

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 27, 2017

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meeting with HR Director and City Attorney
- Prepared for speaking engagement for Tomoka Oaks HOA meeting

Spoke to, attended and/or met with:

- Hope Place groundbreaking
- Mr. Kent regarding public witnessing
- Senior staff and Waste Pro representatives
- Raymond Webb, contractor, various building process concerns
- Budget Advisory Board
- Team Volusia Executive Committee meeting
- Speaking engagement at Tomoka Oaks HOA meeting
- Met with police accreditation assessors
- Attended PD promotional ceremony

Community Development

- **McDonald House Historic Structure Report Update:** Bender and Associates led a public workshop on January 23, 2017, and presented their findings only on the existing structure and its historical context to date. The MacDonald house was found to be:
 1. An outstanding example of architectural style (Queen Anne with asymmetrical massing, corner towers and diamond-light fenestration) and craftsmanship during that time period. The diamond-light fenestration was in the Ormond Hotel and can be found at The Casements, Ormond Pharmacy (now known as the two-story wing of Billy's Tap Room); and the Ormond Memorial Art Museum and Gardens.
 2. Designed by a notable local architect (Sumner Gove) who had a role in the history of this community:
 3. Retained its "integrity" as it related to original design and materials (exterior and interior upstairs); and
 4. The site and structure was associated with important historical movements that shaped the social and cultural history of Ormond Beach.

The Historic Landmark Preservation Board and interested stakeholders provided input which will be added into the MacDonald House Historic Structures Report and Summary Assessment. There are two more workshops that Bender & Associates will either host or attend in February 2017.

February 8, 2017, 7:00 p.m. Stakeholder Workshop The Casements 25 Riverside Drive Ormond Beach, FL	February 21, 2017, 5:30 p.m. City Commission Workshop City Hall 22 South Beach Street, Room 103 Ormond Beach, FL
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Once available, workshop materials will be available on the City's website. The results of the up and coming workshops will be added into the final Historic Structures Report and Summary Assessment.

Building Inspections, Permitting & Licensing

- 554 inspections performed (244 by Private Provider)
- 119 permits issued with a valuation of \$1,708,962.00
- 6 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC met with representatives for Popeye's restaurant (corner of Hand and S. Nova) and Valient Diner, Phase 2 (City Industrial Park).
- Approved projects under construction with percentage completed are as follows:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	30%
McDonald's at 1520 N US Highway 1	95%
McDonald's at 105 Interchange Blvd	95%
McNamara warehouse	95%
Realty Pros	35%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	99%
Chelsea Place, Phase 3	96%
Ormond Renaissance Condo	15%
Huntington Villas, Phase 1B	2%

Economic Development/Airport

Ormond Crossings

- Staff is working with the OCLS, LLC to evaluate options for extension of utilities to Tract 18, which is within Phase A Plat, to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff is processing SKYO Industries Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
- Staff is processing SR Perrott's Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
- Staff is processing Padwell Holding's Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
- Staff is working with a potential new business to purchase the vacant 6 Aviator Way property.

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

- Staff is working with Volusia County on a Qualified Target Industry application for a potential development project in the City.
- Staff is working with economic development practitioners from cities in Volusia County to plan for the Florida Redevelopment Association annual meeting being held on October 16 in Daytona Beach.
- Staff presented the City's economic development plan to the Ormond Chamber of Commerce Economic Prosperity Committee meeting.

Prospective Business Attraction/Retention/Expansion

- Staff continues to work with representatives of an existing Ormond Beach business that is seeking to construct a larger facility. The company has outgrown their current space and needs to build a new structure to accommodate growth.

Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is complete. The need for minor adjustments to some of the new Precision Approach Path Indicator (PAPI) lights was identified and those adjustments were completed this week. The new PAPIs are designed to be visible from a wider point of view than the old PAPIs, which will require minor obstacle mitigation to maintain line of sight for pilots on final approach to land. Staff is working with the contractor to perform this mitigation. The PAPI lights will remain out of service until all work is complete and the lights have been flight checked by the Federal Aviation Administration.
- Staff is in receipt of the first shipment of new components for the Runway End Identifier Lights (REILs) at the airport. Additional components are pending shipment. Installation will be scheduled when all components have been received and checked for compatibility. These new components are being provided under warranty at no cost to the City.
- Wind speed and direction reporting from the Automated Weather Observing System (AWOS) adjacent to Taxiway Bravo remains unavailable due to component failure. Staff anticipates that the AWOS will be repaired and returned to service within the month.
- Staff completed work to prepare and submit the monthly construction cost report for the Taxiway Golf project, as requested by the United States Census Bureau.
- Staff met with representatives from Gale Associates, Inc. to discuss future airport projects and potential consulting needs. Gale Associates is one of four firms that have been selected to provide consulting engineer services for the airport under continuing contract.
- Staff has been advised that the Florida Department of Transportation (FDOT) has executed the Joint Participation Agreement (JPA) between the City and FDOT to provide State funding for the obstruction mitigation environmental assessment project at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Annual audit is currently in process
 - Enterprise Resource System development is on-going
- Completed Projects - Weekly
 - Processed 27 Journal Entry Batches (1562-1675).
 - Approved 31 Purchase Requisitions totaling \$3,872,200.51.
 - Issued 25 Purchase Orders totaling \$151,068.42.
 - Processed 3607 cash receipts totaling \$1,231,499.17.
 - Prepared 117 Accounts Payable checks totaling \$230,148.21 and 35 Accounts Payable EFT payments totaling \$359,269.22.
 - Processed and issued 6,458 utility bills with billed consumption of water of 56,042K.
 - Processed 1,187 utility bill payments through ACH totaling \$120,550.42.
 - Issued 374 past due notices on utility accounts.
 - Auto-called 242 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Harry Wendelstedt's Umpire Clinics – FREE (1/28)
 - Movies on the Halifax (2/3, 6:30 PM, "Groundhog Day")
 - Adult Volleyball
 - Civil Air Patrol Visits American Aero Museum

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED notifications.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended MacDonald House Public Workshop
 - Attended Local Mitigation Strategy (LMS) meeting relative to Hazard Mitigation Grant Program funding that will be made available to Volusia County as a result of Hurricane Matthew.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 5
 - Hazardous: 6
 - EMS: 74
 - Motor Vehicle Accidents: 7
 - Public Assists: 54
 - TOTAL CALLS: 147
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- Aid provided to other agencies: 7 Calls: Daytona Beach (3), Volusia County (4)
 - Total staff hours provided to other agencies: 5
 - # of overlapping calls: 32
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - Total EMS patients treated: 65
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 404

Training Hours

- NFPA 1001: Firefighting 10
- NFPA 1002: Driver 2
- NFPA 1021: Officer 3
- NFPA 1410: Hose Drill 45
- NFPA 1500: Safety/Equipment 34
- NFPA 1620: Preplanning 4
- EMT/Paramedic 4
- TOTAL TRAINING HOURS: 102

Station Activities

- Updated 12 pre-fire plans
- Conducted 6 fire inspections

Human Resources

Staffing Update

Approved/Active Recruitment

- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, and internally.
- Police Records Clerk (Police) open 12-28-16 through 1-27-17. Advertised on City web site, governmentjobs.com, and internally.

- Building Inspector (Planning) re-advertised 1-5-17 through 2-10-17. Advertised on City web site, governmentjobs.com, and internally.
- Neighborhood Improvement Officer (Police) re-advertised 1-27-17 through 2-10-17. Advertised on City web site, governmentjobs.com, and internally.
- Landscape Architect (Engineering) re-advertised 12-12-16 through 1-27-17 on City web site, governmentjobs.com, and internally.
- Part Time Community Events Technician (Leisure Services) re-advertised 1-23-17 through 2-3-17. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Box Office Attendant (Leisure Services) re-advertised 1-23-17 through 2-3-17. Advertised on City web site, governmentjobs.com, and internally.

Applications Under Review

- Office Manager (Leisure Services)
- Maintenance Worker II (Water Distribution/Public Works)
- Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)

Interviews Scheduled

- Police Captain (Police)
- Firefighter/EMT (Fire)

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Part Time Evidence/Crime Scene Custodian (Police)
- Maintenance Worker II (Streets/Public Works)
- Treatment Plant Operator C, B, or A (Wastewater/Public Works)

Employee Events

- Our ICMA representative met with employees on 1-26-17
- Our Nationwide representative will be here to meet with employees on 2-2-17
- Blood Drive at City Hall 2-6-17

Risk Management Projects

- Mayor's Health and Fitness Challenge Kick-off and Week One coordination.
- Attended several depositions.
- Attended Claims Committee meeting.
- Attended American Cancer Society meeting.
- Met with several Mayor's Health & Fitness Challenge event partners.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, and Role configurations, Tyler Trainers onsite.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 8 New work - 49 completed - 26 in progress

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails 36,581 Inbound E-Mails Blocked 18,716
 - Delivered Inbound E-Mails 17,865 Quarantined Messages 2,482
 - Percentage Good Email 48.8% Virus E-Mails Blocked 0

- Geographical Information Systems (GIS)
 - Geographical Information Systems (GIS)
 - Addressing Additions: 12 Changes: 6 Corrections: 1
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,180
 - Meters GPS Located this week: 0: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- Airport/Sports Complex Coordination Meeting
- Park/Facility Tours with Commissioner Littleton

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, installation and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- SHS boys' soccer teams continued practicing this week at the Soccer Fields at 6pm. The girls are on the road this week for their district games. The boys' district games start next week.
- OBSC continued practicing for some upcoming tournaments on Soccer Field 8.
- Wendelstedt Umpire School continued this week Monday through Saturday with ending date of February 4th.
- Lady Renegades held their spring training on Saturday at the Sports Complex on the Softball Quads at 10am.
- Golden Spikes 11's held their spring tryouts on Saturday morning at 10am on Nova Field 1.

Athletic Fields Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova

- Cleaned Magic Forest and the common area of Nova Park
- Daily cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Continued dragging infields
- Painted soccer grass parking lot
- Painted Soccer Field #7 for SHS Practices
- Prepped fields at Softball Quad for LR practices
- Prepped Wendelstedt Fields for Umpire School Monday through Saturday
- Dragged infields at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis and Softball Quad fields
- Rake crimson stone at Wendelstedt in front of dugouts
- Hauled small bleachers to Oceanside Country Club for Sally Tournament and picked up
- Watered new sod on Nova Fields 3, 4 and 5 daily

Senior Center

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

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday.
 - Follies held regular classes Monday through Thursday.
- The Performing Arts Center is preparing to host the following events:
 - Alter Eagles, Friday, 7:30 pm to 9:30 pm
 - Tribute To The Greatest American Voices, Saturday, 7:00 pm to 9:00 pm
 - Late Night Catechism – 'Til Death Do Us Part, Sunday 2:30 pm to 4:30 pm

South Ormond Neighborhood Center

- Splash Pad closed until March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Youth basketball Monday/Wednesday/Friday
- Jazzercise Monday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Training of new Community Events Leader
- Attended Economic Prosperity Hour
- Assisting with Native American Festival, January 27-29
- Preliminary planning of 2017 events for the months of January through May
 - Community Garden ribbon Cutting, Saturday, February 4
 - Reel in the Fun Fishing Tournament, February 18
 - Art in the Park, May 6 & 7
 - Memorial Day Remembrance Service, May 29

Gymnastics

- Classes are going well and growing
- January session in progress
- Registration open for February session

- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Open Gym, this evening, 6-8 pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Youth Basketball League continued games this week. The season will continue until February.
- Challenger "ABC of Indoor Sports" continued on Tuesday.
- Police Department Accreditation took place on Tuesday.

The Casements

- Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9:00 a.m. to 12:30 p.m.
- A wedding was held at Bailey Riverbridge on Saturday from 3:00 p.m. to 5:00 p.m.
- Missing Peace church group met at Bailey Riverbridge on Sunday from 10:00 a.m. to 12:00 p.m.
- Guild tours were given 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.
- Janet Rogers Watercolor Classes met in The Casements' room 203 Monday to Friday from 9:00 a.m. to 4:00 p.m.
- Yoga class met on Tuesday morning at The Casements.
- The Casements Guild held a general body meeting on Wednesday in the gallery from 9:30 a.m. to noon.
- Lohman's Healing Path workshop met in The Casements' room 205 on Wednesday from 2:00 p.m. to 5:00 p.m.
- Docents gave a special tour to the Crossroad Church group on Wednesday from 2:30 p.m. to 4:00 p.m.
- A new Persian cooking class, Healthy Cooking with Chef Nader, was held in The Casements' kitchen on Wednesday evening from 4:00 p.m. to 8:00 p.m.
- Zumba class met on Thursday at The Casements.
- My Big Fat Greek Cooking Class met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
- The Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
- The Casements Guild Crafters met on Thursday from 11:30 p.m. to 3:30 p.m. in Room 203.
- Throughout the week staff prepared for the 28th Native American Festival. The festival is being held starting today, January 27, from 11:00 a.m. to 9:00 p.m. and continues on January 28, from 10:00 a.m. to 9:00 p.m. and January 29, from 10:00 a.m. to 5:00 p.m. in Rockefeller Gardens and the North Lawn.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Community Garden at Central Park I: Setup compost bin, setup three 4x4's for water hoses, finished filling boxes with soil.
- Thompson Creek Road area: removed eight park benches and cleaned up debris left by transients.
- Fortunato Park: fixed broken railing on fishing pier

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
- Quarterly preventative maintenance inspection of air conditioning systems Citywide
- Replaced water filter on ice at the Senior Center
- Escorted fire suppression contractor to five City facilities
- Replaced 2x4's in the outside storage at the Police Department
- Weather strip repair/replacement work on 2nd floor of PAC
- Removed doors for the new gear washer at Fire Station 92
- Performed preventative maintenance on 15 electric gates Citywide
- Removed old wooden sidewalk at the Tennis Center
- Removed graffiti from the bathroom door at Andy Romano Beachfront Park
- Took pictures of the Sally Port area for Engineering
- Installed new file cabinet lock in records at the Police Department
- Replaced office restroom paper towel dispenser at Nova Gym
- Secured loose seating anchors in the auditorium at PAC
- Replaced 2nd floor ladies room toilet flush valve at City Hall
- Moved sergeant's desk into a storage room at the Police Department
- Replaced one blind at the EDC
- Checked sprinkler timer at the PAC
- Checked closet doors on second floor at The Casements
- Repaired utility closet faucet at Fire Station 92
- Raised the flags citywide
- Replaced toilet handle in Building A at the Senior Center
- Made target backers for firing range at the Police Department
- Repaired the emergency exit sign at Nova Gym
- Replaced the broken shelf ladies room Building A at the Senior Center
- Repaired the gym door deadbolt at Nova
- Adjusted the splash pad gate at SONC
- Installed new entrance window decals at the Police Department
- Repaired men's room toilet in Building B at the Senior Center
- Replaced fluorescent bulbs in the battalion commander's office at Fire Station 92
- Reattached the door lock in the men's bathroom at Central Park 1

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey and Captain Crimins attended the Cardiac Science Meeting.
- Staff attended the Crime View Meeting.
- Chief Godfrey and Captain Crimins met with CMG Pro Security.
- Chief Godfrey and Captain Crimins met with a citizen who thanked police staff for their hard work.
- Captain Rosenthal attended the fourth of five sessions of the Southern Police Institute Command Officers Development Course.
- Staff hosted and participated in the Mock Accreditation Assessment for the Police Department.

Community Outreach

- The annual Blanket and Coat Drive hosted by members of the Youth Director Council continues.
- Registrations for the "Tutors R Us" program, which will begin Monday January 30, have been released. Currently, seventeen youths have pre-registered for the program.

- Registration for the 3rd, 4th and 5th grade R.E.A.D. (Reading, Exploration, Adventure and Discovery) program began.
- Scrimmage games and informal practice for the OBPAL basketball program are being held as space is available at the South Ormond Neighborhood Center.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 4
- Trap Neuter Release: 3
- Animals to Human Society: 4

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 11
- Inactive: 18
- Fraud: 9
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 9
- Grand Theft: 5
- Auto Theft: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Police Information: 1

Records

• Walk - Ins / Window	91
• Phone Calls	104
• Arrest / NTA'S	22
• Citations Issued	107
• Citations Entered	90
• Reports Generated	147
• Reports Entered	110
• Mail / Faxes / Request	46

Patrol

- Total Calls: 1,326
- Total Traffic Stops: 133

Operations

Crime Opportunity Report Forms: 121

- 01/18/17
 - Solicitor Arrest, West Granada Boulevard/Interstate 95. Subject was spotted soliciting within the buffer zone as defined by city ordinance and was arrested.
 - Warrant Arrest, 8 Fair Oaks Circle. Subject was contacted and found to have an open felony warrant for grand theft.
 - Battery Domestic Violence, 285 South Center Street. Husband responded to the front lobby and reported that his wife had battered him. She was not able to be contacted so an affidavit was completed.
 - Grand Theft, 392 Fleming Avenue. Reporting party is ex-wife of the victim who is currently out of the country for an extended period of time. Ex-wife went by the residence to check on it and discovered the victim's master bedroom ransacked and a firearm missing.

- Battery Domestic Violence Arrest, 42 South Capri Drive. Mother called in to report a physical altercation between her son and daughter. Prior to officers arriving, 14 year old juvenile left on a bicycle. He was located several blocks away and detained.
- Burglary Structure, 20 Tomoka Avenue #102 (River Bridge Condo's). A storage unit separate from the apartments was discovered to be burglarized but nothing is known to be missing at this time.
- Narcotics Arrest, 361 West Granada Boulevard (Taco Bell). Officers found a vehicle stopped in the drive through of the business with a subject passed out at the wheel. The business was closed at the time, narcotics located during investigation.
- 01/19/17
 - Burglary Residence, 523 Sandy Oaks Boulevard. Male resident's brother is suspected of entering without permission and stealing a computer.
 - Theft, 38 Ocean Pines Drive, vehicle license decal stolen.
 - Battery Domestic Violence Arrest, 9 Soco Trail. Subject was arrested for battery on his girlfriend.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Juvenile male went into the business with an unknown friend and collected over \$300 worth of property and attempted to leave the business.
 - Fraud, 1545 North United States Highway One (Dollar General). Unknown female entered the business and used a counterfeit Twenty Dollar Bill to try and buy a small priced item.
 - Grand Theft Arrest, 869 South Atlantic Avenue (Riptides Restaurant). Victim and her family were sitting at the outside patio deck when a purse was snatched from the table. Vehicle identified and apprehended. Three arrests were made and over \$35,000 in jewelry was recovered that was inside of the purse. Suspects linked to other crimes in the surrounding area.
 - Battery Domestic Violence, 1 Tomahawk Trail. Officers responded to a domestic disturbance where an ex-husband was visiting his ex-wife at her residence when an altercation took place. He forcefully pulled the victim from her vehicle and broke her glasses, but left the scene before officers arrived. Complaint Affidavit completed.
 - Narcotics Arrest, 460 South Atlantic Avenue (Sunoco Gas Station). Officers received information of a suspicious vehicle sitting at the gas pumps then leaving the business to only return a short time later and park next to the gas pumps again. During the investigation, narcotics were located and the subject was arrested.
- 01/20/17
 - Carbreak, 610 South Yonge Street (Simply Self Storage). Motorized home was entered through the roof vent that leads to the bathroom; nothing is known to be missing at this time.
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Suspect entered the store and placed items in a cooler. After being contacted by Loss Prevention, the subject fled and was not contacted.
 - Carbreak, 300 Main Trail (Trails Racquet Club). Right front passenger window smashed, purse and cell phone stolen from the front seat.
 - Theft, 869 South Atlantic Avenue (Riptides). Subject took a friend to dinner and failed to pay the bill. Known subject, an affidavit was completed.
 - Battery Domestic Violence Arrest, 285 South Center Street. Subject was arrested on an affidavit that was on file.
- 01/21/17
 - Solicitor Arrest, West Granada Boulevard/Interstate 95. Subject was arrested for unlawful soliciting and panhandling.
 - Stolen Vehicle, 1 Cypress Circle #A. Subject reported that he took a nap and when he woke up he noticed his vehicle missing. The keys were in the unlocked vehicle.
 - Burglary Residential, 71 Ponce De Leon Drive. The rear sliding glass door was smashed and a large amount of jewelry was taken.

- Carbreak, 350 South Ridgewood Avenue. Vehicle window was smashed out by unknown persons twenty minutes prior to victim calling in the incident. Nothing known to be taken at this time.
- Battery Domestic Violence Arrest, 1546 West Granada Boulevard. Two brothers were involved in a physical altercation in the presence of a witness who verified the victim's story. One subject was arrested.
- Battery Arrest, 49 West Granada Boulevard. A very intoxicated male was lying in the bushes after cussing at people walking by as they were leaving the Grind Gastro Pub. He was placed under arrest for disorderly Intoxication and resisted officers without violence when he was being placed in handcuffs. EVAC transported the subject who kicked one of the ambulance personnel in the process. Due to the level of intoxication, officers had to wait with the subject to be cleared from the hospital.
- Carbreak, 260 Warwick Avenue. Homeowner heard her car alarm go off and woke up to find her car door open. Nothing was found taken from the vehicles at this time and no one was seen in the area.
- 01/22/17
 - Carbreak, 88 South Halifax Drive. Vehicle was left unlocked and (4) pairs of sunglasses were stolen.
 - Alcohol Violation Arrest, 3 North Yonge Street (Sunoco). Subject was contacted and found covered in feces and intoxicated.
 - Carbreak, 1 John Anderson Drive (Ormond Heritage Condos). Vehicle was entered through the soft top zipper. The entire contents of the glove box and a handgun were taken.
 - Theft, 63 Sandcastle Drive. 3 Hammocks were stolen from the front yard of this location.
 - Carbreak, 127 Riverside Drive. Vehicle was left unlocked and one pair of sunglasses was stolen.
 - Narcotics Arrest, 1643 North United States Highway One (Houligans). Subject was found to be unresponsive in his vehicle and he was revived by rescue personnel. He was found to be in possession of a small amount of heroin, narcotic paraphernalia and a loaded firearm.
 - Carbreak, 215 Williamson Boulevard (Regal Cinema). Forced entry was made to the vehicle by a punched door lock. Nothing appeared to be missing.
 - Carbreak, 215 Williamson Boulevard (Regal Cinema). Forced entry was made to the vehicle by a punched door lock. Purse with \$2,800 cash, credit cards, passport and jewelry was stolen.
 - Battery Domestic Violence Arrest, 69 Tomoka Meadows Boulevard. Subject was in a physical altercation with his girlfriend and was arrested.
- 01/23/17
 - Theft, 20 Tomoka Avenue #210. Walk-up to the front lobby regarding the theft of a vacuum.
 - Car break, 57 Orchard Lane. Unknown suspect entered an unsecured vehicle and removed miscellaneous items.
 - Burglary Residence, 10 Foxbrow Look (Hunter's Ridge). Home owner arrived home to discover the rear sliding glass door smashed in. A safe was stolen containing a large amount of currency and jewelry.
- 01/24/17
 - Grand Theft, 867 North Halifax Drive. Walk up to the lobby reported a handgun was stolen from this location.
 - Car break, 25 Oakmont Circle. A Jeep Wrangler with a cloth top was unzipped and a briefcase containing miscellaneous items was taken.
 - Burglary Residence, 93 Loyola Drive. The victim suspects that her neighbor entered her unsecured residence and stole her purse.
 - Stolen Vehicle, 32 Sherrington Drive (Ormond Lakes). Victim called to report vehicle stolen. Another stolen vehicle was recovered in the area.
 - Burglary Business, 610 South Yonge Street (Simply Self Storage). Victim arrived to check on their storage unit and discovered household items missing.

- Traffic Arrest, 200 Block South Nova Road. Subject was pulled over for minor traffic violation and was found to have a suspended driver's license.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 72
 - Number of Uniform Traffic Citations Issued: 72
 - Number of Written Warnings Issued: 11
 - Number of Parking Tickets Issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 1

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 23 signs have either been removed or sign cases created.
- 5 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and sixty-three (63) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- 2-Inch Watermain Replacement Phase 2 – Mainland – First/Final Change Order for a deduction of contract amount, with additional contract time, to be prepared this week.
- 2016 Roadway Resurfacing – Fernway Drive curb replacement is complete. Milling and paving on Fernway and Biltmore to be complete by January 31.
- Water Treatment Plant Lime Silo Dust Arrestor – The Contractor began construction on January 24.
- Water Treatment Plant Controls and Pump Upgrade – Demolition is complete on the bases for pumps 4 & 6; those pumps have been sandblasted and will be painted this week. The Contractor is preparing to commence work on the installation of the new lime sludge pumps.
- Laurel Creek Stormwater Pump Station Improvements – The Contractor is constructing the generator pad and installing the electrical conduits.
- SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.
- CDBG – Hospital Garden Landscaping – Contractor has begun demolition and tree removal work.

Design Projects:

- South Peninsula Reclaimed Expansion – The project is to be advertised to bid on January 22; a Community Meeting to provide information for this project is scheduled for February 1 at The Casements.
- West Ormond Community Center – A kick-off meeting was held with the Consultant. The school administration staff has indicated that the School Board has been informed of the City's desire to use the adjacent property at Pathways for the Community Center and they have indicated their concurrence for the City to utilize the site. However, they want to coordinate some joint uses that can be worked out to assist the School with their needs (such as shared use of the parking during heavy traffic times for the school, shared use of the site amenities, etc..).
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.

- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- WTP Sludge Residuals Facility Improvements – Met with consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. The Army Corps of Engineers has issued the public notice for the permit and all comments should have been received. An email was sent to FDEP to request their assistance in the permit review process that appears to have been placed on hold while FDEP staff deals with Hurricane Matthew issues. FDEP has indicated they are reviewing the submitted information.
- Sanitary Sewer Inflow/Infiltration – Bid award is scheduled for the February 7 City Commission meeting.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting is being scheduled.
- Effluent Outfall Replacement – The project has been advertised for bids, and a pre-bid meeting was held. The state submerged lands lease was received and is scheduled for CC approval at the February 7th meeting.
- Forest Hills Connector Trail – City staff is finalizing work on plans for review by FDOT, geotechnical reports were received January 17 allowing for completion of design.
- CDBG (canoe kayak launches) – Staff is addressing FDEP comments in advance of their issuing a permit for the Kayak Launch that will be located at Cassen Park.
- Ph III 2-Inch Water Main Replacement – Mainland – Neighborhood meeting held on January 25 at the Senior Center. Tentatively scheduled for disposition to advertise for bids at the February 7 Commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – Design Consultant has submitted final plans and is finalizing permit applications for submittal to the Volusia County Public Health Unit. Staff is finalizing plan review and placing documents on the agenda for disposition at the February 7 City Commission meeting.
- Downtown Stormwater Phase 2 – Staff met with New Britain Avenue property owners to discuss right-of-way issues and project schedule.
- Fleming Ave Stormdrain Improvements – The consultant provided some design options based on the computer model and will be finalizing his recommendations and cost estimates in a summary report. Staff is considering applying for Tier 3 HMGP funding for this project available through Hurricane Hermine.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – Consultant has prepared a nodal diagram and will run the model to see what improvements should be made.
- Laurel Creek Stream Gauges – The City is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- 2017 Roadway Resurfacing – Bid award scheduled for February 21 Commission meeting.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen - Design is in process.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Staff is coordinating with continuing services contractors to repair the damage following City purchasing policy for insurance reimbursement.

Department Activities

Administration/Meetings/Customer Service/Other:

- Reviewed plans and created approved Work-in-the-Right-of-Way permit for Old Tomoka Road, per FPL request.

- Updated Forest Hills Connector construction plan set, per Project Manager's comments.
 - Created Index and Silt Fence sheets for Forest Hills Sidewalk project.
 - Researched St. Johns Water Management District for permits related to Ormond Lakes Subdivision.
 - Updated Utility Master Plan binder.
 - Continued drawing Commercial Sanitary Sampling Manhole standard details.
 - Completed Tree-in-the-Right-of-Way locate at 5 Brooke Station Drive, per Streets Division request.
 - Completed topographic survey of Lakebridge Median for Streets Division.
 - Located soil boring locations along the proposed the Forest Hills Trail.
 - Researched and provided PDF copies of the Parque Drive water main as-builts to Utilities Division, per request.
 - Researched old files for specifications regarding the Sally Port door located at the Police Department facility.
 - Researched old documents to determine pond maintenance responsibilities behind 60 Bramblewood Drive.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cut and removed broken sidewalk on Division Ave
 - Removed forms, cleaned up job on River Vale Ln, Fiesta Dr at Cuadro Pl
 - Removed and formed up sidewalk on Fernery Trl
 - Patched pot hole at Riviera Park
 - Added base to formed sidewalk, checked forms on Fernery Trl
 - Removed broken sidewalk, prepped for pour on 700 Block N Halifax Dr
 - Pour on 200 Block Kimberly Dr and 700 N Halifax Dr
 - Forestry Crew
 - Trimmed and cleaned up at City yards and City Hall (including Corbin Ave - parking lot at school)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Ground stumps citywide
 - Removed rain tree on Crossings Trl, and Pine Shadows
 - Removed bad limb over sidewalk 500 block N Ridgewood Ave
 - Staked and barricaded sidewalk in Ormond Lakes Blvd
 - Trimmed low limbs on Spring Meadows Dr
 - Trimmed dead limbs (storm damage) on Emerald Cir
 - Removed leaning pine tree and a dead pine tree on River Ridge Tr
 - Picked up storm debris on 100 block La Costa Ln
 - Removed dead and leaning pine on Whispering Pines Trl
 - Trimmed for festival at The Casements
 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge, Memorial Gardens, Thompson Creek, Pineland Tr, Sanchez Ave, Ames Park, Cassen Park, Melrose Ave and on Division Ave
 - Cleaned benches citywide
 - 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 (Department of Transportation) roads, at Orchard and Wilmette and on the Tomoka River Bridge
 - Weed control on streetscape and FDOT areas
 - DOT weed control on all state roads

- Trimming in various areas citywide
- Debris pick up and leaves blown off walks at City Hall complex
- Cleaned up, edged sidewalk and trimmed branches blocking sidewalk on Fleming Ave between Fred Gamble & US1

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
- Fabricating Rosewood Family Park sign at Public Works Complex
- Replaced stop sign, post, and anchors due to damage on Hand Ave and Center St
- P.D. met about striping installation of parking lot spaces
- P.D. deliver Reserved Parking signs and installed Do not Enter signs

Stormwater Maintenance

Maintenance Crew

- Ditch Maintenance – citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned – citywide
- Pump and gates inspected citywide
- Working call-in complaints – citywide
- Reach out Mowing on North US1
- Clean and charge mobile bleachers/locates – citywide
- Clean and remove debris from the ditch on Sandy Oaks Dr
- Loaded 100 sandbags, delivered to The Casements
- Basin repair on Ormond Blvd
- Placed bleachers at The Casements
- Pond Maintenance on Mainsail, A1A, Division, and Lakebridge

Vactor

- Fleming, 900 block Northbrook Dr

Reach Out Mower

- North US1; assisted Wastewater Div.

Street Sweeping/Streetsweeper

(5-day work week)

- 156 miles of road cleaned
- 41 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

33,623

PM Services completed for the week:

Emergency—Vehicles and Equipment

1

Non-Emergency Vehicles and Equipment

2

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 10,933 gallons of unleaded and 10,288 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,928 gallons of unleaded and 711 gallons of diesel.
- Fleet completed 38 work orders this week.

- Utilities
 - Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – A meeting with FPL and the consultant was held on 1/18/17. Plans were reviewed and several options were discussed with FPL concerning wiring and transformer installation and costs. The Fleet Division is ordering the transfer switch and generator and plans to install these two items.
 - Fire Hydrant Replacement Program – Replaced fire hydrants at 3360 Ocean Shore Blvd., Sunny Beach and Ocean Grove Drive.
 - Lift Station 8M1 – An on-site pre-construction site meeting was held on 1/20/17. Contractor proposes to start construction in early February.
 - Lift Station 10M & 12M Rehabilitation – The 90% plans and specifications were reviewed with the consultant on 1/20/17. A work authorization for survey, additional design services and permitting was approved. Bypass method for the existing wetwell was determined feasible eliminating requirement for new wetwell.
 - Rima Wells Auxiliary Power Generator – The project is complete.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Bid award is scheduled for the 2/7/17 City Commission meeting.
 - Shadow Crossings Force Main Improvements – A meeting was held to determine the optimal procedure to install the new service connections and place the new force main into service.
 - Sodium Bisulfite Tank Replacement – Preliminary design plans are being reviewed.
 - South Peninsula Reclaimed Expansion – Project is advertised for bids.
 - EST Tank Repairs & Maintenance – Project number, bid date and time was added to the specification manual and sent to the consultant.
 - Water Plant Aerator Housing Rehabilitation (CIP) – Aerator No. 2 is being rehabilitated by the vendor.
 - Water Plant Lime Silo Dust Arrestor Project – Construction has begun.
 - Water Plant Pump & Control Upgrades – Pumps 4 and 6 pads are reworked. Contractor is preparing to install new lime sludge pumps.
 - Water Plant Lime Sludge Dewatering Improvements – Increasing the building size and additional references for screw pump dewatering lime sludge is being investigated for determining feasible design alternatives for dewatering equipment technology.
 - WWTP Outfall Pipe Replacement – Project is advertised for bids. The bid date is 2/8/17.
 - Utilities SCADA Upgrades – A progress meeting was held on 1/19/17. Antenna height restrictions may require that radio communications be diverted to the Leeway water tower or other locations for re-transmission of the signals to the water plant. A radio survey will be performed to determine the optimal remote site configurations to enhance radio transmission capabilities.
 - 2016 2-inch Water Main Replacement Phase 3 Mainland – A bid deposition is scheduled at the February 7th City Commission meeting. Neighborhood project meeting held with interested residents on 1/25/17.
 - 2016 2-inch Water Main Replacement Phase 3 Peninsula – Final permit applications are being prepared for Volusia County Health Department. A bid deposition is scheduled at the February 7th City Commission meeting.
 - SPRC Projects: Airport Communications Tower 760 Airport Road – Received plans for review. Celedine Subdivision – Received plans for review. Chelsea Place Phase III – As-built drawings are pending. Huntington Villas – Precast manhole shop drawings were reviewed and returned to the engineer for correction. Ormond Renaissance – Partial clearance from FDEP for a portion of the sanitary sewer line is being requested. Pet Street Veterinary Care Center 240 S Nova Road – Received revised plans for review. Plantation Oaks – Revised pump station calculations were received for review. Met with engineer to discuss plan comments. Popeyes S Nova Road and Hand Avenue – Met with engineer to discuss site requirements. Valiant Diner – Met with design engineer to review response to previous comments. 1368 N Ocean Shore Blvd – FDEP sewer clearance was received.
 - Water Treatment
 - Delivered 38.24 million gallons for the week ending January 20, 2016 (5.46 MGD).

- Backwashed 11 filters for a total of 525,000 gallons backwash water.
- Annual average day demand raw water withdrawals from wells through December 2016 @ 6.031 MGD, SJRWMD 2016 allocation @ 7.244 MGD.
- Produced and hauled 40.5 wet tons of dewatered sludge (65 - 70% solids).
- Operated north & south plant generators for routine PM.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.40 Million Gallons.
 - Produced 23.63 Million Gallons of Reuse.
 - Produced 4.77 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.06 MGD, plant designed for 8 MGD.
 - Hauled 149.79 tons of dewatered residual solids (14%-18% Solids).
 - Completed application and received approval for USEPA e-Filing for bio-solids.

- Water Distribution
 - Responded to and/or repaired 9 water leaks.
 - Installed 12 new residential water meters.
 - Replaced 5 malfunctioning residential water meters.
 - Replaced or repaired 8 water meter boxes.
 - Performed meter rebuild on 4 inch meter at Pathways Elementary.
 - Replaced 4 water services due to low flow or leaks
 - Located, excavated and set new valve boxes over the 2 isolation valves on the 12" potable main.
 - Performed pressure testing of 2 and repairs on 3 City owned backflow preventers.
 - Responded to 11 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Repaired main break near 1284 Fernway Dr.
 - Assisted a plumber at San Marco Apartments with a water main shut down due to a leak repair.
 - Performed maintenance on 8 fire hydrants.
 - Exercised 12 valves for scheduled maintenance.
 - Rescind all outstanding boil water notices including shutdowns for fire hydrant installations performed on N. Oceanshore Blvd.

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
 - Responded to 13 Request for Utility Verifications for residential and commercial properties.
 - Exercising main line forcemain valves in Phase [1] of Hunters Ridge to bleed off air and to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Repaired lateral at 1206 Oak Forest Dr. damaged by boring contractor.
 - Lateral stoppage at 335 W Granada Blvd. very heavy grease. Followed up with main line cleaning.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 34/32 psi, Ocean Mist Hotel @ 28/25 psi, Ormond Mall @ 12/10 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 22/12psi, Westland Run (2 inch) 20/18 psi & Shadow Crossing Blvd. (4 inch) 12/0psi.
 - Televised 11 laterals from our PM list, found 3 that needed to be cleaned, and 8 that were clean and clear, and 0 that need to be repaired.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Pumps, ANYBUS X-Gateway communicator have been shipped - awaiting delivery.
 - Centrifuge #1, torque control not responding, diagnosing controls, will inform when complete.
 - Post Anoxic Submersible Mixer #2-2, tripping at MCC, non-operational motor, replaced with temporary mixer, replacement motor ordered.
 - Effluent Transfer Pump #1, noisy operation, possible debris caught in check valve, monitoring, ok.

- Centrifuge Conveyer, roller not spinning, replaced with inventory, ok.
- Towne Square, Walmart, met VacCon crew to clean out wet well, ok.
- McDonalds, weekly odor control and wet well cleaning, installed new probe squeegee and relocated probe, ok.
- Lift Station SCADA, new SMS Cell Modem for Win911 texting service has been installed, awaiting new SIM card.
- WIN911 monitor/response: none to report.
- SCADA monitor/response: 1M, 2M, no starts #1, reset motor starter, ok; Saddlers Run, no starts #2, troubleshooting pump controls, station running in float bypass mode; 3M, no starts #1, pull both pumps to clear blockages at volutes, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Lift Station PM's: 11 monthly performed.
- 42 Work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Clari-Cone #1, replaced 2" ball valve on lime injection point, replaced 6" plug valve on blow down, installed hatch cover, ok.
 - 12% chlorine pump, replaced failed unit with new shop stock, ok.
 - Paste Lime Slaker #1, (C/O) removed clogged spray nozzles and acid cleaned, installed and adjusted, returned to service, ok.
 - Lime Slurry pumps #1 & #2, replaced worn feed tubes, ok.
 - High Service pump #8, replaced leaking ½" valve at pump, ok.
 - High Service pump building, staged replacement valves for pumps 4 & 6, electrical disconnect panel removed to allow access for valve replacement, removed unused concrete housekeeping pad via jack hammer between pumps 1 & 2 to allow access to valves.
 - Monthly PM's: hypochlorite pumps 1-7; all Division wells; Wells 18 & 19 SR; wells 2, 3, 4 B.A.T.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Annual Reuse Report – Staff evaluated plant flow and reuse disposal meter data and prepared draft report for review and final editing. The report summarizes the quantity of reuse being utilized by unique users, i.e. golf courses, residential, and commercial.
 - Industrial Pretreatment Program (IPP) – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's Waste Water Treatment Facility. Staff awaiting feedback described in warning letters issued to two industries that have exceeded the City's local limit standard for copper. The warning letters ask for immediate process changes to reduce copper discharges to the City's sewer system.
 - Staff received confirmation of FDEP receipt of City quarterly report for consent order concerning the copper discharge from the WWTF. Staff also received feedback comments from FDEP IPP staff for the City's Local Limits Plan of Study. Staff preparing follow-up feedback as requested.

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 G-400 Incident Command Class on January 24-25, 2017
- Agenda packet preparation and creation for January 25, 2017, Budget Advisory Board Meeting
- City Clerk attended Claims Committee meeting on January 26, 2017
- Agenda packet preparation and creation for February 2, 2017, Quality of Life Advisory Board Meeting
- Agenda packet preparation for February 7, 2017, City Commission Meeting