

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 4, 2015

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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 senior staff
- Tour of city on various issues
- Conducted evaluations with directors

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- United Way reviewed allocations process for 2016
- Training at Utility counter for upcoming field day
- Meeting with City staff and Waste Pro representatives
- Met with Mayor and Vystar credit union representatives regarding a new branch in Ormond Beach.

### **Community Development**

#### **Planning**

- A neighborhood meeting for a planned assisted living facility (ALF) called Antares of Ormond Beach located at 720 West Granada will be held on December 9 at 5:00 pm. The meeting will be held at Lohmann's Funeral Home. Planning Board and City Commission members were noticed of the meeting. The ALF consists of 95 ALF beds and 36 memory care beds for a total of 123 beds. Building height of the project will be 75 feet from average ground level and involves 6.85 acres. The applicant is proposing 9,327 cubic yards of fill is needed onsite to increase the existing grade to elevation 6.7. Approximately 5,285 cubic yards of compensatory flood storage will be provided on site. The applicant is intending to pay a fee in lieu of providing the difference (4,042 cubic yards) to the City. A front elevation perspective as a motorist would see it from SR40 is below.



#### Building Inspections, Permitting & Licensing

- 144 inspections performed.
- 2 new business tax receipts issued.
- 47 permits issued with a valuation of \$2,136,613.00

**NOTE:** Private Provider inspection services conducted 8 inspections of the 144 inspections performed.

#### Development Services

- The following SPRC activities occurred this week:
  1. Huntington Green Utilities
  2. Center Street ROW Vacation

#### Economic Development/Airport

##### 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. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Site Plan Review Committee made its recommendations and Tomoka Holdings is in the process of responding to the comments.
- Staff met with Tomoka Holdings to discuss strategies to reduce infrastructure costs in the development of the Commerce Park. An additional planning session is scheduled for December 17.

##### Airport Business Park

- Ameritech is completing the construction of an 18,000 square foot manufacturing facility at 1 East Tower Circle and staff will be working with the company on a ribbon cutting event in early 2016.

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

- Staff is preparing a presentation to the Team Volusia Board that outlines the City's economic development projects and initiative on December 10.

##### Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm interested in relocating their entire operation to an available property at the Airport Business Park. The firm met with staff to discuss several available properties in Ormond Beach and possible economic development incentives associated with the relocation of the manufacturing operation to the City. The company has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program.

#### Airport Operation and Development

- Staff has finalized composition of an agreement between the City and Hi-Lite Airfield Services, LLC to repaint certain airfield markings at the airport under the Statewide Airport Runway Painting Contract. Work includes re-marking all runway markings, remove and replace threshold markings on Runway 8/26, and re-mark the center and edge lines of Taxiways Bravo, Delta, Echo, and Foxtrot. The agreement, in concert with a grant from the FDOT that will provide primary funding for the project, will be presented at the January 5, 2016, City Commission meeting.
- Staff has been advised that the Joint Participation Agreement between the City and the FDOT that will provide state funding for the Taxiway Golf project was executed by FDOT on December 3, 2015. This project is **tentatively scheduled to commence on January 12, 2016**, pending approval of a Professional Services Agreement (PSA) between the City and AVCON, Inc. for construction engineering services for the project. The PSA is scheduled for presentation at the January 5, 2016, City Commission meeting.

- Initial start-up and testing of the new backup power generator for the air traffic control tower has been successfully completed.

### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Continue audit preparation.
- Completed Projects - Weekly
  - Processed 87 Journal Entry Batches (#5859 – 5883) (1190-1366).
  - Approved 14 Purchase Requisitions totaling \$70,953.85.
  - Issued 11 Purchase Orders totaling \$178,906.11.
  - Processed 3828 cash receipts totaling \$465,904.83.
  - Prepared 61 Accounts Payable checks totaling \$644,081.36 and 26 Accounts Payable EFT payments totaling \$210,505.15.
  - Prepared 27 Payroll checks totaling \$21,843.67 and 327 Direct Deposits totaling \$389,690.27.
  - Transferred IRS 941 payment of \$158,729.67.
  - Processed 1,335 utility bill payments through ACH totaling \$131,580.39.
  - Processed and issued 1,258 utility bills with billed consumption of water of 5,878k.
  - Issued 544 past due notices on utility accounts.
  - Auto-called 45 utility customers regarding receipt of a past due notice.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Home for the Holidays Parade (12/12)
    - 37th Annual Christmas Gala (12/4-6)
    - Breakfast with Santa (12/19)
    - Holiday at The Casements (12/17)
    - Florida Licensing on Wheels (12/8)
  - 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 ad for Ormond Observer.
    - Attended weekly staff meeting
    - Picked up and delivered toys to Ormond Beach HUM
    - Completed December 2015 Employee Newsletter
    - Compiled Countywide Food Drive results and ensured pickup of food and money.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 1
- Fire Alarms: 8
- Hazardous: 2
- EMS: 90
- Motor Vehicle Accidents: 6
- Public Assists: 49
- TOTAL CALLS: 156

- Aid provided to other agencies: 16 Calls: Daytona Beach (4), Volusia County (12)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 68

Training Hours

- NFPA 1001: Firefighting 59
  - NFPA 1021: Officer 6
  - NFPA 1500: Safety/Equipment 20
  - NFPA 1620: Preplanning 19
  - EMT/Paramedic 22
- TOTAL TRAINING HOURS: 126

Station Activities

- Updated 39 pre-fire plans
- Conducted 373 fire hydrant inspections
- Visited 35 children at KinderCare

Human Resources

Staffing Update

Requisitions

- Victim Advocate Coordinator (Police)
- Records Clerk (Police)
- Part Time Custodian (The Casements)

Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- Neighborhood Improvement Officer (Police) was advertised 11-13-15 on the City web site, Craigslist, internally, and will remain open until filled.
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site, Florida Rural Water Association, Craigslist, and internally, and will remain open until filled.
- Treatment Plant Operator C, B, or A (Wastewater/Public Works) was advertised 10-5-15 on the City web site, Florida Rural Water Association, Craigslist, and internally, and will remain open until filled.
- Part Time Treatment Plant Operator C, B, or A (Wastewater) was advertised 10-5-15 on the City web site and will remain open until filled.
- Part Time Maintenance Worker II – Building Maintenance (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- PT MWII – Athletic Fields (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader – South Ormond Neighborhood Center (Leisure Services) was advertised 11-4-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Permit Technician (Engineering)
- Maintenance Worker III (Street Sweeper) (Public Works)

Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Police Officer (Police Department)

- Information Systems Specialist (IT)
- PT Community Events Technician (Leisure Services)

#### City Events/Employee Relations Update

- Blood drive will be held at City Hall on 12-7-15

#### Risk Management Projects

- Attended Healthiest Companies Awards.
- Attend Wellness Council Executive Board meeting.
- Wrap-up United Way payroll deduction drive.
- Planning for Mayor's Health & Fitness Challenge.

#### **Information Technology (IT)**

- Information Systems (IS)

- Work Plan Projects
  - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
  - Finance – Interactive Voice Response System – Contract approved by City Commission.
  - Community Development – Electronic Plan Review – Go-Live was October 1. Working with the vendor to resolve some operational issues with the Naviline and GIS interfaces.

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 8 New work - 25 completed - 26 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,210	Inbound E-Mails Blocked	15,260
Delivered Inbound E-Mails	11,651	Quarantined Messages	299
Percentage Good Email	42.8%	Virus E-Mails Blocked	123

- Notable Events:

- None.

- Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 83
- Map/Information Requests: 10
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Reclaim Connections Located this week: 0: Total in system = 202
- Meters GPS Located this week: 0: Total in system = 23,072; 22,406 potable, 655 irrigation, 11 effluent
- Notable Events: None.

#### **Leisure Services**

- Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager Staff Meeting
- Assistant City Manager Meeting
- City Commission Meeting
- Janitorial Services Meeting
- Environmental Discovery Center meeting
- Met with Landscape Contractor for Weekly Updates

- Park Visits
- City Engineer meeting: West Ormond Community Center Feasibility Study Scope of Services
- Christmas Gala at The Casements 12/4/15 through 12/6/15
  
- Athletics
  - The Ormond Beach Shuffleboard Club continued their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - Lady Renegades are practicing Sports Complex Monday through Thursday at 6pm.
  - River Bend Soccer played 2 home games this week at the Sports Complex on Tuesday and Thursday nights at 6pm. They also practiced on Friday night at 6pm.
  - The SHS Girls' and Boys' Soccer Programs played Thursday night at 5pm and 7pm at the Sports Complex. They also practiced this week on Tuesday and Wednesday at 3:30pm and 4:30pm.
  
- Athletic Fields Maintenance
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Daily clean up of Limitless Playground by the softball Quad
  - Cleaned all sports parks daily of debris/trash from the events during the week
  - Tied up nets at Championship Field #7 for NYFC Tournament
  - Prepared Soccer #5 for River Bend Academy Soccer Games
  - Closed Quad Fields, Kiwanis Field, Soccer #1 - #4, #8 - #12
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday - Thursday: Show Club and CMT held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center is preparing to host the following events:
    - CMT presents "Thoroughly Modern Millie" and "We Haz Jazz," on Friday 7:00pm to 10:00pm, Saturday 7:00pm to 10:00pm and Sunday 1:00pm to 4:00pm
  
- South Ormond Neighborhood Center
  - Open park and playground sunrise to 11pm daily
  - Fitness room - Center hours
  - Open gym - Center hours
  - PAL tutoring this week
  - Basketball practice Mon., Wed., Fri 5:30pm-8:30pm
  - Activity Room rental Friday 7:00pm-9:00pm
  
- Community Events
  - Weekly administrative tasks, meetings, and office work.
  - Planning of logistics and activities for the following upcoming events:
    - Home for the Holidays Parade
    - Holiday Concert
    - Santa on the Go
    - Letters to Santa
  
- Gymnastics
  - December session in progress
  - Cheer classes are being offered starting this week

- Preparing for Open Gym Friday, December 4<sup>th</sup> 6-8pm
- Nova Community Center
  - FitGyms conducted their personal training and tennis lessons.
  - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and 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 will continue to meet for practice on Tuesdays from 5:00-6:00pm.
  - Boys Basketball League held practice this week.
  - The Annual Elk's Club Hoop Shoot will take place on Saturday from 8:30am-12:00pm.
- The Casements
  - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
  - Pilates classes met Monday at The Casements. On Tuesday, Wednesday, and Friday Pilates met at Bailey Riverbridge.
  - Yoga and Zumba classes were held on Tuesday morning at The Casements.
  - The Casements staff, Guild members, and volunteers decorated the house throughout the week in preparation for the Christmas Gala on Friday.
  - A home owner's association meeting was held at Bailey Riverbridge on Tuesday evening from 7:00 p.m. to 9:00 p.m.
  - Weddings were held at Bailey Riverbridge on Wednesday evening from 5:30 p.m. to 7:30 p.m. and on Thursday from 3:00 p.m. to 7:00 p.m.
  - This evening from 6 p.m. to 9 p.m., The Casements will hold its 37<sup>th</sup> Annual Christmas Gala event. The evening includes a tree lighting ceremony, Santa's arrival, and an ice cream social. The Guild will be selling Christmas themed items from their gift shop, craft boutique, and gourmet shop as well.
- Parks Maintenance
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Posting of park reservations at pavilions
  - Replaced BBQ grill in Central Park II
  - Park memorial benches slats were engraved
  - Fixed pavers in front of restrooms at Cassen Park
- Building Maintenance
  - 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
  - Weekly lighting inspection of airfield runways, taxiways and signage
  - Repaired the dog cage fence at the PD
  - Continued repairing, preparing and installing holiday decorations throughout city
  - Repaired fountain light at City Hall
  - Reset a/c at Nova Community Center
  - Repaired fountain pump at Riviera Park
  - Repair men's room toilet at Cassen Park

## **Police Department**

### **Administrative Services**

- Staff attended the following events: DARE graduation at Tomoka Elementary, Port Orange Police Chief swearing in ceremony and FBINAA quarterly luncheon in Daytona Beach.
- Staff conducted swearing in ceremony for two new police officers.

#### Community Outreach

- The next YDC community service project will be assisting with the OBPAL Annual Golfing for Youth Tournament. The YDC members will also be assisting with the SFAPAL cheerleading competition on December 5<sup>th</sup>.
- Science on Patrol at Ormond Beach Middle School continued with 23 youths enrolled in the program. The 10 week program is offered on Tuesdays and Thursdays from 3:45 pm to 5:30 pm.
- Science on Patrol at Ormond Beach Elementary School completed the last week of the program on November 19. Youths explored the DNA sequence of a dog and then did a sketch of the dog from the information in the DNA pattern. The youths will meet during school on December 10 for a celebration pizza party.
- Tutors R Us has concluded the fall semester and will resume in February 2016.
- Eleven youths were honored with a luncheon with Chief Osterkamp on November 19<sup>th</sup>. The youths in the program were selected by school administrators, guidance counselors and teachers for showing integrity. Each youth received a framed certificate, t-shirt and a tour of the police station.
- DARE Graduation for Tomoka Elementary was held.
- Staff is planning the second annual "Santa on Patrol." Wal-Mart, Chick-fil-A, Knights of Columbus, Women's Golf Club & Ted Rugg Realty have expressed interest in assisting.
- Daytona Tortugas baseball, Wal-Mart, Speed Park Motor Sports, Go Kart City, and Krispy Kreme continue to support the OBPD Model Student award.
- The "S.L.A.P." (Self defense for Ladies and Assault Prevention) class for mothers and their teenage daughters for December 7<sup>th</sup> is FULL. Politis & Matovina continues to provide whistles and Ted Rugg & Associates Realtors is sponsoring the t-shirts.
- Future Soda Pop with a Cop is scheduled for December 16<sup>th</sup> 11am – 2pm at Chick-fil-A.

#### Community Services & Animal Control

- Animal Calls: 40
- Animal Bites: 1
- Animal Reports: 4
- Animals to Halifax Humane: 0
- Trap Neuter Release (TNR): 2
- Wildlife: 2
- All CSO's worked the Gas Light parade

#### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 11
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 6
- Grand Theft: 5
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

- Death Undetermined: 1

#### Records

- Walk - Ins / Window 131
- Phone Calls 126
- Arrest / NTA'S 22
- Citations Issued 93
- Citations Entered 28
- Reports Generated 104
- Reports Entered 82
- Mail / Faxes / Request 42

#### Patrol

- Total Calls 1,492
- Total Traffic Stops 195

#### Operations

##### Crime Opportunity Report Forms Issued: 203

- 11/25/15
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped by loss prevention for attempting to steal food and fishing supplies. He was released from the scene after being issued a Notice to Appear.
  - Battery-Domestic Violence Arrest, 741 John Anderson Drive. Suspect slapped her husband during an argument. She was arrested and transported to the branch jail without incident.
  - Battery-Domestic Violence Arrest, 160 Royal Dunes Boulevard. Suspect punched his live in girlfriend in the face. He was arrested and transported to the branch jail without incident.
  - Battery, Hand Avenue/Chelsea Place. Victim stated she was walking on Hand Ave. when an unknown white male grabbed her from behind. She was able to fight him off. She gave a description of a white male in his 40's, 5' 10", medium build, shoulder length hair wearing a light colored shirt. A search of the area was unsuccessful.
  - Grand Theft, 260 Williamson Boulevard (Post Office) Victim said he received a "sorry we missed you" note in his mailbox from the US Postal Service. He went to the post office to claim his package, he was advised by the post office that they did not have it. The victim believes his package, with contents valued at \$3,600, was stolen from the post office.
  - Grand Theft, 145 South Atlantic Avenue (Cove on Ormond Beach) Employee is suspected of taking several items from the hotel room.
  - Narcotics Arrest, 75 Williams Boulevard (Wendy's) Suspect was contacted for panhandling in the middle of the road. Suspect consented to a search of her purse which revealed crushed up Oxycodone and used syringes. She was arrested and transported to the branch jail.
- 11/26/15
  - Theft, 102 Ormwood Drive. Victim reported her daughter stole a jar of coins from her residence valued at an estimated \$3,000.
  - Attempted Murder Arrest, 30 Caladium Drive. Victim reported his adult son shocked him with an unknown type of electrical device. The victim stated his son was trying to kill him by inducing a heart attack in order to obtain his home and assets. Son was arrested for attempted homicide.
- 11/27/15
  - Car break, 312 Timberline Trail. Victim reported sometime during the night his two vehicles were entered. Victim advised he believed the vehicles were locked but there were no signs of forced entry. A laptop was stolen from one of the vehicles. Possible latent fingerprint evidence was obtained from both vehicles.
  - Grand Theft, 749 South Nova Road (Bamboo Garden). Victim advised that two females came into the restaurant and took her iPad while she was distracted.
- 11/28/15
  - Crash with serious injuries, Airport Road and Broadwater Drive. Investigation suggests that a deer ran out in front of a motorcycle. Both occupants were ejected with the driver suffering a

- critical/life threatening injury. The passenger suffered serious but non-life threatening injuries. THI investigator was called out and the road was closed between Ormond Green and Broadwater Drive for about three hours while the investigation was completed.
- Crash with injuries, 900 Block of US1. One car was traveling south and the other north on US1. The car traveling south lost control and crossed the median and struck the car traveling north. Both drivers were transported to the hospital with non life threatening injuries. US1 northbound was closed for about an hour while the investigation was completed.
  - Narcotics Arrest, East Granada Boulevard and Riverside Drive. The defendant was stopped for having only one working headlight. Officers smelled the odor of burning marijuana coming from the interior of the vehicle. The driver admitted to having smoked marijuana and to having drug paraphernalia in the car. The drug paraphernalia was seized and the driver issued a Notice to Appear and released from the scene.
  - Stolen Vehicle, 82 Pinecrest Avenue. Suspect took her father's pick-up truck without his permission. The suspect was involved in a crash with injuries while driving the truck involving a pedestrian. The suspect was subsequently arrested. The truck recovered and returned to the registered owner.
  - Disturbance- 1375 Harmony Avenue (Hull Road sports complex). Received a call of a large disturbance with several people involved. Upon officers arrival there was a football tournament going on. A disturbance broke out between players and parents from two rival teams out of Jacksonville. A representative of Leisure Services requested a few people be trespassed (the main instigators) from the sports complex. Several officers stood by for police presence as several people made it to their cars and left the complex area.
  - Battery-Domestic Violence Arrest, 203 South Orchard Street #3B. Received a call from a neighbor reference to a physical altercation taking place. Upon officers arrival contact was made with the victim and suspect as they were still involved in a heated verbal discussion. Victim advised the suspect threw hot food on her during their argument. An independent witness advised they also saw the suspect kick the victim. The suspect was arrested for domestic violence battery and transported to the branch jail.
  - Death Investigation, 955 South Nova Road #44. Mother called and advised she found her adult son deceased inside his trailer. Mother stated that she last spoke with the victim the prior evening. Victim had numerous medical issues and was on several medications. No signs of any suspicious activity or foul play. Contact was made with the victim's doctor who advised he would sign a death certificate on the victim.
  - Shoplifting Arrest X2, 1521 West Granada Boulevard (Wal-Mart). Loss prevention observed a couple not ringing up items at the self checkout. The couple was stopped as they tried to leave the store with over \$200 of unpaid groceries. Both suspects were detained and issued Notice to Appear and released from the scene.
- 11/29/15
    - Battery-Domestic Violence, 35 Abacus Avenue. Received a call reference to an altercation between adult son and mother. Both subjects were on scene when officers arrived along with several independent witnesses. Conflicting stories were provided and no injuries were observed to establish a primary aggressor. The mother advised she was going to stay with a friend for the day. Cross complaint affidavits completed.
    - Aggravated Assault with Firearm Arrest, 795 Alcazar Avenue. Received a call from a victim advised that his live in girlfriend punched him in the face then pointed a loaded firearm at his head. Victim stated that the suspect threatened to shoot him and then kill herself. The victim fled the residence and contacted police from another location. Several officers responded and a perimeter was established. Officer DeLong was able to negotiate the suspect out of the house. After searching the residence the firearm was located and recovered as evidence. The suspect was arrested and transported to the branch jail.
    - Burglary-Residence, 7 Whipper-In Circle. Victim reported that he returned from a weeklong vacation and discovered a large amount of jewelry missing from the residence. There were no signs of forced entry into the residence. Victim stated that he had contractors in and out of the residence while he was away.
    - Burglary – Residence, 257 Midway Avenue. Victim reported that sometime between 7:30 pm and 11:00 pm someone entered her back porch and stole two cell phones. She also advised

- there was a carton of cigarettes missing from inside her residence. Victim advised she is sure she locked her rear door before going to bed, but sometimes it does not latch.
- Warrant Arrest, Hand Avenue/Chelsea Place. Officers conducted a traffic stop on a vehicle at this location. The driver was found to have an open Writ of Bodily Attachment and was taken into custody. During a search incident to arrest, three credit cards were located on his person, with two different names on them. Investigation is continuing.
  - 11/30/15
    - Car break, 16 Black Water Way. Victim claims someone removed a firearm out of his 2015 Mazda but is unsure when or where the theft occurred. The victim reported he has not seen the gun since October.
    - Burglary-Residence, 501 Morning Sun Drive #732. Victim reports that her safe was entered and jewelry and cash were taken. Victim suspects construction crews that were in and out of the apartment during the first of November.
    - Petty Theft, 290 Grove Street. Victim's former boyfriend is suspected in stealing the victim's mailbox and paperwork after they broke up and he moved out. A neighbor witnessed the suspect taking items from the house when he was moving out but did not see him take the mailbox.
    - Death Investigation, 570 Sterthaus Drive #403 (Madison Glen Apartments). A neighbor contacted police when he found the victim unresponsive in his home. Upon officers arrival it was determined the victim was deceased. An attending physician was not identified so investigators responded to the scene. No foul play is suspected.
    - Trespass Warning, 1 South Beach Street (Cassen Park). Subject was found camping in the park after hours. He was issued a trespass warning and escorted out of the park.
  - 12/01/15
    - Death Investigation, 420 Lakebridge Plaza Drive (Oaks of Lakebridge Apartments). Victim was found unresponsive on the floor in his bedroom by his father. His attending physician in Jacksonville was contacted and advised he would sign the death certificate. No foul play is suspected.
    - Grand Theft Arrest, 353 West Granada Boulevard (Winn Dixie). Suspect, a store cashier, was caught taking items off the shelf and returning them at her own register so she could keep the money on the return. She was also taking receipts discarded by customers, obtaining the listed items off of store shelves and then using the receipts to return the items for cash. These events have been ongoing for over a month and the suspect admitted to her involvement post Miranda Warning. She was arrested for grand theft and dealing in stolen property.
    - Battery-Domestic Violence Arrest, 192 Midway Avenue. Suspect battered his live in girlfriend and strangled her. A search for the suspect at the home, the suspect's mother's home, and known areas were negative in locating the suspect. A charging affidavit was completed and filed on the suspect for domestic violence battery. Officers responded back to the scene later that night in reference to a 911 call. The dispatcher could hear a female yelling "Get off me" during the 911 call. Upon officers arrival they met with the victim outside of her residence. She was visibly upset but declined to tell officers what had happened. The suspect then came outside of the residence at which time he was arrested for domestic violence battery and transported to the branch jail.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 36
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 34
  - Number of Written Warnings Issued: 6
  - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 11
  - Number of Crashes with Injuries: 0

- Number of Crashes with Serious Bodily Injuries: 1
- Number of Crashes with Fatal Injuries: 0
- Crash Investigation General Information:
  - 15-12-00001: 1 Falls Way Drive vehicle versus building. No structure damage no injuries.
  - 15-11-00491: Officer LaBrie went on Officer Sanders Serious Bodily Injury crash. Assisted with the scene and walked her through the Traffic Fatality Investigation procedures. (Called Out)
- Traffic Complaints Received:
  - 1000-Block Old Tomoka Road: Vehicles passing in the no passing zone in front of Tomoka Elementary School.
  - Parque Drive between Division Avenue and Hand Avenue: Speeding complaint between 0700-0800.
- Crime Activity Addressed:
  - Number of Crime Opportunity Report Forms Issued: 17
  - Number of Field Interrogation Cards Collected: 0
  - Number of Take Lock Close Flyers Distributed: 7
  - Gold's Gym (333 West Granada Boulevard); Crime Opportunity Report Forms: 4; Contacts: 1.
  - 600-Block Hand Avenue; Strategic Traffic Enforcement Program
  - 600-Block Division Avenue; Strategic Traffic Enforcement Program
- 1. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: Tomoka Elementary School (999 Old Tomoka Road)
  - Reason for this STEP: Traffic Complaint of illegal passing in the school zone at dismissal
  - Number of times worked: 1; Total Hours Spent: 0.5
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- 2. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 600-Block Division Avenue
  - Reason for this STEP: Hot Zone
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 7; Written Warnings Issued: 0
  - Comments: None
- 3. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 1300-Block North United States Highway 1
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 15; Written Warnings Issued: 0
  - Comments: None
- 4. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 600-Block Hand Avenue
  - Reason for this STEP: Hot Zone
  - Number of times worked: 1; Total Hours Spent: 0.25
  - Citations Issued: 1; Written Warnings Issued: 0
  - Comments: None
- General Comments:
  - Prior Week's Hot Zone (Wednesday – Friday): 4
  - Current Week's Hot Zone (Monday – Tuesday): 4
  - Dare Graduation at Tomoka Elementary School (999 Old Tomoka Road): 1 unit attended.
  - Set-up Traffic Unit Schedule for 2016 and scheduled leave for the New Year.
  - Stealth Stat deployed in 1300-Block North Beach Street in response to speeding complaint.

- Variable Message Board programmed several times for Click it Or Ticket, Gas Light Parade, and Christmas Gala.
- Gas Light Parade.

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 5 signs have either been removed or sign cases created.
- 7 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and fifty-four (54) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Approximately 80% of the project sanitary sewer mains were cleaned and TVed, in preparation of sanitary sewer lining.
- Ph II 2-Inch Watermain Replacement – Mainland - Clearance of new water mains has been rendered by VCHD for: Magnolia Avenue, Oak Avenue, Creekbend Way, Eagle Court, Parkwood Drive, Fairwood Circle, Knollwood Circle, Horseshoe Trail, and Granada Blvd. New replacement water meters have been installed on Magnolia Avenue and Oak Avenue, and the new watermains have been tied in on these streets and are active. New replacement meters are being installed on Parkwood Drive.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor is currently working in the Brendale Drive and Longwood Drive area installing water main and services.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor is continuing work on Ormond Parkway. Preliminary as-built drawings have been submitted for Jill Alison Circle, Druid Circle, Tanglewood Circle, and Ocean Terrace Circle. Clearance paper work has been submitted for all these streets north of Granada Blvd.
- Environmental Discovery Center – The Contractor has graded the retention pond and is framing the deck and porches so the roof sheathing can be installed and the building “dried in”.
- Nova Community Park Trail – The contractor is working along the south and west side of the tennis courts and skate park and is excavating and pouring concrete on a daily basis.
- North US1 Landscaping (Airport Road to I95) – The contractor has requested utility locates be performed and plans to start installing pipe by directional drilling under the turn lanes for irrigation water and power.
- Downtown Stormwater – Bids were opened on December 1<sup>st</sup> and are being reviewed.
- WWTP Sludge Thickener Improvements – Contracts were received and sent to Legal for final review. A pre-construction meeting will then be scheduled.
- Fire Station 93 Exhaust Filtration System - The three filtration units have been ordered and are expected to be delivered in early December. Installation will be coordinated once equipment has been delivered.

##### Design Projects:

- City Hall Chiller Pump Replacement – A design kick-off meeting was held and the mechanical engineer will begin design for replacement of the pumps and controls. The old pumps will be salvaged by the City so they can continue to be used as spares for other buildings as needed.
- West Ormond Community Center – Met with consultant to discuss the scope of work. The consultant has met with the School administration to discuss the project and has submitted a scope of work which staff is reviewing.
- City Welcome Sign – Staff is preparing final construction plans for the FDOT. A Community Aesthetic Feature (CAF) Agreement was approved by the Commission at the October 20<sup>th</sup>

meeting. The submittal package to FDOT will include structural and electrical engineering plans, 5 year accident data and a design variance for the sign in the median east of Williamson Boulevard.

- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion – Proposals were received and a Purchase Order was issued to RCP Shelters for the pavilion. Fabrication lead time is 8 weeks. The pavilion is scheduled to arrive December 16<sup>th</sup>.
- Ormond Sports Complex Field 9/10 Lighting – FAA has determined that none of the proposed lights will cause an impact, plans are being finalized to include all lights in the proposed plan.
- Water Treatment Plant Lime Silo Dust Arrestor – Plans are being finalized, this project will be submitted for City Commission disposition in January.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant is finalizing plans and bid specifications.
- Cassen Park Public Dock – Reviewed consultant project design services proposal for the proposed dock and break water, waiting on their cost proposal. Consultant is addressing staff's comments. A work authorization for preparing and applying for two grants, the FFWC Boating Improvement Grant and the Florida Inland Navigation District has been processed.
- Woodridge Stormdrain Improvements – The Consultant's drainage analysis indicated that flooding can be reduced at the intersection of Woodridge Drive and North Beach Street by installing another outfall pipe. Staff is investigating a suitable location for a drainage easement to install a new stormdrain outfall that can be tied into the existing drainage system.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Final plans have been received by the City
- Ormond Beach Sports Complex Traffic Calming - Preliminary plans were completed.
- Sanitary Sewer Inflow/Infiltration - Sewer system maps are being prepared as part of a bid package to have the City's sanitary sewer gravity systems inspected by camera/televising, which will be used to identify and prepare reports to address the priority of repair and cost estimates for gravity sewer mains which exhibit infiltration or may be damaged. This will help in eliminating unwanted flow to the Waste Water treatment plant by keeping out ground water and soil from the system.
- Ph III 2-Inch Water Main Replacement - List of streets candidates proposed for watermain replacement is being finalized based on updated prioritization.
- Effluent Outfall Replacement – Met with consultant to discuss the scope of work for the replacement of the damaged effluent outfall pipe in the Halifax River. The consultant has submitted a draft proposal for the design and permitting which staff has reviewed and sent comments for modifications.
- 2016 Corrugated Metal Storm Pipe Repairs - A list of pipe candidates is being prepared to include in a contract for cured-in-place pipe lining.
- Fire Station 93 Roof - Prepared memo and submittal package for Commission approval for construction services to install a new roof system for Fire Station 93, scheduled for the 1/5/16 meeting.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Reviewed plans and created several approved Work-in-the-Right-of-Way permit along Hand Avenue, Cameo Drive, and Harbor Lights Drive, per FPL request.
- Reviewed Proposed dock plans for 3030 and 1058 John Anderson Drive.
- Began compiling the research for the multiple upcoming North Peninsula annexations, for sketch and legal descriptions.
- Created exhibit drawing of the proposed location for a 15 foot drainage easement at 777 North Beach Street.
- Researched and created PDF drawings of the 2007 Water Treatment Plant Expansion, per Utilities Division request.
- Updated the exhibit drawing for the Traffic Light Maintenance project.

- Received notice from the Florida Planning and Zoning Association that the Hand Avenue Collector Road Upgrade project that was submitted for their annual project award was selected to receive the Sustainability award. The award will be presented at their annual awards Gala on December 11<sup>th</sup>.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
  - Formed, mixed and poured 10x5 sidewalk on 500 block of US1 South
  - Formed and poured sidewalk sections on N Orchard St between Sterhaus and Public Works
  - Cut out bad section of roadway and re-asphalt on Timberline Trl at Main Trl  
Forestry 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
  - Grinded stumps Citywide
  - Trmmed for sight view at Cameo and N Beach St
  - Assisted Building Maint Dept with putting up Christmas tree at City Hall
  - Tree trimming for parade route, Fairview Ave, Roosevelt Dr, parade staging area
  - Picked up debris at Riviera Park  
Maintenance Crew
  - Debris cleanup on Granada Bridge and Memorial Gardens
  - Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
  - Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River bridge
  - Weed control on streetscape and FDOT areas
  - Cleaned benches citywide
  - DOT weed control on all state roads
  - Picked up barricades and cones on A1A and SR40
  - Trimming for parade area
  - Installed Christmas banners  
Sign Shop

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

  - Citywide Locations, checked for signs that might need attention
  - Fabricated various signs & decals for upcoming jobs
  - Washed & cleaned signs in various locations
  - In-shop training
  - Fabricated 2 No Parking on Island signs for Country Club Dr; 1 No motorized vehicles sign for Fortunato Park; #9 for Mayor's Challenge sign and installed
  - Gathering signs for parade and barricades
  - Prepared signs and barricades for Christmas parade
  - Changed dates for Mayor's sign  
Stormwater Maintenance  
Maintenance Crew
  - Locates citywide
  - Carp Barriers – cleaned and inspected
  - Pump Stations – inspected
  - Inlets – inspected and cleaned Citywide
  - Basin hot spots -- inspected

- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Clean out dry valve for Fleet on Hammock Ln
- Pond maintenance at Airport

Mowing

- Reachout Mower – SR40

Vactor

- Wash rack

Street Sweeping/Streetsweeper

- 62 miles of road cleaned (3½ days – FDOT areas only)
- 10 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
24,118

PM Services completed for the week:

Emergency—Vehicles and Equipment  
3

Non-Emergency Vehicles and Equipment  
8

Road Calls for the week:  
0

Quick Fleet Facts:

- Fleet has 4,462 gallons of unleaded and 5,043 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,980 gallons of unleaded and 1,148 gallons of diesel.
- Fleet completed 29 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Pump rate questions from the mechanical subcontractor were addressed for assisting preparation of design scope of work and fee proposal.
- Division Avenue Well Field Raw Water Piping – Preliminary walk through inspection scheduled this week.
- Fire Hydrant Replacement Program – Fire hydrants are being replaced on the north peninsula.
- FDOT SR40 and I-95 Intersection – One potential conflict exists that may be resolved by changing the drainage pipe configuration. FDOT requested additional field verification of the raw water main and force main.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
- Lift Station 8M1 – An addendum was prepared to postpone the bid date until 1/14/16 to resolve easement discrepancies. A meeting was held with the Legal Department to discuss the easement resolution. Research is being performed to determine if a prescriptive easement applies.
- Oak Drive Water Main Replacement – Replacement is being scheduled.
- 29 Surfside Drive Water Service Replacement – Submitted Application for Volusia County Use Permit to Volusia County for processing.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #1 was installed and is being tested.
- Rima Wells Auxiliary Power Generator – Addendum 1 is being prepared to answer questions received from contractors during the bid phase.
- Saddler's Run Lift Station Rehabilitation – Final deductive change order was received. Lift station rehabilitation nearing completion.
- Sanitary Sewer Pipeline Repair – contractor is cleaning and televising the sanitary sewer system.

- Sodium Hypochlorite Storage Tank Replacement – Bids are being evaluated. The apparent low bidder is FECC, Inc. for \$79,550.
- Storage Tank Repairs and Maintenance – Reviewed the OM Engineering compensation proposal for engineering services to refurbish the elevated tank at the Water Plant. Requested a written proposal to define the tasks.
- Wastewater Sludge Thickener Upgrades (CIP) – Contracts were received and are being reviewed by the Legal Department.
- Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were received from the consultant for review.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Utilities SCADA Upgrades: Staff met with consultant to discuss comments on the draft scope of work.
- SPRC: Campana – Reviewed plans. Deer Creek Phase 4C – Reviewed shop drawings. Huntington Green – Reviewed revised plans. Kingston Shores – The condo association proposes to install the water main on top of the electrical conduit instead of obtaining an easement from the state to relocate the line. FPL easement appears to be non-existent. Plans proposing this alteration have been reviewed. YMCA ROW Vacation – Reviewed legal description of easement proposed for vacation.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 36.79 million gallons for the week ending November 27, 2015 (5.26 MGD)
  - Backwashed 11 filters for a total of 508,000 gallons backwash water.
  - Produced and hauled 40.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 28.88 Million Gallons.
  - Produced 20.06 Million Gallons of Reuse.
  - Produced 8.82 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.13 MGD, plant designed for 8 MGD.
  - Hauled 148.54 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to or repaired 33 water service leaks.
  - Replaced 6 residential water meters.
  - Replaced or repaired 8 water meter boxes.
  - Installed 4 new water service connections and water meters. Contractor installed 2-4" casings under Airport Rd and John Anderson Dr for 2 - 1½" water service installations.
  - Repaired an 8" water main leak on Live Oak Dr
  - Replaced 5 water services due to aged piping. Contractor installed 2 - 2" casings for water service replacements under roads.
  - Responded to 47 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Pressure tested 6 and repaired 4 city owned backflow prevention devices serving city owned facilities. Continued installation of freeze protection on all city owned backflow preventers.
  - Continued maintenance of fire hydrants within the city limits, 6 fire hydrants maintained in Tomoka Oaks subdivision.
  - Performed multiple scheduled water main outages for fire hydrant replacement at 16 Starlight Dr, 2 Ocean Breeze Cir, 7 Sea Oats Cir, 52 Sea Island Dr N., 3559 John Anderson Dr.
  - Continued valve maintenance activities in the Water Base Map Page C-1 and during multiple water outages - 29 valves located, exercised and marked on roadway.
  - Performed scheduled water main outages on Oak St, Magnolia St, Horseshoe Trl, and Eagle Ct for assisting contractor performance of service connection transitions for 2" Water Main Replacement Projects.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 87 regular and 1 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
  - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 6 in conventional system area.
  - Responded to 2 Requests for Utility Verifications for residential and commercial properties.
  - Located and cleaned main line valves for the North Peninsula Force Main. Continue to exercise isolation and air relief valves/blow offs to remove air from the force main.
  - Checked all known collection system trouble spots. All good @ current time.
  - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 20/12psi, Ocean Mist Hotel @ 15/8 psi, Ormond Mall @ 10/6 psi.
  - Low pressure sewer system gauge readings: AM/PM Westland Run (2 inch) 24/5 psi. Foxhunters Flat (2 inch) 19/0 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.
  - Located & cleaned sanitary service line @ 47 Pine Valley Cr. Location to be placed on City's root control program.
  - Located and televised the sanitary service at 17 Red Maple, all clear.
  - Televised sanitary service at 6 Indian Bow upon receipt of report of sidewalk settlement. The service line was found to be clean and clear – homeowner notified.
  - Inspected manhole ring & cover 541 Lake Bridge Dr. - in good condition.
  - Located irrigation valve at 18 Fox Fords Chase.
  - Replaced Pep System pump @ 11 Pine Hollow Way.
  - Repaired a broken clean out at 209 Osceola Ave.
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Chlorine Building, found loose fitting at sample line, tightened, ok.
  - Final Effluent Tanks, assist Operations with scheduled tank cleaning.
  - Chlorine Dosage Meter, replace leaking valve, repair plumbing, ok.
  - Harley Davidson, oil grease dumping noted, cleaning station daily until oil/grease is removed, reported dumping to appropriate staff.
  - 6P, McDonalds, Harley Davidson, weekly PM wet well cleaning & odor control.
  - Influent Room – deragged pumps as directed.
  - WIN911 monitor/response: 7M1 - high level, inverters tripped, amp draw #2 nominal, #1 high, reversed #1 to clear possible blockage, amp draw nominal, ok.
  - SCADA monitor/response: Aberdeen #1, high run hours, deragged both check valves, ok; HOMAC – no starts #2, reset motor starter, monitor; McDonalds – uneven hours, clean probe, ok; Ormond Lakes #4 – high starts, high run hours, clean probe, deragg both check valves, ok;
  - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
  - Semiannual PM's: Carrousel Blower #3.
  - Lift Station PM's: 9 monthly and 1 annual performed.
  - 44 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime slurry pump #2, change gear oil, replaced tubes.
- Polymer mix tank, replaced pump motor timer, ok.
- Clari-cone bypass pipe, replaced non-functional pressure gauges.
- Polymer Thickener, replaced worn pump, begin rebuild of worn unit.
- Well 7D, reset tripped breaker, will monitor.
- Water Plant, 2 men from Temporary Labor excavated dirt around pipes to be painted.
- Monthly Well PM's: all Hudson wells.
- Monthly PM's: all Lime Slurry pumps; all Booster Stations, Reuse H.S.P,

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
  - Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating results to develop a plan of study for the limits.
  - Industrial Pretreatment Program – Staff is scheduling both the annual inspections and sampling events for the City's Industrial Pretreatment permit holders. The FDEP requires an annual inspection to continue a conversation with the industries as to changes which could affect the WWTF influent. The annual sampling allows the City to obtain independent analytical data of the constituents of the industry's contribution to the sewer collection system.
  - Staff is assisting a permitted industry who reported analytical data which exceeded the permit limits. The industry is resampling to confirm the data and the Utility and industry will collaborate on further remediation should it be necessary.
  - Staff is continuing to monitor a lift station which appears to have collected unauthorized amounts of contaminants. Staff is inquiring with surrounding businesses to request assistance in where the contamination is originating.
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Reuse Service Area Dual Check Valve Installation – Staff is assisting the contractor with obtaining the dual check valves and will resume installation of the project next week. The project is estimated to be complete by the end of the 2015.
  - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices. Additionally, staff is organizing a set of non-compliant commercial backflow devices. The list will be culled through and subsequently given to the City's contracted device tester to bring those devices into compliance. Staff is also contacting commercial accounts which are normally in compliance and may need assistance with the new system.
  - St Johns River Water Management District - Staff is compiling the data for the reports due to SJRWMD for the 2015 calendar year submittals.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, and 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 and City Manager staff meeting
- Staff attended and provided support for December 1, 2015, City Commission Brainstorming workshop and City Commission meeting
- Agenda packet preparation and creation for December 9, 2015, Pension Boards 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.