

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: December 23, 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 Economic Development Director, HR Director, Planning Director, Fire Chief, and IT Manager
- Reviewed Police Chief recruitment efforts with HR Director

Spoke to, attended and/or met with:

- PAL Christmas party
- Daytona Beach Eggs and Issues
- Meeting with Assistant City Manager and Mr. Duncan regarding various topics
- Field Day: Santa on Patrol with Community Policing Officers
- Field Day: customer service employee in the Finance Department

### **Community Development**

#### **Planning**

- The City's EPA Brownfields Assessment Grant application in the amount of \$400,000 has been submitted via grants.gov. EPA acknowledged electronic receipt of the application.
- The Planning Director, IT Manager and Finance Director met with Brad Gross, our contracted attorney for the review of the Tyler Enterprise software solution. Reviewed the benchmarks, tasks, and made comments on the scope of work regarding EnGov.
- The Planning Director met with Burt and Sharon Thompson of 406 Airport Road regarding construction of a barn and accessory unit for son.
- A draft of the compensatory storage revisions has begun on MinuteTrac. Engineering will need to provide the amount of cubic yards of storage prior to completing the memo for the work session scheduled for January 19, 2016.
- Planning staff is processing a variance application at 115 Bosarvey Drive. The property owner is seeking two room additions to an existing non-conforming house. The non-conformity is along the side yard of the property. The Board of Adjustment and Appeals hearing date is January 6, 2016.
- The property owners of the Granada Pointe development are requesting a land use change that will be heard by the Planning Board on January 14, 2016 for the properties at 634 Tomoka Avenue and 101 Bennett Lane. The land use application seeks to amend the existing "Low Density Residential" land use of 8.6 acres to "Residential, Office, Retail" (ROR) for approximately 2.6 acres and "Open Space/Conservation" (OS/C) for approximately 6 acres. The applicant will be conducting a neighborhood meeting on January 6, 2016 at 5 pm at 1185 West Granada Boulevard, Suite 12 (Holub Development Company at the Tuscany Shoppes).
- Planning staff attended an Ormond Beach MainStreet Design Committee meeting where the property owner of 200 East Granada Boulevard reviewed a conceptual Building Improvement Grant. The property owner intends to apply for the grant in January.

#### Building Inspections, Permitting & Licensing

- 331 inspections performed.
- 2 new business tax receipts issued.
- 110 permits issued with a valuation of \$1,751,550.00

**NOTE:** Private Provider inspection services conducted 0 inspections of the 331 inspections performed.

#### Development Services

- The following SPRC activities occurred this week:
  - The Children's Workshop expansion at 506 Lincoln Avenue conducted a pre-construction meeting.
  - 600 West Granada Boulevard, Granada Pointe Planned Business Development, was reviewed as a first site plan submittal. The project proposes to develop the site as a commercial subdivision with site plan application(s) to follow the commercial subdivision improvements. Considerable time was spent by the Department and the Planning Director reviewing the proposed commercial subdivision and PBD Concept plan for 600 West Granada Boulevard.
  - Tomoka Avenue partial right-of-way vacation (intersection of Tomoka Avenue and Granada Boulevard): First review of a partial right-of-way vacation related to the Granada Pointe project.
  - CVS Health, 795 West Granada Boulevard (Texaco and Burger King): Planning staff discussed with the contractor the process for building demolition and site construction. The contractor stated their intention is start demolition on January 18, 2016.
  - 111 West Granada Boulevard, Hull's Seafood deck addition. First submittal of a proposal to add a deck over the existing stormwater retention area and add a restroom & storage building to the rear of the property (parking lot area).
  - 1399 Hull Trail: Staff met with the project engineer for a pre-application meeting for an office building and associated site improvements. The property is currently located in unincorporated Volusia County.

#### 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 was conducted on December 17. Additional meetings are expected in January 2016.

##### Airport Business Park

- Ameritech is completing the construction of a 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 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. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. The business prospect is planning to meet with staff to discuss their eligibility for economic development incentives.

#### 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
  - Continued audit preparation.
- Completed Projects - Weekly
  - Processed 70 Journal Entry Batches (#5891 – 5910) (1477-1647).
  - Approved 29 Purchase Requisitions totaling \$4,117,076.79.
  - Issued 35 Purchase Orders totaling \$193,333.17.
  - Processed 6,196 cash receipts totaling \$3,983,103.13.
  - Prepared 141 Accounts Payable checks totaling \$291,306.61 and 52 Accounts Payable EFT payments totaling \$457,388.42.
  - Prepared 24 Payroll checks totaling \$21,984.98 and 327 Direct Deposits totaling \$397,161.76.
  - Transferred IRS 941 payment of \$150,531.00.
  - Processed 1,416 utility bill payments through ACH totaling \$122,892.34.
  - Processed and issued 9,981 utility bills with billed consumption of water of 60,713k.
  - Issued 867 past due notices on utility accounts.
  - Auto-called 85 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Press Releases
    - Ambrosia Concert (2/5/16)
- Other
  - Citizen Contacts
  - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
- Completed Employee Newsletter for January
- Completed weekly events calendar ad for Ormond Observer.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

**Fire Department**  
**Weekly Statistics**

- Fires: 2
- Fire Alarms: 9
- Hazardous: 3
- EMS: 90
- Motor Vehicle Accidents: 14
- Public Assists: 42
- TOTAL CALLS: 160
- Aid provided to other agencies: 15 Calls: Daytona Beach (3), Holly Hill (1), Volusia County (11)
- Total staff hours provided to other agencies: 23
- # of overlapping calls: 43
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 79

**Training Hours**

- NFPA 472: Hazardous Materials 120
- NFPA 1001: Firefighting 6
- NFPA 1500: Safety/Equipment 15
- NFPA 1620: Preplanning 2
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 155

**Station Activities**

- Updated 25 pre-fire plans
- Conducted 5 fire inspections
- Assisted Chamber of Commerce with gifts presentation to the students at PACE Center for Girls.

**Significant Incidents**

- 12/14/15, 1:20 AM: 1325 N. US-1 – Motor Vehicle Accident – Upon arrival found one vehicle on its side with occupant entrapped and small fire in engine compartment – occupant removed through back window and transported to hospital.

**Human Resources**

**Staffing Update**

**Requisitions**

- Records Clerk (Police)
- Part Time Assistant Gymnastics Instructor (Leisure Services)

**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.
- Firefighter/EMT (Fire) was advertised on 12-16-15 on the City web site, internally, and on nationaltestingnetwork.com and will remain open until 1-16-16.
- 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.
- Tradesworker (Building Maintenance/Leisure Services) was advertised on 12-17-15 on the City web site 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.
- Part Time Custodian at The Casements (Leisure Services) was advertised 12-14-15 on the City web site and will remain open until filled.

#### Applications Under Review

- Part Time Community Events Technician (Leisure Services)

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

- Treatment Plant Operator C, B, or A (Wastewater/Public Works)
- Permit Technician (Engineering)
- Maintenance Worker III (Street Sweeper) (Public Works)

#### Terminations

- Firefighter/EMT (Fire) effective 12-16-15

#### Risk Management Projects

- Final 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 Oct 1, a very good start. 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: - 14 New work - 42 completed - 20 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	43,369	Inbound E-Mails Blocked	27,755
Delivered Inbound E-Mails	15,295	Quarantined Messages	319
Percentage Good Email	35.3%	Virus E-Mails Blocked	1,015

- Notable Events:
  - None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 6 Changes: 0 Corrections: 49
  - Map/Information Requests: 57
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 12: Total in system = 214
  - Meters GPS located this week: 0: Total in system 23,072; 22,406 potable, 655 irrigation, 11 effluent
  - Notable Events: Instructed two classes on VantagePoints Viewer for city staff.

### Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Monthly Staff Meeting with Parks & Bldg Maint. Staff
  - Park Visits
  - Breakfast with Santa on Dec. 19<sup>th</sup>
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday and Wednesday at the Sports Complex. Play is at 1pm daily.
  - All Fields are closed, except for Soccer Fields #1 & #8.
- 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
  - Sprayed Playground Pavers for weeds
  - Dragged T-Ball, Quad & Wendelstedt Fields
  - Moved Goals on Soccer #5 & #6 to Soccer #1 & #8
  - Closed & tied up Soccer Nets on Championship Field #7
  - Moved all toters & benches off of Championship Field #7
  - Moved closed signs from Soccer #1 & #8 to CF7
  - Laid clay & crimson stone on Wendelstedt Fields
  - Pressure washed building and replaced foul poles at Wendelstedt Fields
  - Added clay & turface to Nova Fields, as needed
  - Repaired/Replaced Lattice at Nova, as needed
  - Repaired Foul Poles on Nova #2
  - Cut out/repared mound area on Nova #4
  - Repaired bullpen mounds at Nova Fields
- Senior Center
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
  - Tomoka Duplicate Bridge was held on Saturday Dec 19<sup>th</sup> from 11:00am to 4:00pm

- Chinmaya Church was held on Sunday from 10:00am to 2:00pm
- Performing Arts Center  
The Performing Arts Center hosted the following classes throughout the week Dec 14 – 18 as part of its regular operations:
  - Monday: Show club held regular classes. CMT dance classes were held.
  - Tuesday: Show Club held regular classes. CMT dance classes were held.
  - Wednesday: Show Club held regular classes. CMT held regular classes.
  - Thursday: Show Club held regular classes. CMT dance classes were held.
  - Friday: CMT held regular classes.The Performing Arts Center hosted the following events:  
South Beach Dance Holiday Showcase, Saturday, Dec. 19<sup>th</sup> 7:00pm to 9:30pm  
Big Band America Holiday Concert, Sunday, Dec. 20<sup>th</sup> 2:00pm to 4:00pm
- South Ormond Neighborhood Center
  - Splash Pad Closed 12-1-15 thru 3-15-16
  - Open playground (sunrise-11pm daily)
  - Open gym (1pm-8:45pm)
  - PAL Christmas Party was held Dec. 16<sup>th</sup> 6pm-8pm
  - Monday Activity room jazzercise (5:45- 7:00)
  - Youth basketball games (Mon.Wed .Fri 5:30 -8:30pm)
  - Splash pad painting continues
  - MLK prep-work
- Community Events
  - Weekly administrative tasks, office work, and activities and follow up of tasks for upcoming scheduled events in December
  - Preliminary planning of 2016 events in the months of January through April
  - Planning logistics and activities for Letters to Santa
- Gymnastics
  - No classes 12/21 – 12/25
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Open play took place at various times through Wednesday for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Ms. Debby's Dance and Acting classes continued with various classes.
  - Challenger Basketball met for their final practice on Tuesday from 5:00-6:00pm at the Nova Community Center and celebrated with an end of session party.
- The Casements
  - My Big Fat Greek Cooking Class met in The Casements' kitchen on Saturday Dec. 12<sup>th</sup> from 8:30 a.m. to 1:00 p.m.
  - Two wedding ceremonies were held at Ormond Memorial Gardens on Saturday Dec. 12<sup>th</sup>, one from 1:30 p.m. to 2:30 p.m. and the other from 4:00 p.m. to 5:00 p.m.
  - Staff assisted with the 25<sup>th</sup> Annual Home for the Holidays parade on Saturday Dec. 12<sup>th</sup> from 4:00 p.m. to 9:30 p.m.
  - Wall Ministries met at Bailey Riverbridge on Sunday Dec. 13<sup>th</sup> from 11:00 a.m. to noon.
  - Pilates classes met Monday through Friday at Bailey Riverbridge.
  - Yoga met on Tuesday morning at The Casements.
  - Zumba met on Tuesday afternoon at The Casements.
  - Guild tours were given at The Casements from 10:00 a.m. to 4:00 p.m. on the hour Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.

- The Casements Guild held a board meeting at The Casements on Monday from 10:00 a.m. to noon and a general body meeting on Wednesday from 9:30 a.m. to noon.
- A special tour of The Casements was given to 50 Tomoka Elementary School children on Tuesday from 10:00 a.m. to 11:00 a.m.
- A special tour of The Casements was given to a group of seniors on Wednesday from 3:00 p.m. to 3:30 p.m.
- A special tour of The Casements was given to a group of 30 people on Thursday from 10:00 a.m. to 11:00 a.m.
- A special tour of The Casements was given to a group of 10 women from the Red Hat Society on Thursday from 2:00 p.m. to 3:00 p.m.
- The Casements and Community Events hosted the 10<sup>th</sup> Annual Holidays at The Casements on Thursday evening from 6:00 p.m. to 9:00 p.m. The evening included an open house, dessert social, and a holiday concert.
- On Friday staff set up for the Breakfast with Santa event being held at The Casements on Saturday Dec. 19<sup>th</sup> morning.
- Wall Ministries met at Bailey Riverbridge on Sunday Dec. 20<sup>th</sup> from 11:00 a.m. to noon.
- Pilates classes met Monday through Wednesday.
- There was a guided group tour from John Knox Retirement Village on Monday Dec. 21<sup>st</sup> from 10:30 to noon.
- Yoga met on Tuesday morning at The Casements.
- There was a guided group tour for seniors from Crossroads in Port Orange on Tuesday Dec. 22<sup>nd</sup> from 10:30 to noon.
- 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
  - Perform preventative maintenance on 14 City owned electronic gates
  - Weekly inspection of DOT and facility lighting at various City locations
  - Weekly lighting inspection of Airfield Runways, Taxiways and signage
  - Repaired threshold of gym entrance @ SONC
  - Repaired leaking gutter @ Shuffleboard
  - Apply second coat of sealant to gutter @ Shuffleboard
  - Replace t-stat in Planning Conference Room
  - Gym A/C down @ Nova
  - Call Out ARBFP #3 restroom toilet running
  - Repaired auditorium seating at PAC
  - Installed new lamps at OBPD
  - Repaired ladies room toilet at The Casements
  - Adjusted front doors at the Museum
  - Installed door stops at Nova Rec
  - Met fire safety contractor for 5 year inspection at Ames House and Senior Center
  - Sealed side door with insulation at Nova Rec
  - Meet locksmith for concessions door repair at Softball Quad
  - Repair back door lock at City Hall
  - Met various contractors for upcoming work at SONC
  - Checked ladies room at Fortunato
  - Replaced a toilet Sloan diaphragm at Andy Romano
  - Repairs and maintenance of holiday decorations throughout city
- Parks Maintenance
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations

- Posting of park reservations at pavilions
- Fortunato Park and Cassen Park – prep 10'x16' slabs for bike stations
- Cassen Park paver repairs
- Completed vehicular damage repairs to railing at Nova near pavilion
- Painted ADA parking spaces at Riviera Park

### **Police Department**

#### Administrative Services.

- Staff attended the Holiday Party at the South Ormond Neighborhood Center.
- Staff attended Soda Pop with a Cop at Cracker Barrel.
- Staff attended/participated in City Holiday Parade.

#### Community Outreach

- Science on Patrol at Ormond Beach Middle School continued with 23 youths in the program. At Ormond Beach Elementary School Science on Patrol held their end of class celebration pizza party on Thursday, December 17<sup>th</sup>. The children were each given a new book and a goodie bag.
- The annual PAL holiday party was held on December 16<sup>th</sup> at the South Ormond Neighborhood Center from 5:30 – 7:30 pm. Youth Directors Council members served as hosts. Approximately 80 children received a new wrapped toy from Santa. Toys were donated by the Margarita Society of Volusia County and Tomoka Christian Church.
- The second annual Santa on Patrol visited retail shops, restaurants, and several day care facilities and distributed toys to approximately 400 children.
- Held Soda Pop with a Cop at Chick-fil-A with over 150 citizens attending. A Community Policing Partner award was presented to James Wood, owner and manager of Chick-fil-A.

#### Community Services & Animal Control

- Animal calls: 24
- Animal Reports: 2
- Special Master Judge Deemed the dog “Dangerous” from 35 River Ridge Trail.
- Injured Wildlife: 1
- Animal Notice of Violation: 1
- CSO's attended Soda Pop With a Cop

#### Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 7
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 2
- Grand Theft: 4
- Offense Against Family/DCF Reports: 0
- Assaults: 1
- Police Information: 3
- Suspicious Incident:
- Aggravated Stalking: 1

#### Records

- Walk - Ins / Window 82
- Phone Calls 73
- Arrest / NTA'S 12

- Citations Issued 42
- Citations Entered 280
- Reports Generated 56
- Reports Entered 29
- Mail / Faxes / Request 19

Patrol

- Total Calls 1,064
- Total Traffic Stops 110

Operations

Crime Opportunity Report Forms Issued: 114

- 12/17/15
  - Burglary Residence, 148 Garden Lane. Victim believes the suspect came in through an unlocked garage door. Misc items taken.
  - Burglary Residence, 872 Marvin Road. Victim came to the lobby to report a theft of jewelry from her residence. Victim believes the burglary and theft occurred sometime around Thanksgiving.
  - Warrant Arrest, 1185 West Granada Boulevard #10B. Received a call reference to a subject with an outstanding arrest warrant at the above location. Contact was made with the fugitive and her warrants were confirmed. Suspect was arrested and transported to the branch jail.
  - Trespass Arrest, 1464 West Granada Boulevard (Ormond Towne Square). Transient subject located in Ormond Towne Square panhandling. The subject was arrested for trespass after warning and transported to the branch jail.
  - Warrant Arrest, 2800 block of John Anderson Drive. Received information reference to a subject with an outstanding arrest warrant in the area of at I-95/N US1. Detectives and deputies located the subject on John Anderson in the county area. Subject was arrested on the outstanding warrants and transported to the branch jail.
  - Disorderly Intoxication/Battery – Arrest, 801 South Nova Road (Rockin' Ranch). An extremely intoxicated male subject battered two other bar patrons. Upon officers arrival on scene the subject was placed under arrest and transported to the branch jail.
  - Trespassing – Arrest, 839 South Atlantic Avenue (Andy Romano Park). An Officer contacted a male subject sleeping in the park that had been trespassed from the property previously. The subject was placed under arrest and transported to the branch jail.
- 12/18/15
  - Warrant/Resisting Arrest without Violence – Arrest, 690 South Center Street. Based on a tip that a fugitive was hiding at this location, officers responded and surrounded the house and knocked on the front door. The fugitive started walking to the front door and observed officers. He then ran back to the northwest corner of the house and initially refused to come out. Eventually, the fugitive gave up and exited the front door with his hands up. Subject was arrested and transported to the branch jail.
  - Warrant – Arrest, Riverside Drive/Rockefeller Drive. An Officer conducted a subject stop at the above intersection. The driver was found to have an open warrant for failure to appear in reference to an alcohol violation. He was arrested and transported to the branch jail.
  - Driving Under the Influence (DUI) – Arrest, 100 block North Yonge Street. An officer conducted a traffic stop on a vehicle that nearly crashed into him in the 500 block of SR40 and continued westbound where it was observed to not to maintain a single lane and to strike the median. When contact was made with the driver he appeared to be under the influence and a DUI investigation was conducted. The driver was subsequently arrested for DUI and transported to the branch jail.
  - Violation of Probation Arrest, 278 Tomoka Avenue. Officers responded to a complaint of an occupied suspicious vehicle in the vacant lot at this location. Occupants were contacted and burning cannabis was detected. A search of the vehicle revealed the driver was in

- possession of an open bottle of liquor and was in violation of his probationary conditions for a prior burglary charge. The subject was arrested and transported to the branch jail.
- Battery, 753 Santa Fe Avenue. A male subject was intoxicated and got into an argument with his brother's girlfriend. The subject was arrested and transported to the branch jail.
  - 12/19/15
    - Battery/Domestic Violence/Arrest, 9000 Saint Georges Road #108B. Husband was arrested for kicking his wife in the leg during an argument.
    - Carbreak, 440 North Nova Road (Nova Community Center). Victim parked her vehicle at the Rainbow Park approximately 15 minutes. When she returned she found a window broken out and her purse missing.
    - Carbreak, 195 South Beach Street (Ames Park). Victim parked her car at the park at approximately 5:30 pm and went for a walk. When she returned she found a window broken out and her wallet taken.
    - Burglary-Residence, 160 Willow Run. Victim found two televisions missing along with jewelry and money. Entry was made by forcing open a bathroom window.
  - 12/20/15
    - Battery On A Law Enforcement Officer/Resisting Officer With Violence Arrest, 734 Alcazar Avenue. Officers responded to this address in reference to a well being check on a subject. When officers arrived they were met by a female who became verbally abusive toward them and told them to leave the property. When the officers refused to leave, the suspect aggressively approached an officer causing him to take appropriate action by attempting to take her into custody. The suspect resisted with violence and a second officer had to assist. A third officer arrived and with her assistance was able to get the suspect handcuffed and under control.
    - Trespassing Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult female was arrested for violation of a trespass warning.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 19
  - Number of Uniform Traffic Citations Issued: 19
  - Number of Written Warnings Issued: 2
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 13

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 4 Cases initiated
- 5 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and fifty (50) telephonic inquiries.

#### Public Works

- Engineering  
Project Summary  
Construction Projects:
  - Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - The remaining work to complete the lining of one stormwater outfall pipe and the project scope of sanitary sewer has been tentatively scheduled to resume January 5, 2016.

- Ph II 2-Inch Watermain Replacement – Mainland - Approximately 800 feet of new watermain was installed along Warwick Avenue, and tie-ins were done onto the existing mains at McIntosh Road and North Ridgewood Avenue. A 300 foot directional bore was completed from North Beach Street along Warwick Avenue. Staff met with Volusia County, the contractor and directional drilling subcontractor to determine the construction sequencing for installing the replacement watermain along North Beach Street from Melrose Avenue to Sanchez Avenue. The contractor is performing soft digs along North Beach Street to locate existing utilities for the upcoming directional drilling operation to install the main, which will focus on installation from Putnam Avenue to Greenwood Avenue.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor has completed the crossover of service to the new main on Ocean Aire Terrace North and South; restoration is planned to be complete on these two streets the week of December 21. Preparations are being made to pressure test and chlorinate the main line installed on Brendale; all building permits have been obtained from Volusia County for the relocations of water meters/services in this area. The contractor's work schedule will be Monday through Wednesday during the weeks of December 21 and December 28.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The contractor is completing the switch over of services on Druid Circle the week of December 21, work on Grandview Avenue will proceed following Christmas, with a connection to the main line on Rockefeller Drive anticipated the week of December 28. The contractor's work schedule will be Monday through Wednesday during the weeks of December 21 and December 28.
- Environmental Discovery Center – The Contractor is working to install the roof sheathing, insulation, framing the deck and porches, interior walls, rough plumbing, and rough electrical.
- 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 – The Consultant has reviewed the bids and recommends award to the low bidder, JD Weber Construction. Bid award is scheduled for the January 19 City Commission meeting.
- WWTP Sludge Thickener Improvements – A pre-construction meeting is scheduled for January 6<sup>th</sup>.
- Fire Station 93 Exhaust Filtration System – The building permit application has been submitted. 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.
- 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 – Staff has issued a work authorization to Zev Cohen & Associates for the feasibility study.
- City Welcome Sign – FDOT is reviewing the final plan set to authorize the agreement. The award to begin fabrication is scheduled for January 19<sup>th</sup> City Commission meeting.
- 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 airport impact, and plans are being finalized to include all lights in the proposed plan.
- Water Treatment Plant Lime Silo Dust Arrestor – Final comments are being transmitted to the Consultant for completion of plans and specifications.
- Water Treatment Plant Controls and Pump Upgrade – Consultant has submitted 60% plans and specifications for City review.

- 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, a Utility Work Schedule has been approved by FDOT, which includes minimal modification of City utility features.
- Ormond Beach Sports Complex Traffic Calming - Preliminary plans are being modified to include additional locations for speed tables from the entrance of the complex from Hull Road.
- 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 - The list of prioritized streets for watermain replacement is being cost estimated to determine what can be completed within budget parameters. The various areas are also being compared to other improvements scheduled to be done, such as reclaimed water service expansion, and will be coordinated to maximize construction efficiency and reduce inconvenience to residents.
- 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 – City Commission approval for construction services to install a new roof system for Fire Station 93 is scheduled for the January 5<sup>th</sup> meeting.

#### Department Activities

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

- Nova Landfill Closure - Ground water monitoring samples were taken for the semiannual report and natural attenuation monitoring plan as directed by the FDEP.
- Reviewed multiple proposed dock plans and created approved Wetland Protection Permits for 2058, 3030 and 542 John Anderson Drive.
- Reviewed plans and created approved Work-in-the-Right-of-Way permit for 852 Marvin Road directional bore, per TECO request.
- Continued the modifications of the 2016 City Standard Detail Update, per comments.
- Researched, located and provided historical document copies of the old drainage easement at 712 North Beach Street, per a citizen request.
- Completed the sketch and legal descriptions for 150 Via Madrid, and 141 Sunrise Cove, per Planning Division request.
- Researched and provided PDF copies of the old construction plan drawings for the Standish Drive Pump Station, per Utilities Division request.
- Researched and provided as-built PDF copies of Lift Stations 10M, 12M, and Airport Business Park, per Utilities Division request.
- Created exhibit maps showing the location of water mains to be replaced for 2” Watermain Replacement Phase 3 project.
- Continued modifying the plan set for the OBSC Traffic Calming project.
- Created exhibit drawing showing proposed location of the Lift Station 8M1 easement.
- Created permit drawing plans for the SR40 Irrigation connection.
- Created several concept plan drawings for future Central Park Improvements.
- Updated the OBSC Pavilion Plan drawings, per project manager’s comments, and staked-out the proposed location for the pavilion.

- Created exhibit map for the upcoming Art Festival showing booth locations on streets behind City Hall, per Ormond Mainstreet request.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Cut and removed asphalt damaged by tree root in roadway, paved over - on 700 block of Lindenwood Cir.
      - Asphalt patch for Water Dept on 900 block of S Nova Rd; around water box on N Yonge St; patch in driveway on 1200 block of Parkside Dr
      - Raised edge of roadway to sidewalk with asphalt on 300 block of US1 N
      - Repaired sidewalk from irrigation leak at Ormond Art Museum
      - Reinstall pavers in driveway around meter box on 300 block of N Beach St
      - Checked hot spots for asphalt depressions
      - Trimming in various locations

#### 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
- Removed 4 Hollies at City Hall
- Cleaned up brush on 100 block of Marvin Rd
- Trimming on Riverview Dr, Oak Forest Dr where needed
- Restocked dirt pile at Airport Sports Complex

#### 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 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
- Cut and removed tree branch on S Halifax & Willis Pkwy, removed limb at River Bend Park
- Trimmed on N Center & Tomoka Ave, Senior Center exit, S Orchard across Jeanette Dr,

#### 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
- Delivered sign for Cassen Park for boaters
- Removed Pedestrian Crossing sign in front of City Hall
- Fixed all signs in Sports Complex
- Installed Motorized Vessels sign at Fortunato Park; No Parking sign at Beach St Park
- Met with officer at Destination Daytona for No Parking signs
- Reinstalled 25 MPH Speed Limit sign on Parque Dr
- Replaced 2 Stop signs at Sports Complex

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
- Ditch maintenance at Business Park
- Sinkhole investigation on 900 block of Dormont Dr
- 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 – PW yard, US1, SR40

Vactor

- Trails drywells

Street Sweeping/Streetsweeper

- 45 miles of road cleaned
- 44 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
37,021

PM Services completed for the week:

Emergency—Vehicles and Equipment  
3

Non-Emergency Vehicles and Equipment  
14

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 7,728 gallons of unleaded and 5,108 gallons of diesel fuel on hand.
- Fuel Used in one week: 3,232 gallons of unleaded and 1,153 gallons of diesel.
- Fleet completed 47 work orders this week.

- Utilities

Projects Summary

- Backflow Testing and Repair Services – Contractor was released from the performance bond requirements as service contract provisions were found appropriate.
- 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 – Punch list items are being addressed.
- Fire Hydrant Replacement Program – Seven hydrants were replaced on the north peninsula.
- FDOT SR 40 and I-95 Intersection – All conflicts appear to be resolved.
- Hunters Ridge Low Pressure FM Upgrade – Reviewing revised plans.
- Lift Station Rehabilitation – Lift Stations 10M and 12M were scheduled for rehabilitation this fiscal year. A design proposal was requested from McKim & Creed.

- Lift Station 8M1 – An addendum was prepared to postpone the bid date until 1/14/16 to resolve easement discrepancies. Legal department is performing research is to determine if a prescriptive easement applies. 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 Use Permit was issued.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #1 was retrofitted and installed and is currently being tested. Pump #2 was removed. The pump base is scheduled for repair on Dec. 22.
- Rima Wells Auxiliary Power Generator – One bid was received. A City Commission memo, recommending award to Sawcross, Inc. was prepared for the January 19, 2016 City Commission meeting.
- Saddler's Run Lift Station Rehabilitation – 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 – A request for information containing the basis of bid for the sodium hypochlorite tanks was received from the low bidder. An award memo was prepared for City Commission approval on January 19, 2016.
- Storage Tank Repairs and Maintenance – Reviewed the OM Engineering compensation proposal for engineering services to refurbish the elevated tank at the Water Plant. Awaiting receipt of written proposal from OM for preparation of eventual work authorization for CC consideration.
- Wastewater Sludge Thickener Upgrades (CIP) – A preconstruction meeting is scheduled the second week of January.
- Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were reviewed and a meeting was held with the consultant to review comments.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Utilities SCADA Upgrades: Previously performed lift station radio survey information was sent to the consultant to assist proposal preparation.
- SPRC: Children's Workshop – A preconstruction meeting was held. Construction will begin in January. Deer Creek – Reviewed revised shop drawings. 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. 3 Aviator Way – Reviewed concept plans. 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

- Water Treatment
  - Delivered to the City 36.79 million gallons for the week ending December 20, 2015 (5.13 MGD)
  - Backwashed 13 filters for a total of 627,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.52 Million Gallons.
  - Produced 23.59 Million Gallons of Reuse.
  - Produced 3.93 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.93 MGD, plant designed for 8 MGD.
  - Hauled 66.66 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
  - Responded to or repaired 16 water service leaks.

- Replaced 7 residential water meters.
- Replaced or repaired 10 water meter boxes.
- Installed 5 new water service connections and water meters.
- Repaired a 2" water main leak on San Jose Circle and Alamanda Drive
- Assisted shutdown for repair of 3" water service leak at 707 S Atlantic Ave.
- Replaced 4 water services due to aged piping.
- Performed a service disconnection due to building demolition.
- Responded to 34 reports of customer concerns regarding low pressure, cloudy water or other plumbing needs.
- Pressure tested 1 and installed 1 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 scheduled watermain outage for fire hydrant replacement, 899 & 833 John Anderson Dr
- Maintenance was completed on 12 fire hydrants in Brookwood & Sawtooth subdivisions.
- Continued valve maintenance activities in the Water Base Map page C-1 and during multiple water outages, 24 valves located, exercised and marked on road.
- Activated and flushed the new water main installed on Druid Cir
- Assisted Fisherman's Landing Apartment complex with multiple water main shutdowns for repair of the privately owned water main.
- 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 Ocean Aire Terrace (N & S), Tanglewood Cir and the 800-900 block of John Anderson Dr.
- Replaced landscaping in multiple locations for restoration of where excavation activities were performed.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 136 regular and 4 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
  - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area.
  - Responded to 1 Request for Utility Verification for residential property.
  - Checked all known trouble spots. All good @ current time.
  - Checked force main on Ocean Shore Blvd.AM/PM Spanish Waters @ 22/18psi, Ocean Mist Hotel @ 18/16 psi, Ormond Mall @ 10/8 psi.
  - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 32/25psi. Foxhunters Flat (2 inch) 26/16 psi & Shadow Creek Blvd. (4 inch) 4/0 psi.
  - Repaired sanitary service line @ 518 N. Beach St. impacted during recent water main construction project.
  - Televised 26 laterals from our PM list.
  - Replaced the sewer valve box at @ 47 Circle Creek Way.
  - Rewired a pump into the PEP tank junction box @ 187 Black Hickory Way and 5 Lone Tree Look.
  - Replaced a broken 2" reuse valve at @ 39 Forest View Way.
  - Inspected/glued caps on five 6" sanitary sewer service stub outs, 280 Destination Daytona Lane.
  - Performed year end count of all vacant lots in all phases of Breakaway Trails. Field count illustrates 31 lots remain undeveloped.
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Digester Blower #1, housing vibration noted due to deterioration, units to be replaced with scope of work for rehabilitation project scheduled for kick off in a couple of weeks. Monitor for safety and repair concerns.

- Screw Pump #3, level transducer not functioning, PO has been requested for repair.
- Influent Room – met vendor/contractor to oversee removal of Pump #2, contractor scheduled for pump base repairs on 12/22.
- R.A.S. Room PLC, repair cooling fan - complete installation of replacement UPS battery backup.
- 4M1, Ormond Mall – follow up from WIN-911 call out; troubleshoot electronic components for solution to self acknowledged calls.
- Main MCC, reset MCC RTU to correct non-functioning main generator automatic transfer, simulated FPL failure, system operates properly.
- Influent Room – deragged pumps in accordance with operator schedule.
- WIN911 monitor/response: Hunters Ridge - phase voltage loss, found power restored upon arrival, ok; Ormond Mall – 4M1, phase loss and high level, both stations at the same time, WIN-911 self acknowledged, checked both stations, found signs of recent high level at Ormond Mall but not at 4M1, both stations operating normally upon arrival, researching SCADA/RTU operation; 9M - high level, found wet well high, both motor starters tripped, reset, both pumps operating normally, will monitor station; Towne Square - found wet well high, station fully operational, monitored station for proper operation, ok.
- SCADA monitor/response: 13M – high run hours, deragged 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.
- Monthly PM's: Grit Snail; Poly Blends, #1, #2; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Effluent Transfer Pumps, #1, #2, #3
- Quarterly PM's: Bar screens #1, #2; Re-aeration blowers, #1, #2, #3.
- Lift Station PM's: 17 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 63 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Hypochlorite pump # 1, replaced worn gearbox assembly, ok.
  - Hypochlorite pump # 5 cleared blocked feed line, inspected shoe and tube assembly, adjusted air release valve, ok.
  - Well 37R, installed replacement flow meter, ok.
  - Well 21SR, burnt wiring discovered during scheduled inspection, replaced wiring as needed tighten all other connections, meter readings verified proper operation of equipment, ok.
  - Well 31H, - replaced non-functioning control contactor, ok.
  - L.P.R.O. #3, replace pressure transducer, ok.
  - Clari-cones repaired broken 2" water line, ok.
  - Monthly Well PM's: B.A.T. Wells 2, 3, 4; Rima Wells 35,36,37,38,39,40,41.
  - Annual PM's: L.P.R.O. pumps
- 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 began sampling three locations in the City's sewer collection system to discover the cause of higher than normal constituents in the influent of the WWTP. The higher values have caused the WWTP to exceed the daily allowance in discharging to the river. The sampling is strategic and will continue until a resolution has been achieved.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Reuse Service Area Dual Check Valve Installation – The contractor resumed the project on December 8, 2015. They installed 21 dual check valves and 3 repair kits on existing check valves in the beachside reuse service area.

- 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, 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:

- Agenda packet preparation for January 5, 2016, City Commission Meeting
- City Clerk attended weekly meeting with Assistant City Manager

#### **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.