

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 30, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Fire Chief, Economic Development Director
- Tyler Technology overview of transparency portal with Finance Director
- Field day with Athletic Maintenance staff

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board Meeting
- County's Transportation Roundtable meeting
- Discussion on various topics with City Manager Jamie Croteau, Orange City
- City/County Managers' meeting
- Team Volusia annual meeting
- Historical Society annual dinner
- Claims Committee meeting
- Chamber of Commerce annual banquet

Community Development

Planning

- The Planning Department and members of the Engineering Division participated in a Go-to-Meeting set up by the City of Tallahassee to discuss their digital signature process that they use for ProjectDox. It appears there is an easier process for authenticating signatures for surveyors, engineers, and architects than the use of FDOT's PEDDS software. Tallahassee requires all professional engineers, architects, and surveyors to go to a Certificate Authority (CA) which is an entity that issues digital certificates. A digital certificate certifies the ownership of a public key by the named subject of the certificate. This allows others (relying parties) to rely upon signatures or upon assertions made by the private key that corresponds to the certified public key. The CA that is used in Tallahassee is IdenTrust. Certificate types includes:
 1. Businesses where employees authorized to act on behalf of a company may sign (cost \$119/2 years); and
 2. Unaffiliated individual who are represented by themselves (cost \$75/2 years).

The cost is born by either the professional engineering company or the individual engineer or professional. Most firms already have this private key. Tallahassee conducted 2 years of research, had the approach approved by all the Professional Associations and had a legal review to ensure it complied with Florida State law. It appears that the Department's approach to digital signatures will be through the use of a private CA rather than PEDDS.

- The Planning Director met again with Mr. Speno concerning his re-submittal of Marshside for both phases since Phase 1 has now expired.

- The Building Official and Planning Director attended a meeting organized by Destination Daytona in response to a letter sent out to all Host Licenses. Process, expectations and inspections related to Bike Week were discussed.
- The Planning Director participated in the HR Director interviews.
- The Department attended Volusia County School District Annual Technical Coordinating Committee meeting required by the School Interlocal Agreement.

Building Inspections, Permitting & Licensing

- 229 inspections performed.
- 7 business tax receipts issued.
- 64 permits issued with a valuation of \$281,235.00

Development Services

- The SPRC activities for this week included:
 1. Kingston Shores
 2. Zaxby's lift station revisions
 3. 1298 West Granada Boulevard
 4. Ormond Renaissance Condo
 5. Georgian Inn Beach Club site work

Economic Development/Airport

Economic Development

Ormond Crossings

- 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. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holdings, prepared conceptual site plans for a 10 acre parcel in the Commerce Park that will be used in marketing for recruitment of an industrial development project. Staff is contacting possible developers to review the site opportunities.
- 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. The Tomoka Holdings representative will contact the County officials regarding the support for the extension.

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. A meeting to discuss financing options was held on December 17 and the prospective business will be pursuing these options.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers.
- 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 the Chamber Tourism Committee to discuss the pending 2 week Athletx baseball tournament at the Sports Complex and Nova Fields in July.
- Staff met with the Main Street Economic Restructuring Committee to discuss demographic and retail data to determine future business recruitment strategies. The City's GIS staff has prepared

the inventory forms for the Main Street volunteers to undertake an update land use inventory of properties and uses which will be conducted in the next several weeks.

Prospective Business Attraction/Retention/Expansion

- 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. The resolution consenting to the sale of 2 Sunshine Boulevard, approved by the City Commission, resulted in the closing of the property on January 28. The owners of SKYO Industries, the Anderson family, will be moving the SKYO headquarters to Ormond Beach in phases over the next 9 months.

Airport Operation and Development

- Staff has prepared and submitted a request to FDOT for a Supplemental Joint Participation Agreement (SJPA) to fund replacement of the backup power generator at the air traffic control tower. If approved as expected, the SJPA will supplement FDOT funds already allocated for the ongoing air traffic control tower systems upgrade project.
- Staff responded to a request for information from the FAA related to an Air Traffic Mandatory Occurrence Report filed earlier this month.
- TowerCom, Inc., has renewed their final option period for the proposed wireless communications tower site on the airport.
- Allen's Tree Service continued work this week to mitigate obstructions near the airport's runways, and establish line-of-sight visibility of the runways and taxiways for the air traffic control tower staff. Earlier this week, the FAA contacted staff to report an additional obstruction in the vicinity of Runway 17. The City's GIS staff located and identified the obstruction based on the coordinates provided by the FAA, and the obstruction has since been removed.
- Staff worked with Hoyle, Tanner and Associates to provide air traffic control tower personnel with the most current magnetic headings for the runways at the airport. This information is based on the runway endpoints from the current Airport Layout Plan dated June 29, 2004. The endpoint data was analyzed with the most recent magnetic declination as documented by the National Geophysical Data Center (NGOC). All of the true bearings were calculated using the FAA's GE083A software.
- Passero Associates has provided staff with a revised scope of services and cost estimate for proposed security upgrades at the airport.
- The airport page of the City's website has been updated to include traffic statistics for the past year. The airport served 110,905 operations in 2014, which represents a 12.26% reduction in traffic since 2013.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of annual audit reports.
- Completed Projects - Weekly
 - Processed 208 Journal Entry Batches (#1463-1671).
 - Approved 23 Purchase Requisitions totaling \$100,238.33.
 - Issued 27 Purchase Orders totaling \$401,187.70.
 - Processed 3,783 cash receipts totaling \$488,013.26.
 - Prepared 88 Accounts Payable checks totaling \$132,320.13 and 24 Accounts Payable EFT payments totaling \$173,292.12.
 - Processed and issued 6,629 utility bills with billed consumption of water of 21,097k.
 - Issued 137 past due notices on utility accounts.
 - Auto-called 223 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Blue Highway (Bluegrass Concert 1/31)

- REEL in the FUN Kids Fishing Tournament (2/28, Central Park I)
- The Follies (March 27, 28 and 29)
- Florida Licensing on Wheels (2/3)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended Florida Association of Public Information Officers Symposium.
 - Placed advertisements for Community Legal Services of Mid-Florida "Free Estate Planning Workshop" – March 5, 2015, 3:30 – 5:00 PM.
 - Completed February 2015 Employee Newsletter.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 80
 - Motor Vehicle Accidents: 6
 - Public Assists: 32
- TOTAL CALLS: 129

- Aid provided to other agencies: 9 Calls – Daytona Beach (4), Holly Hill (1), Volusia County (4)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 72

Training Hours

- NFPA 1001: Firefighting 51
- NFPA 1002: Driver 36
- NFPA 1021: Officer 25
- NFPA 1500: Safety/Equipment 32
- NFPA 1620: Preplanning 21
- EMT/Paramedic 22
- TOTAL TRAINING HOURS: 187

Station Activities

- Updated 45 pre-fire plans.
- Provided fire extinguisher training to 40 employees of Bridgeview Nursing Center.
- Visited 60 children at Little Blessings Preschool.

Human Resources

Staffing Update

Staffing Requisitions

- Event Coordinator (Leisure Services)

- Part Time Box Office Attendant (Leisure Services)

Approved/Active Recruitment

- Part Time Recreation Leader at the Casements (Leisure Services) was advertised 1-14-15 on the City web site and will remain open until 1-30-15.
- Part Time Recreation Leader at the Performing Arts Center (Leisure Services) was advertised 1-27-15 on the City web site and will remain open until filled.

Applications Under Review

- Office Assistant III (Leisure Services). Sixty-two (62) applications were received.

Interviews Scheduled

- Contract Manager for Buildings and Facilities Maintenance (Leisure Services). Interviews were held 1-9-15 and 1-16-15.
- Human Resources Director (Human Resources). Interviews scheduled for 1-30-15.

Background/Reference Checks/Job Offers

- Maintenance Worker II (Public Works/Streets). A candidate was selected and began pre-employment processing.
- Permit Technician (Building/Planning). A candidate was selected and began pre-employment processing.
- Utility Electrician (Public Works/Water Production). A candidate was selected and began pre-employment processing.
- Police Officer (Police Department). Three (3) candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Police Department – Police Sergeant – effective 1-30-15
- Public Works Department – Sludge Hauling Technician – effective 01-30-15

City Events/Employee Relations Update

- ICMA representative met with employees on 1-26-15.
- Nationwide representative provided a retirement presentation for those employees retiring within 5 years on 1-29-15.

Risk Management Projects

- Attended liability claim mediation.
- Completee subrogation requests for damage to City property.
- Attended Wellness Council Board meeting.
- Mayor's Health & Fitness Challenge: activity planning meetings and activities.
- Facilitated Leadership planning meeting with Police Department and Utilities Division.
- Attended Claims Committee meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Selection Committee meeting scheduled.
 - Community Development – Electronic Plan Review – New large monitors being tested.
 - WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works, and Leisure Services.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 21 New work - 59 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,161	Inbound E-Mails Blocked	12,950
Delivered Inbound E-Mails	11,947	Quarantined Messages	263
Percentage Good Email	47.5%	Virus E-Mails Blocked	172

- Notable Events:
 - IT Manager – Attended the FLGISA winter conference in Altamonte Springs. Over 180 City and County IT leaders from around the state participated in discussions and seminars.
- Geographical Information Systems (GIS)
 - Addressing Additions: 8 Changes: 0 Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,564 (95.8%) potable 20,972, Irrigation 583, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Supervisory Staff Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Community Garden Meeting
 - OB West Community Center Meeting
 - Sidewalk Pre-bid meeting
 - Soccer Meeting
 - HR Director Interviews
 - New Janitorial Service Contractor Meeting
- 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.
 - OBYBA Basketball continued games this week, Tuesday through Friday at Nova Gym at 6, 7 and 8pm. Games were also played at South Ormond Neighborhood Center on Monday, Wednesday and Friday at 6, 7 and 8pm.
 - SHS boys' and girls' soccer teams continued play in the regional playoffs on the road, and will be practicing at the Sports Complex Soccer Field #5.
 - The Lady Renegades Softball of the OBYBSA started their spring practices this week Monday through Friday at 6pm at the Sports Complex on the Softball Quad.
 - The Wendelstedt Umpire School continued this week Monday through Saturday at the Sports Complex from 9am to 5pm. They also hosted the "local" clinic on Saturday.
 - FLHS Softball has started their spring practices at the Sports Complex on the Softball Quad Monday through Friday at 3 or 4pm. Games will start in a few weeks.

- SHS Baseball started their spring practices at the Sports Complex on either the Wendelstedt Baseball Fields or the Kiwanis Field. They are currently working with the Umpire School.
- 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
 - Hosted SHS district game on Monday night.
 - Picked up portable bleachers from Oceanside Country Club.
 - Cleaned up Complex property after both the Umpire School and the soccer tournament.
 - Prepping all baseball fields for the Umpire School on a daily basis.
 - All fields mowed and under control after all the rain we have endured; 31 fields, Airport Complex, Nova Complex and South Ormond.
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm.
 - Chinmaya Church was on Sunday from 10:00am to 2:00pm.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, CMT and Kopy Kats held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Assisted Living, The Musical, Friday, Jan. 30, 7:30pm to 9:00pm
 - Blue Highway, Saturday, Jan. 31, 7:00pm to 9:00pm
- 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
 - Youth basketball games Monday, Wednesday and Friday
 - Activity room rental Sunday
 - Jazzercise Monday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended event meeting
 - Attended Senior Games meeting
 - Attended Austin Outdoor meeting
 - Updated application for 2015 Art in the Park show
 - Prepared large mail-out and e-mail distribution of AITP application to potential artists and crafters
 - Printed & distributed AITP “call for artist” flyers (on-going)
 - Updated flyer and rules sheet for upcoming kids’ fishing tournament.
 - Prepared advertising for the fishing tournament
 - Printed and distributed promotional flyers for the fishing tournament
 - Various/ongoing inspections of landscape work sites.

- Gymnastics
 - The February Gymnastics classes are now in session. Registration is now open.
 - Bringing back Adult Beginner Gymnastics starting February 2 as part of the Mayor’s Fitness Challenge.
 - Continuing to promote the program via social media and face-to-face interaction with the community.

- 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 met at various times throughout the week.
 - Ms. Debby’s Dance and Acting classes continued with various classes throughout the week.
 - Boys’ Basketball League continued their games this week.
 - The Pinewood Derby took place on Friday, January 23, and Saturday, January 24. Friday was Family Night and Saturday was the competition between the dens.
 - The gym was used as a polling place for special elections on Tuesday.

- The Casements
 - Classes met this week including Pilates and Yoga Monday through Friday.
 - Tours were given this week from 10am to 3:30pm Monday through Friday and on Saturday from 10am to noon.
 - The Karlene McConnell art exhibit continues in The Gallery.
 - A Greek cooking class was held in the kitchen on Saturday morning.
 - A watercolor workshop was held Monday to Friday in Room 203.
 - The Guild had a general meeting in The Gallery on Wednesday morning.
 - The Guild Crafters met in The Preservation Room on Thursday afternoon.
 - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.

- Parks Maintenance
 - Transported old foosball table from Nova to Fleet for auction
 - Filled in depression in turf area at Bailey Riverbridge Gardens
 - Replaced missing “No Smoking” sign on the Ames Park Pier
 - Removed graffiti from stage area at Rockefeller Gardens
 - Repaired flag pole pulley at Riviera Park
 - Installed mulch retainer boards at the Birthplace of Speed Park
 - Replaced rotted hand rail board at Joyce Ebbets Pier

- Cleaned mildew off of restroom walls at Ames Park
- Repaired parking area border at Riviera Park
- Citywide safety inspections of parks and equipment.
- Weekly inspections of park facilities for reservations
- Call Out = 0
- 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
 - Weekly inspection of DOT and facility lighting at various City locations
 - Performed preventative maintenance on four City-owned A/C systems
 - Addressed concerns about gear washer at Fire Station 92
 - Repaired code on day room t-stat at Fire Station 93
 - Cleared ice machine drain clogged at PAC
 - Repaired A/C in gym at Nova Rec
 - Retrieved truck assembly from top of flagpole for repair at Senior Center
 - Repaired truck assembly from flagpole at Riviera Park
 - Repaired stand-alone water cooler at Breakaway Trails maintenance building
 - Assisted with loading of sandbags for Sports Field Maintenance
 - Met contractor in kitchen for cookware/dishwasher repair at SONC
 - Found A/C breaker tripped, will not reset, called Flair for repair at SONC
 - Gate bucking during operation at WWTP
 - Gate opening and closing at Police Station
 - Assisted A/C contractor with fan and A/C repair at SONC
 - Assisted with bleachers positioning at Nova Community Center
 - Repaired broken water line at the Water Treatment Plant
 - Repaired ladies room toilet at Sanchez Park
 - Repaired light pole base cover at Airport Sports Complex
 - Installed new switch for soccer field lights at Airport Sports Complex
 - Repaired restroom sink drain at Andy Romano Park
 - Met roofing contractor for repairs at tennis center office
 - Installed new shelving in the carriage house at The Casements
 - Met pest control contractor at Standish Lift Station
 - Repaired water bubbler drain at Nova East Field
 - Installed three Sloan auto flush valves at Riverbend Park
 - Checked third floor roof repairs at The Casements

Police Department

Administrative Services

- Staff members conducted and participated in the annual Police Officer Fitness Assessment Test.
- Staff attended and spoke at the Tomoka Oaks annual Home Owners Association meeting.
- Staff attended a Chamber of Commerce Leadership Academy planning meeting.
- Chief Osterkamp presented Sergeant Scott Gaston with a retirement plaque and badge during a retirement ceremony recognizing his twenty years of service to the Police Department and the City of Ormond Beach.

Community Outreach

- All PAL educational programs will resume in early February. The spring programs are Tutors R Us, Reading Exploration Adventure and Discovery (R.E.A.D), and basketball.

- Schedules were completed and application packets delivered to Ormond Beach Elementary School for the R.E.A.D. program. The program begins February 3 for grades 3, 4, and 5. It begins February 18 for 2nd grade. Currently, 7 students are registered for second grade, 6 for third grade and 6 for the fourth/fifth grades. Enrollment continues through February 18th for all R.E.A.D. programs.
- Basketball practice was held on Thursday for the OBPAL basketball teams. Tournaments are being reviewed and a schedule of tournaments is being completed.
- Members of the Youth Directors Council delivered blankets for the homeless on Wednesday. This is a regional project for the Youth Director Council.
- Organizing/meeting for a Police Appreciation lunch with Riverbend Church.
- Assisted with in-service intermediate weapons (expandable baton, OC Spray etc.) qualifications.
- Assisting with a Community Policing Project reference Pedestrian Safety @ Crosswalks.
- Attended Special Magistrate Hearing.

Community Services & Animal Control

- Animal calls responded to : 41
- Animal Bites: 0
- Animal Reports: 5
- Animals to Halifax Humane: 5 (Dogs:1 Cats:3 Wildlife:1)
- Reclaim fee: 1
- Injured Wildlife: 2

Criminal Investigations

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 18
- Inactive: 20
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Carbreak: 9
- Grand Theft: 9
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 0
- Weapons Complaint: 0

Narcotics

- Detective Capen assisted with the supervisors meeting and discussed Meth lab responses and indoor grow operations.

Records

- Walk - Ins / Window 126
- Phone Calls 112
- Arrest / NTA'S 20
- Citations Issued 71
- Citations Entered 64

- Reports Generated 147
- Reports Entered 136
- Mail / Faxes / Request 36

Patrol

- Total Calls 1,676
- Total Traffic Stops 173

Operations

Crime Opportunity Report Forms 91

- 1/22/2015
 - Carbreak, 15 Old Port Circle. Unlocked vehicle was entered sometime over night and ransacked. A Beall's credit card, and a leather work pouch stolen.
 - Burglary, 330 Hand Avenue (Florida Power Light). The fenced in compound (south east side by railroad tracks) was again breached by suspect(s) cutting a hole in the fence. Approximately \$5,000.00 worth of copper stolen.
 - Carbreak, 1309 Parkside Drive. Unlocked vehicle was entered sometime over night and ransacked. A Garmin GPS, a cell phone and a portable DVD player stolen.
 - Warrant Arrest, 1525 West Granada Boulevard (Wal-Mart). Suspect was arrested for misdemeanor shoplifting and an open felony warrant (\$6,998.00 bond) out of Osceola County.
 - DUI Arrest, Autumnwood Trail/Main Trail. Suspect stopped for a traffic violation and was arrested for DUI after an investigation.
 - DUI Arrest, Seton Trail/Memorial Gardens entrance. A vehicle that matched the description stolen out of Daytona was stopped. It backed into one of our officers; the driver was found to be impaired and was arrested.
- 1/23/2015
 - Armed Robbery, 100 North Tymber Creek Road. Reported that two juveniles were robbed at knife point. Suspect was located at 69 Ravenwood Court. He was taken into custody on an outstanding warrant and later arrested for the robbery.
 - Burglary-Residence, 152 Myra Boulevard, victim advised a bicycle was stolen off of the back porch of the residence.
 - Warrant Arrest, 690 South Nova Road, the suspect turned herself in for open warrant out of Volusia County for dealing in stolen property.
 - Battery-Domestic Violence Arrest, 702 Virginia Terrace, the suspect got into a physical altercation with his mother by shoving her up against furniture and eventually choking her by wrapping his arms around her neck.
- 1/24/2015
 - DUI Arrest, North Nova Road and Tomoka Estates Boulevard. Vehicle crashed into the brick wall causing approximately \$8,000-\$10,000 worth of damage to the wall. No Injuries. Driver was arrested for DUI.
 - Shoplifting Arrest, 1521 West Granada Boulevard. (Wal-Mart) Suspect was issued a Notice to Appear for shoplifting and released from the scene.
 - Burglary-Residence, 1321 Overbrook Drive, forced entry to the front door. Laptop, iPod, television and a revolver reported taken.
- 1/25/2015
 - Battery-Domestic Violence Arrest, 1208 Northside Drive. Suspect was arrested for battery on his mother.
 - Battery-Domestic Violence Arrest, 15000 Carolinas Cove #101A. Suspect was arrested following a physical confrontation with his girlfriend.
 - Stolen Vehicle, 1108 Overbrook Drive. Ford Edge rental car was taken from the victim's driveway.
 - Stolen Vehicle, 140 Diane Drive. Victim left the keys in the vehicle.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was issued a Notice to Appear and released from the scene.
- DUI Arrest, 1318 Northside Drive, subject was involved in a crash travelling at a high rate of speed and struck a residential light pole. He was arrested and charged with DUI following the investigation.
- 1/26/2015
 - Stolen Vehicle, 7 Oriole Circle #B. Vehicle was stolen out of the driveway sometime overnight. The ignition keys had been left under the driver side floor mat.
 - Carbreak, 178 Northshore Drive #B. Unlocked vehicle was entered sometime over night. A Clarion CD/DVD player and a Nikon Coolpix camera were stolen from the vehicle.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for misdemeanor shoplifting. A Notice to Appear issued and the suspect released at the scene.
 - Open Container Arrest, 1520 West Granada Boulevard (Valero/Kangaroo). Suspect was within 200 feet of several alcohol service establishments with an open beer.
 - Carbreak, 292 S Ridgewood Ave, time frame since 1400 HRS Monday. Vehicle had been left unlocked.
 - Battery-Domestic Violence Arrest, 1608 N US HHW 1 (Scottish Inn), Suspect was arrested for battery on his girlfriend during an argument.
 - Battery-Domestic Violence Arrest, Andy Romano Park, suspect allegedly kidnapped a woman from Sanford and drove her to Ormond Beach where he battered her. He was arrested for domestic violence battery and the authorities in Sanford were notified. Additional charges from that agency are pending in reference to the alleged kidnapping.
- 1/27/2015
 - Burglary-Business, 330 Hand Avenue (FPL). Compound was entered by cutting the fence and copper wire stolen.
 - DUI Arrest, Hand Avenue and Williamson Boulevard. DUI accident with no injuries. Driver of vehicle involved arrested.
 - Carbreak, 3 Overbrook Court. Sometime overnight someone entered the victim's unlocked vehicle and removed a Chamberlain remote garage door opener.
 - Burglary-Business Arrests, 487 South Yonge Street (abandoned office building). Officer was following up on a complaint of homeless persons squatting in the area. While doing a knock-and-talk at this address, he discovered three people living therein. The owner pressed charges against each of the subjects living in the building. The three were arrested and their belongings removed from the property.
- 1/28/2015
 - Stolen Vehicle, 104 Tomoka Meadows Boulevard. Owner advised vehicle was locked.
 - Stolen Vehicle, 411 Riverside Drive. Holly Hill Police requested assistance in contacting the owner of a vehicle that had crashed into a structure in their city. When the owner was notified it was determined the vehicle was taken sometime overnight. An ignition key had been left in the vehicle.
 - Burglary-Residence, 940 Margarita Circle. Lawn equipment (\$4000) taken from the garage. Side door was pried open.
 - Warrant Arrest, 1400 Hand Avenue. Suspect was contacted in reference to a bicycle violation. He was found to have an open warrant for Failure to Register as a career criminal with a bond of \$2500.00.

Traffic Unit

- Traffic Complaints Received:
 - North St Andrews/South St Andrews reference early morning stop sign violations.
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Clyde Morris Boulevard/Crossings Trail
 - Reason for this STEP: Self-Initiated

- Number of times worked: 1; Total Hours Spent: .5
- Citations Issued: 2; Written Warnings Issued: 0
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Harvard Drive/South Atlantic Ave
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: .5
 - Citations Issued: 1; Written Warnings Issued: 0
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: S Old Kings Road/Hammock Lane
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: All violations minimum of 14mph over the limit. Highest was 25mph over.
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100 Block John Anderson Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1.5
 - Citations Issued: 9; Written Warnings Issued: 0
 - Comments: All violations minimum 15mph over limit. Highest was 20mph over.
- General Comments:
 - All agency vehicle speedometers and tint meters certified.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 38 signs have either been removed or sign cases created.
- 5 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and eighty-one (81) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- John Anderson Drive –The contractor has been directed to repave a 50 foot section of John Anderson Drive just north of Standish Drive where a dip exists and also to correct a driveway transition that was too steep. The contractor will perform this work when their paving equipment returns from another out of town project they are working on. Once this work is complete, contract closeout will take place.
- Traffic Signal Maintenance (Mast Arm Painting) – The contractor is preparing a project coordination schedule of intersection order and timing for submittal and approval by FDOT. A pre-construction meeting will be held the first week of February.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – FDOT punch list items are almost complete, final project closeout is anticipated this week.
- OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation later this month.
- Fiber Optic Network Expansion – The project is complete.

- Nova Community Park Skate Park Expansion – Renovations and improvements on the older section are complete, and the beginner element (south side) was completed last week. Inspections are being called in for work on the street elements (west side) this week. Sanitary sewer has been extended to the Pro Shop building. The contractor will install storm drainage this week.
- Nova Community Park Paving Improvements - Temporary construction signs are being made for the entrances to the park to inform visitors of the location of access restrictions in various areas of the park during construction. The signs will be updated as the various parking areas and road paving is complete and becomes accessible to the public. At least one entrance will remain open to the park at all times. An electronic message board will also be posted along Main Trail when that entrance is closed for resurfacing. Construction is scheduled to begin February 2. Staff will coordinate with the contractor regarding events and activities at the park to minimize inconvenience due to the construction.
- Sports Complex Restrooms - The watermain extension has been designed and permitted and construction services have been retained to install the new main. Construction is anticipated to begin late February.
- Downtown Streetscape Planting (Orchard to A1A) – Contracts are currently being executed and the project is scheduled to begin in March.
- Riverside Drive Drainage Improvements – Contract was awarded and easements were accepted at the January 20 City Commission meeting. All easements have been executed by property owners.
- South Peninsula Reclaimed Water Extension – Bid was awarded at the January 20 City Commission meeting. An application for a SJRWMD Cost Share Grant has been submitted for City Commission approval at the February 17 meeting.

Design Projects:

- City Welcome Sign – Staff is finalizing drawings and cost estimates for final approval.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Avenue. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Temporary drainage maintenance easements have been 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 the temporary drainage 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. Zev Cohen was authorized to perform a drainage study of the area to analyze the system and see if any improvements can be made to minimize flooding frequency to Fleming Avenue.
- Water and Wastewater Master Plan Update – The initial draft report was presented to the Public Works Advisory Board. Staff met with the consultant in January and provided comments. A final draft will be presented to the Public Works Advisory Board on February 19th before presenting it to the City Commission at a workshop on April 7th.
- 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 permitting.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- OBSC ADA Parking and Sidewalks (CDBG) - The bid was advertised on January 11th.
- Downtown Stormwater – Staff met with the consultant to discuss alternatives to address stormwater treatment. Easements have been sent to the property owner of 65 New Britain Avenue and City Attorney for review and execution.
- Ph II 2-Inch Watermain Replacement - Mainland – Project bid package has been completed and submitted for notification of intent to bid the project at the February 3 City Commission meeting.

- Ph II 2-Inch Water Main Replacement – North Peninsula – The project was advertised for bid on January 25. Volusia County Health Department has issued a permit for construction. A pre-bid meeting is scheduled for February 12.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The project was advertised for bid on January 25. Volusia County Health Department has issued a permit for construction. A pre-bid meeting is scheduled for February 11.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted for FAA compliance review.
- Environmental Learning Center – The City website has a link for the public to view the presentation from the November 12th public meeting, and complete a questionnaire, which can be 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. A public meeting was held to invite potential volunteers to come and discuss opportunities to volunteer and assist in the operation of the ELC programs.
- Laurel Oaks Stormdrain Extension - Bid award is scheduled for the City Commission meeting on February 17.
- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently undersized. 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 is seeking funding for the culvert replacement.
- Deer Creek Reclaimed Water Service - Staff discussed with design consultant the feasibility of serving the development with the current reclaimed main along Airport Road. It was determined, based on the utility master plan update that a second phase of upsizing the reclaimed main would be required, which currently is only a converted 10-inch main in front of the development and additional storage tank capacity will also be necessary.
- 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.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project bid package has been completed and submitted for notification of intent to bid the project at the February 3 City Commission meeting.

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)
- Franchise Utilities - FPL has been active on replacing and installing new power poles which will provide greater resistance to storm damage. They have been working on Division Avenue and North Beach Street. FPL recently completed work on the north peninsula. Other franchise utilities, which use the poles, will be coming in to move their cables after FPL has completed their work.
- Parks Ditch - The drainage ditch which runs along the south side of the Park Ridge development up to Center Street is an important drainage conveyance, which has experienced flooding due to sediment buildup and vegetative overgrowth. The ditch was surveyed for topography and property boundaries. The ditch is located on several private properties, and the City is working with the property owners to gain access to clean the ditch. Some owners did not want to give the City a permanent drainage easement, so staff is preparing a temporary drainage maintenance agreement.
- Survey Monuments - New land surveying monuments were installed at the Nova Community Park, Ormond Beach Sports Complex, and along Division Avenue near the future Environmental Learning Center. These survey monuments will facilitate the survey elevation and location controls for future projects at, and in the near the vicinity of, these locations.

- Reviewed the multiple Parks Ditch easement sketches and descriptions and submitted comments for revisions to surveyor per Project Manager's request.
 - Completed elevation survey of 21 Foxhunter Flat finished floor elevation per Building Division request.
 - Modified the proposed OBSC overflow parking drawing plans per project manager's comments.
 - Continued the plan modifications of the North US1 Median Landscaping drawings per Project Manager's comments.
 - Continued updating the As-Built drawings for the West 40 Median project per Project Manager's comments.
 - Completed additional update of the construction phase exhibit map for the Nova Community Park Paving project per Project Manager's comments.
 - Continued the sketch and legal description for Destination Daytona Phase 2.
 - Performed the required bi-monthly gas/air sampling and ground water sampling at the Nova Landfill.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired patch with concrete on Seacrest Dr.
 - Pulled forms & barricades on Sea Gull Dr.
 - Removed a gutter & driveway and replaced with concrete on N. Arbor Dr.
 - Cut & removed old asphalt at the Public Works Complex
 - Poured an asphalt pad at the Public Works Complex
 - 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 at South Ormond Neighborhood Center, Sandpiper Dr., 600 block of John Anderson Dr., and 200 block of Cuadro Pl.
 - Took truck #284 to County Fleet Maintenance for inspection
 - Removed a tree on Sandpiper Dr.
 - Fixed a flag at the Senior Center
 - 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
 - Trimmed various DOT locations on A1A, SR40, Nova and US1
 - Trimmed trees on Hidden Hills Dr., Andrews St, Melrose Ave., and at Division & Old Kings
 - 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 and 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
- Various Locations, washed signs
- Ormond Green, installed new stop signs
- McIntosh, installed street names
- South Ormond Recreation Center, installed (3) "No Dogs Allowed" signs
- Performing Arts Center, reinstalled "No Parking" signs
- Andy Romano Park, straightened various signs
- Airport Sports Complex, installed (2) stop signs
- Ormond Parkway, installed 25 mph speed limit 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
- Melrose – replaced grate
- Zone 2 – cleaned inlets
- Knollwood Estates and on Hidden Hills – repaired pipe

Vactor

- N Beach St. – cleaned lines
- Zones 1 & 3, Hunter's Ridge, and on Mainsail – cleaned basins

Mowing

- Brush Hog – on SR40

Street Sweeping/Streetsweeper

- 152.0 miles of road cleaned (This was for 5 days)
- 27.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,862

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
5	8

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 10,106 gallons of unleaded and 2,714 gallons of diesel fuel on hand.
- Fuel used in one week: 2,195 gallons of unleaded and 886 gallons of diesel.
- Fleet completed 43 work orders this week.

- Utilities

- 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 – A City Commission memo is being prepared for the March 3 agenda recommending award to lowest most responsive bidder.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.
- Division Avenue Well Field Raw Water Piping – Addendum 1 is being prepared. Bid documents are currently advertised for bid receipt.
- Lift Station 8M1 – A request to approve a work authorization for design services to McKim & Creed was prepared for the February 17 City Commission agenda.
- 13 & 17 Briggs Drive – Water service replacement is being scheduled and a Volusia County Use Permit application is being prepared.
- 2573 John Anderson Drive – Water service replacement scheduled.
- 44 Seacrest Drive – Volusia County Use Permit invoice was processed.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – TAW installed Pump No. 3 but discovered excessive bearing wear to the motor. The motor was taken back to their shop for further evaluation. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being used. A quotation to clean the influent pump station is pending from Polston Process.
- Pressure Main Cleaning Services – A City Commission memo was prepared for the February 17 agenda recommending contract award to lowest and most responsive bidder.
- Rima Wells Auxiliary Power Generator – A work authorization was approved for additional design services to add controls to reduce the probability of diesel fuel spills.
- Saddler's Run Lift Station Rehabilitation - The project is advertised for receipt of bids from interested contractors.
- Sanitary Sewer Pipeline Repair – The list of sanitary sewers to be lined was incorporated into the project specifications prepared by Engineering.
- Storage Tank Repairs and Maintenance – A project kick off meeting was held and a revised schedule was requested.
- Water Plant Aerator Housing Rehabilitation – Met with the proposed consultant to discuss the project scope. A design-build project delivery method is being considered.
- Wells 18SR – Pump and riser piping is lodged inside casing prohibiting removal for pump replacement. Well Driller proposal forthcoming.
- Well 20SR – Concrete vault top broken - determine if the vault can be abandoned. As-built drawings requested from Engineering Division.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Kingston Shores – Received plans and provided review comments. Ormond Crossings Phase B – Plans were reviewed. Ormond Renaissance – Received plans for review. Ormond Sports Complex – Discussed concept plan for additional restrooms. River Oaks – Performed pressure monitoring of the Airport Road Force Main to verify pump design characteristics. Shoppes on Granada – Reviewed proposed fire line relocation and the request for hydrant information. The contractor will need to test a private hydrant to obtain the requested pressure and flow data. Valiant Diner - Received revised plans for review. Zaxby's – Discussed calculations to justify the decreased capacity for the proposed lift station. 407 Airport Road – Received lot split request for review. 454 Druid Circle – Received request for easement vacation.

Departmental Activities

- Water Treatment
- Delivered 35.837 million gallons for the week ending Jan. 25, 2015 (5.120 MGD)
 - Backwashed 8 filters for a total of 341,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had no (0) Precautionary Boil Water notices this period.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 33.00 Million Gallons.
 - Produced 14.53 Million Gallons of Reuse.
 - Produced 18.47 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.71 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 132.63 (14%-18% Solids).

- Water Distribution
 - Exchanged 8 water meters per Finance Department work orders.
 - Installed 1 new water meter and service to a residential property.
 - Responded to or repaired 16 water service leaks.
 - Disconnected 1 water service due to demolition request.
 - Assisted 12 customers with misc. concerns.
 - Replaced 17 water meter boxes.
 - Replaced 3 water services due to low pressure. Contractor installed a 2" casing for water service replacement under a road.
 - Responded to 4 water pressure and/or water quality concerns.
 - Completed maintenance activities on 26 fire hydrants as part of the fire hydrant maintenance program.
 - Performed annual pressure testing on 2 City owned backflow preventers. Installed 2 new backflow devices on City owned irrigation connected to the potable water system.
 - Performed scheduled maintenance on 19 water distribution system valves.
 - Installed a new 6" isolation valve at the intersection of John Anderson Dr. and Lynnhurst Dr.
 - Removed a broken 6" gate valve and 2" connection at the intersection of John Anderson Dr. and Riverbreeze Dr.
 - Repaired a 2" GSP water main break on Rivershore Dr.
 - Replaced 8" reuse meter at Tomoka Oaks Country Club main connection.
 - Repaired 1" leak at the Water Treatment Plant Maintenance office.
 - Complete excavation restoration on Seacrest, N. St. Andrews, Emerald Oaks and Loyola Drives.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 78 regular and 2 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area.
 - Televised 5, cleaned 8 and root controlled 2 sewer laterals.
 - Cleaned 2,143 feet of sewer main in 8M1 system.
 - Televised 1,485 feet of sewer main in 8M1 system.
 - Installed six inch sanitary sewer cleanout at 162 Vining Ct.
 - Replaced sod at 135 Ormwood Dr. after sewer repair.
 - Repaired four inch cleanout at 1309 Oak Forest Dr.
 - Assisted water crew (vac-con) replacing gate valve on John Anderson Dr.
 - Replaced broken pep tank at 181 Deep Woods Way and 81 Fox Croft Run.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 9 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 4 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 15/11psi. Foxhunters Flat (2 inch) 17/10 psi & Shadow Creek Blvd. (4 inch) 4/4 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Sludge Feed Pump #1 – no flow from tanks – used gas powered pump to clear lines – ok.
 - 8M1 – follow up from call out – pulled both pumps and checked valves to clear rag blockage – ok.
 - HOMAC – follow up from call out – cleaned wet well walls and pipes using biodegradable degreasing cleaner approved for use at Plant – ok.
 - R.A.S. Room – installed potable water line at south east corner of building

- W.A.S. Pump #2 – replaced non-functioning priming water valve – ok.
- 1M – installed high head impellers both pumps – will monitor flows.
- Influent Room – deragged pumps as needed.
- SCADA/WIN911 monitor/response: HOMAC - high level – pumps not running – wet well contaminated with industrial oil – caused probe malfunction - shut down - notified HOMAC – contacted Lead Plant Operator - sampling & cleaning – returned station to normal operations – will monitor; 8M1, 4M1, Ormond Mall, 7P – phase voltage loss caused by downed power lines – power restored before generator needed; 8M1 – high level – both motor starters tripped – reset both – elevated amp draw noted possible ragging – follow up – replaced impeller sleeve - ok; Towne Square - high level – #2 motor starter tripped – amp draw slightly elevated – reversed pump to clear blockage at volute – ok.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Effluent Transfer Pumps #1, #2, #3.
- Semiannual PM's: Swing Zone Blower #2.
- Lift Station PM's: 19 monthly and 1 annual performed.
- 14 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 17D – pump not responding – overloads not resetting – ordered replacements – will install upon delivery.
- Well 39 R – RTU not responding – reset – ok.
- Maintenance office – assisted building maintenance with outdoor plumbing repair – ok.
- Reuse pump #1 – began replacement of non operational check valve – correct sized flange spacer placed on order – will complete upon receipt.
- Sand filters – repaired overhead work light.
- Chlorine storage tank blowers - replaced the filter housings – ok.
- Sand filter #2 – repaired leak on turbidity meter – ok.
- L.P.R.O. building – replaced sample tap – ok.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: As part of the WWTP permit renewal, the Utility is required to evaluate the Local Limits. Staff is collecting the data necessary to calculate the limits. Also establishing a sampling regimen to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Disposal of Special Waste: Staff received approval from the Volusia County Solid Waste Department for a Special Waste Profile and Disposal Application to Tomoka Landfill for the City's sewer line maintenance sediment. The material was delivered and disposed this week.
- Reuse Groundwater Monitoring Program: Staff submitted the FDEP quarterly report for most recent quarter sampling and testing results.
- Industrial Pretreatment Program: Staff issued a Notice of Violation to an industrial sewer user concerning a sludge discharge of an oily substance from facility. The discharge was discovered by City staff and ultimately removed by the facility. The NOV provides a timeframe for the organization to provide details of the cause and procedures to ensure the discharge will not reoccur. Additionally, staff is preparing the City's Industrial Pretreatment Annual Report for submittal to the FDEP. The data is outlining program accomplishments for 2014.
- Annual Reuse Report: Staff submitted the report for delivery to the FDEP and SJRWMD. The report will highlight the increase in reuse utilized by the City's reuse service area and the decrease in disposal of the WWTP effluent in the Halifax River.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – Rebuild Project: The contractor accomplished installation of 5 new and 159 rebuild kits for recent weekly period. Staff continues to field calls from the residents with project related inquiries.
 - Breakaway Trails Irrigation Report: Staff submitted the BAT irrigation report to the SJRWMD as required by the City's Consumptive Use Permit. The report highlights a large reduction in groundwater utilized for irrigation since completion of the Western OB Reuse Transmission Main Project.
 - Cross Connection Control Program: Staff is collaborating with the City's new backflow device data management contractor to implement their system. The contractor is scheduling a meeting with City staff and local backflow testers to assist in introducing their system.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- Agenda packet preparation, creation and distribution for February 3, 2015, City Commission Workshop (Building Improvement Grant)
- Agenda packet preparation, creation and distribution for February 3, 2015, City Commission Meeting
- City Clerk attended Claims meeting

Status of Department Projects

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