

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 26, 2016

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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 Police Chief and IT Manager
- Review/final preparation of Financial Trends and Health Insurance presentations for March 1 commission workshop

Spoke to, attended and/or met with:

- Rotary meeting
- Claims committee meeting
- Monthly meeting with Waste Pro
- City/County Managers meeting

### **Community Development**

#### **Planning**

- **LDC Amendment:** The Department received an application from Highlander Corporation to amend the Land Development Code by permitting a 2COP (beer and wine only) license for Type D Restaurants. Currently, only 4COP licenses are permitted for Type D Restaurants.
- **ICMA Management Series:** Management staff (4) listed to Session 1 (Roles of a Supervisor) and Session 2 (Sharpening your Focus) webinars.
- **FEMA Flood Maps:** Staff attended the meetings in Port Orange regarding the latest map revisions by FEMA. It was previously reported that about 35 properties have been added but hundreds have been taken out of the flood zone.

#### **Building Inspections, Permitting & Licensing**

- 338 inspections performed.
- 5 new business tax receipts issued.
- 94 permits issued with a valuation of \$1,145,097.00

#### **Development Services**

- The SPRC reviewed the following projects this week:
  1. Ormond Outpost – 1003 North US 1 (sewer & water issue)
  2. Discussion items: Deer Creek Construction Phase 4C and Vystar remote ATM sites

### **Economic Development/Airport**

#### **Ormond Crossings**

- 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

- Ameritech Mold and Die has completed the construction of their new 18,000 sf manufacturing facility. An open house event will be held once the facility is operational in the next few months.

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

- Staff met with the Rediscover US1 committee to formulate plans for a 3<sup>rd</sup> business promotion event along the US1 corridor. Staff is working with 5 businesses on US1 to arrange a second annual scavenger hunt which will run from Friday April 15- Saturday, April 23.
- Staff met with Main Street staff to review and discuss enhancements to the City's signage in the Ocean District.

#### 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 met this week to discuss the various state and city economic development incentive applications with the business prospect. A closing on the property is expected in the next 2 weeks. The economic development incentives will be presented to the City Commission.
- Staff is working with a retail business that is searching for space in downtown Ormond Beach. Several available properties are being considered by the Company's representatives.
- Staff released information to the media regarding a Brazilian light sport aircraft manufacturing firm that has finalized plans to lease a hangar at the Airport.

#### Airport Operation and Development

- Staff is working to investigate problems with the telephone line that provides the data link for Gate 13. The gate is fully operational, but communication to the gate via modem has been interrupted.
- During the recent airport licensing inspection, it was noted that some additional obstruction clearing will be necessary within the airport fence line, near the approach areas for Runways 8, 17, and 26. Staff began seeking quotes for the required clearing, and has received confirmation from the FDOT that the project is eligible for state funding assistance.
- A pre-construction meeting for the runway and taxiway striping project was conducted this week. The project has been re-scheduled to commence during the week of March 13<sup>th</sup>.
- Staff completed work to repair a problem with the lighting circuits for Runway 17/35.
- Staff attended the Air Force Association's (AFA) 32<sup>nd</sup> Air Warfare Symposium and Technology Exposition in Orlando this week. The Air Warfare Symposium is considered the premier event for defense and aerospace professionals and industry representatives from across the U.S. and abroad. The symposium presented an opportunity for staff to interact with over 40 aerospace industry partners in an effort to market the airport as an aeronautical manufacturing and business venue.
- Halifax Paving, Inc. has requested a notice to proceed with the construction phase of the Taxiway Golf project with a start date of May 2<sup>nd</sup>, at the earliest. In the interim, staff is working with FP&L regarding an easement that may be needed for this project. Technicians from Zev Cohen are expected to conduct field work at the airport over the next four to six weeks in preparation for construction activities to commence.

#### Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 40 Journal Entry Batches (#2691-2808).
  - Approved 20 Purchase Requisitions totaling \$144,607.19.
  - Issued 9 Purchase Orders totaling \$59,325.16.
  - Processed 3561 cash receipts totaling \$709,465.88.
  - Prepared 122 Accounts Payable checks totaling \$299,724.91 and 52 Accounts Payable EFT payments totaling \$505,011.33.

- Processed and issued 7,039 utility bills with billed consumption of water of 48,027k.
- Issued 520 past due notices on utility accounts.
- Auto-called 143 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Press Releases
    - Firefighters Conduct Hydrant Maintenance (3/1-5/31)
    - Open Gym Dates for March (3/5, 3/11, 3/18)
    - Ormond Beach 2 Go! (3/2 at Aberdeen)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed weekly events calendar ad for Ormond Observer.
    - Completed Observer ad for inaugural Ormond Beach 2 Go! Event
    - Attended weekly staff meeting.
    - Completed Employee Newsletter for March 2016.
    - Reviewed the first webinar in the ICMA series "The Effective Supervisory Practices Webinar Series" and attended the second webinar in the series.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Placed ad in the News-Journal for the NIAB's Mandatory Public Hearing for CDBG FY 2016-2017 to be held on March 10<sup>th</sup>.
  - Provided application and instructions for public service agencies to submit funding requests for CDBG FY 2016-2017 funding.

#### Fire Department

##### Weekly Statistics

- Fires: 5
- Fire Alarms: 7
- Hazardous: 2
- EMS: 99
- Motor Vehicle Accidents: 10
- Public Assists: 45
- TOTAL CALLS: 168
  
- Aid provided to other agencies: 14 Calls: Daytona Beach (5), Volusia County (9)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 47
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 71

##### Training Hours

- NFPA 472: Hazardous Materials 4
- NFPA 1001: Firefighting 16
- NFPA 1002: Driver 33
- NFPA 1021: Officer 27
- NFPA 1410: Hose Drill 69

- NFPA 1500: Safety/Equipment 16
  - NFPA 1620: Preplanning 16
  - EMT/Paramedic 9
- TOTAL TRAINING HOURS: 190

#### Station Activities

- Updated 32 pre-fire plans
- Completed 5 fire inspections
- Conducted week long training for new firefighter to include: water supply, attack lines, city geography, technical rescue, ventilation, equipment, ground and aerial procedures, safety and survival.
- Participated in fire drill with Destination Daytona staff.

#### Significant Incidents

- 2/19/16, 6:14 PM: S. Old Kings Rd. – Structure Fire – Upon arrival found shed behind residence fully involved – no other exposures were in immediate danger – shed and contents were a complete loss.
- 2/20/16, 4:11 AM: Ponce De Leon Dr. – Structure Fire – Single family home found with moderate smoke throughout – cause of fire due to electrical short on exterior wall that burned under floor and extended into wall and ceiling – crews kept fire in the area of origin and extinguished.

#### Human Resources

##### Staffing Update

##### Requisitions

- Records Clerk (Police)

##### 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.
- 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.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until filled.

##### Applications Under Review

- Police Chief (Police)

##### Interviews Scheduled

- Meter Reader (Finance)
- Maintenance Worker IV (Streets/Public Works)
- Tradesworker – Building Maintenance (Leisure Services)

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

- Police Officer (Police)
- Victim Advocate Coordinator (Police)
- Part Time Recreation Leader – Gymnastics (Leisure Services)
- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)

#### Terminations

- Police Chief (Police) effective 3-31-16
- Part Time Wastewater Treatment Plant Operator (Utilities/Public Works) effective 2-27-16

#### Employee Events

- 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

#### Risk Management Projects

- Continued day-to-day management of Mayor's Health & Fitness Challenge.
- Wellness Council Executive Board meeting and networking event.
- Attended Claims Committee meeting; attend Insurance Program Committee meeting.
- Attended Worker's Compensation deposition.

#### **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 – Participated in Kick-off meeting with Finance and vendor to assign tasks and responsibilities..
    - 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: - 17 New work - 51 completed - 27 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,216	Inbound E-Mails Blocked	9,114
Delivered Inbound E-Mails	15,897	Quarantined Messages	205
Percentage Good Email	63.0%	Virus E-Mails Blocked	68

- Notable Events:
  - Fleet Services "FASTER" application upgrade to the latest version 6.9.11.1. This involved a major software upgrade installed to a new Windows 2012 virtual server, data was converted from a SQL2000 to SQL2014. IT handled the server install, database conversion, and the installation of the program on the Fleet workstation computers with limited remote assistance from the vendor.
- Geographical Information Systems (GIS)
  - Addressing Additions: 4 Changes: 122 Corrections: 99
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 5
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 31: Total in system = 325

- 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
  - Supervisory Staff Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Reel in the Fun Fishing Tournament
  - ICMA Supervisory Training Course
  - Tradesworker Position Interviews
- **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 finished their season this week at the SONC Gym, with final games on Monday night at 5:30 and 6:30.
  - Lady Renegades Softball continued their spring practices this week at 7:15 pm at the Softball Quad. They also planned host to one of their annual tournaments this weekend at both the Softball Quad and Nova Fields #2 and #3.
  - OBSC Soccer continued practices this week with games to start March 5 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 at 6 and 7 pm nightly Monday through Thursday.
  - Seabreeze High School Softball has games Tuesday night at 4 pm, both JV and Varsity, on Quads #1 and #2. Practices are held weekly at 3:30 pm.
  - Seabreeze High School Baseball had home games on Tuesday at 4 and 7 pm, JV and Varsity at Wendelstedt Fields #1 and #2.
  - OBYBSA Recreational Program continued practices this week at both Nova and the Sports Complex.
- **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 high school games and practices
  - Economy Electric continues to replace the bulbs at the Sports Complex and Nova Fields
  - Put out rest of soccer goals and sandbagged them for upcoming spring soccer season
  - Opened all soccer fields
  - Added clay and turface to fields
  - Re-building mounds at Nova 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 & 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:
    - Shining STARS Pageant, Saturday, 1:30pm to 3:30pm
    - Buddy, Roy, and Elvis Tribute, Sunday, 2:30pm to 4:30pm
- South Ormond Neighborhood Center
  - Splash Pad closed through March 15<sup>th</sup>
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - Repast Saturday
  - Jazzercise Monday
  - After school tutoring
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Planning of 2016 events in the months of February through May
    - Art in the Park, April/May
    - EDC Grand Opening, May
  - Clean up and organization of all equipment and supplies from February 20<sup>th</sup> fishing tournament
  - Attended RFP meeting
  - Attended mandatory supervisory ongoing training
  - Assisting Memorial Remembrance Committee with planning tasks
- Gymnastics
  - February session in progress
  - Registration open for March session
  - Trial classes are being offered to attract potential students
  - Preparing for competition this weekend in Gainesville, FL
  - Meeting for Special Needs Cheer Program Wednesday
  - Outside of building updated with silhouettes on Wednesday
- 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 basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
  - Challenger Games of All Sorts continued to meet on Tuesday. They will meet for six weeks and play volleyball, pickleball, and other favorite sports.
  - Junior Jazzercise continues to meet on Wednesday from 5:00-5:45pm.
  - Shining STARS Pageant and Fashion Show will take place on Saturday from 1:30-3:00pm at the Performing Arts Center.
  - Pickleball continues their schedule of Monday through Friday from 9:00am-12:30pm.
- The Casements
  - The Herb Society met at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 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 with the first tour at 10:00 a.m. and the last tour at 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Monday through Friday at The Casements.
- Yoga met on Tuesday morning at The Casements.
- Builders repaired The Casements' West Entrance from Monday to Wednesday.
- The Casements Guild held a General Meeting and pot luck luncheon in the Gallery on Wednesday from 9:30 a.m. to noon.
- The Memorial Day Service Committee met in The Casements' Preservation Room on Wednesday from 11:00 a.m. to 1:00 p.m.
- The Casements had a staff meeting on Wednesday from 12:00 p.m. to 1:00 p.m.
- A healing workshop cooking demonstration was held in The Casements' kitchen 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.
- My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 7:30 p.m.
- Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
  
- Parks Maintenance
  - Citywide inspection of parks
  - Posted reservation at pavilions and inspected same
  - Moved 120 boxes to Fleet
  - Lowered flags at City facilities to half mast
  - Checked and prepped Central Park I for fishing tournament
  - Repaired door stop at Andy Romano Beachfront Park
  - Installed reservation box at Boundless Playground at Sports Complex
  
- 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
  - Preventative maintenance on 11 City-owned A/C systems
  - Airport Tower installed new E-TAC unit in kitchen and repaired condensate line on roof
  - Designed and installed clothes hanger system in women's restroom at WWTP
  - Cut keys for various locks at city facilities
  - Met different contractors for various jobs at city facilities
  - Special project - new electronic gate at Sports Complex
  - Two attempts from contractor to repair Gate 13 at Airport
  - Installed new A/C variable frequency drive at Police Department
  - Installed processing system in evidence room at Police Department
  - Repaired men's room light at Nova Gym
  - Repaired toilet at Senior Center
  - Repaired gutter discharge pipe at Nova Gym
  - Remove cinder blocks from peacock fountain at Ormond Memorial Art Museum
  - Got estimate for new entrance gate at Sports Complex
  - Ordered capacitors for compressor at Fleet



## **Police Department**

### Administrative Services.

- Staff held monthly Sergeant's Meeting.
- Staff participated in the PAL Do the Right Thing award presentation and luncheon.
- Staff attended the quarterly Emergency Management Partners meeting.

### Community Outreach

- Members of the Youth Directors Council met Monday February 22<sup>nd</sup> to review and prepare for the upcoming Regional Leadership Training to be held in Melbourne on Saturday, February 27<sup>th</sup>.
- The READ program in partnership with Ormond Beach Elementary School continues. Currently there are 32 students attending the program.
- The Tutors R Us program continues at the South Ormond Neighborhood Center. It is anticipated that 25 youths will participate in the one on one and small group tutoring. The program is offered Monday through Thursday from 3 pm until 6 pm.
- Sixteen youths were selected to participate in the first Do the Right Thing for 2016. Students are selected by administrators and teachers for making positive choices that show model citizenship. The program is offered in partnership with Ormond Beach Middle School.
- SLAP and SLAP 2.5: Self-defense for Ladies & Assault Prevention was conducted.
- "Mommy, Me, & Safety" was held on February 24<sup>th</sup> at the OB YMCA
- Taught DARE at St. Brendan's, Calvary, Temple Beth El and Osceola.
- Mentoring students at Tomoka and Ormond Elementary.
- Crime Prevention: Assisting Osceola Elementary with gate security, neighborhood disputes in the area of 600 Andrews Street and ongoing noise complaints occurring overnight at 116 Shady Branch Trail.

### Community Services & Animal Control

- Animal calls: 59
- Animal Bites: 2
- Animal Reports: 4
- Animals to Halifax Humane: 4 cats
- Trap Neuter Release: 4
- Wildlife: 1
- Notice of Violation: 1 Animal

### Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 10
- Fraud: 5
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 1
- Sex Offense/Rape: 1
- Vandalism: 2

### Records

- Walk - Ins / Window 101
- Phone Calls 114
- Arrest / NTA'S 19
- Citations Issued 153

- Citations Entered 106
- Reports Generated 136
- Reports Entered 124
- Mail / Faxes / Request 24

Patrol

- Total Calls 1,625
- Total Traffic Stops 253

Operations

Crime Opportunity Report Forms Issued: 262

- 2/16/16
  - Strong Armed Robbery, 1340 West Granada Boulevard. Subject entered Lowes, removed two boxed drill sets from a shelf and attempted to leave without paying for same. When approached by store employees the subject struck one in the face and ran from the store. The suspect left the area eastbound on Granada in a pickup truck with two other male subjects riding in the truck bed.
  - Car Break, 2 Southern Pine Trail. Vehicle was left unlocked. \$45 in cash, purse with Florida DL and gift cards taken.
  - Stolen Trailer, 600 South Yonge Street. Victim reported his 4x10 enclosed trailer stolen from his residence. The victim, an artist, reported several of his paintings/artwork were inside of the trailer at the time of the theft.
- 2/17/16
  - Burglary, 926 North US Highway One (RV Storage). The victim reported a motor was stolen off of his boat that was kept inside the storage area. The chain on the entry gate was found cut as well as a rear section of the chain link fence surrounding the compound. The boat motor was valued at \$7,000.
  - Carbreak, 1121 Parkside Drive. The victim advised that his unlocked vehicle was entered and his wife's wallet stolen along with several credit cards.
  - Battery-Dating Violence, 406 Bostrom Lane. The victim was involved in a physical confrontation with her boyfriend who hit her in the eye with a golf ball and then grabbed her throat. The victim was able to get the suspect out of her car and she then went to the Police Department to make a report. The suspect was located and arrested.
- 2/18/16
  - Carbreak, 1340 West Granada Boulevard (Lowes). Victim reported that while his vehicle and trailer were parked in front of Lowes a table saw was removed out of the trailer.
  - Burglary Residence (Attempt), 110 Shady Branch Trail. Units responded to a residential alarm at this location. The residence was occupied by the homeowner when units arrived. Officers found a screen had been removed from a window but entry to the residence was not made.
  - Narcotics, 690 South Nova Road. Officers stopped a vehicle for a traffic violation at which time the driver provided a false identity. A K-9 walk around of the vehicle detected the presence of narcotics inside of same. A search was conducted and approximately 27 grams of marijuana was found. The driver was arrested for possession of marijuana over 20 grams and resisting arrest without violence/providing a false name.
- 2/19/16
  - Vandalism, 579 North Nova Road. Small holes were discovered in the glass of the social hall window.
  - Carbreak, 454 South Yonge Street. The victim reported their unlocked vehicle parked in the rear parking lot of the Pennysaver was entered.
  - Carbreak, 353 West Granada Boulevard. During an argument the victim's boyfriend reached into the vehicle and tried to take her purse. When he was unable to obtain the victim's purse he broke out the rear window of the victim's vehicle.

- Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Two suspects attempted to remove \$45.33 worth of miscellaneous merchandise from the store without paying for same. They were detained by loss prevention and arrested for retail theft.
- Shoplifter, 1521 West Granada Boulevard (Wal-Mart). Two suspects attempted to remove \$247.17 worth of miscellaneous merchandise from the store without paying for same. The two suspects were charged with retail theft and resisting arrest for providing false names to officers.
- Attempted Burglary/Loitering or Prowling, 175 Williamson Boulevard (Discount Tire). An officer working an off-duty detail witnessed an adult male transient attempting to enter a car owned by Discount Tire. The suspect was contacted and arrested for attempted burglary and loitering and prowling.
- Warrant Arrest, North Yonge Street (Sunoco), Suspect was causing a disturbance on store property and law enforcement was called by management. Upon contact with the suspect it was discovered he had an open warrant for his arrest for failure to pay/provide child support. The subject was arrested on the open warrant and trespassed from the property.
- 2/20/16
  - Warrant, 1608 N US Hwy 1 (Scottish Inn). The suspect was arrested at this location based on an outstanding Volusia and Flagler County warrants for multiple violations of probation.
  - Battery-Dating Violence, 361 West Granada Boulevard (Taco Bell). Suspect was arrested for dating violence battery head butting and biting his girlfriend during an argument.
  - Aggravated Battery-Domestic Violence, 110 Williamson Boulevard (Denny's). Female suspect threw a fork at her boyfriend during an argument. The fork struck the victim in the face causing a minor injury. The suspect was arrested for domestic violence battery.
- 2/21/16
  - Burglary Business, 54 South Ridgewood Avenue. Management believes a former employee possibly made a spare key to the property (no evidence of forced entry), entered the building and redirected a hose from a toilet on the 2<sup>nd</sup> floor in order to purposely cause flooding and damage to the property.
  - Vandalism, 276 John Anderson Drive. Unknown suspect(s) walked up to the fountain in the front yard and knocked it over, breaking same.
  - Driving While License Suspended, North I-95 and Granada Boulevard. A Flagler County Sheriff's Deputy called for assistance on a traffic stop he had initiated. OBPD officers took over the investigation as the vehicle had entered Ormond Beach jurisdiction. The driver was subsequently arrested for driving on a suspended driver license.
  - Narcotics, Halifax Drive and Bosarvey Circle. A motorist was pulled over for speeding at which time officers suspected he was impaired. A DUI investigation was conducted and the driver subsequently arrested. During a search incident to arrest officers found pills in the suspect's wallet which were identified as a schedule 4 Narcotic. The suspect was charged with DUI and possession of a controlled substance/narcotic without a prescription.
  - Carbreak, 711 South Atlantic Avenue (Atlantic Cove Motel). The victim reported that suspects known to him took his keys and entered his Chevy pickup. The victim claims that \$3,800 in cash was taken by the suspects.
- 2/22/16
  - Burglary Business, 2003 Old Tomoka Road (Ormond Boat Works). Suspects entered the business compound and removed a Yamaha outboard motor and a Yamaha lower outboard motor unit. The chain securing the front gate had been cut to gain entry to the compound.
  - Battery Arrest, 170 West Granada Boulevard. Suspect responded to the police station lobby after hearing OBPD officers were looking for him. The suspect was secured and placed under arrest for battery during an altercation that occurred earlier in the day.
  - Warrant Arrest, 125 South Orchard Street Apartment 103 (Orchard Gardens). Suspect was arrested based on an open warrant for a probation violation and a writ of bodily attachment for failing to pay child support.
  - Carbreak, 554 South Ridgewood Avenue. Victim reported their unlocked car was entered and loose change and a small bag taken.

### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 74
  - Number of Uniform Traffic Citations Issued: 97
  - Number of Written Warnings Issued: 11
  - Number of Parking Citations Issued: 1
  
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 15
  - Number of Crashes with Injuries: 3
  - Number of Crashes with Serious Bodily Injuries: 2
  - Number of Crashes with Fatal Injuries: 1

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 21 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 33 signs have either been removed or sign cases created.
- 22 tree removal permit requests.
- Administrative staff assisted with (0) walk-ins and seventy-eight (78) telephonic inquiries.

### Public Works

- Engineering

#### Project Summary

#### Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Completed review of sanitary sewer post lining inspections. Sewer lateral connections remain to be grouted between the lateral and the main pipe to prevent leak loss. A liner in a section of elliptical stormdrain pipe on Amsden Road did not form properly and will need to be reworked/repared. Staff has addressed this matter with the Contractor who is determining a solution for the repair.
- Ph II 2-Inch Watermain Replacement – Mainland - For the new watermain along North Beach Street, the directional drill sections have been tied in from Melrose Avenue to Cumberland Avenue. All the sleeves for the long services beneath the road have been installed and service line installation has been completed from Melrose Avenue to Putnam Avenue. Installation of new water meters have begun on Warwick Avenue. Minor site restoration is on-going in areas where new watermain replacement has already been installed and is in service.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor is currently working on converting service to new connections in the Longwood/Brendale section of Ormond by the Sea.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The water main clearance has been submitted for Grandview Avenue, Robin Road, and South Peninsula Drive; this is the final clearance for the project.
- Environmental Discovery Center – The contractor is installing the porch railings, vinyl plank flooring, and concrete parking lot/driveways. The ADA canoe/kayak launch has been installed.
- Nova Community Park Trail – The contractor has completed the concrete trails and sidewalks. The thermo crosswalks and signage has been completed. The contractor is working to install the sod and complete punch list items.
- North US1 Landscaping (Airport Road to I95) – The contractor started irrigation installation at Airport Road, working North toward the interstate.
- Downtown Stormwater – The Contractor executed contracts have been delivered to the City Attorney's Office for final review.

- 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 90% complete. The patio brick pavers installation is complete. Fencing, landscaping and furnishings should be complete in a few weeks.
- Fire Station 93 Roof - Roofing materials are being ordered.
- City Welcome Sign – The shop drawings have been approved and the Building permit is under review. The signs are currently being fabricated.

Design Projects:

- City Hall Chiller Pump Replacement – The bids were received and came in below budget. The consultant is reviewing the bids which will be placed on an upcoming agenda for CC approval.
- Laurel Creek Stormwater Pump Station Improvements – Received 90% submittal for review and sent review comments back to Consultant.
- West Ormond Community Center – Met with consultant to refine the conceptual plan which will then be presented to the City Manager and CC.
- 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 reviewed.
- 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 – The consultant has submitted final plans and specifications; plans have been submitted for disposition at the March 15, City Commission meeting.
- WTP Sludge Residuals Facility Improvements – Award of a work authorization for Design services has been placed on the April 5<sup>th</sup> CC meeting agenda.
- Cassen Park Public Dock – The final design work authorization was approved by the City Commission at the January 5<sup>th</sup> meeting. Grant applications are being prepared. A kickoff meeting was held to discuss access and design constraints. Staff has met with Ike, the manager of the baitshop and went over the concept plan for the dock. He had no objections and will be kept informed as the project progresses. Request for CC approval to submit the grant applications is scheduled for the March 15<sup>th</sup> CC meeting.
- Woodridge Stormdrain Improvements – Staff contacted the lot owner to request a drainage easement along the property to install a new outfall, however, the property owner was not in favor of granting an easement due to concerns about the impact of the outfall to his property and development plans.
- 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.
- 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 - Project has been scheduled for bidding disposition, for the March 1 Commission meeting.

- 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 – The Contractor has completed work at Ames House, and Nova Recreation. The final work on Division Avenue will begin this week.
- Lincoln Avenue Parking Lot – A preliminary site layout has been designed. Met with a contractor to discuss construction and access limitations within the work area, and phases for construction.
- 2016 Roadway Resurfacing - Project has been scheduled for bidding disposition, for the March 1 City Commission meeting.

#### Department Activities

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

- Reviewed plans and created approved Work-in-the-Right-of-Way permit for wood pole replacement along Royal Palm Avenue, Windward Lane, Vining Court, Bosarvey Drive, and Ridgewood and Lincoln Avenue's, per FPL request.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Lincoln Avenue directional bore per, TECO Gas request.
  - Completed grade elevation shots for the 2" Water Main Replacement Ph III projects.
  - Researched livestock requirements and regulations for live exhibits at the Environmental Discovery Center.
  - Reviewed the updated sketch and legal description for the proposed Lincoln Avenue Parking Lot.
  - Completed exhibit drawings for the proposed Hand Avenue speed limit changes.
  - Researched and provided Consultant old easement documents for outfall and water main piping along the north side of 554 Riverside Drive, per request.
  - Began the sketch and legal descriptions for the annexations of multiple properties in the North Peninsula area, per Planning Department request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Cut stress cuts on Biltmore Dr
        - Pull forms, cut stress cuts, back fill sidewalk on Riverside Dr
        - Training on chain saw safety
        - Overlay depressions in Fiesta Heights, Winding Woods, S Beach St at S Arbor St, and Pinion Cir at Bonita Pl
        - Patched pot holes in Ormond Shores, Pineland Trl, Sauls St
        - Cut and remove raised sidewalk from tree on Spring Meadows Dr. cut trip hazards.

##### 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
- Trimmed on E Lindenwood Cir, Fairview Ave; Jill Alison Cir; Banyan Cir
- Removed Elm tree on Mainsail Cir; dead Palm in Ames Park; Oak tree on 700 block of Lindenwood Cir East

##### 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
- DOT trimming on S Nova Rd by Life Village Park
- Trimming and edging on Seminole Ave & Oleeta St

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
- Meeting about striping roads
- Installed 10mph Speed Limit signs in Nova Rec
- Fabricated Residential 25mph Speed Limit signs for South 40
- Checked on job for road striping at Sports Complex/Hull Rd
- Fabricated 25mph Speed Limit residential for 40/Bear Creek
- Checked signs in Deer Lake that were installed

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots – inspected, included beachside
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Basin cleaning – Ind. Park; out West; Ormond Green, Tymber Creek Area
- Pipe repair on Sandpiper Ln; Ormond Parkway
- Manhole repair at Crossings

Street Sweeping/Streetsweeper

- 144 miles of road cleaned
- 62 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
32,445

PM Services completed for the week:

Emergency—Vehicles and Equipment  
17

Non-Emergency Vehicles and Equipment  
12

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 13,706 gallons of unleaded and 5,701 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,763 gallons of unleaded and 990 gallons of diesel.
- Fleet completed 48 work orders this week.

- Utilities
  - Projects Summary
    - Breakaway Utilities Yard Electrical and Pump Upgrades – A design proposal prepared by the consulting engineer is being reviewed.
    - Division Avenue Well Field Raw Water Piping – Received as-built drawings for review. Sodding is completed at Park Place.
    - 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 – The executed FDEP permit application form was received. Completed specifications.
    - 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 are being incorporated into bid plans.
    - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Wear ring was replaced and Pump #2 is being installed by TAX this week.
    - Rima Wells Auxiliary Power Generator – A preconstruction meeting is scheduled for 2/26/16.
    - Saddler's Run Lift Station Rehabilitation – As-built drawings were reviewed and final copies were requested.
    - 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 – Several laterals remain to be grouted.
    - Sodium Hypochlorite Storage Tank Replacement – Contract awarded to Florida Environmental Compliance Corporation - Resolution 2016-25.
    - Storage Tank Repairs and Maintenance – Logo sketches are being prepared and design is commencing.
    - Breakaway Trails Elevated Reclaimed Water Storage Tank Rehabilitation – Work authorization is being prepared.
    - Water Plant Aerator Housing Rehabilitation (CIP) – The project bid documents are scheduled for presentation to the City Commission on March 1.
    - 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 final proposal.
    - SPRC Projects: Antares of Ormond Beach – Reviewed plan resubmittal and provided comments. Deer Creek Phase 4 – Met at site with contractor to discuss underground utility installation. 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 Outpost – Preapplication meeting held. Ormond Renaissance – FDEP Wastewater Collection/Transmission permit was received. Vystar – There is a conflict where the proposed hydrant is to be installed. A solution was requested from the design engineer. 135 Hand Avenue Lot Split – Reviewed plans and provided comments.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 37.18 million gallons for the week ending February 19, 2016 (5.31 MGD)
  - Backwashed 9 filters for a total of 394,000 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 32.99 Million Gallons.



- Produced 16.83 Million Gallons of Reuse.
- Produced 16.16 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.71 MGD, plant designed for 8 MGD.
- Hauled 101.43 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to or repaired 9 water service leaks.
  - Replaced 4 residential water meters.
  - Installed 11 new water service and meter connections.
  - Replaced or repaired 3 water meter boxes.
  - Replaced 5 water services due to aged piping.
  - Performed yearly scheduled pressure test of 5 City owned backflow preventers.
  - Performed a 4" water meter test at OBMS due to reading error, low flow side stopped. Repairs were completed and meter retested accurate.
  - Responded to 15 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Located and exercised 16 main line valves.
  - Shutdowns performed as part of the 2" Water Main Replacement Project: 8" and 6" water main connections were completed on Anchor Dr., Mariners Dr. and Surfside Dr.
  - Repaired a 2" water main on Huntington Way
  - Removed a 2" blow-off assembly Pergola Lane due to construction traffic.
  - Assisted WW with a force main shutdown to remove a pump.
  - Backfilled and completed landscape all Water Distribution excavation sites.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 74 regular and 1 Emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area.
  - Responded to 8 Request for Utility Verifications for residential and commercial properties.
  - Exercising low pressure force mains/ valves in Phase [1] of Hunters Ridge, monthly. Tanker truck used to bleed fluid and air from the main to reduce the main line pressure.
  - Performed a Pep Tank rehab @ 3 Winding Creek Way.
  - Crews put a partial influent pump station bypass to dewatering station in force for the weekend to promote reliability during recent influent pump replacement activities.
  - Located/ marked the sanitary and reuse service @ 658 John Anderson Dr.
  - Cleaned and televised sanitary service @ 396 Sauls St. & 25 Indian Trail.
  - Located/ marked the reuse service shut off valve @ 100 Golf View Lane per home owner request.
  - Checked all known trouble spots – all operating well @ current time.
  - Located, repaired and raised the sanitary cleanouts @ 110 Ellicott Dr and @ 224 Rio Pinar.
  - Televised the 30" reuse outfall line at the WWTP, found the source of the leak. The video of the line is under review and a plan for repair will be scheduled in the near future.
  - Replanted two trees, and spread mulch @ 401 John Anderson. Crews recently performed a service line repair at this location.
  - Crews pulled new wire and installed new junction box @ 6 Cross Creek Way. Hooked up the new wires to the pump/floats all tested ok.
  - Replaced the PEP TANK pumps @ 80 Shadow creek Way and 18 Saddlers Run.
  - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 20/20psi, Ocean Mist Hotel @ 20/18 psi, Ormond Mall @ 14/12psi.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 28/10psi. Foxhunters Flat (2 inch) 22/8 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
  - Televised 27 laterals from PM list: 18 scheduled for cleaning and 9 clean and clear. These locations shall be placed on 6 month follow up.

- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations

- Assisted WW Collection Crews for WWTP outfall pipe recon for determining repair alternatives.
- Influent pump 1, VFD faulted, possible Power Block failure, Siemens field services notified and are dispatching field tech for repairs, will update as information is available.
- McDonalds, 6P, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Towne Square, high level, pump #2 tripped at motor starter, amp draw elevated, reversed pump to clear blockage, amp draw nominal, watched station cycle through alternation, ok; Garden Business Center, called in by operator on shift, communication error noted on SCADA screen, station operating normally resetting RTU corrected error, will monitor station.
- SCADA monitor/response: Pine Trail – #1 pump stuck on, pull pump #1 to replace impeller & wear ring, adjust floats, set controls to Lead #2/Lag #1, riser pipe #1 leaking severely, scheduling contractors for price quotes to replace riser pipes and associated hardware; Shadow Crossings, high starts, clean probe, ok; 5M – system in back-up mode, reset, ok; 6M – uneven starts, station in back-up mode, reset pump controller, deragg transducer, will monitor; Charleston Square, 2M – high run hours, deragg both check valves, ok; 7P – uneven starts, repair vacuum leaks as needed, ok; Breakaway trails – no starts pump #1, circuit breaker failed, replaced, ok.
- Plant wide oil & grease route.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly PM's: Poly Blends, #2; Screw Pumps, #1, #2, #3.
- Semiannual Plant PM's: Swing Zone Blowers, #1, #2.
- Annual Plant PM's: R.A.S. Pumps, #1, #2, #3, #4; Sand Filters, #1, #2; R.A.S. Pumps, #5; W.A.S. Pumps, #1, #2; Sand Filters, #3.
- Lift Station PM's: 7 monthly and 2 annual performed.
- 58 work orders completed and closed for this section for this week.

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

- Paste Lime Slaker #1, removed mixer paddle for repairs, ok.
- LPRO clear well, install conduit and CAT5 cable between control cabinets for backup control, modify sampling line, discharge pipe isolation valve gearboxes leaking, new rubber seals ordered for replacement.
- LPRO Clear well #1, pump out to perform scheduled maintenance.
- Well 39R, not responding, blown control fuse identified and replaced, ok.
- Well 40R, not responding, control transformer failed, replacement ordered.
- Centrifuge building, replaced faulted feed pipe coupler.
- Division Wells, meet with well contractor to review upcoming well repairs.
- Well PM's: Rima 35, 36, 37; 18, 19, 21 S. R; 2, 3, 4 B.A.T. Hudson 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32.
- Monthly PM's: Clari-cones #1, #2.

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities

Industrial Pretreatment Program – Staff received initial results of various sampling locations in the City's sewer collection system to determine source of noted constituents in the influent of the WWTP. A few of daily allowance exceedances for surface water discharge regulatory parameters have been reported during the past year. The results indicate an area of concern which could be contributing to the high copper concentration. Staff is drafting a notice to the facility to discuss the issue.

- Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation – The contractor continues to install or rebuild dual check valve devices in the North Peninsula Reuse Service area.

- 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.
- Consumer Confidence Report – Staff continues compilation of 2015 water quality data to prepare the 2015 CCR (Annual Water Quality Report).
- Hazardous Chemical Inventory Report – Staff is compiling updated information from Fleet and Utilities Depts. for hazardous chemicals and fuel storage characteristics and volumes. The inventory will then be submitted to the State of Florida data base for first responders use.
- Wetlands Monitoring Report – Staff is contracting a local biologist to assess the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The report highlights the groundwater levels near the wetlands and the corresponding rainfall amounts.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended Claims Committee Meeting on February 23, 2016
- Staff attended and provided support for February 24, 2016, Pension Boards Meeting
- Assistant City Clerk participated in FACC Webinar on February 25, 2016, on Local Government Home Rule and Charters in Florida
- Agenda packet preparation, creation and distribution for March 1, 2016, Financial Trends and Healthcare Workshop
- Agenda packet preparation, creation and distribution for March 1, 2016, City Commission 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.