

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 11, 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:

- General discussion meetings with City Attorney, Utilities Manager, HR Director, Risk Manager, Planning Director and Police Chief
- Reviewed Police Chief Recruitment Plans with HR Director, will finalize next week
- Continued conducting evaluations with senior staff
- Quarterly meeting with directors and managers
- Discussion on road access in Hunter's Ridge with senior staff

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Quarterly update meeting with senior staff, Florida Health Care and BCBS representatives
- Volusia County Managers meeting regarding sales tax
- Conference call for UCF School of Public Advisory Board meeting
- Team Volusia Board meeting
- Tiger Bay Club lunch meeting, Dr. Watret (ERAU Interim President) guest speaker
- Nova Road mid-block crossing meeting with Engineering staff and FDOT representative

### **Community Development**

#### **Planning**

- The Department received the land use plan amendment and the Tomoka Avenue Partial Vacation of ROW applications this week. The Land Use Plan Map amendment seeks to amend 8.05 acres from Low Density Residential (LDR) land to 3.06 acres of Residential/Office/Retail (ROR) and 5 acres of Open Space/Conservation (OS/C). This land use plan amendment is part of a larger 32.6± acre commercial project, called Granada Pointe, planned for 600 West Granada Boulevard.
- Staff attended the neighborhood meeting for Antares of Ormond Beach, an assisted living facility, located at 720 West Granada.
- Every five years the Building Division is classified by the ISO through the Building Code Effectiveness Grading Schedule Program. A class 1 is excellent; a class 10 is not so good. In 2010, the City's ISO rating was 3 in 1&2 family residential property and 3 in commercial/industrial property. This year ISO performed the examination in June during the time of much personnel turnover and the majority of the inspections were being contracted with a third party provider. As a result, the City's rating for 1&2 family residential property and commercial/industrial property was a 4. Staff is looking into whether we can request a reclassification by ISO now that the division is fully staffed.
- Staff met with Clay Ervin and Dorian Burt regarding a Land Development Code amendment to revise the code to permit higher story structures on New Britain Ave.

#### **Building Inspections, Permitting & Licensing**

- 300 inspections performed.
- 3 new business tax receipts issued.

- 64 permits issued with a valuation of \$1,938,835.00

**NOTE:** Private Provider inspection services conducted 10 inspections of the 300 inspections performed.

#### Development Services

- The following SPRC activities occurred this week:
  1. 1545 Hand Avenue – pre-application meeting
  2. 1301 West Granada Boulevard (Vystar) pre-construction meeting.

#### 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. An amendment to the approved GAP Agreement will be presented to the Commission at the January 5 meeting, extending the period for the issuance of the certificate of compliance.

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

- Staff conducted a presentation to the Team Volusia Board that outlines the City's economic development projects and initiative on December 10.
- Staff is working with the Chamber of Commerce in the production of the Doing Business in Ormond Beach resource guide.

##### 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. The design of a preliminary site plan is underway.

#### Airport Operation and Development

- Staff is scheduling installation of the final element of the air traffic control tower systems upgrade project. An enunciator panel and remote start switch for the new backup power generator is to be installed in the tower cab.
- Staff is finalizing the design of a new, double face monument sign for the main entrance to the airport. The new sign will be similar in appearance to the signs at the entrance to the Airport Business Park.
- Staff has provided information to the FDOT Aviation and Spaceports Office to assist in the development of the FDOT Airport Sustainability Guidebook. The guidebook is intended to serve as a Florida-specific resource to help airports develop their own sustainability programs, implement sustainability initiatives, and track sustainability performance. The guidebook will take into account federal guidance, FDOT and other Florida agency resources, and local initiatives and efforts. The

guidebook will look at sustainability from multiple angles, such as cost savings, environmental stewardship, public relations, community affairs, and efficiency.

- Staff has received from the FDOT the fully executed Joint Participation Agreement that will provide state funding for the construction phase of the Taxiway Golf project. This project is tentatively scheduled to commence on January 12, 2016.

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

- On-going Projects
  - Continue audit preparation.
- Completed Projects - Weekly
  - Processed 41 Journal Entry Batches (#5884 – 5889) (1367-1472).
  - Approved 13 Purchase Requisitions totaling \$83,860.97.
  - Issued 23 Purchase Orders totaling \$383,040.30.
  - Processed 4,749 cash receipts totaling \$4,668,456.73.
  - Prepared 91 Accounts Payable checks totaling \$129,861.72 and 39 Accounts Payable EFT payments totaling \$297,756.08.
  - Processed 821 utility bill payments through ACH totaling \$56,001.92.
  - Processed and issued 5,704 utility bills with billed consumption of water of 33,530k.
  - Issued 625 past due notices on utility accounts.
  - Auto-called 52 utility customers regarding receipt of a past due notice.

### **Grants/PIO**

- Public Information
  - Press Releases
    - The Eagles Tribute Band (12/11)
    - Big Band America Holiday Concert (12/20)
  - 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 quarterly staff meeting
    - Met with Fire Department staff for upcoming Assistance to Firefighters grant request.
    - Attended quarterly Local Mitigation Strategy and CRS (Community Rating System) Users Group meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 1
  - Fire Alarms: 6
  - Hazardous: 4
  - EMS: 88
  - Motor Vehicle Accidents: 5
  - Public Assists: 39
  - TOTAL CALLS: 143
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- Aid provided to other agencies: 18 Calls: Daytona Beach (7), Volusia County (11)

- Total staff hours provided to other agencies: 17
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 66

#### Training Hours

- NFPA 1001: Firefighting 31
- NFPA 1500: Safety/Equipment 16
- NFPA 1620: Preplanning 17
- EMT/Paramedic 19
- TOTAL TRAINING HOURS: 83

#### Station Activities

- Updated 30 pre-fire plans
- Conducted 194 fire hydrant inspections
- Provided a tour of Station 91 to a group of mothers and 10 children

#### Significant Incidents

- 12/7/15, 6:23 AM: N. US-1 / Lowndes Ave. – Motor Vehicle Accident – Responded to a pedestrian (turned out to be the driver of the semi) vs. semi-truck accident – truck lost control hitting pedestrian and then collided head-on with another vehicle – driver of vehicle was entrapped and required heavy extrication – two patients transported and one fatality on-scene.

#### Human Resources

##### Staffing Update

##### Requisitions

- Firefighter/EMT (Fire)
- Part Time Custodian (The Casements)
- Records Clerk (Police)

##### 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.
- Victim Advocate Coordinator (Police) was advertised 12-8-15 on the City web site and 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.
- 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.
- Part Time Maintenance Worker II – 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)
- Treatment Plant Operator C, B, or A (Wastewater/Public Works)

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

- Part Time Community Events Technician (Leisure Services)

Terminations

- Firefighter/EMT effective 12-16-15

Risk Management Projects

- Attended Worker's Compensation depositions
- Attend Leadership Board meeting
- 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 thru the contract review process.
- Finance – Interactive Voice Response System – Contract approved by City Commission.
- Community Development – Electronic Plan Review – Go-Live was Oct 1. Working with the Vendor to resolve remaining 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 - 32 completed - 22 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	39,291	Inbound E-Mails Blocked	22,529
Delivered Inbound E-Mails	16,408	Quarantined Messages	354
Percentage Good Email	41.8%	Virus E-Mails Blocked	203

- Notable Events: None.

• Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 1 Corrections: 79
- Map/Information Requests: 30
- Information Requests from External Organizations: 1
- 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 Meeting
- Assistant City Manager Meeting
- Monthly Staff Meeting with Parks & Bldg Maint. Staff
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Movies on the Halifax

- Home for the Holidays Parade
- Athletics
  - The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - Lady Renegades are practicing for the final week at the Coed Softball Field #7 at the Sports Complex Tuesday through Thursday at 6pm.
  - River Bend Soccer practiced on Thursday and Friday nights at 6pm on Soccer #5
  - The SHS Girls' and Boys' Soccer Programs played on Tuesday night at 5pm and 7pm on Championship Field #7 at the Sports Complex. They also practiced this week on Mon - Thursday at 3:30pm and 4:30pm on fields #5 and #6.
- 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
  - Prepared Soccer #5 & Champ. fld. #7 for River Bend Academy & SHS Soccer Games
  - Sprayed Batting Cages & Playground Pavers for weeds
  - Painted grass parking lot at Soccer 9
  - Prepared Coed Field #7 for Lady Renegades Practices
  - Dragged T-Ball & Wendlestedt Fields
- Senior Center
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
  - Big Band America was held on Thursday from 7:00pm to 9:00pm
  - Tomoka Duplicate Bridge was held on Saturday from noon to 4:00pm
  - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
- Performing Arts Center

The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:

  - Monday-Tuesday: Show club held regular classes. CMT held onstage rehearsal.
  - Wednesday: Show Club held regular classes. CMT held regular classes.
  - Thursday: Show Club held regular classes. CMT held in-school performance and on stage rehearsal.
  - Friday: CMT held in-school performances.

The Performing Arts Center is preparing to host the following events:

  - The Long –The Ultimate Eagles Tribute, Friday 7:30pm to 9:30pm
  - Providence Church presents “Gift of Carols,” Sunday 4:00 to 5:00pm and 6:00pm to 7:00pm
- South Ormond Neighborhood Center
  - Splash Pad Closed for the winter 12-1-15 through 3-15-16
  - Open playground (sunrise-11pm daily)
  - Open gym (1pm-8:45pm)
  - Youth basketball games (Mon. Wed. Fri. 5:30 -8:30pm)
  - Splash pad painting continues
  - MLK prep-work began
- Community Events
  - Preliminary planning of 2016 events in the months of January through April
  - Planning logistics and activities for the following upcoming events:

- Holiday Concert
- Santa on the Go
- Letters to Santa
- Breakfast with Santa
  
- Gymnastics
  - December session in progress
  - Gearing up for participating in the holiday parade.
  
- Nova Community Center and Special Populations
  - 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 the exercise room.
  - Adult Jazzercise continues to meet at various times throughout the week.
  - Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
  - Challenger Basketball will continue to meet for practice on Tuesdays from 5:00-6:00 pm.
  - Boys Basketball League practiced this week.
  
- The Casements
  - The Casements Guild held their 37<sup>th</sup> Annual Christmas Gala on Saturday and Sunday. Activities ran from 10:00 a.m. to 5:00 p.m. on Saturday and from 12:00 p.m. to 4:00 p.m. on Sunday. Activities included an ice cream social, balloon art, and glitter tattoos for kids on Saturday, and a Holiday Tea on Sunday. Guests enjoyed visits with Santa and Mrs. Claus, a decorated tree gallery, Christmas displays, and holiday shops all weekend long.
  - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
  - Pilates classes met Monday through Friday at Bailey Riverbridge.
  - Yoga and Zumba classes met on Tuesday at The Casements.
  - Guild tours of The Casements were not given on Saturday due to the Christmas Gala. Tours resumed on Monday and continued throughout the week. Docents gave tours from 10:00 a.m. to 4:00 p.m. on the hour.
  - A special tour of The Casements was given to a group of 30 people on Monday from 11:00 a.m. to 12:00 p.m.
  - A party was held at The Casements on Monday from 4:00 p.m. to 7:00 p.m.
  - A special tour of The Casements was given to a group of 25 people on Wednesday from 11:00 a.m. to 11:30 a.m.
  - Casements Camera Club held a holiday party on Thursday night at The Casements from 5:00 p.m. to 8:00 p.m.
  - A party was held at Bailey Riverbridge on Thursday night from 5:00 p.m. to 9:00 p.m.
  - A wedding ceremony and reception were held at Bailey Riverbridge on Friday afternoon from 12:00 p.m. to 4:00 p.m.
  - A wedding rehearsal was held at Ormond Memorial Gardens on Friday afternoon from 4:00 p.m. to 5:00 p.m.
  - Movies on the Halifax will show "The Grinch" with Jim Carrey this evening at 6:00 p.m. Santa will be greeting the children. Staff members will be assisting from 5:00 p.m. to 9:00 p.m.
  
- Parks Maintenance
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Posting of park reservations at pavilions
  - Assisted Streets Div. with fence and timber removal at Riviera Park
  - Installed new bike rack at Riviera Park
  - Fixed playground missing part at Sanchez Park
  - Installed light pole banners at The Casements

- Building Maintenance
  - 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
  - Weekly lighting inspection of Airfield Runways, Taxiways and signage
  - Continued displaying, repairing and maintaining holiday decorations throughout city
  - Responded to city staff requests for cutting keys for various city facilities
  - Ice machine operation orientation @ Senior Center
  - Repaired ladies room toilet at the PAC
  - Added electric outlet at Fire Station 93
  - Installed gutter down spout at Nova Gym
  - Installed carpet fans at SONC
  - Changed lamps in ladies room at MacDonald House
  - Met painting contractor for City Hall fountain
  - Met the garage door contractor for maintenance building at Nova

### Police Department

#### Administrative Services

- Command Staff attended the annual PAL Golf Tournament held at the Riverbend Golf Course.
- Command Staff attended the City Manager's quarterly meeting.

#### Community Outreach

- Members of the Youth Directors Council assisted with 2 programs this past weekend. Four youths assisted with the Annual Golfing for Youth Tournament. Five members assisted at the State of Florida Association of Police Athletic Leagues Annual Cheerleading competition. The next program will be leading the holiday parade.
- The Annual Golfing for Youth Tournament was held Saturday, December 5th at the Riverbend Golf Club. Fourteen teams participated in the tournament which raised \$11,000 to support OBPAL programs.

#### Community Services & Animal Control

- Animal Calls: 48
- Animal Reports :4
- Animal Bites: 1
- Animals to Halifax Humane: 1Cat
- Tap Neuter Release: 2
- Animal Citation: 1
- Injured Wildlife: 1
- CSO's assisted in picking up donated items for the P.A.L. Golf Tournament.

#### Criminal Investigations

- Cases Assigned: 10
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 4
- Inactive: 8
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 0
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0

- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Weapons Complaint: 0

Records

- Walk - Ins / Window 55
- Phone Calls 42
- Arrest / NTA'S 24
- Citations Issued 159
- Citations Entered 0
- Reports Generated 117
- Reports Entered 89
- Mail / Faxes / Request 14

Patrol

- Total Calls 1,604
- Total Traffic Stops 258

Operations

Crime Opportunity Report Forms Issued: 157

- 12/02/15
  - Traffic Arrest, Fleming Avenue and Aaron Circle. The suspect was stopped for operating a motorcycle without eye protection. As officer was checking on his license status the suspect fled on foot. After a short foot pursuit the suspect gave up peacefully and was taken into custody.
  - Burglary-Residence, 940 Arroyo Parkway. Victim/realtor contacted police reference to a burglary to one of his model homes. Realtor advised sometime over the past two weeks an unknown suspect entered the house and stole several items including the appliances. Victim stated that there were several contractors in and out of the house getting it ready to sell.
- 12/03/15
  - Shoplifting Arrest (X2), 1521 West Granada Boulevard (Wal-Mart). Loss prevention caught two shoplifters (adult and juvenile). The adult met the notice to appear criteria and was released from the scene. The juvenile was not charged and was turned over to their adult cousin.
  - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was caught by loss prevention shoplifting and as he was attempting to get into a vehicle was apprehended by unmarked unit that was in the area. The driver also was detained and after investigation was found to be in possession of a felony amount of narcotics. The first suspect was transported to the hospital because he ingested narcotics in an attempt to get rid of them before officers found them. A search of the vehicle also revealed items used to produce meth from a mobile lab. The narcotics task force responded to assist the investigation and collect/dispose of the dangerous chemicals found in the car.
  - Narcotics Arrest, 133 South Halifax Drive. Units responded to the address in reference to a well being check on an elderly female. The homeowner gave officers permission to enter and consent to search the residence for any other people. A bedroom door was found locked from the inside. After knocking and announcing police, the occupant came out. He advised his girlfriend was in the bathroom adjoining the bedroom. She was observed exiting the bathroom. Inside the bathroom in plain view on the sink was a clear plastic bag with white powder in it. The powder tested positive for cocaine. The female was arrested.

- Battery – Domestic Violence Arrest, 1 Lost Creek Lane. Victim reported that his wife was intoxicated and arguing with him. Investigation revealed she had punched him in the face during the argument.
- Burglary – Residence, 54 Jamestown Drive. Victim reported that sometime during the day unknown individuals entered her closed garage and removed a dirt bike. The owner found the dirt bike leaning against a tree down the street and retrieved it. There were no signs of forced entry.
- 12/04/15
  - Grand Theft, 110 Williamson Boulevard (Denny's), Victim said she let the suspect use her cell phone. He said he was going outside to make a call but he never returned.
  - Carbreak, 1345 West Granada Boulevard (Super Nails). Victim reported she had been in Super Nails, when she returned to her van she found the driver side window smashed out and her purse missing.
  - Resisting an Officer without Violence Arrest, 801 South Nova Road (Rockin Ranch). Suspect was involved in a disturbance inside the bar. When the officer arrived the suspect took off running on foot. The officer gave chase and the suspect was taken into custody.
- 12/05/15
  - Carbreak (X2), 260 North US1 (Ormond Lanes). Victim reported that two suspects broke out a side window of her minivan and entered her car, stealing a purse. A second victim said his SUV was burglarized after suspects broke a side window to enter his car. A purse was also taken from this vehicle.
  - Resisting an Officer without Violence Arrest (X3), 555 West Granada Boulevard (The Boulevard Executive Park). Officer observed a traffic violation and attempted to make a traffic stop. The vehicle fled from the officer before he could activate his emergency lights and lost sight of the car. He then observed the same car enter The Boulevard Executive Park. He drove to the vehicle and found it abandoned. A perimeter was set up and the three males that the officer observed when he first saw them were found running in the business plaza. They ran from the officers but eventually gave up and were taken into custody.
- 12/06/15
  - Grand Theft, 1614 North US1 (Econo Lodge). Victim claims her live in boyfriend stole \$400 cash and her driver's license. She did not want to pursue charges but wanted the incident documented.
  - Battery, 1571 North US1 (La Quinta Inn). The victim came to the police station lobby to report that a known suspect punched him in the face two days ago. A photo lineup was conducted and a charging affidavit was completed on the suspect for battery.
- 12/07/15
  - Violation of Probation Arrest, 14 Abacus Avenue. Received a call reference to a disturbance between adult son and mother. Further investigation revealed the son made a false 911 call/report. As the suspect was on active probation, contact was made with his probation officer and an onsite violation of probation arrest was made.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was observed by loss prevention stealing clothing and fraudulently returning them for refunds. Subject was then observed going back into the store to steal more items and was contacted by loss prevention.
  - Theft Arrest, 890 South Atlantic Avenue (Black Sheep Restaurant). Suspect walked into the restaurant and ordered several waters. When told he had to leave if he wasn't ordering anything, he ordered an appetizer and a beer. He had no means to pay for his bill and made no attempts to arrange payment and was placed under arrest.
  - Narcotics Arrest, South Center Street/Calle Grande Street. Officer stopped a rental car for a stop sign violation. Investigation resulted in the arrest of the driver for possession of narcotics.
- 12/08/15
  - Narcotics, North US1 and Pine Tree Drive. Misdemeanor amount of narcotics and paraphernalia located during a traffic stop. Suspect met criteria for a Notice to Appear and was released on scene.
  - Disorderly Intoxication, 156 New Britain Avenue (American Legion). Intoxicated subjects began knocking and banging on doors and windows while business was closed. Contact was made with two subjects by officers. One subject was intoxicated and disorderly and officers had the subject's

girlfriend respond to pick him and his friend up and take them home. When she arrived the subject refused to leave with his girlfriend and stated he wanted to be arrested. He was arrested and taken to the branch jail.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole several packages of electrical wire. Suspect has multiple prior theft charges so he was arrested for felony theft.
- Narcotics Arrest (x2), 5 South Yonge Street. Officer conducted a traffic stop on a speeding vehicle at which time an odor associated with marijuana could be smelled coming from the interior of the vehicle. A probable cause search was conducted and one suspect was arrested and released with a Notice to Appear for possession of cannabis under 20 grams. A second suspect was arrested for possession of a schedule two narcotic and transported to the branch jail.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 67
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 80
  - Number of Written Warnings Issued: 4
  - Number of Parking Citations Issued: 0
  
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 11
  - Number of Crashes with Injuries: 2
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  
- Traffic Complaints Received:
  - Speeding Complaint; 100-Block Valencia Drive; Possibly people leaving Florida Hospital Oceanside.
  - Parking Complaint; 912 Woodmere Circle; On-going problem, trailer parked in roadway.
  - Parking Complaint 166 Bosarvey Drive; Truck parked in driveway hanging over the sidewalk.
  
- Crime Activity Addressed:
  - Number of Crime Opportunity Report Forms Issued: 5
  - Number of Field Interrogation Cards Collected: 0
  - 333 West Granada Boulevard (Gold's Gym); 5 Crime Opportunity Report Forms Issued and 2 Citizen Contacts
  - Various locations; 26 Take Lock Close forms distributed on traffic stops
  
- 1. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 600-Block Hand Avenue
  - Reason for this STEP: Hot Zone
  - Number of times worked: 2;           Total Hours Spent: 2
  - Citations Issued: 6;                 Written Warnings Issued: 1
  
- 2. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 200-Block North Orchard Street
  - Reason for this STEP: Hot Zone
  - Number of times worked: 1;         Total Hours Spent: 2.5
  - Citations Issued: 3;                 Written Warnings Issued: 0
  
- 3. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 800-Block Hull Road
  - Reason for this STEP: Hot Zone
  - Number of times worked: 2;         Total Hours Spent: 1.75

- Citations Issued: 5;                      Written Warnings Issued: 1
- 4. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 999 Old Tomoka Road (Tomoka Elementary School)
  - Reason for this STEP: School Zone / Traffic Complaint of passing on double yellow.
  - Number of times worked: 2;              Total Hours Spent: 2
  - Citations Issued: 0;                      Written Warnings Issued: 0
- 5. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 800-Block Wilmette Avenue
  - Reason for this STEP: Speeding Complaint
  - Number of times worked: 1;              Total Hours Spent: 1
  - Citations Issued: 5;                      Written Warnings Issued: 0
- 6. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 400 Block Clyde Morris Boulevard
  - Reason for this STEP: Hot Zone
  - Number of times worked: 1;              Total Hours Spent: 1
  - Citations Issued: 6;                      Written Warnings Issued: 1
- 7. Strategic Traffic Enforcement Program (STP or 74) Information:
  - Location: 1300-Block North United States Highway One
  - Reason for this STEP: Recent Crashes
  - Number of times worked: 1;              Total Hours Spent: 1
  - Citations Issued: 1;                      Written Warnings Issued: 0
  - Comments: Narcotics arrest

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 22 Cases initiated (response to citizen request)
- Zone 3: 0 Cases initiated
- Zone 4: 8 Cases initiated
- 22 signs have either been removed or sign cases created.
- 5 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and seventy (70) telephonic inquiries.

Public Works

• Engineering

Project Summary

Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Contractor is working on scheduling remaining work, which includes lining one stormwater outfall pipe and the project sanitary sewer scope.
- Ph II 2-Inch Watermain Replacement – Mainland - Held progress meeting with the Contractor. Replacement meters have been installed on: Magnolia Avenue, Oak Avenue, Creekbend Way, Eagle Court, Parkwood Drive, Fairwood Circle, Knollwood Circle, and Horseshoe Trail. These locations are now active on the new watermains and minor site restoration is needed for completion. Work has begun on installing the replacement watermain along Warwick Avenue between McIntosh Road and North Beach Street. Staff also met with the Contractor and County to discuss and coordinate construction procedures for the upcoming watermain replacement work that is needed along North Beach Street, between Sanchez Avenue and Melrose Avenue.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The Volusia County Health Department has issued a clearance for the water mains on Ocean Aire Terrace North and South; the contractor has completed the tie-in of these two streets and is in the process of converting

service connection and replacing water meters on these streets. As-builts are being completed for the clearance of the next group of streets, and pavement restoration is scheduled for this week throughout the project.

- Ph II 2-Inch Water Main Replacement – South Peninsula – The Volusia County Health Department has issued a clearance for the water mains on Jill Alison Circle, Druid Circle, Tanglewood Circle, and Ocean Terrace Circle. The connection of the new main at Tanglewood Circle has been completed.
- Environmental Discovery Center – The Contractor is working to install the roof sheathing, insulation and framing of the deck and porches.
- Nova Community Park Trail – The contractor is working along the west side of the tennis courts and Skate Park, and the south side of baseball field #5.
- North US1 Landscaping (Airport Road to I95) – The contractor started directional drilling under the turn lanes at Airport Road, working north.
- Downtown Stormwater – Bids 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 December. Installation will be coordinated once equipment has been delivered.
- OBSC Pavilion – The pavilion is scheduled to arrive the week of December 21<sup>st</sup>.

#### Design Projects:

- City Hall Chiller Pump Replacement – Received and reviewed 90% plans. Sent comments to mechanical engineer.
- 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 – FDOT is reviewing the final plan set to authorize the final agreement.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- 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 – Received final proposal and costs for design and permitting. Staff will be submitting a work authorization for CC approval at their January 5<sup>th</sup> meeting. 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 - Sanitary sewer zone maps are approximately 60% complete. Staff is developing methodology for evaluation sanitary sewer pipe condition, so that once the lines have been TVed, the physical distress of the pipes and amount of leakage in the pipes can be numerically evaluated to create an index by which repairs can be prioritized and budgeted.
- 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 – Staff will be submitting a work authorization for CC approval for the design services for this project at the January 5<sup>th</sup> meeting.
- 2016 Corrugated Metal Storm Pipe Repairs - Preparing project manual for bidding.
- 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:

- Staff completed a traffic study for the intersection of Nova Road and Granada Boulevard. This information will be shared with the FDOT to further support the request to convert the rightmost southbound lane on Nova Road to a dedicated right turn lane.
  - Reviewed proposed dock plans and created approved Wetland Protection Permit for 303 John Anderson Drive.
  - Researched, located and provided historical document copies of the City's corporate limits and past annexations to surveyor (ATS), per request.
  - On-site meeting at Nova Road/Granada Blvd intersection to determine correct traffic counting procedures.
  - Began creating the sketch and legal descriptions for the multiple upcoming north peninsula annexations.
  - Performed traffic count at the intersection of SR40 and Nova Rd (all directions).
  - Completed Tree-in-the-Right-of-Way determination at 292 Greenwood Drive, per Streets Division request.
  - Located old as-builts and created PDF copies of the Water Treatment Plant Wet Well as-builts, per Utilities Division request.
  - Performed the bi-monthly groundwater monitoring at the Nova Rd Landfill per DEP requirements.
  - Began the annual City Standard Construction Details drawings update.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Picked up cones on Main Trl
        - Grind trip hazards on Spring Meadows Blvd, Senior Center, Arlington Way
        - Preparations for Holiday Parade at Public Works (load cases, signs, barrels)
        - Checked all signs for parade. Cleaned and repaired as necessary.
        - Fixed pavers by boat dock at Cassen Park

##### 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
- Grinded stumps Citywide
- Tree trimming on Fairview Ave, Division Ave & US 1, parade staging area
- Preparations for parade (picked up message boards, trailers)

##### 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.
- Picked up litter at various bus stops in the City, on DOT (Department of Transportation) 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
- Delivered Poinsettias Citywide
- Filled in holes with shell at Cassen & Ames Park
- Trimmed on S Washington St

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
- Prepared signs and barricades for Christmas parade
- Installed watercraft sign at Fortunato Park
- Checking signs in various locations
- Get Commission sign for parade
- Helped with passing out Poinsettias
- Fabricated Country Club signs
- Preparing barrels and lights for parade

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
- Basin & inlet inspection cleaning in Zones 1 & 2
- Ditch Maintenance at Airport Industrial Park, Division Ave
- Basin repair/gates and pumps on China Moon Dr

Mowing

- Reachout Mower – SR40

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  
26,510

PM Services completed for the week:

Emergency—Vehicles and Equipment  
3

Non-Emergency Vehicles and Equipment  
5

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 10,960 gallons of unleaded and 6,261 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,923 gallons of unleaded and 695 gallons of diesel.

- Fleet completed 31 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 performed this week. Punch list items are being addressed.
  - Fire Hydrant Replacement Program – Fire hydrants are being replaced on the north peninsula.
  - FDOT SR40 and I-95 Intersection – Received revised plans from FDOT addressing conflicts. All conflicts appear to be resolved.
  - 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. Met with project engineer to discuss Addendum #2 responses to questions. A sketch is being prepared of the site to determine easement impacts.
  - Oak Drive Water Main Replacement – Replacement is being scheduled.
  - 29 Surfside Drive Water Service Replacement – Volusia County is reviewing the permit application.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #1 was retrofit and installed and is being tested. A schedule to remove Pump #2 for impeller replacement is being developed.
  - Rima Wells Auxiliary Power Generator – Addendum 1 was submitted. Bids were due on 12/10/15.
  - Saddler's Run Lift Station Rehabilitation – Lift station construction is completed. As-built drawings are being prepared.
  - Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is cleaning and televising the sanitary sewer system prior to initiating lining activities.
  - Sodium Hypochlorite Storage Tank Replacement – Bids are being evaluated. A request for information containing the basis of bid for the sodium hypochlorite tanks was sent to the low bidder.
  - 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) – A preconstruction meeting is being scheduled.
  - Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were reviewed. A meeting is scheduled with the consultant to review comments.
  - 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: 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. Tomoka Ave Partial ROW Vacation – Received plans for review. Vystar Credit Union – Preconstruction meeting held. Project to begin in January. 600 W Granada – Received plans for review. 1545 Hand Avenue – Met with design engineer to discuss changing four units on the east side of the site into a surgery center.

#### Departmental Activities

##### Public Works – Utilities Division

- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.75 Million Gallons.
  - Produced 22.85 Million Gallons of Reuse.
  - Produced 4.90 Million Gallons of Surface Water Discharge.

- Influent flows average for week @ 3.96 MGD, plant designed for 8 MGD.
- Hauled 41.10 tons of dewatered residual solids (14%-18% Solids).
  
- Water Distribution
  - Responded to or repaired 12 water service leaks.
  - Replaced 3 residential water meters.
  - Replaced or repaired 9 water meter boxes.
  - Installed 19 new water service connections and water meters.
  - Repaired a 2" water main leak on Putnam Ave
  - Replaced 4 water services due to aged piping.
  - Responded to 23 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Pressure tested 6 city owned backflow prevention devices serving city owned facilities. Located city owned irrigation meters needing backflow prevention. Continued installation of freeze protection on all city owned backflow preventers.
  - Performed multiple scheduled water main outages for new connections on Ocean Aire Ter N & S, Tanglewood Cir/N. Halifax Dr w/2 Inch WM Replacement Project.
  - Continued valve maintenance activities in the Water Base Map page C-1 and during multiple water outages, 26 valves located, exercised and marked on road.
  - Activated the new 12" raw water main on Division Ave Well Field, opening 10 valves and diverting flow into the north piping at the Water Treatment Plant with collaboration of WTP operations staff.
  - Activated, flushed, and placed in service, the 12" potable water main on W. Granada Blvd as part of the 2" water main replacement project.
  - Performed flushing in multiple distribution areas including all areas affected by scheduled water main shut downs.
  - Rescinded boil water notices on Sea Oats Term Sea Island Dr, Ocean Breeze Cir, Starlight Dr, Eagle Ct, Horseshoe Trail.
  - Replaced landscaping in multiple locations where Water crews performed excavation activities.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 92 regular and 1 emergency utility locates for the previous week.
  
- Wastewater Collection - Reuse
  - Crews responded to 3 trouble calls Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area.
  - Responded to 4 Request for Utility Verifications for residential and commercial properties.
  - Televised 23 Sanitary Service Lines from PM list - 7 required attention.
  - Checked all known trouble spots. All good @ current time.
  - Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 20/20psi, Ocean Mist Hotel @ 16/17 psi, Ormond Mall @ 8/7 psi.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 32/7 psi. Foxhunters Flat (2 inch) 15/0 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.
  - Located and cleaned the Sanitary Service line @ 8 Petra Ter. Location placed on the City's root control program.
  - Replaced leaking 2" reuse valve @ 311 John Anderson Dr.
  - Installed a new irrigation box @ 7 Tropic Lake Way.
  - Cleaned 3 sections of 8" Sanitary Sewer Main on Rocky Creek Trail and Indian Trail.
  - Replaced collapsed PEP tanks at @ 3 Fawn Pass Way and @ 47 Circle Creek Way. Wall fatigue is believed to be the cause of the collapse.
  - Replaced broken clean out cap at @ 7 Appaloosa Trail.
  - Helped water crews with water main break @ 346 Putnam Ave.
  - Began main line cleaning in the 6M system.
  
- Utilities Equipment Maintenance
  - Wastewater Plant – Lift Stations
    - Micro C, sump pump not operational, install replacement unit, ok.

- Chlorine Building, repair minor leak at flanged fitting on Tank #3, ok.
- Influent Room – meet vendor/contractor to oversee installation of Pump #1, control unit on VFD #1 failed, replaced with control unit from out of service VFD #2, Pump #1 is running successfully.
- Received training from Collections crews for operation of new Harben Sewer Cleaner.
- Spanish Waters – document pressure readings for record keeping: Static – 24 psi, 1 Pump Running – 30 psi, 2 Pumps Running – 36 psi.
- Ill Villagio, force main pressure readings: Static = 8 psi, 1 Pump Running = 12 psi, 2 Pumps Running = 14 psi.
- 1M: assisted contractor with replacement of corroded disconnect and FPL meter can, set up generator to operate station during interim, ok.
- Influent Room – deragged pumps.
- WIN911 monitor/response: None to report.
- SCADA monitor/response: 7M1 – no starts #1, reboot inverter, ok; 2M – high run hours #1, pull pump to clear blockage at volute & impeller, ok; 8P – high starts, high run hours, found flows high and station fully operational; 7M – high starts, clean probe, ok; replaced non-operational RTU batteries, repair faulty wiring at batteries, ok; Riverbend Golf Course – no starts #1, reset motor starter, will monitor; Shadow Crossings – high starts, clean probe, 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.
- Monthly PM's: Digester Blowers, #1, #2, #3
- Quarterly PM's: Clarifiers, Clean Telescopic Valves, #1, #2, #3, #4, Influent odor control.
- Semiannual PM's: Carrousel Surface Aerators; #1N, #1S, #2N, #2S.
- Lift Station PM's: 24 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 78 work orders completed and closed for this section for this week.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Lime slurry pump #3 - replaced tubes.
  - R.O. transfer pump - removed blockage in air release valve, ok.
  - Clari-cone #1: assembled PH analyzer.
  - Clari-cone #2: replaced the 2" ball valve.
  - Lime sludge pits - installed time clock connect to pump control box.
  - Division wells - performed vegetation control.
  - Shop - continued rehabilitation of motors and gear boxes for lime slurry and polymer units. Units to be returned to shelf stock.
  - Monthly Well PM's: all Hudson wells.
  - Monthly PM's: all L.P.R.O. scrubbers, all high service pumps, all Booster Stations.
- 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 annual inspections and sampling events for the City's Industrial Pretreatment permit holders. The FDEP requires an annual inspection with the industries to encourage dialogue for avoidance of undesirable WWTF influent characteristics. The annual sampling allows the City to obtain independent analytical data of industries sewer collection system influent characteristics.
    - Staff is assisting a permitted industry who reported analytical data which exceeded the permit limits. The industry is re-sampling to confirm the data and will continue to collaborate on further remediation as necessary.

- 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 listing of non-compliant commercial backflow devices. The list will be culled and 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, transcribing minutes, 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 City Manager Staff Meeting
- Staff attended and provided support for December 9, 2015, Pension Boards Meeting
- Agenda packet preparation for January 5, 2016, City Commission 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.