

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 20, 2013

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:

- One on one meetings with City Attorney, HR Director, Risk Manager, Police Chief, Economic Development Director, Assistant City Manager and Planning Director
- Shade meeting preparation with Assistant City Manager, HR Director and Finance Director
- Prepared information for Goal Setting session in January

Spoke to, attended and/or met with:

- City holiday parade
- Rotary meeting
- FL Hospital Memorial Medical Center breakfast
- Florida Business Watch task force conference call
- Loretta Wilary, United Way, general discussion
- FCCMA Executive Committee monthly conference call

Community Development

- Planning Services
 - 2013 was a banner year for the Department. Fifteen (15) annexations involving 283 acres paying \$174,872 in ad valorem taxes were processed. This tax revenue number does not include the utility taxes on electric and stormwater utility fees. The only loss to the city is surcharge amount on out-of-city customers who pay a surcharge on water and sewer (\$137,000). All were non-residential except for three annexations: 2 multifamily (532 units) and a single family development with 63 units built and 185 units to be built.

Associated with these annexations were 15 land use and 15 re-zonings actions involving a total of 45 individual cases backed up by research, notice requirements, staff reports, and public hearings.

- The Planning Director and the Economic Development Director met with Dr. Batniji to discuss future plans of 121 E. Granada Boulevard. The building permit for the property expires on December 28th and the City has received complaints about the conditions of the existing building and the negative effects it is having on adjacent properties. Dr. Batniji is not prepared to move forward with the existing plans due to financial considerations so staff met with him to ascertain how the city could assist if he had interest in moving the building forward to meet the Downtown Plan and Code.
- Due to a record expenditure of TIF this past year on the downtown, it is estimated that less than \$10,000 will be carried forward to next year. This number will need confirmation from the 2013 Comprehensive Financial Report (CAFR) under preparation. Previously, each year's CAFR depicted a \$3 million plus surplus for carried over. The

2013 final financial tax roll by the Property Appraiser for TIF revenue was \$1,015,880 so it is projected that about \$1.25 million will be available to implement projects in the 2013-14 Capital Budget of the CIP.

Staff is exploring the possibility in concert with MainStreet of rewriting the Building Improvement Grant Program. The City can no longer afford a \$50,000 grant. Options to reduce the grant or explore the possibility of a zero interest loan to ensure a future revolving fund when the CRA eventually expires are possible program changes. Staff will be meeting with Main Street to discuss these issues next year. The possible program changes, if approved by the City Commission, would take effect October 1, 2014.

- Building Services
 - 74 permits issued with a valuation of \$1,158,104.00
 - 210 inspections performed.
 - 15 business tax receipts issued
- Development Services:
The following SPRC activities occurred this reporting period:
 - Received a site plan for 1185 West Granada Boulevard to add a bank drive thru facility at the old Crispers site.

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings engineering staff to discuss the design and construction process for Crossings Boulevard and related utilities. Further discussions are expected in the next several weeks to resolve cost and engineering related issues.

Airport Business Park

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement. Renovations of the interior of the building are underway. The estimated completion date is in late March.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement has been signed by the buyer and approved at the November 19 Commission meeting. The company is working with a local bank to secure the financing and if approved plans to initially construct a 20,000 square foot manufacturing facility and hire approximately 20 employees.

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

- The Chamber Tourism Committee met to discuss the marketing brochure, sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract. Design of the cover and content of the material is ongoing.
- Staff met with the Daytona Chamber Legislative Action Committee and presented the Economic Development and Manufacturing action items to be submitted to the Volusia County Legislative Delegation.
- Staff met with a Team Volusia business prospect from Canada that is interested in a second plant in Florida. Staff had the opportunity to present to the Company representatives the benefits of locating their business in Ormond Beach. Further visits and meetings are expected in 2014.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the former Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse of the former furniture store next to Kalin Furniture for an office complex. Final completion has been completed and a Certificate of Occupancy was issued by the City. Staff met with DuvaSawko management staff to formalize plans for a grand opening which is planned for mid-January.
- Staff is work closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun.
- Staff met with the real estate brokers and Team Volusia to discuss marketing and recruitment strategies for the former StyleMark property in the Airport Business Park. The first step will be to design a post card that will be mailed to a list of approximately 100 site selectors. Other strategies will be discussed in the next several weeks.
- Staff met with the owner of the former Woody's restaurant property to discuss strategies for the construction of a new office building along East Granada Boulevard.

Airport Operation and Development

- The GIS Division continues to survey and mark certain obstructions identified by the FAA. The FAA has prohibited IFR approaches to the airport at night due to obstructions within the approach paths to the airport. Staff will use the data gathered by GIS to formulate a mitigation plan for presentation to the FAA.
- Repairs to the Precision Approach Path Indicators (PAPIs) on Runway 17 have been completed following a brief interruption in service.
- Staff has been advised that the Taxiway "G" Joint Participation Agreement (JPA) between the City and the Florida Department of Transportation has been executed by FDOT. This JPA provides funding for the design phase of Taxiway "G" and general airfield electrical rehabilitations at the airport, FM# 431602-1-94-01.
- Staff is working with Flair Heating and Air Conditioning to coordinate replacement of the roof top air conditioning unit at the air traffic control tower.
- ATS Land Surveying began work this week to update the surveys and legal descriptions for certain parcels at the airport.
- Staff has issued a Notice to Airmen (NOTAM) that self-serve fuel is temporarily unavailable at the airport.
- An airport information sign is being created to be placed near the main entrance of the airport. The sign is expected to be in place before the end of the month, and will provide basic aeronautical information about the facility and will include staff contact information.
- Staff is working to update the airport page of the City's website to include more information about properties available for development at both the airport and the Airport Business Park.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 39 Journal Entry Batches (# 5631 – 5640 & # 959 - 1067).
 - Approved 21 Purchase Requisitions totaling \$161,469.25.
 - Issued 20 Purchase Orders totaling \$85,449.60.
 - Prepared 112 Accounts Payable checks totaling \$1,068,282.36 and 30 Accounts Payable EFT payments totaling \$374,049.39.

- Processed 4,158 cash receipts totaling \$402,377.53.
- Processed 1,707 utility bill payments through ACH totaling \$117,548.13.
- Processed and issued 6,086 utility bills with billed consumption of water of 42,658k.
- Issued 877 past due notices on utility accounts.
- Auto-called 186 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Residential Structure Fire (12/13/13)
 - Jim Miller's Big Band America Holiday Concert (12/22/13)
 - Holiday Waste Pickup Schedule
 - Free Harry Wendelstedt Umpire Clinic
 - Holiday Schedule for The Casements
 - Movies on the Halifax (1/3/14)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Mayor's Health and Fitness Challenge Meeting
 - Conducted City Santas Silent Auction
 - Last delivery to Halifax Urban Ministries
 - Picked up donation for Mayor's Health and Fitness Challenge goodie bags
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 8
- Hazardous: 0
- EMS: 63
- Motor Vehicle Accidents: 11
- Public Assists: 41

TOTAL CALLS: 125

- Aid provided to other agencies: 9 calls – Daytona Beach (1), Holly Hill (2), Volusia County (6)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 48

Training Hours

- NFPA 1001: Firefighting 7
- NFPA 1021: Officer Training 12
- NFPA 1500: Safety/Equipment 42
- NFPA 1620: Pre-Fire Plan Inspections 15
- EMT/Paramedic 16

- LEAPS: 24
- TOTAL TRAINING HOURS: 116

Station Activities

- Updated 25 pre-fire plans
- Conducted 9 fire hydrant inspections
- Conducted 3 fire inspections
- Participated in the Ormond Beach Holiday Parade. Fire Explorers decorated Engine 51 and rode in parade. An EMS station was also set-up and staffed at City Hall parking lot.

Significant Incidents

- 12/13/13, 10:14 AM, Thomas Dr. / Fleming Ave. – Structure Fire – En route crews visualized large column of smoke – upon arrival found two-story home 100% involved – all residents exited home with some escaping out second floor window – crews remained defensive throughout – two fire units from Volusia County assisted – no injuries reported – State Fire Marshall called to investigate.
- 12/15/13, 8:46AM, I-95 North Bound, Mile Marker 275 – Motor Vehicle Accident – Provided automatic aid to Volusia County – upon arrival found single vehicle in woods with three patients inside – due to smell of gasoline a hose line was set up throughout call – two EVAC units on scene to transport patients.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/ARBFP – Part time Maintenance Worker II
- Screening/Interviews Scheduled
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled. Interview will be conducted 12-17-13.
- Background/Reference Checks/Job Offers
 - Public Works/Utilities – Office Assistant II candidate was made a conditional offer and started the pre-employment screening process. Awaiting results
 - Police Department – Seven (7) Police Officer candidates were made conditional offers and started the pre-employment screening process.
 - Leisure Services – A Recreation Program Specialist candidate was selected and began employment on 12-16-13.
 - Public Works/Utilities Wastewater – A Maintenance Worker II candidate was selected and began employment 12-16-13.
 - Fire Department – Two Firefighter/EMT applicants have been selected and pending pre-employment clearance will begin on 01-06-14.
 - Leisure Services/Gymnastics – A part time Recreation Leader candidate has been selected and will begin pre-employment screening.
- Promotions/Transfers
 - Police Department – Promotional process for Corporal was conducted on 12-05-13. Process for Sergeant started on 12-05-13 and will finish 01-10-13.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 11-30-13: 1.84% (excluding retirements).
 - Leisure Services/ARBFP – Part time Maintenance Worker II effective 12-20-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program November, 2013 monthly report reflects savings of \$91,554.33 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,384 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation - The next orientation session was held on 12-19-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops titled, "Creating and Maintaining an Inclusive Workplace." 81% of our employees have attended training so far. Next scheduled training sessions will be held 01-16 and 01-29-14.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team: Kick-off event planning; visits with Chamber Net groups & coordination with Tomoka Marathon.
- Leadership: leadership lesson plan continuity meeting.
- Quarterly random drug screenings were conducted; all negative.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
 - Backup System Upgrade – Hardware confirmed shipped from vendor.
 - Domain upgrade to version 2008 – Both old and new servers have been online this past week. Began the complex process of decommissioning the 2 old servers by transitioning all network roles and services to the new servers.
 - Virtual Server Hardware upgrade – Moved the 3 existing servers out of the production rack, the 3 new servers were racked and powered on to begin initialization process.
 - WindowsXP to Windows7 implementation – test configurations are being developed with limited deployment for application testing. PD MDTs will begin testing.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 17 New work - 45 completed - 26 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,467	Inbound E-Mails Blocked	15,677
Delivered Inbound E-Mails	13,694	Quarantined Messages	96
Percentage Good Email	46.5%	Virus E-Mails Blocked	156

- Notable Events:
 - None

- Geographical Information Systems (GIS)
 - Addressing Additions: 6 Changes: 6 Corrections: 0
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 17,950 (79.8%) potable 17,418, Irrigation 530, Effluent 2
 - Notable Events: Held two GeoBlade Viewer training classes for City staff.

Leisure Services

- Administration
 - Public Works Weekly Meeting
 - City Manager's Quarterly Staff Meeting
 - Assistant City Manager's Meeting
 - Team Building Meeting at Sports Complex
 - Meeting with Leisure Services Coordinators
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Met with Stormceptor manufacturer at ARBFP
 - Park Visits
 - Gymnastics Meeting
 - Holidays at the Casements
 - Breakfast with Santa
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play at 1pm on M, W, and F's at the Sports Complex.
 - SHS Girls' and Boys' Soccer Programs are practicing this week on Monday, Tuesday, and Thursday at 4 and 6pm on Soccer Field #6 at the Sports Complex.
 - The Winter Men's City Softball Program continued their games on Friday night, with games at 6:30, 7:45, and 9pm.
 - City Girls' Basketball Program meets every Monday and Wednesday night from 5:45 – 7pm through early February, minus the Holidays in December.
 - The City Basketball Training League, for 6-7 year olds, finishes this week.
 - The OBYBA Boys' Basketball Program continued games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Each team will have two weeks off over the holidays, minus a few practices.
 - River Bend Academy Soccer hosted a Home Game at the Sports Complex, Soccer Field #8, on Friday night at 5pm.
- Athletic Field Maintenance
 - Went to South Ormond Rec. to clean tennis and basketball courts.
 - Went to Osceola School to tend to the infields, tennis and handball courts.
 - Cleaned Skateboard Park.
 - Cleaned hand ball and basketball courts at Nova.
 - Cleaned tennis courts at Nova Park.
 - Picked-up and dropped off equipment to Fleet on daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of Maintenance Building.
 - Continued mowing of baseball fields, 3 times a week.
 - Continued mowing of the soccer fields, 1 time a week.
 - Continued mowing of the softball fields, 2 times a week.
 - Continued mowing, edging and trimming the T-Ball fields.
 - Replacing sprinklers as necessary.

- Daily clean up of Limitless Playground by the softball Quad.
- Mowed Football Fields at Ormond Beach Middle School.
- Cleaned all sports parks of debris/trash from the events over the weekend.
- Seabreeze and Riverbend high schools continue to practice and have games on soccer 5-8. Painted weekly and prepped daily.
- Finished spraying fence lines and curbs to control weeds.
- Fertilized soccer 7 & 8 for Rye seeding.
- Got softball field 7 game ready for the men's league on Friday nights.
- Took the portable bleachers down to City Hall and set them for the Christmas parade.

- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Jim Miller's Big Band met on Thursday from 7:00pm to 9:00pm
 - 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 held regular classes. CMT held regular classes
 - Tuesday: Show Club held regular classes. CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Show Club held regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Holiday Showcase, Saturday, 7:00pm to 9:30pm
 - Jim Miller's Big Band America Holiday Show, Sunday, 2:00pm to 4:00pm

- South Ormond Neighborhood Center
 - Splash Pad (closed until March 15th)
 - Ball field (closed Dec.5th thru Jan.5th)
 - Youth Basketball (Monday thru Friday 5:30-8:30pm)
 - PAL Christmas party
 - Fitness room open (Center hours)
 - Open gym (1pm thru 5 pm weekdays/center hours weekends)
 - Jazzercise Monday and Wednesday (5:45- 7:00pm)
 - MLK Prayer Breakfast Planning Meeting (6:00pm Tuesday)

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended staff meeting
 - Set up, staffed and completed break down of the Home for the Holidays Parade, Saturday, December 14th
 - Continued training new employee for Community Events Technician position
 - Letters to Santa being answered and mailed
 - Santa on the Go! December 16th through the 18th
 - Holidays at The Casement Concert, Thursday, December 19th
 - Preparation for Breakfast with Santa, Saturday, December 20th

- Gymnastics
 - December/January classes are currently in session.
 - One of the applicants has been selected to fill one of the two vacant part time staff positions. If the applicant successfully passes background and reference checks she should be on board to assist with the January classes.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Pickleball continues their schedule of Monday through Friday from 9:00am-12:30pm.
 - Play Unplugged is being offered for children ages 4-10 from 3:00-5:00pm every day.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday.
 - A wedding was held at Ormond Memorial Gardens on Saturday afternoon.
 - A wedding reception was held at Bailey Riverbridge on Saturday afternoon.
 - The Ormond Beach Christmas parade took place Saturday night.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Ormond Beach Art Guild is exhibiting in The Gallery this week.
 - The Ormond Beach Garden Club met at Bailey Riverbridge on Monday morning.
 - A group tour was given to Tomoka Elementary School on Tuesday morning.
 - The Casements Guild had their general meeting in The Gallery on Wednesday morning.
 - The Preferred Business Group held their holiday party in The Gallery on Wednesday evening.
 - Holidays at The Casements was held on Thursday evening.

- Parks Maintenance
 - Repaired playground gate at Sanchez park
 - Blew off sidewalks and walking trails in Central Parks
 - Raised flags back to full staff citywide
 - Modified six benches for proper fit for the Christmas parade trucks
 - Removed graffiti from women's room at Cassen Park
 - Painted north BBQ grill at A.R.B.P.
 - Repaired memorial bench on the pier behind Baileys Riverbridge Gardens
 - Filled in washout behind bait house at Cassen park
 - Shortened swingset chains to proper length at Nova rec.
 - Applied insect bait at Rockefeller Gardens
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations

- Building Maintenance
 - Weekly Inspection of Airfield Runway, Taxiway lighting and directional signage
 - Daily PM of City vehicles and equipment as necessary
 - Performing preventative maintenance on 7 air conditioning systems City Wide
 - Assist with door replacement Conference Room City Hall
 - Loaded Common Carrier with 29 defective LED lamp heads for return to manufacturer~ Public Works
 - Picked up heaters and additional lights from vendor ~ City Hall
 - Installed paper towel dispenser and soap dispenser in Conference Room
 - Hung new employee plaque in atrium
 - Assisted vendor with a/c install dance room Nova
 - Brought cabinet dolly to PAC
 - Assisted/escorted Carrier contractor all VAV units @ Police Station

- Repaired hose bib at Riviera Park
- Repaired urinal handle at Riverbend
- Replaced toilet seat ladies room at Fortunato
- Picked up 3 Plaques at Buttleman's
- Repaired rest room door handle at Any Romano
- Repaired walk ramp to the Tennis Office at Macdonald House
- Setup Christmas sign and banner poles on bleachers at City Hall
- Installed door closer and push/pull plates at City Hall
- Replaced snow flake on Granada Bridge
- Remounted pole on steps at PAC
- Mounted screen projector in conference room at City Hall
- Repaired men's restroom door handle at PW
- Cut an inspection hole in the stage at PAC
- Removed ceiling fan in the vault at City Hall
- Replaced Main Street Christmas tree lights at City Hall
- Raised flags city wide
- Replaced ceiling tiles in vault at City Hall
- Installed raceway for low voltage wiring at Andy Romano
- Hooked up data cables for new conference room projector at City Hall
- Installed stair landing LED light at PAC
- Repaired street lights on Washington St.
- Weekly inspection of the Water Wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
- Prepared maintenance invoices and receipts for City facilities

Police Department

Administrative Services

- Staff completed annual firearms re-qualifications.
- Staff worked the Holiday Parade.
- Staff attended the PAL Holiday Party.

Community Outreach

- Members of the PAL staff team, YDC and PAL youth program walked in the Ormond Beach Christmas Parade on Saturday, December 14th.
- Preparations were made for the PAL Holiday Party to be held Wednesday, December 18th at the South Ormond Neighborhood Center, including hand delivering invitations to families.
- Toys were wrapped by Ms. Debbie Albert for the annual holiday party held at the South Ormond Neighborhood Center on December 18th from 5:30 – 8:30PM.
- PAL educational programs have concluded for the fall semester. The Reading, Exploration, Adventure (R.E.A.D.) and Discovery, Science on Patrol at Ormond Beach Middle School, and Tutors R Us will begin in February 2014

Community Services & Animal Control

- Animal calls: 60
- Animal bites: 1
- Animal Reports: 7
- Animals to Halifax Humane: 7 (Dogs: 2 Cats: 5)
- Sick/Injured Wildlife: 3
- Bear Sightings: 2 Booth Rd & Regal Cinema
- CSO's worked the Christmas Parade
- CSO's assisted P.A.L. with their Christmas Party

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 16
- Inactive: 36
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Carbreak: 7
- Grand Theft: 0
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

Narcotics

- Worked on writing up four search warrants.
- Served one search warrant.

Comments:

- Sex Offender: Investigators obtained an arrest warrant for a subject on Carmel Court for failure to register as a sexual offender.
- Burglary: Investigators obtained arrest warrants for suspect for two residential burglaries.
- Burglary: Investigators obtained arrest warrants for suspect for a residential burglary and dealing in stolen property.

Records

- Walk - Ins / Window 62
- Phone Calls 121
- Arrest / NTA'S 19
- Citations Issued 60
- Citations Entered 81
- Reports Generated 116
- Reports Entered 115
- Mail / Faxes / Request 6

Patrol

- Total Calls 1,572
- Total Traffic Stops 134

Operations

Crime Opportunity Report Forms: 134

- 12/11/2013
 - Warrant Arrest, 3 Carmel Court, suspect arrested for failing to register as a sexual offender.
 - Traffic Arrest, 500 Block West Granada Boulevard, suspect attached a tag unassigned to vehicle.

- 12/12/2013
 - Battery-Domestic Violence, 901 South Beach Street (Riviera Park), suspect arrested.
 - Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested for shoplifting. Several types of felony prescription meds found incident to arrest.
 - Burglary (Residential), 144 South Ridgewood Avenue, homeowner was awakened by dog and saw a suspect in his outdoor shed stealing tools. The homeowner's Pit Bull then attacked the burglar, biting him on the leg. The burglar used one of the stolen tools to get the dog off of him and fled the scene.
- 12/13/2013
 - Warrant Arrest, 2 Sunset Falls Drive, suspect arrested.
 - Carbreak, 5 South Yonge Street, victim thinks an unknown female with tattoos on her face entered unlocked passenger door when she was pumping gas and removed wallet, purse, and other personal items after asking for money.
 - DUI Arrest, South Ridgewood Avenue / West Granada Boulevard, suspect arrested.
- 12/14/2013
 - Stolen Vehicle Recovery, 700 Saint Georges Road (Bermuda Estates), Vehicle stolen out of Daytona on 12/13/13. It was recovered unoccupied.
 - Shoplifting Arrest(s), 1458 West Granada Boulevard (Bealls), two employees arrested.
 - Assault-Domestic Violence arrest, 214 Greenwood Avenue, suspect arrested.
- 12/15/2013
 - Burglary (Residential), 33 Cypress Circle #B, bicycle taken off of the back porch.
 - Carbreak, 54 Indian Head Drive, victim had purse, Macbook, and \$400 taken out of car while working at the residence.
 - Shoplifting, 1521 West Granada Boulevard (Wal-mart), suspect arrested.
 - Battery - Domestic Violence, 1608 N US Hwy 1 (Scottish Inn), suspect arrested.
 - Disorderly Intoxication Arrest, 49 West Granada Boulevard (Grind) Intoxicated suspect arrested.
 - Robbery, 432 South Atlantic Avenue (Pizza Hut), customer was robbed while getting out of his car. The suspect hit the victim in the face and caused the victim to get a nose bleed while the suspect stole the victim's wallet.
- 12/16/2013
 - Battery Arrest, 44 Jamestown Drive, suspect arrested.
 - DUI Arrest, North Nova road and West Granada Boulevard, suspect arrested.
- 12/17/2013
 - Carbreak, 1001 Old Tomoka Road (The Sarah House). Window smashed out and a purse was taken.
 - Carbreak, 1001 Old Tomoka Road (The Sarah House). Items taken from in the vehicle.
 - Carbreak, 82 North Yonge Street (Ormond Fine Autos). Vehicle was unsecure in the parking lot. Purse was taken.
 - Warrant Arrest, 9000 St Georges Road. Suspect arrested.
 - Loitering or Prowling Arrest, 300 Block Parque Drive, suspect arrested.
 - Battery-Domestic Violence, 346 Putnam Avenue, suspect arrested.
 - Battery-Domestic Violence, 753 Santa Fe Avenue, suspect arrested.

Traffic Unit

- Narcotics Arrest, Ridgewood Avenue / Division Avenue. Officer spotted a suspicious vehicle illegally parked near the intersection. Occupants were near a residence claiming that they were soliciting tree services. The driver was found to have an open warrant and cocaine in his possession.
- Crash w/Injuries, Nova Road / Village Drive. Southbound vehicle turned left in front of a northbound vehicle. Heavy damage. No severe injuries. At-fault driver cited.
- Crash w/Injuries, I-95 NB Off-Ramp. Three cars in a rear end collision. Minor injuries. At-fault driver cited.

- DUI Arrest, SR 40 / Ridgewood Avenue. Westbound vehicle turned left in front of an eastbound vehicle. Minor injuries. At-fault driver arrested after a DUI investigation.
- Variable Message Board (and three others from the County) deployed for Holiday Parade.
- Working with Street Department for new sign installation on Hand Avenue.
- Heavy barricade enforcement.
- Click It or Ticket campaign is complete. 211 seat belt citations issued. 308 total citations issued during enforcement period. Seat belt compliance rate went from 86% to 91%.
- Parking enforcement conducted at major holiday shopping areas.
- Holiday Parade operation is complete. No major incidents reported. Overall, was reported to be another success.
- Traffic Citations 37
- Parking Citations 1
- Crash - No Inj. 12
- Crash - Injury 3
- Crash - Fatal 0
- Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Arroyo Parkway
 - South Kings Road
- Enforced Complaints:
 - John Anderson Drive Detour
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive
 - Division Avenue Detour

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 5 Cases initiated
- 4 signs have either been removed or sign cases created.
- 4 tree removal permit requests.
- Administrative staff assisted with thirty-three (33) telephonic inquiries.

Zone 3

19 Iroquois Trail – Received a complaint that this property appears to be vacant and is extremely overgrown. This is a foreclosure property. Staff has not received cooperation from the bank to have the site cleaned. The property was to be sold at auction on November 27th. It appears the property was sold but the new owner has not yet been listed. The property is scheduled to be cleaned by the end of this week.

Public Works

- Engineering
Project Summary
Construction Projects:
 - Tymer Creek Phase I – The southbound lane road base is being completed. Met with County inspector to determine forcemain shut down and relocation of existing valve

- which conflicts with new curbing at the intersection of SR40 and Tymber Creek Road widening. Staff is also working with the County to resolve minor damage done during construction to the traffic control light at the Tymber Creek-River Chase Way intersection.
- John Anderson Drive – The new 16-inch force main from Dormont Drive to Amsden Drive has been installed. The contractor continues to work on the Storm improvements at Halifax and John Anderson. Work has also commenced on the widening of Halifax Drive. A road closure notice has been issued for the intersection. Paving of this section of work is expected to occur the week of January 6th. While a second crew was installing the storm system at the south end they discovered a 12 foot wide asphalt road 3 feet below ground running parallel with the east side of the existing road. This will require the contractor to remove the road and dispose of the material which was not included in the contract. Staff will be working with the contractor on establishing a cost for this additional work. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The casements.
 - Hand Avenue – The final asphalt lift was installed and the road is now open. The contractor is completing minor punchlist items and as-builts prior to final acceptance of the project. Staff was notified that the Hand Avenue project was voted a Top 10 Project by the Storm Water Solutions publication.
 - 2-inch Water Main Replacement – Mainland – The installation of the new watermain on Lucerne Circle north was completed. Approximately 400 feet of watermain was installed on Lucerne Circle South. The new watermain along Mill Run Court is approximately 60% complete. Work continues on Greenwood Ave, west of Beach Street.
 - 2-Inch Waterline Replacement – North Peninsula - Final walkthrough for the remainder of the streets outside City Limits was conducted. Riverbreeze Drive and Plaza Drive have been cleared by the Department of Health. Clearance for the cul-de-sacs connected to Ann Rustin Drive were submitted to the Department of Health. The remainder of mainline work is anticipated to be completed by the end of the week.
 - 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Riverside Drive and Marvin Drive have been cleared by the Department of Health. Work has begun on water main installation on Magnolia Drive and Seton Trail. A proposed schedule has been posted on the City's website and will be updated monthly.
 - Central Park Lake Interconnects – Hammock Lane was paved and the roadway is open to traffic. Off-road work is nearly complete with sidewalk and restoration work being completed. With both Hammock Lane and Hand Avenue open, the contractor has closed Division Avenue. The contractor has installed the culvert on Division and relocated the water mains and will be working on the retaining walls for the next two weeks. Completion of this last road closure is expected at the end of January.
 - Cassen Fishing Pier and Guardrails Under Bridge – Cassen Dock is 50% complete.
 - Wilmette Avenue Bypass Pump Station - JD Weber has requested an update from their suppliers for the sluice gates; it is anticipated that this project will commence in January.
 - Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 1/8/2014. The contractor's surveyor is preparing as-builts for Phase 3. The contractor has currently moved into Phase 4 for installation of primary conduit. Shut down of power for power switch over for portions of Phase 3 including the 5/3 Bank occurred Sunday, December 15, 2013; additional shut down for this area is scheduled for Saturday, January, 4, 2014. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4.
 - Franchise Utilities - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the

- north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
- Audible Pedestrian Signals – A pre-construction meeting for this project was held Tuesday, December 10, 2013; a project walk through with the City occurred on December 17, 2013. The contractor anticipates commencing construction immediately after the first of the year.
 - Ormond Beach Municipal Airport Taxiway Project- Staff working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion – A revised layout plan has being finalized for discussion with Volusia County and potential design-build consultants; meetings are currently being scheduled for after the first of the year.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been finalized and was sent to the consultant for execution on December 16, 2013; it is anticipated that this project will commence in early January, 2014.
- Downtown Banner – The FDOT has issued the construction permit. Staff has issued a Purchase Order to purchase the decorative poles. Staff is soliciting three written quotation to install the banner poles and associated equipment.
- City Welcome Sign – ZCA is working up conceptual drawings for staff review.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – Zev Cohen is working with the survey information provided by Sliger and Associates; they anticipate plans for review by the City for the week of December 16, 2013.
- OBSC Roadway Improvements – Held pre-bid conference. Bids will be received for the project on January 9, 2014.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding about utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013 in request for a meeting.
- Corrugated Metal Pipe Rehabilitation- Contracts are being executed.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has received a final installation agreement from FPL for the hardening project for the conversion of West Tower Circle. Staff is preparing an agenda item placing this agreement and final invoice for the January 21, 2013 City Commission meeting. Construction has been scheduled and is anticipated to commence Mid February / Early March.
- Granada Medians (West of I-95) – The plans have been submitted to the FDOT for permit. Staff will schedule a meeting with the HOA's to present the proposed design when plan review comments are received.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been finalized and is scheduled to be executed the week of December 9, 2013.
- OBSC Multi-Purpose Building – The 3 month design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permit determinations have been requested.
- SONC Bleacher Replacement - After reviewing various proposals to either refurbish the existing wood bench bleachers or completely replace them with a new aluminum

- bleacher system, staff has determined that that replacement with new will be the best route for minimizing long term maintenance and provide a new and improved look inside the gymnasium.
- City Hall Chiller Replacement – The work authorization for the design has been approved so a kick-off design meeting will be scheduled.
 - Nova Recreation Park- Ongoing- Staff is working on preliminary plans for the pavement of the crushed shell roads and parking areas around the park. Staff has recognized the need to implement stormwater conveyance and impoundment facilities that will be needed to manage the additional stormwater runoff due to increase of impervious area due to paving these areas. This will be necessary regardless of exemptions expected from the SJRWMD, because the additional stormwater runoff will increase erosion and create inconvenient standing water otherwise. Staff is therefore investigating low impact drainage areas around the park for this purpose
 - 2-Inch Watermain Replacement Phase 2- A scope of work was submitted to continuing consultant contract for proposals to design the Phase 2 mainland watermain replacement project which will include approximately 3 miles of total line replacement over various areas throughout the mainland part of the City.
 - Reforestation Street Tree Planting – The plans are being finalized for Commission Review and bidding.
 - Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install medjool palms behind the existing sidewalk after the overhead utilities are removed. A landscape plan is being prepared for FDOT review.
 - CDBG ADA Parking Improvements – Staff is preparing plans and bid packages for County review.

Administration/Meetings/Customer Service/Other:

- Magnolia Wall measurement (Weekly).
- Residential SWMP Permits review and filing (Weekly).
- Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
- Roadway Inspection- The patchwork of Amsden Road was field measured for mapping and the underlying stormdrain pipe was TVed. Staff is investigating the cause of the roadway dips in the asphalt. Staff will work on developing a scope of work for geotechnical investigation of soils borings in various locations on the street to help determine the condition of the underlying soils.
- Reviewed plans and created work in the right-of-way permit for 1425 Hand Ave per AT&T request.
- Meeting with contractor to discuss SWMP final for residence at 335 Riverside Dr.
- Onsite meeting with land owners to discuss paving options for proposed driveway construction at 455 Airport Rd.
- Researched existing conditions and began topographic survey at Nova Rec Park for the proposed dirt road paving project.
- Updated and created work in the right of way permit plan sets for water service upgrades at 133 Pierside Dr and 7 Ocean Breeze per Utilities Div request.
- Tree locate at 15 Iroquois Trl per NID request.
- Began creating standardized drawing template for AutoCAD 2014 platform.
- Researched historical drawings for determination of retaining wall construction/ownership at 142 Magnolia per citizen complaint.
- Created plan and profile cross sections drawings at N Nova Rd adjacent to Nova Rec Park for the installation of new ground water monitoring wells per consultant request (BFA).
- Created modified back flow detail drawing per Utilities Div request.

- Environment Management
Street Maintenance
Asphalt / Concrete

- Christmas parade cleanup on parade route and at the Public Works Complex
- Asphalt patch for Wastewater at 220 Royal Dunes Blvd.
- Repaired depression in road with asphalt at Neptune & Oak Dr.
- Asphalted a trip hazard at the end of sidewalk at Nova Recreation
- Concrete pour at Sanchez Park
- Ground down various sidewalks in Zone 2
- Concrete repair for Water Dept. at 87 Marvin Rd.

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
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Removed stumps at City Hall, 150 Standish Dr., 119 Seton Trl., the corner of Division and Coolidge, 87 Seton Trl. and 46 Fairview Dr.
- Christmas parade cleanup on parade route and at the Public Works Complex
- Trimmed trees at Central Park II that were hanging over the sidewalk, the back of the Gymnastics Center at Nova Recreation, 34 Plaza Grande, the corner of Northbrook & Parkwood, 183 Benjamin Ave., Fleet, Public Works Complex, and on Oceanside Dr.
- Removed limbs from callout at 40 Pleasant Dr.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed at various ROW (Right-of-Way) locations
- Repaired road at Sanchez Park
- Assisted Ballfield maintenance with the loader at Airport Sports

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Parade route, gathered up various signs & barricades
- Sign Shop, fabricated street names for various locations
- Various Locations, installed HIP (High Intensity Prismatic) street names
- Railroad St., installed delineator at the curb

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected

- Public Works Complex – cleaned and maintenance of city vehicles, parade cleanup
- Nova Recreation – sprayed pond
- SR40 and south pond on Nova Rd. – measured pond depths from the boat
- Lakebridge – sprayed ponds
- Hand Ave., between Nova & US1, and at Tomoka Christian Church – inspected areas

Vactor

- Basin cleaning – On Old Kings Rd., at Zone 2, due to heavy rain, at all Zones (1-4) and various hot spots

Mowing

- Reachout Mowing – on Division Ave., and on Wilmette Ave.

Street Sweeping/Streetsweeper

- 152.1 miles of road cleaned (This is for 5 days)
- 47.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
22,345

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
3	12

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 13,933 unleaded and 9,338 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,436 gallons of unleaded and 779 gallons of diesel.
- Fleet completed 49 work orders this week.

- Utilities

- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Carousel Grit Removal – Cleaning is approximately 75% completed.
- Concentrate Piping Connection to Reuse Storage Tank – Bids were received. Tomoka Construction was the sole bidder for \$167,220. The bid is being reviewed to determine where value engineering would be applicable to cut costs.
- Division Avenue Well Field Raw Water Piping – Project under design by McKim & Creed.
- Cross Connection Control (CCC) Program Management Services – agenda packet is being prepared for review of scope by CC scheduled for January 2014 meeting. Specifications were revised to address staff comments.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications were reviewed. Commission memos are being prepared.
- Airport Road Force Main/ Reuse Main Project – Testing of the Airport Booster Pump Station will be scheduled upon completion of meter repair and register upsizing. The meter was repaired and was shipped this week.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – Mainland: The installation of the new watermain on Lucerne Circle north was completed. North Peninsula: Final walk through for the remainder of the streets outside City Limits is scheduled this week. Riverbreeze Drive and Plaza Drive were placed into service. South Peninsula: Marvin Drive water main placed into service.

- Ormond Beach Wastewater Plant Operating Permit Renewal – A meeting with the consultant is scheduled to review (O&M) options before a proposal is prepared.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities delayed until controller in the VFD is replaced. Repaired motor for Pump #3 was installed on December 10th.
- Ormond Beach Wastewater Treatment Plant – Replace RAS Valves and Install New Actuators – Parts are ordered.
- Ocean Breeze Circle – Use permit application submitted - Volusia County.
- Pierside Drive - Sent County ROW permit applications for a water service line replacement at #133 to Engineering Division for processing. Drawings for the permit application are completed.
- John Anderson Drive Project – A few residential service lines were discovered connected to hydrant lines. These connections were removed and newly installed service lines were connected directly to the main.
- Rima Wells Auxiliary Power Generator – Electrical schematics for 75% design were received for review. A layout of the proposed floor plan was requested from the mechanical designer for exhaust considerations.
- Saddler's Run Lift Station Rehabilitation – Force main modeling is completed for determining pump size characteristics.
- Sanitary Sewer Pipeline Repair – Contract documents are being prepared and the preconstruction meeting will be scheduled.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – A portion of the project is being redesigned for a sidewalk connection at Bermuda Estates. Start date was postponed by FDOT until plan redesign is completed.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Contact information for Towne Square was given to the contractor for notification of pending construction activity.
- Tymber Creek Road Phase 1 Utility Relocation Project – Force main valve located in proposed curbing and relocation is desired. A force main shut down is required to remove the existing valve.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year. A purchase order is being prepared.
- Well 18SR Motor Replacement –Work was performed on 12/18/13.
- SPRC – OBSC Field House – Building plans for water and sewer connection to the field house are being reviewed. Ormond Ocean Gardens – Revised plans were reviewed. Sunoco 1546 W. Granada – Project is under construction. SR Perrott– Legal Department is preparing the easement. Tomoka Christian Church – Final site inspection was conducted. The Canopy – 940 Arroyo Parkway, Reviewed plans. Ormond Crossings – Discussed bridge cross section information and utility ramifications in regards to RR crossing.
- Water Distribution
 - Replaced 7 water services due to aged piping and low pressure
 - Repaired/replaced 15 meter boxes
 - Replaced 16 Broken/unreadable water meters
 - Responded to or repaired 21 water service leaks
 - Installed 2 new water service connections at residential properties
 - Responded to 6 low water pressure and 5 discolored water complaints
 - Performed testing on 4 and repaired 1 city owned backflow preventers, installed freeze protection covers on 15 city owned backflow preventers.
 - Assisted 10 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
 - Located 2 water services for meter readers.
 - Performed maintenance on 2 city owned fire hydrants.
 - Performed valve maintenance on 12 valves due to water main breaks and scheduled shutdowns.

- Water Main Repairs: 2-2" GSP on Putnam Ave and Rivershore Dr, and a 6" AC main on John Anderson Dr
- Connected 12 water services on Marvin Rd as part of the 2" water main replacement project.
- Performed water main shut down on Division Ave raw water main for Weber Construction.
- Performed a water main shut down on Riverbreeze Dr for Thad Construction and Marvin Rd for McMahon Construction to make a water main connections as part of the 2" water main replacement project.
- Final inspection of valves and fire hydrants completed on Hand Ave
- Replaced a leaking 2" gate valve at N. Yonge St and Greenwood Ave
- Delivered water service parts and water meters to Thad Construction for completion of water service installation on Plaza Dr
- Performed flushing activities on Putnam Ave, N. Yonge St, Greenwood Ave, Arroyo Parkway, Orchard St, S. Center St, Santa Fe Ave, Santa Ana Ave, Garden Dr, Johnson Rd, Plaza Grande.
- Excavation restoration was completed at N. Yonge St (2 locations), Putnam Ave, Lucerne Cir
- Rescinded the boil water on John Anderson Dr/Orchard Lane, John Anderson Dr (Jill Allison to N. Halifax)
- Utility locate service for Water/wastewater/reuse: received notice of 99 regular and 6 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects.
- Continued locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.

- Water Treatment
 - Delivered 34.261 million gallons week ending Dec. 15, 2013 (4.894 MGD)
 - Backwashed 8 filters for a total of 330,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, tested and cleared two boil water notices.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 25.63 Million Gallons.
 - Produced 22.02 Million Gallons of Reuse.
 - Produced 3.61 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.66 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 124.46 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised 8, cleaned 10 & root inhibitor applied on 7 sewer laterals.
 - Repaired four inch sewer service line @ 8 Maryann Terrace.
 - Completed Final inspection at Tomoka Christian Church.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 11 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 8 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 2/4 psi, Foxhunters Flat (2 inch) 2/5 psi & Shadow Creek Blvd. (4 inch) 1/2 psi.

- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - 4P L.S. – Install replacement check valve for pump #1.
 - Towne Square L.S. - replaced motor starter #1 with reconditioned stock.

- Bar Screens – Replaced drop chute skirts on #1, #2.
- Influent Pump room – supervised TAW install of motor #3 to pump #3 – Junction-box wiring at motor completed – motor to pump coupler not installed as VFD is not operational to check motor rotation – TAW mechanic has VFRD locked out until startup can be performed.
- McDonald's L.S. – deragged both check valves – replaced rusted valve hardware with stainless steel hardware – repaired both check valve handles at shaft assembly – all ok.
- SCADA monitor/response: Breakaway Trails lift station – no starts on pump #2 – Found corrosion has caused failure in the wiring connections at the Soft Start terminal blocks and CT's – moved CT from #1 to #3 since pump #1 is out of service - pumps #2, and #3 operational – replacement CT's are on order and will be installed upon receipt – # 2 soft start failed - replaced #2 soft start with shop stock - will continue to monitor this site; VGO, BAT, CYP, SP, CRKSD L.S. – troubleshooting SCADA reporting problems with Water Treatment plant Chief operator.
- Influent pump room – deragged pumps as per lead operator.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2;
- Monthly PM's: Sand Filters #1, #2, #3; Carrousel Surface Aerators 1N, 2N, 1S, 2S; Grit Snail; Poly Blends #1, #2; Effluent Transfer Pumps #1, #2, #3; R.A.S. #1, #2, #3, #4;
- Quarterly PM'S: Bar Screens #1, #2.
- Annual PM's: Sand Filters #1, #2, #3.
- Lift station PM's: 24 monthly and 3 annual performed.
- 2 Monthly Generator Checks performed
- Plant wide oil & grease route
- 83 work orders completed and closed for this section for this week.

Water Plant - Well Fields - Booster Stations – Reuse System

- Shadow Crossings Reuse station – Contractor on site to rebuild Fire pump and inspect pump controller – contractor will furnish a report.
- Reconditioned and installed motor for chlorine blower unit – returned to shop stock.
- Weekly PM'S - cones
- Monthly PM's – Wells 22, 23, and 24H; Standish Booster station; H.S.P. #4, #5; Aerator pumps.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures. A contract printer has prepared first draft for review by Utility staff.
 - Annual Reuse Report: Staff gathering necessary data to complete report to the FDEP and St. Johns WMD. The report summarizes the volumes of reuse water utilized for customer irrigation (golf course and residential) and volume discharged to surface water (Halifax River).
 - Waste Water Treatment Facility Analysis Reduction: In accordance with the City's WWTF permit (FL0020532), the City may request a reduction in frequency of the bioassay analysis from quarterly to semiannually upon confirmation of four consecutive compliant bioassay analyses, which has been achieved. Staff compiling information for submittal to FDEP.
 - Quarterly Ground Water Monitoring for WWTP Permit: Staff reviewed the data submitted from the City's contract laboratory of the quarterly ground water monitoring required by FDEP under the reuse portion of the City's WWTP permit. Review findings indicate all results to be in compliance and the quarterly report may now be produced.
 - Industrial Pretreatment Program (IPP): Received EPA/ FDEP notice of IPP permittee non-compliance activity. City performed sampling - awaiting results.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
 - Backflow Prevention Compliance: Staff is preparing a bid to secure the backflow prevention devices for installation on residential properties with reuse service which are lacking the device. Simultaneously, staff is preparing a bid to establish a contractor to both test and repair backflow devices on commercial accounts who have neglected to respond to compliance requests from the City. City Ordinance requires BF devices to be tested and certified annually.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, 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
- Agenda packet preparation and creation for January 8, 2014, City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: Web training completed; IT coordinating installation on user stations
- Municode republication of *Code of Ordinances*
 - Project Status: Proposal approved