

Quarterly Departmental Activities Reports
3rd Quarter of Calendar Year 2015
for



November 13, 2015

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“Activity” defined

For the purpose of this report, an “activity” is a task, assignment, or undertaking by a department that incurs any combination of the following:

- *A significant investment in time and effort,*
- *Is not something done in the regular course of business,*
- *Is not part of a capital project,*
- *Is likely to result in operational improvements or improved levels of service to those that we serve.*



**Administrative Services Department
Quarterly Activity Report
July – September 2015**

Activity	Status
2014 Annual Performance Appraisals <i>Commencement: 8/14</i> <i>Completion: 7/15</i>	<ul style="list-style-type: none"> • Notice to departments 8/4/14 • Reviewing and tracking 10/15 • Status to departments 1/5, 2/26, 4/13, 5/11, 6/10 • This should have been a routine task but turned into an ongoing project. Lack of response from some departments lead to the inclusion of completion of this task as part of a new pay for performance program for department directors in Fiscal Year 2016
Age-Friendly Customer Service Training <i>Commencement: 10/14</i> <i>Completion: 8/15</i>	<ul style="list-style-type: none"> • Sessions ran in February, July and August 2015, delivered in conjunction with State College of Florida • First session of three completed 2/11/15 • Second session of three completed 7/21/15 • Third session of three completed 8/12/15 • Approximately 60 employees were trained in total
Employee Recognition Program <i>Commencement: 1/15</i> <i>Est. Completion: 3/16</i>	<ul style="list-style-type: none"> • Discussed proposals with department directors on 1/14/15 • Discussed guidelines with department directors on 2/25/15 • Status sent to department directors on 3/22/15 • The city’s program will be enhanced to include a new ‘Employee of the Year’ by department/division • Also, individualization and innovation is encouraged by allowing departments to formulate their own initiatives as long as blessed by the City Manager
Communications Training <i>Commencement: 1/15</i> <i>Completion: 8/15</i>	<ul style="list-style-type: none"> • Requirements identified on 1/28/15 • Meeting with Terry Miller to discuss and organize training on 3/27/15 • Training sessions held on 8/10/15 and 8/11/15 • Key employees from union, management and Development Services were trained
Wellness Fair <i>Commencement: 1/15</i> <i>Completion: 9/15</i>	<ul style="list-style-type: none"> • Wellness Fair scheduled on 1/22/15 for August • Wellness Fair held on 8/19/15 and 8/20/15 • 167 employees were tested in the Health Risk Assessment portion of this event; an all-time high
Asset Survey <i>Commencement: 10/14</i> <i>Completion: 7/15</i>	<ul style="list-style-type: none"> • Discussed asset survey requirements with Florida League of Cities on 2/21/15 • Survey began on 4/22/15 • Received report on 5/5/15 • This was used as the basis for property insurance coverage in Fiscal Year 2016
ACA Reporting Requirements <i>Commencement: 3/15</i> <i>Est. Completion: 12/15</i>	<ul style="list-style-type: none"> • Vendor MEDCOM selected to prepare 1094c and 1095c employee data forms on 8/12 • Working with vendor Ebix to provide data requirements • This work is necessitated by the new Affordable Care Act reporting requirements coming into effect in 2016
AFSCME Union Negotiations <i>Commencement: 2/15</i> <i>Completion: 9/15</i>	<ul style="list-style-type: none"> • First negotiation session for wage article reopener on 2/4/15 • Executive session for AFSCME wages on 6/22 • Negotiation session and tentative agreement reached on 6/22 • Membership voted and approved agreement on 9/3 • Council approval of agreement on 9/22 • Support for this was widespread, with a 3:1 majority of AFSCME voters in favor
2015 Annual Appraisals <i>Commencement: 8/15</i> <i>Est. Completion: 12/15</i>	<ul style="list-style-type: none"> • Notice to departments on 7/24/15 that drafts were due on 9/15 • Status report sent to City Manager on 9/16/15 • As mentioned above, completion of this task was included as part of a new pay for performance program for department directors in Fiscal Year 2016. This lead to a remarkable turnaround in response rate, with the vast majority of drafts completed by the initial deadline
Recruitment Process Revision <i>Commencement: 8/15</i> <i>Completion: 8/15</i>	<ul style="list-style-type: none"> • The city’s recruitment process was revised to place more emphasis on ASD involvement and clear focus on accountability in every step



**Municipal Airport
Quarterly Activity Report
July – September 2015**

Activity	Status
<p>T-Hangar Skylight Rehab/Replacement</p> <p><i>Commencement: 12/11 Est. Completion: 04/16</i></p>	<ul style="list-style-type: none"> • 05/2014 - Contractor performed work with unapproved materials, so work must be re-done. (Payment withheld from original contractor.) • 06/2015 - Legal action by tenant prohibits modifications to building at this time. • 07/2015 – Proposals solicited from architects. • 09/2015 - Architect selected and new bid documents being prepared. Awaiting direction from City Attorney on when construction may commence.
<p>Venice Golf Association Lease Amendment</p> <p><i>Commencement: 11/12 Est. Completion: 12/15</i></p>	<ul style="list-style-type: none"> • 04/2013 - City Council approved lease amendment, but VGA unwilling to execute it, citing problems with the agreement for use of reclaimed water. • 08/2014 - VGA claimed damages from golf course modifications and driving range relocation. • 07/2015 - Settlement Agreement executed. Revised lease amendment being prepared.
<p>Tristate Aviation Group of Florida Restated Lease</p> <p><i>Commencement: 6/13 Est. Completion: 11/15</i></p>	<ul style="list-style-type: none"> • 07/2015 – Staff met and corresponded with tenant. • 08/2015 – Staff met and corresponded with tenant. Limits of leasehold negotiated and agreed upon. Legal description and sketch prepared. • 09/2015 – Staff met with Assistant City Attorney and tenant. New lease being prepared for presentation to City Council on 10/27/15 (tentative).
<p>Obstruction Removal</p> <p><i>Commencement: 9/13 Est. Completion: 9/16</i></p>	<ul style="list-style-type: none"> • 09/2013 - Phase I completed. • 05/2015 - Phase II completed. Phase III in progress. • Some obstructions are not on Airport property or are on property leased to others, so coordination/permission is required.
<p>Skydiving Complaint</p> <p><i>Commencement: 9/14 Est. Completion: 12/15</i></p>	<ul style="list-style-type: none"> • 06/2015 – FAA directed City to provide access to skydiving operator. Proposals solicited and consultant engaged to complete Safety Risk Assessment (SRA) and provide recommendations to the City for accommodating skydiving operations. • 08/ 2015 – Public open house held, staff met with FAA and City Council approved submittal to FAA of three proposed parachute landing area (PLA) sites and SRA. • 09/2015 – Draft Airport Layout Plan (ALP) depicting proposed PLAs and SRA for establishment of skydiving activities submitted to FAA for review; further FAA direction requested. FAA advised that they are coordinating a team to perform their own updated SRA.
<p>Agape Flights Lease Amendment</p> <p><i>Commencement: 2/15 Est. Completion: 8/15</i></p>	<ul style="list-style-type: none"> • 06/2015 – Draft lease amendment, legal description and sketch being prepared. • 07/2015 – Staff met and corresponded with tenant. • 08/2015 – Lease amendment approved by City Council, effective 09/01/2015. COMPLETE
<p>Festival Grounds Improvements</p> <p><i>Commencement: 3/15 Est. Completion: 4/16</i></p>	<ul style="list-style-type: none"> • 04/2015 – Staff met with representatives from Venice Area Beautification, Inc. (VABI) and the Suncoast BBQ Bash (BBQ) regarding their request to eliminate soft sand areas, install a bicycle entrance, install a bike corral, install a concrete pad, install flag brackets on light poles and upgrade electrical system. • 07/2015 – Representatives from the Sarasota Chalk Festival (Chalk) requested permission to make repairs to pavement. Staff requested additional information. • 08/2015 – Staff met and corresponded with Chalk and paving contractor. Staff met with WCIND, VABI & BBQ. • 09/2015 – Staff met and corresponded with Chalk & paving contractor and requested proposed schedule.
<p>Property Management Software Setup</p> <p><i>Commencement: 7/15 Est. Completion: 9/16</i></p>	<ul style="list-style-type: none"> • 07/2015 – Project kickoff. Phase I data entry (airport leasehold identification) for leases in progress. • 08/2015 – Phase II data entry (hangars and tie-downs) for leases in progress. • 09/2015 – Phases II and III (mobile home park) data entry for leases in progress.
<p>Audit Preparation</p> <p><i>Commencement: 8/15 Est. Completion: 12/15</i></p>	<ul style="list-style-type: none"> • 06/2015 – Staff notified of upcoming audit of Construction of Taxiways A & C Rehabilitation project. Staff reviewing files for completeness. • 08/2015 – Staff completing questionnaire for submittal to auditor. • 09/2015 – Airport and Finance staff met to discuss questionnaire. Questionnaire submitted to auditor.



**Development Services Department
Quarterly Activity Report
July – September 2015**

Activity	Status
<p align="center"><u>Planning and Zoning</u> Special Events <i>Commencement: Year Round</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Coordinated all special events for the City including large events such as REV 3, the Chalk Festival, Sun Fiesta, BBQ Bash, Blues Fest, etc.
<p align="center"><u>Planning and Zoning</u> Active Petitions <i>Commencement: Year Round</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Current active petition schedule is sent out weekly. More recently, added maps to show locations for projects. This table provides a weekly status report on significant Planning and Zoning related projects and petitions.
<p align="center"><u>Planning and Zoning</u> Local Business Tax Receipt <i>Commencement: Year Round</i> <i>Est. Completion: 9/30/15</i></p>	<ul style="list-style-type: none"> Completed billing cycle for renewal of business tax receipts and are now working on those businesses that have moved, are delinquent, or are no longer in business. This work is coordinated with the Finance department and continues year round with a big part of the work falling in September/October of each year.
<p align="center"><u>Planning and Zoning</u> Sign Code Task Force <i>Commencement: 3/11/15</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Last meeting date: 9/30/15 Staff is currently working to develop code language based upon input from the task force as well as ensuring compliance (to the extent that we can) with a recent Supreme Court ruling regarding signage. Revised language anticipated by December 2015.
<p align="center"><u>Planning and Zoning</u> Comprehensive Plan and CI,CG, ILW Zoning District Review <i>Commencement: 5/26/15</i> <i>Est. Completion: 5/26/18</i></p>	<ul style="list-style-type: none"> Comprehensive Plan Kick-off 9/24/15 Meeting with consultant for CI, CG, and ILW zoning district review on 9/17/15. Public workshop to discuss options anticipated in early/mid November 2015.
<p align="center"><u>Planning and Zoning</u> Land Development Code Amendment: Platting Process <i>Commencement: 9/15/15</i> <i>Est. Completion: January 1, 2016</i></p>	<ul style="list-style-type: none"> Working through the City Attorney's office an amendment to the Land Development Code to re-write the City's platting procedures has been initiated. Meeting with City staff and Attorney's consultant has been scheduled October 19, 2015.
<p align="center"><u>Code Enforcement</u> Implementation of Code Enforcement <i>Commencement:</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Code enforcement is now fully staffed and training is underway. Weekend code enforcement proposal has been submitted to the City manager for review / approval. Currently working to develop software structure to allow better data entry, research, and tracking for code enforcement cases.
<p align="center"><u>Code Enforcement</u> Resort Dwellings <i>Commencement: Year Round</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Continue to proactively research websites advertising vacation rentals by owner or rental agencies that advertise short term rentals Provide coordination for all correspondence related to resort dwellings including sending notices and public announcements informing citizens and property owners that the City ordinance will be enforced starting October 1, 2015.
<p align="center"><u>Building</u> Service & Delivery Demands <i>Commencement:</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Continue to assess service & delivery demands to meet time limitations for permit processing and demand on staffing. Continue to strive to ensure 24 hour inspection results. Continue processing City contractor registrations & 2 year renewals (all expire 9/30/15). Permit Applications processed: July 1st – September 29 (1,295 permits)
<p align="center"><u>Building</u> Contractor Roundtable Meetings <i>Commencement:</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Currently working to re-established quarterly contractor and community outreach meetings regarding permitting and plan review processes Scheduled for November 4, 2015.
<p align="center"><u>Building</u> E Plan Review <i>Commencement:</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> Currently working to implement E-Plan Review to streamlining the permitting & "plans review" process. Working to Integrating electronic plans review both internal & external Currently conducting internal training through October/November 2015. Working to set up training for customers for E-Plan November/December 2015.



**Engineering/Stormwater Department
Quarterly Activity Report
July – September 2015**

Activity	Status
E-Plan Review <i>Commencement: 09/15</i> <i>Est. Completion: 05/16</i>	<ul style="list-style-type: none"> • Staff training with the Building Department complete. • Purchase agreement for the Engineering/Planning Module being processed. • Additional training forthcoming for the Engineering/Planning Module. • Additional training forthcoming for the private side user (Contractors, Engineers & Developers).
2016 City Standard Details Update <i>Commencement: 10/15</i> <i>Est. Completion: 02/16</i>	<ul style="list-style-type: none"> • Updating the City Standard Details with annual changes from all applicable departments. • Changing Standard Details format into individual specification sheets for ease of use. • Department coordination meetings scheduled for November & December.
Stormwater Infrastructure Assessment <i>Commencement: 10/15</i> <i>Est. Completion: 06/16</i>	<ul style="list-style-type: none"> • Preparing Cooperative Purchase Agreement through Sarasota County Contract. • Working to establish assessment scope within available budget.
NPDES Permit Compliance <i>Commencement: 10/15</i> <i>Est. Completion: 09/16</i>	<ul style="list-style-type: none"> • Educational presentations to local Home Owners Associations, Stormwater survey and inlet marking ongoing. • Stormwater system maintenance and repairs ongoing. • 2015 Annual Report to be prepared early 2016.
Beach Water Quality Monitoring <i>Commencement: 10/15</i> <i>Est. Completion: 09/16</i>	<ul style="list-style-type: none"> • Active participant in the Sarasota County Beach Bacteria Committee. • Implementation of the Beach Bacteria Action Plan ongoing. • Inspection of beach outfalls and BMP function ongoing. • Coordination with Heath Department and Media during advisory events.
FEMA Flood Map Update <i>Commencement: 10/15</i> <i>Est. Completion: 09/16</i>	<ul style="list-style-type: none"> • Currently FEMA is resolving appeal period • 60 Day Final Review, November-December 2015 • Letter of Final Determination, January 2016 • Effective Maps, July 2016
FEMA RISK MAP <i>Commencement: 10/15</i> <i>Est. Completion: 09/18</i>	<ul style="list-style-type: none"> • County consultant WEC to guide review and comment process • City to assemble any coastal project records and submit to WEC • Preliminary Maps expected in 2018
CRS <i>Commencement: 10/15</i> <i>Est. Completion: 09/16</i>	<ul style="list-style-type: none"> • PPI & CIP tasks being completed on schedule • Committee meeting scheduled for 12/1/15 • Finalizing LMS for adoption



**Finance Department
Quarterly Activity Report
July – September 2015**

Activity	Status
<p>Budget Preparation</p> <p><i>Commencement: 3/15 Est. Completion: 10/15</i></p>	<ul style="list-style-type: none"> • Conduct budget kick-off meeting/prepare preliminary revenue projections/historic cost information • Compile data for budget submission • Collect budget enhancement requests for City Manager review/approval • Participate in Department budget meetings with City Manager • Make City Manager requested changes to departmental budgets • Distribute proposed budget to city council • Prepare final adopted budget for publication.
<p>CIP Preparation</p> <p><i>Commencement: 3/15 Est. Completion: 7/15</i></p>	<ul style="list-style-type: none"> • Request departmental major construction/purchase requests for review • Request departmental CIP Worksheets • Compile sheets/verify funding/make any changes/complete summary of CIP • Distribute to city manager for review/changes • Participate in CIP meeting with City Council • Participate in CIP follow-up meeting with City Manager • Prepare CIP summary and worksheets for inclusion in budget document
<p>Banking RFP</p> <p><i>Commencement: 4/15 Est. Completion: 10/15</i></p>	<ul style="list-style-type: none"> • Compile banking data to begin preparation of RFP • Hire banking consultant • Assisted in the preparation of bid package/solicitation of proposals • Facilitated pre-proposal meeting • Scheduled and conducted bank interviews • Conducted evaluation meeting to discuss/review and score proposals
<p>Lien Search Process</p> <p><i>Commencement: 10/15 Est. Completion: 7/16</i></p>	<ul style="list-style-type: none"> • Working with IT to explore a Municipal Electronic Property Report system that would automate the lien search process. • Title companies and realtors would perform the on-line searches. • Be more efficient and would save clerical time for cashier's office



**Fire Department
Quarterly Activity Report
July – September 2015**

Activity	Status
<p style="text-align: center;">Grants</p> <p><i>Commencement: 2014 Est. Completion: 09/15</i></p>	<ul style="list-style-type: none"> • Completed County EMS grant. • Completed WCIND Jet Ski grant. • Completed WCIND boat dock grant
<p style="text-align: center;">Staffing</p> <p><i>Commencement: 08/15 Est. Completion: 11/15</i></p>	<ul style="list-style-type: none"> • Hiring process initiated to fill two vacant Firemedic positions - employees resigned. • Hired Fire Inspector. (Completed September)
<p style="text-align: center;">Training</p> <p><i>Commencement: 06/15 Est. Completion: 09/15</i></p>	<ul style="list-style-type: none"> • Completed annual mandatory night-time training. This year's training focus was on night boat operations and vehicle extrication. • Water rescue training included use of Jet Ski in cooperation with the lifeguards. • Lt. Giddens accepted into the National Fire Academy's Executive Officer Program. This is a significant accomplishment and a three year commitment. • Held in-house instructor training. This cost saving effort allows more members to lead in-house training. • Executive officers attended special supervisory training and specialized training in dealing with aged population.
<p style="text-align: center;">Operations</p> <p><i>Commencement: 07/15 Est. Completion: 11/15</i></p>	<ul style="list-style-type: none"> • Initiated Risk Assessments. Crews surveying potential high risk locations. Eighteen (18) have been completed with four (4) identified as high risk. When a location is identified as high risk, it is receives further review by personnel and pre-plan developed. This is an on-going task. • Initiated major review of Recommended Operating Guides, Procedures & Policies, Rules & Regulations.
<p style="text-align: center;">Emergency Management</p> <p><i>Commencement: 07/15 Est. Completion: 07/15</i></p>	<ul style="list-style-type: none"> • Participated in Sarasota County's Emergency Operations Center-Multi Agency Coordination Center (EOC-MACC) Functional Exercise. Three participants from the City: Lt. Worobel, Lt. Giddens, and Storm Water Engineer Analyst. Evaluation of the event will lead to further reviews of current response procedures.
<p style="text-align: center;">Public Education</p> <p><i>Commencement: 06/15 Est. Completion: ongoing</i></p>	<ul style="list-style-type: none"> • CPR training provided to City employees in the Police Department and Utilities Department; a doctor office and a dentist office. Initiated the general public CPR classes. • Participated in 9/11 memorial service. • Started preparations for the children's October Safety Awareness tours.
<p style="text-align: center;">Emergency Response</p> <p><i>Commencement: 07/15 Est. Completion: ongoing</i></p>	<ul style="list-style-type: none"> • 782 – Total Calls for Third Quarter • 2,508 – Total Calls for Year to Date



**Historical Resources Department
Quarterly Activity Report
July – September 2015**

Activity	Status
<p>John Nolen Exhibit</p> <p><i>Commencement: 9.10.15</i> <i>Est. Completion: 2.24.16</i></p>	<ul style="list-style-type: none"> • Opening reception September 10, 2015 • Speaker series January 12, and 26, February 9 and 23, 2016
<p>Ecko Tour</p> <p><i>Commencement: 11.19.2015</i> <i>Est. Completion:</i></p>	<ul style="list-style-type: none"> • Department director to provide historical portion of eco bike tour on island
<p>Move collections offsite</p> <p><i>Commencement: 10.1.15</i> <i>Est. Completion: 10.5.15</i></p>	<ul style="list-style-type: none"> • Reduce weight on second floor by moving portion of collections to offsite storage
<p>Structure foundation</p> <p><i>Commencement: TBD</i> <i>Est. Completion:</i></p>	<ul style="list-style-type: none"> • Regrade exterior yard to slope away from building
<p>Repair/paint stairs</p> <p><i>Commencement: 9.1.15</i> <i>Est. Completion:</i></p>	<ul style="list-style-type: none"> • Repair and paint exterior 2-story steps and walkway entrance
<p>FL Assn. of Public Art Professionals (FAPAP)</p> <p><i>Commencement: 5.13.15</i> <i>Est. Completion: 5.15.15</i></p>	<ul style="list-style-type: none"> • FAPAP Annual Conference to be held in Venice, FL



Information Technology Department
Quarterly Activity Report
July – September 2015

Activity	Status
<p>Replacement of Access Control system city wide <i>Commencement: August 2015</i> <i>Est. Completion: October 2015</i></p>	<ul style="list-style-type: none"> • Airport –Complete • VPD – Complete • VFD - Complete • City Hall—Complete • Public Works—Complete • Water Treatment—Complete • Waste Water—will be completed by 10-16-15 • Wellfield—Needs to be scheduled after gate work is complete
<p>Replacement Telephone System <i>Commencement: February 2015</i> <i>Est. Completion: November 2015</i></p>	<ul style="list-style-type: none"> • Project started with information gathering of current telephone lines and extensions • New network equipment was installed and systems were re-engineered to support new telephone system • All network wiring was updated to current industry levels • New analog telephone lines were installed to support fail over if main system unavailable • Deploying new telephone sets the week of 9-28-15 • Testing and configuring work to be started once set deployment complete • Anticipated “go live” November 2015
<p>Technology Focus Group <i>Commencement: November 2014</i> <i>Est. Completion: Ongoing</i></p>	<ul style="list-style-type: none"> • We established a “Technology Focus Group” comprised of representatives of every department with the goal of giving more visibility into what IT does and to receive feedback from the departments. These meetings provide a forum in which ideas are shared, future projects are discussed as well as providing updates to all on current work and projects. • Our goal is to have quarterly meetings unless something warrants additional meetings • Major topic for the next meeting will be the replacement of the Sungard HTE system
<p>Work completed or essentially completed in FY15</p>	<ul style="list-style-type: none"> • Completed the implementation and migration of the PD CAD system <ul style="list-style-type: none"> ○ Deploying 30 new MDT’s in all PD cars. • System Upgrades <ul style="list-style-type: none"> ○ Created new larger training room with video conferencing capabilities ○ Upgraded conference room. 106 with same video conferencing capabilities as new training room. ○ All Council iPads upgraded ○ All City cell phones upgraded (75 cell phones) ○ Installed 4 new host servers to further consolidate physical servers into virtual ones. <ul style="list-style-type: none"> ▪ Smaller physical number of servers. ○ Upgraded the capability of the City WIFI network <ul style="list-style-type: none"> ▪ Currently have 26 access points with a capability of 50 • Enlarged the data center at Fire 3 in order to locate more servers there to provide for support of the EOC and to move them more inland. • Instituted new backup/disaster recovery system <ul style="list-style-type: none"> ○ New software that allows for faster disk to disk copies. Faster recovery. • In process of completing the installation of E-Plan review, est. complete by 10-30 • Assisted ASD in the automated auto enrollment process for insurance sign up • Assisted Finance with installation and configuring of Chameleon



**Police Department
Quarterly Activity Report
July – September 2015**

Activity	Status
<p>POLICE SERVICE AIDE</p> <p><i>Commencement: 8/8/2014</i> <i>Est. Completion: PENDING</i></p>	<ul style="list-style-type: none"> • 8/8/15 Standard Operating Procedure 144 Police Service Aide developed • 9/3/15 Candidate selection process by oral board • 9/15/15 Candidate signed conditional offer of employment, background check beginning. • Start date pending
<p>DIGITAL FINGER PRINTING</p> <p><i>Commencement: 8/1/15</i> <i>Est. Completion: PENDING</i></p>	<ul style="list-style-type: none"> • 8/1/15 Purchased the Rapid Identification Device, Digital Finger Printing • 9/15/15 Standard Operating Procedure 806 for Digital Finger Printing developed • Date Pending for Department training
<p>LIEUTENANT PROMOTION TEST</p> <p><i>Commencement: 8/10/2015</i> <i>Est. Completion: PENDING</i></p>	<ul style="list-style-type: none"> • 8/10/15 Contracted with Humphries and Associates to conduct promotional testing • 8/10/15 Posted testing process • 8/26/15 Candidate meeting was held to explain process and provide study materials • Interview, written test and practical exercise date pending
<p>ACCREDITATION</p> <p><i>Commencement: 2015</i> <i>Est. Completion: 10/7/15</i></p>	<ul style="list-style-type: none"> • 6/2–4 Mock Assessment was conducted • 8/4–6 Assessment Team On Site Assessment • 10/7 Accreditation will be awarded at the Commission Law Enforcement Accreditation Conference
<p>INTERGRAPH MPS 9.3 UPGRADE</p> <p><i>Commencement: 06/09/15</i> <i>Est. Completion: 09/25/15</i></p>	<ul style="list-style-type: none"> • 2/3-6/15 9.1 Configuration at VPD • 6/9/15 9.3 Configuration meeting at Sarasota 911 • 6/12/15 9.3 Configuration meeting at VPD on 06/12/15 • 9.1 Cross-Over initiated (MPS 9.1 shut down) • Currently installing and going live with 9.3 on Patrol
<p>VOLUNTEER PROGRAM</p> <p><i>Commencement: 02/2015</i> <i>Est. Completion: 01/2015</i></p>	<ul style="list-style-type: none"> • Met with potential civilian coordinator • Updated department policy
<p>SITE UNIT</p> <p><i>Commencement: 09/03/15</i> <i>Est. Completion: 10/05/15</i></p>	<ul style="list-style-type: none"> • Special Investigations and Traffic Enforcement, (SITE) • Sergeant Gregoire is assigned as unit supervisor • SITE Project Plan submitted • Posted the request for letters of interest from officers • Developing policy



**Public Information Office
 Quarterly Activity Report
 July – September 2015**

Activity	Status
<p>Item Process Complaints and Answer Questions <i>Commencement:</i> <i>Est. Completion:</i> <i>Ongoing</i></p>	<ul style="list-style-type: none"> • 123 complaints processed or questions answered
<p>Item Public Communications <i>Commencement:</i> <i>Est. Completion:</i> <i>Ongoing</i></p>	<ul style="list-style-type: none"> • Three newsletters • 24 traffic/construction advisories • 26 news releases and other correspondence with media • 2 additional communications for the comp plan and for stormwater survey
<p>Item Website Updates and Social Media <i>Commencement:</i> <i>Est. Completion:</i> <i>Ongoing</i></p>	<ul style="list-style-type: none"> • 105 updates to the website • 35 Facebook posts
<p>Item Calendar <i>Commencement:</i> <i>Est. Completion:</i> <i>December 2015</i></p>	<ul style="list-style-type: none"> • Submitted calendar bid to procurement • Calendar in final stages for printing in November



Activity	Status
<p>Item Bio-degradable hydraulic oil for solid waste trucks <i>Commencement: 7/15</i> <i>Est. Completion: 11/15</i></p>	<ul style="list-style-type: none"> • Reviewed scientific data on biodegradable oil • Studied benefits of “ green oil” • Reviewed vendors qualifications • Purchased 1300 gallons of biodegradable oil • Flushing old systems and converting to new oil for entire solid waste fleet has begun
<p>Item Monitor AIA contract for vehicle repairs <i>Commencement:2/15</i> <i>Est. Completion: ongoing</i></p>	<ul style="list-style-type: none"> • Monitor repairs to City vehicle • Review procedures for repairs • Review all invoices and requests for payment
<p>Item Evaluation to Reuse Police Facility for PW Maintenance Yard <i>Commencement: 8/15</i> <i>Est. Completion: 11/15</i></p>	<ul style="list-style-type: none"> • Architect contract approved • Held kick-off meeting • Reviewed preliminary space planning estimate
<p>Item Replacement of swing sets and large play unit in Mundy Park <i>Commencement: 8/15</i> <i>Est. Completion: 12/15</i></p>	<ul style="list-style-type: none"> • Old swing sets removed • Contractor to schedule install of replacement swing sets • PO issued for large play unit • Awaiting schedule for install
<p>Item City Hall carpet replacement <i>Commencement: 9/15</i> <i>Est. Completion: 10/15</i></p>	<ul style="list-style-type: none"> • Main carpet installation complete • Punch list for final completion in October
<p>Item VCC flooring replacement <i>Commencement: 12/14</i> <i>Est. Completion: 8/15</i></p>	<ul style="list-style-type: none"> • Found water intrusion under old flooring • Contracted the application of a topside sealer • New flooring installation complete.
<p>Item Bird Bay solar streetlight <i>Commencement: 12/15</i> <i>Est. Completion: 9/15</i></p>	<ul style="list-style-type: none"> • Solar powered street light installed

Activity	Status
Toilet Rebate Program <i>Commencement: 10/13</i> <i>Est. Completion: 9/16</i>	<ul style="list-style-type: none"> Continuing to offer bill rebate(s) when customer installs a low flow toilet(s) Program Administrator (Demetri's Solutions) has performed 486 inspections Customers have received 393 rebates
Cross Connection Control Program Implementation <i>Commencement: 6/15</i> <i>Est. Completion: 12/16</i>	<ul style="list-style-type: none"> Phase program over a one year period Sending letters to commercial properties that have not had their backflow prevention devices certified (required on an annual basis) Sending letters to residential properties that require BFP's Provided the first monthly report to City Manager on program status
Fins Grease Trap <i>Commencement: 1/15</i> <i>Est. Completion: 6/16</i>	<ul style="list-style-type: none"> Grease traps are being inspected once a week to ensure decreased grease into collection system Updated reports are generated on a monthly basis At present, grease entering collection system has decreased significantly. Pump-out frequency has not been excessive Final report June 2016
Conversion from Septic to City Sewer <i>Commencement: 3/15</i> <i>Est. Completion: 9/16</i>	<ul style="list-style-type: none"> In process of determining City properties that remain on septic tanks Televising system areas with customers on septic to determine if sewer laterals exist. Investigating locations on a case by case basis due to wide range of existing conditions. Properties where sewer service is available will be contacted with 365 day notice letter Sewer camera being out of service is delaying progress on project
SRFs for Clean Water and Drinking Water <i>Commencement: 6/15</i> <i>Est. Completion: 6/16</i>	<ul style="list-style-type: none"> Consultant is developing Clean Water and Drinking Water Facilities Plans Project kick off meeting held 06/24/15 City Council Public Hearing for Drinking Water Facilities Plan 09/22/15 Clean Water Facilities Plan being prepared
Inflow & Infiltration Study <i>Commencement: 7/15</i> <i>Est. Completion: 12/15</i>	<ul style="list-style-type: none"> Consultant to perform professional services for an Inflow and Infiltration study of the City's wastewater collection system Kick off meeting was held 07/21/15 Data collection completed 08/15 Draft report due 11/05/15
Lift Station Odor Control Study <i>Commencement: 7/15</i> <i>Est. Completion: 12/15</i>	<ul style="list-style-type: none"> Consultant to perform professional services to evaluate the existing odor control approach at three of the City's Master Lift Stations (Nos. 7, 32 and 57) Kick off meeting was held 07/23/15 Draft report with comments sent back to consultant 08/31/15