to 2 Requests for utility verifications for residential and commercial properties.
 - Exercising main line Sanitary Sewer Force Main Valves in Phase [1] of Hunters Ridge, monthly.
 - Replaced broken junction box @ 27 Deepwoods Way.
 - Located cleanouts for Ric'man Contractors @ 128, 120 and 110 Windward Lane. Also located 1409 North Beach St. and 410 Riverside Dr.
 - Installed new pep tank @ 38 Coquina Lake Way.
 - Checked all known trouble spots. All good @ current time.
 - Repaired a broken sanitary service clean out @ 35 Capri Circle.
 - Installed a sanitary service clean out @ 1251 Vanderbilt Dr.
 - Replaced broken cleanout cap and female adapter @ 24 Dormer Dr. and 505 S. Ridgewood Ave.
 - Crews repaired a (6) inch sanitary force main at Bear Creek entrance to Airport Road broken by a boring contractor working for Bright House.
 - Located and marked the sanitary service @ 147 Bosarvey Dr.
 - Graded the entrance road to the shop @ 35 Breakaway Trails, and filled in a few low spots.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 25/21psi, Ocean Mist Hotel @ 15/12 psi, Ormond Mall @ 12/10psi.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 8/6psi. Foxhunters Flat (2 inch) 2/0 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
 - Televised 20 laterals from our PM list, Found 12 that needed to be cleaned, and 8 that were clean and clear. These locations will be put on a 6 month follow up.
 - Performed annual root control on 22 sanitary service laterals.

- Utilities Equipment Maintenance
 - Wastewater Plant – Lift Stations
 - Centrifuge conveyor belt noisy operation, freed seized rollers and lubricated, replaced bad roller with repaired inventory, ok.
 - Melrose Park: pump out valve vaults for survey crew for outfall pipe repair project.
 - Influent room, assisted contractor/vendor during installation of Pump #2, job delayed to take pump base and wear ring back to shop facility for machining, will return at a future date to complete installation.
 - Poly Blend #1leaking at mixing chamber, adjust torque hardware - ok.
 - 7P, Towne Square, Cypress Place, Camelot, follow up from call out, ok.
 - Carrousel Blower #1, not operating, found faulty temperature monitor, will install when new one is received.
 - McDonalds, 6P, weekly odor control and wet well cleaning.
 - WIN911 monitor/response: Cypress Place - storm water intrusion at construction site of Phase 4 flooded collection system – system disposition being addressed with Planning and Building staff and on site builder/ contractor, wet well pumped down once intrusion was slowed; Camelot - phase loss, found power restored upon arrival, confirmed full operations of station; 7P - high level, excessive ground water intrusion related to heavy storm, primed pumps, station operational; Towne Square - phase loss, FPL power ok, station intermittently operational, phase monitor relay determined to be cause, replaced, station operational.
 - SCADA monitor/response: 12M – not reporting, replace RTU batteries, ok; 7M – pump #2 stuck on, adjust and clean probe, ok; 7M1 – uneven starts, reboot VFD #2, pull pump #2 to clear blockage at volute, ok
 - Plant wide oil & grease route.
 - Lift Station PM's: 19 monthly and 0 annual performed.
 - 53 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Splitter box, began replacement of rusted flange bolts on 24" piping.
- Polymer transfer line, replaced worn 1 ½" ball valve, ok.

- Leeway elevated tank, installed replacement fill valve motor actuator.
 - LPRO clearwell, replaced #5 check valve with new inventory.
 - Westfalia centrifuge, begin start up and trouble shooting, speed sensor not operating, ordered new unit, will install when received.
 - Well 25H, read flow meter for sample tech.
 - H.S.P. #2, pump leaking, replaced packing material.
 - Well PM's: 26, 27, 28, 30, 31, 32, 33, 34H; 39, 40, 41R.
 - Monthly PM's: Riverview, Granada, State Park Booster stations; all High Service pumps; Bird Centrifuge; #2 degasser
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Industrial Pretreatment Program – Staff received initial results of sampling three locations in the City's sewer collection system to discover the cause of higher than normal constituents in the influent of the WWTP. A daily allowance exceedance for surface water discharge regulatory parameters was reported during the last week. The sampling is strategic and will continue until a resolution has been achieved. Additionally, staff submitted the Industrial Pretreatment Annual Report to the FDEP.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor continues installation activities. The contractor is expected to complete the project within two months.
 - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices.
 - Breakaway Trails Irrigation Report - Staff submitted the report required by the Consumptive Use Permit summarizing the groundwater utilized in 2015 for irrigation of the development.
 - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report).
 - Hazardous Chemical Inventory Report – Staff is receiving updated information from three departments within the City which store hazardous chemicals and fuels. The inventory will then be submitted to the State of Florida data base for first responders use.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, transcribing minutes, 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
- Staff attended and provided support for February 12, 2016, Pension Boards Meeting
- Agenda packet preparation, creation and distribution for February 16, 2016, City Commission Meeting
- Agenda packet preparation and creation for February 18, 2016 Neighborhood Improvement Advisory Board

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.