

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 5, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- General discussion meetings with City Attorney, Fire Chief, and Planning Director
- Attended and spoke at several United Way kick-off employee meetings

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Volusia Legislative Delegation meeting in DeLand
- DARE graduation at Pathways Elementary
- Volusia League of Cities dinner in South Daytona, had the privilege of swearing in the upcoming Executive Committee/Board.
- Returned call to Maurice Kurland of Alcalde and Fay
- PACE Annual Conference in Orlando

Community Development

Planning

- Fifteen members from the Planning Department and Engineering Division attended ProjectDox training for 12 hours which was broken up into three 4-hour blocks of time. These people were identified as the power users or Subject Matter Experts (SMEs). Subjects reviewed: Introduction to ProjectDox software; Markups, and Work Flow. December 16-20 ProjectDox staff will be visiting the City to discuss with Planning, Building, and Engineering their respective work flows for site plan review; building plan review; and capital project review. All who were suppose to be at the training were at the training.
- Staff met to discuss the US1 Interlocal Boundary Area review process and zoning consistency between unincorporated Volusia County and the City zoning.
- The Planning Director met with the City Attorney to discuss preliminary findings for the Ocean Shore Boulevard Nonconforming Determination. The Nonconforming Determination is expected to be completed for all properties in December. Said finding will then be sent to the applicant.
- The Planning Director attended a meeting at the TPO to discuss the future changes to the Volusia County Transportation Impact Assessment guidelines.
- The Planning Director reviewed the draft of the Brownfield Grant to EPA due on December 15, 2014. Comments for consideration were provided.

Building Inspections, Permitting & Licensing

- 128 inspections performed.
- 4 business tax receipts issued.
- 27 permits issued with a valuation of \$525,927.00

Development Services

- The SPRC met to discuss the following developments:
 1. Pre-construction meeting for 75 North Nova Road
 2. 1045 South Nova Road – paved parking lot

Economic Development/Airport

Economic Development

Ormond Crossings

- Tomoka Holdings is in the process of designing marketing material and a website to generate investment in the Ormond Crossings project. Staff has provided comments on the material.
- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Staff met with Tomoka Holdings and their engineering consultants to review the plans. Follow up comments and revisions are being prepared by staff to submit to Tomoka Holdings.
- Staff met with Tomoka Holdings to strategize on options that would facilitate the extension of utilities and roads to open up the Commerce Park for industrial development.
- Staff met with Tomoka Holdings to discuss the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. A follow up meeting is planned for early January.

Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. The buyer is working on financing options.
- Staff is preparing an analysis for the reuse of the former City Nursery property adjacent to the Airport Business Park. A preliminary survey is underway of the undeveloped land that has a large percentage of wetland/floodplain restrictions. Staff presented an update to the Aviation Advisory Board (AAB) and provided a written summary to the City Commission. Staff will continue the analysis of the potential uses of the property and present the findings and recommendations to the AAB and Commission.

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

- Staff met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in January of 2015.
- Staff met with the Main Street Economic Restructuring Committee to formulate initiatives for FY2015.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. The City Commission has approved the growth assistance agreement for SKYO Industries and the State of Florida is in the process of preparing a QTI contract for SKYO. A resolution is expected to be presented to the Commission on January 6 consenting to the sale of 2 Sunshine Boulevard to SKYO.

Airport Operation and Development

- The bidding period for the construction phase of the air traffic control tower systems upgrade project has been extended until December 18th at 2:00 PM, in response to requests from current plan holders who require more time to acquire estimates from potential sub-contractors. To date, plan sets have been acquired by six (6) prospective bidders for this project.
- Staff has completed work to provide FDOT with all records of deliverables required to close out the Joint Participation Agreement with FDOT that provided state funding for the design phase of the Taxiway "G" project. Records provided include the engineer's report package at the 100% design stage, minutes of the pre-design meeting, the construction management plan, proposed DBE goal setting update package, wetland and endangered species package, the SJRWMD application/report,

the FAA airspace checklist and site and safety plans, the design land survey and the design geotechnical testing report.

- Technicians visited the airport this week to conduct a visual inspection of the runways and taxiways as part of FDOT's ongoing Pavement Management Program. Information from this inspection will be used to update the pavement report provided to the City in May of 2011, and will be used by staff to help plan for future pavement maintenance activities.
- Staff completed work to repair ramp lighting components that had been out of service.
- The backup power generator for the air traffic control tower remains out of service for repairs, which await the arrival of new components. A temporary generator has been installed to provide backup power until repairs on the primary generator have been completed.
- Allen's Tree Service has completed the project to clear trees and vegetation in the northeast, northwest and southwest quadrants of the airport identified by the FAA for removal. Staff from the GIS Department will visit these areas to confirm that the work has been completed in accordance with the FAA's recommendations. Allen's Tree Service will shortly begin work coordinated with staff and the Riverbend Golf Course to clear a limited number of trees in the southeast quadrant of the airport that have also been identified for removal by the FAA.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 97 Journal Entry Batches (#5905-5945, #650-837).
 - Approved 55 Purchase Requisitions totaling \$548,557.91.
 - Issued 73 Purchase Orders totaling \$1,647,769.58
 - Processed 7,898 cash receipts totaling \$3,751,329.23.
 - Prepared 219 Accounts Payable checks totaling \$678,654.88 and 69 Accounts Payable EFT payments totaling \$669,187.91.
 - Prepared 33 Payroll checks totaling \$25,143.03 and 333 Direct Deposits totaling \$389,920.56.
 - Transferred IRS 941 payment of \$145,961.57.
 - Processed 1,622 utility bill payments through ACH totaling \$124,952.92.
 - Processed and issued 7,761 utility bills with billed consumption of water of 30,071k.
 - Issued 852 past due notices on utility accounts.
 - Auto-called 231 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (12/2)
 - Christmas Gala (12/5-7)
 - Holiday Parade (12/13)
 - Florida Licensing on Wheels (12/9)
 - Jim Miller's Big Band America Holiday Concert (12/14)
 - Holidays at The Casements (12/18)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting.
 - Completed weekly events calendar ads for Ormond Observer.
 - Completed 4th Annual Countywide Food Drive.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Assistance to Firefighters Grant application in the amount of \$29,682.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 82
 - Motor Vehicle Accidents: 4
 - Public Assists: 35
- TOTAL CALLS: 132

- Aid provided to other agencies: 21 Calls – Daytona Beach (6), Holly Hill (1), Volusia County (14)
- Total staff hours provided to other agencies: 24
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 63

Training Hours

- NFPA 472: Hazardous 2
- NFPA 1001: Firefighting 43
- NFPA 1021: Officer 4
- NFPA 1500: Safety/Equipment 44
- NFPA 1620: Pre-Fire Planning 5
- EMT/Paramedic 31
- TOTAL TRAINING HOURS: 129

Station Activities

- Conducted 161 fire hydrant inspections
- Updated 27 pre-fire plans

Significant Incidents

- 11/25/14, 6:23 PM: N. Ravensfield Ln. – Motor Vehicle Accident – Upon arrival found one vehicle lying on passenger side between trees and a rock in a residential yard – fire hydrant visible under vehicle – hydrant received a clean break and was not leaking – patient treated on scene.
- 11/30/14, 1:12 AM: N. US-1 / N. Nova Rd. – Motor Vehicle Accident – Upon arrival found a single vehicle into tree line – one passenger found sitting outside vehicle and was transported to hospital.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services – Part Time Recreation Leader for the Senior Center
- Approved/Active Recruitment
 - Leisure Services – Part Time Custodian at The Casements was re-advertised on 11-21-14 on the City web site with a closing date of 12-5-14.
 - Public Works/Water Production – Utility Electrician was advertised on 11-5-14 on the City web site, in-house, and on the web sites for the Florida Rural Water Association and the American Public Works Association with a closing date of 12-5-14.

- Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the City web site: in-house; on the web sites for Government Fleet's Job Finder and Natl. Association of Fleet Administrators; emailed to all members of the Florida Association of Governmental Fleet Administrators; and will remain open until filled.
- Human Resources – Human Resources Director was advertised on 11-3-14 on the City web site and on the web sites for FL and National Public Employers Labor Relations Association, FL League of Cities, Intl. Public Management Association, National League of Cities, Society for HR Management, Orlando Sentinel, and Careerbuilder, and will remain open until filled.
- Applications Under Review
 - Leisure Services – Contract Manager for Buildings and Facilities Maintenance. Eighteen (18) applications were received.
 - Leisure Services – Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services. Nineteen (19) applications were received.
 - Leisure Services – Part Time Maintenance Worker II. Five (5) applications were received.
- Background/Reference Checks/Job Offers
 - Police Department – Records Clerk. A candidate was selected and began pre-employment processing.
 - Police Department - Police Officer. Three candidates were selected and began pre-employment processing.
 - Public Works – Maintenance Worker III (Street Sweeper). A candidate was selected and began pre-employment processing.
- Terminations/Resignations/Retirements
 - Fire Department – Driver Engineer – effective 12-29-14
 - Police Department – Police Officer – effective 01-05-14

City Events/Employee Relations Update

- Employee of the Year was announced at City Commission meeting 12-2-14
- New employee orientation was held on 11-21-14.
- Blood drive was held on 12-1-14.
- Nationwide monthly employee meetings took place 11-21-14.
- ICMA monthly employee meeting will be held 12-08-14.

Risk Management Projects

- Mayor's Health and Fitness Challenge 2015 team & event planning meetings.
- Attended ordinance review/update meeting.
- Attended Leadership: Government Day planning meeting.
- Attended United Way campaign planning meetings.
- Attended wellness council executive board planning meeting.
- Attended Fun Coast Worksite Wellness Council Awards Breakfast.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Demos scheduled.
 - Community Development – Electronic Plan Review – tation plans.
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide continuing with Fire, Fire Admin, Public Works, and Leisure Services.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.

- Networking System: - None.
- Work Orders: - 13 New work - 22 completed - 48 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,598	Inbound E-Mails Blocked	8,448
Delivered Inbound E-Mails	9,976	Quarantined Messages	174
Percentage Good Email	53.6%	Virus E-Mails Blocked	155

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 56 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,239 (94.4%) potable 20,656, Irrigation 574, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Staff Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Park Visits
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - City Commission Meeting
 - Casements Guild Christmas Gala
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - Lady Renegades continued practicing for their fall season Monday through Thursday evenings on the Softball Quad at the Sports Complex.
 - Seabreeze High School Soccer hosted home games on Monday and Wednesday at 5 and 7pm on Championship Field #7.
 - OBYBA Basketball continued their practices this week on Monday through Friday at Nova and South Ormond Gyms at 6, 7, & 8pm.
 - Riverbend Academy Soccer hosted a home game this week on Friday at 6pm on Championship Field #7.
 - The National Youth Football Championships were played this past Thanksgiving Weekend at Championship Field #7. Four games were played each on Thursday and Saturday, with five games played on Friday. This was a rental.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of 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
- Continue mowing of baseball fields, three times a week
- Continue mowing of the soccer fields, two times a week
- Continue mowing of the softball fields, two times a week
- Continue mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Mowing SONC softball field weekly
- Mowed fields at Ormond Beach Middle School weekly
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks of debris/trash from the events during the week
- Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
- The Ormond Beach Golden Spikes are practicing at Nova on Fields 1-4.
- Girl's recreational softball has ended their fall season.
- The Boy's Mustang, Bronco, and Pony leagues have ended their fall seasons.
- The competitive and recreational soccer seasons are over.
- The competitive soccer teams had their games on Saturday using fields 1, 4, 6, 8 and 10; prepped and painted for game ready.
- The fall season of coed softball has ended.
- Flag football has ended for the season.
- Seabreeze and Riverbend Academy have begun their varsity soccer seasons. Painted and prepped fields for their games.
- Finished spraying the fields to prep for the over seeding of rye grass, that will take place.
- Hosted the annual Turkey Bowl football tournament Thursday through Saturday. Prepped and painted fields for them.
- Baseball fields 1-4 have been over seeded and closed for play until January.
- Prepping baseball fields for upcoming umpire school.

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
 - Big Band America was held Thursday from 7:00pm to 9:00pm
 - Parikh party Ballroom rental was held Sunday from 5pm to 11pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes.
 - Tuesday: CMT held regular classes. Show Club 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:
 - CMT Presents Disney's Aristocats Jr. G2K Sound of Music, Friday, 12/5 and Saturday, 12/6 at 7pm and Sunday, 12/7 at 1pm, \$10

- South Ormond Neighborhood Center
 - Splash Pad closed for the season through March 14
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Pride Football Monday, Tuesday, Wednesday and Thursday

- Basketball practice Monday through Friday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended event meeting.
 - Attended parade line-up meeting
 - Assisted with City Commission workshop
 - Various tasks associated with parade
 - Accepting and tracking applications for holiday parade (ongoing).
 - Assisting with various tasks for upcoming events: Five holiday event/programs
- Gymnastics
 - The December Gymnastics classes are now in session
 - Registration is now open for the December/January Gymnastics Session
 - Promoting New Parents' Night Out Event
 - VertiFit Aerial Arts of Palm Coast working with Coordinator to offer Yoga classes at the Gymnastics Center
 - Working with Pop Warner Cheer Monday and Wednesday to prepare for national competition
 - Promoting "Bring a Friend to Class" days
- 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.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
 - Challenger Basketball met for practice on Tuesdays from 5:00-6:00pm at the Nova Community Center.
 - Explore the Arts met on Wednesday from 3:30-4:30pm.
 - Boys Basketball League held practice this week.
- The Casements
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
 - Classes met this week at The Casements including Pilates and Yoga.
 - Tours were given Monday through Wednesday from 10am to 3:30pm.
 - The Guild held a luncheon for volunteers in the Gallery on Monday.
 - A Greek cooking class was held in the kitchen on Monday from 4-7:30pm.
 - The Mainland ROTC volunteered for the annual "Hanging of the Greens" outside of The Casements on Tuesday.
 - King's Crossing Homeowner's Association held a meeting at Bailey Riverbridge on Tuesday evening.
 - The Ormond Beach Garden Club met in the Gallery on Wednesday morning.
 - The Casements building was closed Thursday and Friday to prepare for the Christmas Gala.
 - The Coordinator attended a holiday parade meeting on Thursday.
 - Staff decorated the house and prepared for the Centennial Christmas Gala all week.
 - The Centennial Christmas Gala begins tonight at 6pm.
 - A holiday party rental will take place at Bailey Riverbridge this evening.
- Parks Maintenance:
 - Installed Community Garden sign at Central Park III
 - Put up Christmas tree in City Hall atrium for Pace girls to decorate

- Put up garland and bells on Granada bridge for Christmas season
- Put up wreath at Andy Romano Beachfront Park for Christmas season
- Repaired broken soap dispenser at Central Park I
- Installed new dome lid on trash can at Central Park Phase IV
- Filled in depression by sea wall at Rivera Park
- Replaced deteriorated trash receptacles at Cassen Park bridge
- Completed monthly pressure cleaning at Andy Romano Beachfront Park
- Assembled and launched floating Christmas trees in river at the four corners
- Citywide safety inspections of parks and equipment.
- Weekly inspections of park facilities for reservations
- Call out = repair water cooler at Central Park I
- Call out = Clear clogged toilet at Fortunato Park ladies room

- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Daily inspection of Andy Romano and SONC splash pads
 - Weekly inspection of DOT and facility lighting at various City locations
 - Replaced all shorted bulb holders and burned out LED bulbs
 - Set up Christmas trees on the river floats at Cassen and towed each float to designated area
 - Purchased decorative bells for streetscape poles on Granada Bridge
 - Contacted vendors for gate controller repair at Fleet and for door closure repair at City Hall
 - Checked on ice machine repair at OB Sports Complex Maintenance Shop
 - Checkrd gym A/C system for total operation at SONC
 - Repaired and readied garland/bells for Granada Bridge Streetscape poles
 - Erected holiday displays at Police Station and City Hall
 - Assisted contractor with controller diagnosis at Fleet
 - Repaired snowflakes for Granada Bridge display
 - Conducted research for and attended the Miscellaneous Crafts and Trades meeting at PAC
 - Flagged runway directional sign at Airport
 - Repaired a faucet at Andy Romano Beachfront Park restroom
 - Changed batteries in all restroom auto flush units at City Hall
 - Repaired men's room urinal at Central Park II
 - Turned off all A/C units for tenting at The Casements
 - Attended meeting for the Christmas Parade
 - Called pest control contractor for Andy Romano concessions and Nova gym office
 - Removed batteries from fire alarm panels at The Casements
 - Repaired soap dispenser in men's room at Fortunato Park
 - Repaired wooden walkway on South Beach Street
 - Called contractor for fire sprinkler repair at Fire Station 91

Police Department

Administrative Services

- Captain Crimins attending the Southern Police Institute Command Officer Development Course in Sanford, Florida.
- Staff attended the Wellness Action Team meeting.
- Staff attended the Pine Trail Elementary School DARE class graduation.

Community Outreach

- All PAL programs were closed for the Thanksgiving break.

- Tutors R Us and programs at Ormond Beach Elementary ended, they will resume in 2015.
- Science on Patrol at OBMS continues, classes will continue through December 18th.
- Preparations for the annual holiday party were reviewed.

Community Services & Animal Control

- Animal calls responded to : 33
- Animal reports: 5
- Animal Bites: 1
- Animals to Halifax Humane: 3 (1 Dog) (2 Cats)
- Trap Neuter Release: 2
- Alarm Citation (Business): 1
- CSO's worked the Antique Car Parade.
- CSO's had 250 new bicycle helmets donated from AMSCOT Financial.

Criminal Investigations

- Cases Assigned: 35
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 9
- Inactive: 17
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 15
- Grand Theft: 2
- Auto Theft: 6
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1

Records

- Walk - Ins / Window 122
- Phone Calls 114
- Arrest / NTA'S 16
- Citations Issued 47
- Citations Entered 0
- Reports Generated 139
- Reports Entered 131
- Mail / Faxes / Request 29

Patrol

- Total Calls 1,783
- Total Traffic Stops 184

Operations

Crime Opportunity Report Forms: 131

- 11/27/2014
 - Stolen Vehicle, 12 Crossings Trail (The Crossings). A vehicle was stolen from the driveway sometime overnight. Victim recalled inadvertently leaving her vehicle door open with the keys inside while returning home with holiday supplies.

- Stolen Vehicle, 33 Coquina Point Drive (Coquina Point). A vehicle was stolen from the driveway sometime overnight. Victim claims the vehicle was locked and he holds all keys. Several officers canvassed the neighborhood. Several neighbors have video surveillance and will report any activity if they may find upon review of their video recordings.
- Carbreak, 437 Triton Road. Victim left his 2003 Lexus unlocked in the driveway. A Viper-brand tree stand (new in the box) was removed sometime overnight.
- Stolen Vehicle, 9 Stonequarry Trail. Subject who is using the vehicle left it parked with keys in it. Returned outside and the vehicle was gone.
- Carbreak (X3), 300 Block Collins Street. Officers observed a white Camry SE with sport body style driving suspicious in the area. The vehicle fled the area at a high rate of speed on Nova Road. Further investigation revealed three different cars were broken into on that block.
- 11/28/2014
 - Carbreak, 7 Alicen Court, Sometime during the night someone entered the victim's unlocked vehicle and stole a purse with numerous credit cards.
 - Carbreak, 36 Brookwood Drive, Sometime during the night someone entered the victim's unlocked vehicle and stole a Gerber knife.
 - Carbreak, 179 Oak Grove Street, Sometime during the night someone entered the victim's unlocked vehicle and stole \$10 and a key.
 - Carbreak, 171 Oak Grove Street, Sometime during the night someone entered the victim's unlocked vehicle and ransacked the contents.
 - Carbreak, 3 Brookwood Court, Sometime during the night someone entered the victim's unlocked vehicle and stole a purse containing personal identification.
 - Burglary-Church, 336 South Halifax Drive (First United Methodist). Sometime over the past four days someone broke out a window and entered the youth room (southwest side of building). It appears that kids possibly entered the area to hang out and no items were found missing.
 - Stolen Vehicle, 172 Fairway Drive. The victim came out at approximately 1830 hrs and discovered his 2011 Hyundai missing from the driveway of the residence. The victim stated that he had the keys in his possession but was unsure if he had left the vehicle unlocked.
 - Narcotics Arrest, Box Elder Court/North Beach Street. Suspect was stopped for a traffic violation. Officer smelled burnt Cannabis while speaking with the suspect. A search of the vehicle revealed approximately two grams of marijuana and paraphernalia.
- 11/29/2014
 - Battery, West Granada Boulevard/North Nova Road. The victim advised that he was drinking with a friend when the two were involved in a physical altercation. The suspect grabbed the victim by the neck and pushed him against the wall at Walgreens causing a small laceration to the back of the victims head. The suspect then fled in a vehicle. The victim was extremely intoxicated and could not explain what transpired any further.
- 11/30/2014
 - Carbreak, 1521 West Granada Boulevard (Wal-Mart). The victim parked her unlocked vehicle in the parking lot at approximately 1400 hours and returned twenty minutes later to find several miscellaneous items missing.
 - Battery-Domestic Violence Arrest, 166 Seminole Avenue. Suspect arrested for striking his girlfriend and his mother during an argument that turned into a physical altercation.
- 12/1/2014
 - Trespassing Arrest, 105 Interchange Boulevard (McDonald's). Transient gave a false name to avoid discovery that he was previously issued a trespass warning. He was arrested.
 - Carbreak(X2), 19 Stratford Place. Two unlocked vehicles entered overnight. Jumper cables and a cell phone charger taken.
 - Carbreak, 16 Stratford Place. Unlocked vehicle entered overnight. A Taurus Millennium .45 caliber pistol was taken.
 - Carbreak, 35 Coquina Point Drive (Coquina Point). Unlocked vehicle entered overnight. Trunk was accessed and a spare tire was taken (fitting a Toyota Camry).
 - Carbreak, 745 Alcazar Avenue. Unlocked vehicle entered overnight.

- Battery-Domestic Violence Arrest, 337 Timberline Trail (The Trails). Suspect had a temper tantrum, threatened to overdose. When the mother called 911, suspect punched the mother in the face and attempted to get a knife. Suspect was arrested.
- Shoplifting Arrest, 122 South Nova Road (Big Lots). Suspect stole several cans of compressed air/keyboard cleaner, proceeded to the restroom, and huffed/inhaled the propellant. After he was cleared by Rescue he was arrested.
- Mail Theft, 21 Park Ridge Way (Park Ridge). Check stolen out of the victim's mail was altered and cashed.
- Mail Theft, 38 Pine Valley Circle (Tomoka Oaks). Check stolen out of the victim's mail was altered and cashed.
- Shoplifting Arrest (X2), 1521 West Granada Boulevard. Two females were taken into custody and charged with retail theft after being detained by loss prevention officers.
- Home Invasion/Robbery Arrest, 582 Cameo Drive. The suspect, who is a former co-worker of the victim smashed a window and entered the home of the victim. Suspect was confronted by the victim who the suspect attacked. Suspect was located in Daytona Beach and arrested. Suspect was found to be in possession of the victim's property at the time of her arrest.
- 12/2/2014
 - Stolen Vehicle, 102 Hickory Hills Circle. The vehicle was stolen from the driveway overnight. Vehicle was unlocked with a spare key in the center console.
 - Carbreak, 100 Hickory Hills Circle. Unlocked vehicle entered overnight. \$10.00 cash removed.
 - Carbreak, 103 Hickory Hills Circle. Unlocked vehicle entered overnight. \$7.00 cash and spare keys to other vehicles removed.
 - Warrant Arrest, 36 Horseshoe Falls Drive (The Falls). Fugitive arrested after anonymous tip they were staying at this residence.
 - Fraud Arrests (X4), 290 Wilmette Avenue (Mower Depot). Owner was tipped off by another Stihl dealer that a crew of Hispanic males was in the area, purchasing large amounts of lawn equipment with stolen credit identities, and the crew was at his store. A total of four arrests were made, five (5) search warrants executed and a large amount of stolen property recovered.
 - Burglary – Dwelling / Stolen Vehicle Attempt, 1298 Scottsdale Drive (Forest Hills). Unknown suspects entered the fenced back yard and attempted to steal a 1981 Rolls Royce kept therein.
 - Warrant Arrest, 6 Petrea Terrace. Adult female was taken into custody on a local outstanding arrest warrant.
 - Occupied Burglary Residence/Attempt, 62 Coquina Ridge Way. Unknown male attempted to kick in the front door to the residence. The resident was home. The subject fled in a blue or black Tahoe or Suburban. Neither gate guard saw the vehicle leave the subdivision.
- 12/3/2014
 - Carbreak, 47 Cardinal Drive. The victim advised that an unknown person entered her boyfriend's vehicle sometime overnight and pried the stereo system out of the dash. The suspect also pried open the glove box causing damage.
 - Carbreak, 20 Riverview Drive. The victim parked his unlocked vehicle at 1800 hours and returned in the morning to find it ransacked. The victim found his Glock 23 handgun stolen from the vehicle.
 - Stolen Vehicle, 388 McIntosh Road. The victim discovered that sometime overnight someone entered her unlocked vehicle and found the spare key to her other vehicle parked in the driveway.
 - Carbreak, 92 Grove Street. The victim found her unlocked vehicle ransacked.
 - Warrant Arrest, 130 Lincoln Avenue. Suspect was arrested as he pulled up to his residence for an active violation of probation, no bond warrant.
 - Shoplifting Arrest, 1521 West Granada Boulevard. An adult female was found using a UPC label for a less expensive item to purchase a higher dollar item. Total amount of the theft

was \$208.00. After she was placed under arrest, she was found to be in possession of two schedule IV narcotics.

- o Narcotics Arrest, Arroyo Parkway/South Nova Road. A vehicle was stopped for a traffic violation. A K-9 search of the vehicle was conducted with a positive alert for the presence of narcotics. The backseat passenger was found to be in possession of 13 grams of Cannabis and paraphernalia.

Traffic Unit

- Traffic Enforcement Stats:
 - o Number of Traffic Stops: 21
 - o Number of DUI Arrests: 0
 - o Number of Uniform Traffic Citations Issued: 24
 - o Number of Written Warnings Issued: 5
 - o Number of Parking Citations Issued: 4
- Traffic Crash Reports:
 - o Number of Crashes without Injuries: 9
 - o Number of Crashes with Injuries: 4
 - o Number of Crashes with Serious Bodily Injuries: 0
 - o Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
 - o Parking Complaint on Parque Drive
 - o Speeding Complaint in the 200-Block of Grove Street - Assigned motor units to conduct traffic enforcement in the area.
 - o 31 Magnolia Avenue- Vehicles parked on the right of way
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - o Location: Pine Trail Elementary
 - o Reason for this STEP: Self-Initiated
 - o Number of times worked: 1; Total Hours Spent: 1
 - o Citations Issued: 2; Written Warnings Issued: 0
 - o Comments: Parents are still parking next to the fire hydrant and speeding
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - o Location: Ormond Beach Elementary School
 - o Reason for this STEP: School Zone
 - o Number of times worked: 2; Total Hours Spent: 0.5
 - o Citations Issued: 1; Written Warnings Issued: 0
 - o Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - o Location: Ormond Beach Middle School
 - o Reason for this STEP: School Zone
 - o Number of times worked: 1; Total Hours Spent: 0.5
 - o Citations Issued: 0; Written Warnings Issued: 0
 - o Comments: None
- General Comments:
 - o Thanksgiving Click-it or Ticket campaign ended 11/30/2014
 - o Antique car parade 11/28/2014
 - o Extra Patrols conducted at shopping centers and Cinema
 - o Variable Message Board placed at two different location covering four different events.

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

Public Works

- Engineering

- Project Summary

- Construction Projects:

- John Anderson Drive – The contractor has completed installation of the exfiltration drain system that was added to lower the high groundwater that occurred following the recent rains and had the potential to impact the road base around the 300 block. The stop signs have been installed at Amsden, Standish and Neptune. The project is essentially complete. Contract closeout is in process.
- Traffic Signal Maintenance (Mast Arm Painting) – Due to FDOT permitting delay, staff has agreed to starting the project in January as the contractor is finishing another project.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Contractor is performing daytime paving operations through 12/5, and paving operations are anticipated to be complete by the second week of December.
- 2014 Roadway Resurfacing - Project is substantially complete with roadway striping remaining.
- Granada Medians (West of I-95) – The contractor anticipates completing the project for final inspection on December 19th.
- Reforestation Street Tree Planting – The contractor is installing the irrigation system and directional drilling pipes under driveways.
- Beach Ramp Beautification – Cardinal Approach – The contractor completed the installation of the decorative paver sidewalk. The irrigation and landscaping is scheduled to be completed this month.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement – The work is 98% complete. The aluminum handrails will be installed after they return from being coated for installation on the beach.
- Fiber Optic Network Expansion – Conduit installation is complete, the contractor is currently pulling fiber through the conduit. Volusia County has amended the permit to allow for additional crossings of North and South Beach Street for connections to Bailey Biverbridge and Cassen Parks; this conduit is anticipated to be installed before the end of the year.
- Hand Avenue Bridge Railing Repair - Repairs to the damaged sidewalk and handrail due to the September storm have been completed.
- Ormond Beach Sports Complex Roadway Improvements – Road striping improvements were made to the east park entrance road and road divide. Project closeout report for the SJRWMD has been prepared.
- Nova Community Park Skate Park Expansion – Contractor has begun work on modification of the existing skate park area, the first pour of concrete is scheduled for the first week of December. Site preparation is in process and the footprint of the Pro Shop building has been staked.
- Nova Community Park Paving Improvements - Project has been awarded and contracts are being executed.

- Design Projects:

- City Welcome Sign – Staff is finalizing drawings and cost estimates for final approval.

- Beach Ramp Beautification – Harvard Drive – Staff is currently preparing design plans to secure a Volusia County Use-Permit to construct the improvements.
- Riverside Drive Drainage Improvements – Bids were opened on December 4.
- Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Ave. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Easements are being prepared which will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City an easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance requirements. Staff also is requesting a proposal from Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements are recommended.
- Water and Wastewater Master Plan Update – Staff made field visits to several area treatment facilities to see new technologies in service that may be included as recommendations in the Master Plan. The draft report was submitted and staff is reviewing the report. The Public Works Advisory Board will review the recommendations at their December meeting.
- Downtown Streetscape Planting (Orchard to A1A) – Bids were opened on November 13 and are under review for award.
- North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and has requested material proposals from RCP Shelters.
- OBSC ADA Parking and Sidewalks (CDBG) – The bid documents are scheduled to be reviewed by the City Commission on January 6th and advertised on January 11th.
- Downtown Stormwater – The surveyor is finalizing easement documents for the easement required to connect 64 Lincoln Avenue to New Britain Avenue. The Consultant is completing design plans and calculations for submittal to SJRWMD during December.
- Ph II 2-Inch Watermain Replacement - Mainland – Final design plans are being prepared and permit applications have been submitted to the FDOT for the proposed Granada Blvd. watermain extension, and to the County for the proposed North Beach Street watermain replacement.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Final comments on the plans and bid specification have been provided to the consultant.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final comments on the plans and bid specification have been provided to the consultant. Permit applications have been submitted to DEP/HRS.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – Bids were opened on December 3rd and are under review.
- Environmental Learning Center – A public meeting was held on November 12th at The Casements. The City website has a link for the public to view the presentation and complete a questionnaire. The questionnaire can be filled out and submitted with recommendations for activities and programs to be incorporated into the operation of the center. Geotechnical borings have been done and design is underway.
- Laurel Oaks Stormdrain Extension - Project is being advertised December 7, 2014, and will receive bids January 7, 2015. The project includes extension of a stormdrain outfall to a pond in order to eliminate an eroding drainage ditch between two residential properties.
- Sports Complex Restrooms - Submitted permit application to VCHD to extend a watermain off of the existing watermain on Hull Road to serve the new restroom building near the football/soccer field, on the east side of the complex. Met with the Pride Football representative to discuss their

role in developing a site plan for the building and coordination with City staff, who will be managing the utilities extension and coordinating the overall construction project.

- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL will fund the culvert replacement.
- Deer Creek Reclaimed Water Service - Staff is investigating the feasibility of serving Deer Creek subdivision's irrigation needs with the existing reclaimed watermain which runs along Airport Road. The existing pond irrigation system was investigated to determine the plumbing needed to connect to the reclaimed watermain and retain the pond pumping system as a backup. Once the Utility Master Plan Update has been completed this year, the report recommendations will be taken into consideration in determining what additional improvements, if any, will be required to serve Deer Creek with reclaimed water.
- Bermuda Estates Sidewalk - Design plans are being completed for installing a sidewalk from SR40/Granada Blvd. to Bermuda Estates Drive. This project is intended to be included as a supplemental project to the next roadway resurfacing project later this fiscal year.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
 - Reviewed SWMP submittals for residential construction (on-going)
 - Electronic Plan Review Processing - Attended ProjectDox training, for implementation of the City's new electronic plan review processing system.
 - Nova Road Landfill Closure- A proposed gas venting system which was designed to supplement the existing landfill gas venting system was submitted to the FDEP for review.
 - Discussed grading options and provided SWMP documents to engineer for proposed new home construction at 51 North Oceanshore Blvd.
 - Onsite meeting at 39 Emerald Oaks Drive with builder for walk-through and discussion of SWMP grading options.
 - Continued to update the construction plan set drawings for the Laurel Creek Ditch Piping project per project manager's comments.
 - Continued the modification of the North US1 Landscape Plan drawings per project manager's comments.
 - Created concept plan for the OBSC overflow parking.
 - Researched City-owned property between Division and Hand Avenues to verify and update assessed property value per City Engineer's request.
 - Completed the sketch and legal descriptions for 147 Capri Drive and 38 Sea Gull Road annexations per Planning Department request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Backfilled around a sidewalk on Riverside Dr.
 - Asphalt repair for the Water Department at Turkey Creek Pass & Meadow Ridge Way
 - Asphalted potholes on Pineland Trl.
 - Repaired a concrete driveway for the Water Department on Oak Dr.
 - Repaired concrete for the Water Department on Sea Raven Terr.
 - Cleaned up area in the back of the Streets section in the Public Works Yard
 - Prepared trailers for the Holiday Parade at the Public Works Yard

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
- Maintenance of trucks and equipment at the Public Works Yard
- Trimmed trees on Stonehaven Trl., on Timberline Trl., on Bostrom Ln., and various streets on the parade route
- Removed a tree on 400 block of N. Ridgewood Ave.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Picked up barricades & cones from Gaslight Parade on A1A & E. Granada
- Changed out Streetscape banners to "Happy Holidays" on SR40
- Put up Mayor's Health Fitness banner on Granada Bridge
- Attended parade prep meeting in Training Room at Public Works Yard

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
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, put away stock that was received and met with Shawn from Stellar Pavement Markings
- Citywide Locations, picked up barricades from Gaslight Parade
- Public Works Yard, prepared signs & barricades for Christmas Parade
- Ormond Green area, replaced stop signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Red Bud Ln. – repaired pipe
- Wilmette Ave. – cleaned ditches with Gradall
- Tomoka Ave. and on Ormond Parkway– checked on sinkholes and made repairs, where needed
- Mayfield Terr. – repaired washout

Vactor

- Zones 1 & 2 – cleaned and inspected basins

Mowing

- Reachout Mower – SR40, west and on Pineland Trl.

Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned (Streetsweeper in the shop for repairs)
- 0.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
16,434

PM Services completed for the week:

Emergency—Vehicles and Equipment

1

Non-Emergency Vehicles and Equipment

17

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 10,091 unleaded and 9,035 gallons of diesel fuel on hand.
- Fuel Used in one week: 1275.3 gallons of unleaded and 479.3 gallons of diesel.
- Fleet completed 35 work orders this week.

- Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Bid specifications presented at December 2, 2014 City Commission meeting. A legal advertisement prepared for advertisement on December 7, 2014.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is being considered for longevity purposes. A request for design services was requested from Quentin L. Hampton and Associates.
- Concentrate Piping Connection to Reuse Storage Tank – Final pay request was reviewed and quantities were verified and reconciled.
- Division Avenue Well Field Raw Water Piping – Permits for raw and potable water were received from Volusia County Health Department (VCHD) Wastewater Collection System Permit Application is being reviewed by FDEP. A bid number was issued.
- Cross Connection Control (CCC) Program Management Services – Information requested by the vendor is being obtained to initiate the management program.
- Dual Check Valve Assembly Installation Services – Contractor continues installation of Dual Check Valves and Repair Kits in the Breakaway Trails (BAT) and Hunter's Ridge (HR) areas.
- Dual Check Valve Assembly Procurement – A purchase order was submitted to the vendor for purchase of devices to be installed in the north peninsula reuse service area upon completion of the BAT/ HR areas.
- 13 Briggs Drive – Water service replacement is being scheduled.
- 2573 John Anderson Drive – Water service replacement is being scheduled.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 damage was more extensive than bearing replacement. Machining of the shaft sleeve and a new mechanical seal is also required. An amended purchase order was requested and issued to cover the additional expenses. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being used. Quotations are being solicited to procure debris removal services for preventative maintenance for the influent pump station wetwell.
- Ormond Beach Wastewater Plant Operating Permit – Received intent to issue permit notification from FDEP – placing public notice advertisement of same in News Journal as required.

- Pressure Main Cleaning Services – Bid specification were reviewed by the City Commission on December 2. A legal advertisement was prepared for advertising on December 7.
- Rima Wells Auxiliary Power Generator – Awaiting additional engineering recommendations with design engineer for well auxiliary power fuel system design and safeguards to prevent or contain fuel spills near wells served by diesel generators. This information will be incorporated in the final design. Volusia County was contacted concerning permit requirements. The permit application needs to be filled out by the Contractor awarded the project.
- Saddler's Run Lift Station Rehabilitation – The Engineer is incorporating 90% plans and specifications comments in the bid documents. An estimate of probable cost was requested.
- Storage Tank Repairs and Maintenance – Work authorization sent to consultant for execution.
- Wells 18SR and 19SR – Awaiting procurement of pump assemblies and scheduling installation.
- SPRC – Ameritech – Received revised plans for review. Deer Creek – The punch list for water distribution items is being addressed. North Peninsula Force Main – A pre construction meeting is scheduled next week. Parque Storage Units - Received a set of plans for reviews. River Oaks – Punch list items are being resolved. Performed pressure monitoring of the Airport Road Force Main to verify lift station pump design characteristics. Skate Park Expansion – Received approved plans. YMCA Parking Lot Expansion – Comments submitted concerning their request to vacate the Center Street Right-of-Way are being addressed. Zaxby's – A revised easement to replace the well easement being vacated was approved. 208 Rio Pinar – Reviewed the request to vacate a utility and drainage easement. 75 N. Nova Road – A preconstruction meeting was conducted.
- Utility Master Plan – Plan is being reviewed by staff.
- Received training for the Avolve software that will be used for electronic plan reviews.

Departmental Activities

- Water Distribution
 - Exchanged 15 water meters per Finance Department work orders.
 - Responded to or repaired 26 water service leaks.
 - Installed 3 new residential water services.
 - Assisted 23 customers with misc. concerns.
 - Replaced 12 water meter boxes.
 - Replaced 9 water services due to low pressure.
 - Responded to 12 water pressure and/or water quality concerns.
 - Performed accuracy testing on 2-2" and 2-3" commercial water meters. All tested accurate.
 - Completed maintenance activities on 6 fire hydrants as part of the fire hydrant maintenance program. Repaired a fire hydrant due to a motor vehicle accident on Ravensfield Lane.
 - Performed annual pressure testing on 2 city owned backflow preventers. Repaired 2 backflow preventers. Completed installation of freeze protection of all city owned backflow prevention devices.
 - Performed scheduled maintenance on 15 Water Distribution system valves as part of the valve maintenance program.
 - Repaired a 2" water main on Oak Dr. and a 12" raw water main in Rima Ridge Well Field.
 - Replaced a leaking 2" isolation valve at Turkey Creek Pass in Hunters Ridge Subdivision.
 - Relocated a water service per customer request due to septic system rehab at 14 Sunrise Dr.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 74 regular and 3 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 37.555 million gallons for the week ending Nov. 30, 2014 (5.365 MGD)
 - Backwashed 9 filters for a total of 371,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one Precautionary Boil Water notice this week.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 44.35 Million Gallons.
 - Produced 15.95 Million Gallons of Reuse.
 - Produced 28.40 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 6.34 MGD, plant designed for 8 MGD. NOTE: Higher than normal rainfall during recent periods attributing to higher plant flows at present time.
 - Hauled tons of sludge 47.94 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 7 trouble calls Breakaway/Hunters Ridge PEP System service area and 7 in town.
 - Televised 6, cleaned 11 and root controlled 4 sewer laterals.
 - Cleaned 4,426 feet of sewer main in 3M system.
 - Televised 3,521 feet of sewer main in 3M system.
 - Locate manhole at 179 N. Ridgewood Ave.
 - Assisted Water crew with Vac-con on 2" main break @ 230 Oak Dr.
 - Repaired 1-1/2 inch sewer force main at 25 Laurel Ridge Break.
 - Installed new J-box in pump chamber at 73 Carriage Creek.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 6 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 5 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 21/12psi. Foxhunters Flat (2 inch) 18/8 psi & Shadow Creek Blvd. (4 inch) 4/2 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Chlorine Analyzer – add 2nd testing tank & line per Operations request.
 - Clarifier #3 – repair wash down line at east side – all ok.
 - Operations Building – contractor completed installation of manual transfer switch and generator receptacle – load tested with mobile generator – ok.
 - Breakaway Trails – replace #3 isolation breaker – found controller screen not working – turned over to vendor – awaiting quote – will follow up.
 - Screw Pump #3 – replace all drive belts – all OK.
 - Recycle Room - Operator call out – sump pump malfunction – adjusted pump – all OK.
 - Influent Room – deragg pumps daily due to high flow conditions.
 - SCADA/WIN911 monitor/response: 13M – SCADA – uneven starts – found floats tangled – free all floats – all OK; 1P, 7P, Sandy Oaks – SCADA – high run hours – clean transducer & floats – rain flows causing high run times - all OK; 1M – SCADA – uneven hours at pumps – found pump #1 and pump #2 to have mismatched impellers – replaced pump #1 impeller with correct unit - will monitor station to confirm more even run hours; 1P, 2P, 7P – SCADA – uneven starts – clean and repair vacuum system at both pumps – all OK.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Lift Station PM's: 34 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 60 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Reuse High Service pump #2 – expansion joint at pump leaking – tightened bolts and inspected pumps – all ok.
- Rima Ridge Wells – raw water line leak noted on Tram Rd. – turned over to Water Distribution crews.
- Slaker #1 – contractor completed overhaul – Slaker #2 is scheduled during month of December.
- Well 40R – pump will not operate with generator – will order new motor in case of failure.

- Well 9D – control transformer failed – purchased new transformer and installed – all ok.
- Well 24H – main breaker tripped during storm – replaced lightning arrestor – all ok.
- Thickener wet well control cabinet – replaced faulty level controller –ok.
- Salt Brine containment area – replace corroded water line on eye wash station – all ok.
- Monthly PM's: Hudson, Division wells housekeeping; Hypochlorite pumps #1 thru 7; Scrubbers #1 thru 6.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Wastewater Treatment Facility: Establish a sampling regimen to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes. Also, staff is monitoring specific sections of the sewer collections system to isolate areas where items are being flushed which are harmful to the system.
 - Industrial Pretreatment Program: Staff performed the annual sampling of the two permitted industries and one future permittee to ensure compliance with the Local Limits.
 - PEP Tank Brochures: Staff received updated PEP Tank Informational brochures from the printer. The brochure provides current and perspective residents with information about the PEP system on their property. The brochure will be mailed to homeowners associations served by PEP systems for educational purposes.
 - Disposal of Special Waste: Staff is determining the characteristics of the contents of the Sediment and Grit dumpster from the WWTP. The sample was collected and delivered to the City's contract lab for analysis. Upon receipt of results below the EPA hazardous waste limits, staff will arrange for pick of the dumpster for disposal at the Tomoka Landfill.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
 - Reuse Service Area Backflow Device Project: The contractor began installations the of the backflow prevention devices in the City's Reuse Service Area on October 31. From November 10 through November 29, 66 new installations and 163 rebuild kits were installed.
 - Triennial Lead and Copper Sampling: Staff is preparing letters to residents who participated in the event. The Utility maintained compliance with this important EPA program.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the City Commission Advisory Board Nomination Workshop and City Commission meeting, both on December 2, 2014
- Agenda packet preparation and creation for December 10, 2014, Pension Boards Meeting
- Agenda packet preparation and creation for December 11, 2014, Public Works Advisory Board Meeting
- Agenda packet preparation for January 6, 2014, City Commission Meeting
- City Clerk attended meeting with the Legal Department to review Code of Ordinances

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.