

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 10, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- Strategic planning preparation
- One on one meetings with HR Director, IT Manager, Fire Chief, Utilities Manager and Police Chief
- Discussion with staff on short term rentals
- Staff meeting with Directors
- Meeting with Public Works Operations staff
- Employee of the Quarter committee meeting
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Rotary golf tournament planning and general meeting
- FCCMA Winter Institute panel participant conference call
- As requested agenda review meetings with Commissioner Stowers and Commissioner Boehm
- GFOA project - budget review of City of Hutchinson

Community Development

- Planning Services
 - The City received two responses to the RFP 2014-03 Electronic Plan Review Management system. The responses are being reviewed by the subcommittee established for the Enterprise Resource RFP in 2011.
 - The Planning Director met with the City Manager, Assistant City Manager and NID Manager regarding transient lodging at the following properties:
 - 935 Ocean Shore Boulevard – Ormond Condo Club.
 - 915 Ocean Shore Boulevard – Shoreham Beach Club.
 - 855 Ocean Shore Boulevard – Ormond Ocean Club North.
 - 815 Ocean Shore Boulevard - Ormond Holiday Club.

These properties are currently zoned R-6 (Multi-family Medium High Density) with a High Density Residential land use designation and transient lodging is not permitted. Options to correct this is for the residents through their management representatives to file for a Non-Conforming Determination or amend the Comprehensive Plan land use from "High Density Residential" to "Oceanfront Tourist Commercial" and zoning designation from R-6 (Multifamily Medium-High Density) to B-6 (Oceanfront Tourist Commercial). The Oceanfront Tourist Commercial land use and zoning allows transient lodging as a permitted use. The fee for the land use amendment is \$3,200 and the fee for the zoning amendment is \$1,900. The option would make the use a conforming use and may aid in insurance premiums for the individual units and the ability to rebuild in the event of a catastrophic event.

- The Planning Director met with the Ormond Renaissance Condominium Group regarding the old Memorial Hospital Site. A land use plan amendment was filed to change 13.7 acres from Public Institutional to Office Professional. The zoning will be a Planned Business Development for a proposed multi-family residential development of 286 for-sale units ranging in size from approximately 1300 square feet for 2br/2ba units (60%) to 1500 square feet for the 3br/2ba units (40%). The units will be located in 11 5-story, 26 unit buildings including one level of parking on the ground floor. Associated amenities such a club house/pool and a 1 acre church site is also to be provided.
- The Planning Director met with Carl Viele and GAI Engineering regarding the condemnation taking by the Volusia County of property associated with the Jaffe Corporation on Tymber Creek Road. The Planning Director is expected to be deposed in the latter part of January or early part of February.
- Staff met with Glen Storch regarding a land use plan amendment for property at 1301 West Granada. The proposal is to permit commercial land use in order to enable commercial zoning for development of a free standing highway commercial use. The Department has already indicated to the property owner that a commercial land use and zoning would not be supported by the Department.
- Building Services
 - 49 permits issued with a valuation of \$257,414.00
 - 177 inspections performed
 - 5 business tax receipts issued
- Development Services:
 The following SPRC activities occurred this reporting period:
 - Projects in for review by SPRC Committee:

| PROJECT | INTERNAL DATE | FINAL COMMENTS |
|-------------------------|----------------------------|---------------------------------|
| 1185 West Granada Blvd. | Tuesday, December 31, 2013 | Tuesday, January 7, 2014 |
| 146 N. Orchard Street | Tuesday, January 7, 2014 | Monday, January 13, 2014 |

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings engineering staff to discuss the design and construction process for Crossings Boulevard and related utilities. Further discussions are expected in the next several weeks to resolve cost and engineering related issues.

Airport Business Park

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement. Renovations of the interior of the building are underway. The estimated completion date is in late March.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement with Padwell Holdings has been signed by the buyer and approved at the November 19 Commission meeting. The company is working with a local bank to secure the financing and if approved plans to initially construct a 20,000 square foot manufacturing facility and hire approximately 20 employees.

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

- The Chamber Tourism Committee met to discuss the marketing brochure, sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract. Design of the cover and content of the material is ongoing.
- Staff met with the Daytona Chamber Legislative Action Committee and presented the Economic Development and Manufacturing action items to be submitted to the Volusia County Legislative Delegation.
- Staff met with a Team Volusia business prospect from Canada that is interested in a second plant in Florida. Staff had the opportunity to present to the company representatives the benefits of locating their business in Ormond Beach. Further visits and meetings are expected in 2014.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians has moved to their new location in Ormond Beach. Staff met with DuvaSawko management staff to formalize plans for a grand opening which is tentatively planned for mid-February.
- Staff is working closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun.
- Staff met with the real estate brokers and Team Volusia to discuss marketing and recruitment strategies for the former StyleMark property in the Airport Business Park. The first step will be to design a postcard that will be mailed to a list of approximately 100 site selectors. Other strategies will be discussed in the next several weeks.
- Staff met with the owner of the former Woody's restaurant property to discuss strategies for the construction of a new office building along East Granada Boulevard.
- Staff assisted Modern Mold South, a Massachusetts based injection molding company, to open a manufacturing facility at Hull Pointe. Staff is working with the company to meet representatives of Ormond Beach manufacturing firms.

Airport Operation and Development

- The City Commission approved execution of an option and lease agreement between the City, TowerCom III, LLC and the Civil Air Patrol at their meeting on January 8, 2014. This agreement will afford TowerCom an opportunity to develop a wireless communications facility at the airport which could greatly improve wireless services to large sections of the City, including the Airport Business Park. TowerCom will be submitting an application for a conditional use permit and recruiting cellular carriers to the site.
- The GIS Division continues to survey and mark certain obstructions identified by the FAA. The FAA has prohibited IFR approaches to the airport at night due to obstructions within the approach paths to the airport. Staff will use the data gathered by GIS to formulate a mitigation plan for presentation to the FAA.
- The Precision Approach Path Indicators (PAPIs) on Runway 17 have begun to malfunction again. Staff is working to effect repairs. The PAPIs on Runway 17 are scheduled for replacement as part of the proposed Taxiway "G" construction project.
- Flair Heating and Air Conditioning has successfully replaced the roof top air conditioning unit at the air traffic control tower.
- ATS Land Surveying continued work this week to update the surveys and legal descriptions for certain parcels at the airport.
- An airport information sign has been created to be placed near the main entrance of the airport. Staff coordinated installation of the sign, which will be in place by mid-January. The sign will provide basic aeronautical information about the facility and will include staff contact information.

- The airport page of the City's website has been updated to include traffic statistics for the past year. The airport experienced 126,409 operations in 2013, which represents a 9.55% increase in traffic since 2012.
- The cadets of the Ormond Beach Civil Air Patrol Color Guard Team are preparing to compete in the state-wide Florida Wing Color Guard Competition at Patrick Air Force Base on Saturday, February 1st.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 87 Journal Entry Batches (# 5642 – 5648 & # 1078 - 1317).
 - Approved 28 Purchase Requisitions totaling \$503,860.33.
 - Issued 30 Purchase Orders totaling \$250,472.54.
 - Held opening for RFP No. 2014-03, Enterprise Resource System – Electronic Plan Review, on 1/6/2014. Two (2) submittals were received.
 - Held opening for Bid No. 2013-14, Ormond Beach Sports Complex Roadway Improvements, on 1/8/2014. Seven (7) submittals were received.
 - Prepared 327 Accounts Payable checks totaling \$832,157.52 and 102 Accounts Payable EFT payments totaling \$1,567,267.66.
 - Wired debt service payments for 2002 GOB, 2003 GOB and 2005 capital improvement note in the amount of \$68,689.77
 - Prepared 57 Payroll checks totaling \$51,834.63 and 658 Direct Deposits totaling \$796,965.71.
 - Transferred IRS 941 payment of \$307,692.25.
 - Processed 11,442 cash receipts totaling \$3,176,390.84.
 - Processed 2,290 utility bill payments through ACH totaling \$146,120.84.
 - Processed and issued 12,760 utility bills with billed consumption of water of 63,786k.
 - Issued 1,502 past due notices on utility accounts.
 - Auto-called 316 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - "Hometown Heroes"
 - Florida Licensing on Wheels (1/7/14)
 - Florida Licensing on Wheels (1/14/14)
 - Florida Power and Light Routine Tree Trimming Maintenance (1/7/14)
 - Florida Power and Light Routine Tree Trimming Maintenance (1/8/14)
 - Harry Wendelstedt's Umpire Clinic (Revised dates)
 - John Anderson Drive Road Closure
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed January 2014 Employee Newsletter
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Updated City's SAM (System for Award Management) registration
 - Scheduled Victim of Crime Act (VOCA) grant monitoring for February

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 0
- EMS: 84
- Motor Vehicle Accidents: 3
- Public Assists: 27

TOTAL CALLS: 120

- Aid provided to other agencies: 8 calls – Daytona Beach (5), Holly Hill (1), Volusia County (2)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 24
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 53

Training Hours

- NFPA 1001: Firefighting 8
- NFPA 1021: Officer Training 19
- NFPA 1500: Safety/Equipment 47
- EMT/Paramedic 26
- TOTAL TRAINING HOURS: 100

Station Activities

- Updated 12 pre-fire plans
- Provided blood pressure checks at the Mayor's Health and Fitness Challenge kick-off event.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Wastewater – Maintenance Worker IV
 - Public Works/Streets – Maintenance Worker IV
- Approved/Active Recruitment
 - Leisure Services/ARB – PT Maintenance Worker II was advertised 12-26-13 on the City's web site, and will remain open until 01-10-14.
- Screening/Interviews Scheduled
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled. Interviews were conducted on 12-17-13. Awaiting decision from department.
- Background/Reference Checks/Job Offers
 - Police Department – Seven (7) Police Officer candidates were made conditional offers and started the pre-employment screening process.
 - Public Works/Utilities – Office Assistant II candidate began employment on 01-06-14.
 - Fire Department – Two (2) Firefighters candidates began employment on 01-06-14.
 - Leisure Services/Gymnastics – A part time Recreation Leader candidate began employment on 01-07-14.
 - Public Works/Utilities – Treatment Plant Operator "C" candidate began employment on 01-06-14.

- Demotions
 - Public Works/Streets – A Maintenance Worker IV received an involuntary demotion to Maintenance Worker II effective 12-28-13.
- Promotions/Transfers
 - Police Department – Promotional process for Sergeant started on 12-05-13 and will finish 01-10-13 with an Assessment Center Process at the A.T.C.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 12-31-13: 2.5% (excluding retirements).
 - Leisure Services/ARBFP – Part time Maintenance Worker II effective 12-20-13.
 - Public Works/WW – Maintenance Worker IV effective 12-23-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program November, 2013 monthly report reflects savings of \$91,554.33 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,384 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation - The next orientation session is scheduled for 01-10-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.
- A blood drive has been scheduled for 02-10-14 at the City Hall Parking Lot.

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops titled, "Creating and Maintaining an Inclusive Workplace." 81% of our employees have attended training so far. Next scheduled training sessions will be held 01-16-14 and 01-29-14.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team: Event Kick-off on Saturday, January 4th at the Nova Community Center!
- MH&FC; waiting to hear from Tomoka Marathon group about ½ marathon.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
 - Community Development – Electronic Plan Review – RFP responses received from two vendors. Responses are being reviewed and evaluated.
 - Backup System Upgrade – Working thru the installation and startup checklist with the vendor. Initial backups being configured and monitored for completeness and resource utilization.
 - Domain upgrade to version 2008 – Both old servers have been powered off to test that there are no processes or services still dependant on them. Continuing the complex process of decommissioning the 2 old servers.
 - Virtual Server Hardware upgrade – Evaluating the installation and configuration options for the 3 new Virtual Host servers. Draft strategy being prepared.
 - WindowsXP to Windows7 implementation –test configurations are being developed with limited deployment for application testing. Several PD MDTs were delivered to PD for testing
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.

- Work Orders: - 16 New work - 27 completed - 33 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 28,601 | Inbound E-Mails Blocked | 20,445 |
| Delivered Inbound E-Mails | 7,141 | Quarantined Messages | 65 |
| Percentage Good Email | 29.9% | Virus E-Mails Blocked | 27 |

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 18,240 (81.1%) potable 17,704, Irrigation 534, Effluent 2
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Weekly Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Team Building Meeting at Sports Complex
 - Meeting with Leisure Services Coordinators and Maintenance Supervisors
 - Supervisory Staff Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Gold Medal Award Discussion
 - Commission Goals Meeting
 - Park Visits
 - Starry, Starry Night Event
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play at 1pm on Monday, Wednesday and Friday at the Sports Complex.
 - SHS Girl's and Boy's Soccer Programs are practicing this week on Monday, Tuesday and Thursday at 4 and 6pm on Soccer Field #6 at the Sports Complex.
 - The Winter Men's City Softball Program continued their games on Friday night with games at 6:30, 7:45 and 9pm.
 - City Girls' Basketball Program meets every Monday and Wednesday night from 5:45-7pm through early February.
 - The City Basketball Training League for 6-7 year olds finished this week.
 - The OBYBA Boys Basketball Program continued games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Games are held Monday through Saturday.
 - RiverBend Academy Soccer hosted a home game at the Sports Complex, Soccer Field #8, on Friday night at 5pm.
 - Wendelstedt Umpire School started last Thursday and will continue for six weeks, Monday through Saturday from 9-5pm.
 - The OBSC Competitive Soccer Program started practices this week on fields #4 and #5 in preparation for their upcoming MLK Tournament.

- Athletic Field Maintenance
 - Cleaned tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Daily clean up of Limitless Playground by the softball Quad
 - Mowed football fields at Ormond Beach Middle School
 - Cleaned all sports parks of debris/trash from the events over the weekend
 - Prepped softball field 7, game ready for the men's league on Friday nights
 - Marking corners to begin layout of soccer fields for the upcoming tournament
 - The Umpire School has begun, prepping baseball fields 1-3 Monday-Saturday
 - Sprayed insecticide on baseball fields 1-3
 - Re-seeded Nova fields 1-5

- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club and CMT held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following event:
 - Platters, Coasters, Drifters, Temptation Salute, Friday Jan. 10, 7:00pm to 9:00pm. \$15.00 Reserved Seating.

- South Ormond Neighborhood Center
 - Splash Pad closed until March 15th
 - Fields reopened this week
 - Basketball Monday thru Friday 5:30-8:30pm
 - Fitness room open center hours
 - Open gym 1pm thru 5 pm weekdays/center hours weekends
 - Jazzercise Monday 5:45-7:00pm
 - MLK Prayer Breakfast Planning Meeting 6:00pm Tuesday
 - Staff is making final preparations for MLK event 1/20

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Technician position
 - Updated physical inventory sheets, add/delete items and quantity changes
 - Finalized storage area clean up and various organizational projects
- Gymnastics
 - January classes are currently in session.
 - A new Rec Leader started this week at the Gymnastics Center.
 - The Coordinator has been working to increase enrollment. Flyers are being distributed at local preschools.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is being offered for children ages 4-10 from 3:00-5:00pm every day.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
 - The Boys' Basketball Youth League continued with their games on Monday after taking a break for the holiday. The season will continue until February.
 - The Girls' Basketball Youth League continued with their practice on Monday and Wednesday from 6:00-9:00pm.
 - The Mayor's Fitness Challenge took place on January 4. Participants were able to get health assessments done and visit with vendors.
 - The Ormond Beach Police Department used the gym for their Static Display on Tuesday.
- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday, Tuesday, Wednesday, Thursday and Friday.
 - A wedding was held in Rockefeller Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The holiday decorations were taken down Monday and Tuesday.
 - Ormond Beach Garden Club held a meeting in the Gallery on Wednesday morning.
 - Starry, Starry Night was held at The Casements on Friday evening.
- Parks Maintenance
 - Installed 911 informational sign at Birthplace of Speed Park
 - Assisted Facilities Maintenance with removing Christmas decorations citywide
 - Removed graffiti from men's room at Ames Park
 - Completed new decking and handrail installation on the Cassen Park pier
 - Pressure cleaned boat ramps at Cassen Park
 - Installed 911 informational sign at Fortunato Park
 - Removed sand build up on handicap access ramp at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Daily routine maintenance of City vehicles and equipment as necessary

- Performing preventative maintenance on 20 air conditioning systems Citywide
- Weekly inspection of the waterwheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
- Replaced US flag at shuffleboard courts
- Airport Manager's office had no heat - checked unit
- Took sponsor board frame to Special Events section for seasonal storage
- Reviewed signage at City Hall
- Marked breaker panel options Nova Rec
- Checked temperature controls at Police Station
- Removed holiday decorations from SR-40 and other areas
- Prepared air filter replenishment order for vendor at multiple locations
- Received refurbished snowflakes from vendor
- Set up tables and chairs for Mayor's event at Nova Community Center
- Replaced sink vanity and toilet in women's bathroom at MacDonald House
- Repaired pond pump at Airport Sports
- Repair conduits and lights at Airport shuffleboard
- Replaced motion sensor at Airport Quad
- Completed low voltage and power at Andy Romano
- Demolished the Santa Land and unused circuits at Nova

Police Department

Administrative Services

- Command Staff participated in and passed the mock Accreditation process. The on-site process is being scheduled for the end of March/early May.
- Lieutenants Crimins and Godfrey attended two days of training (in-house) for a new administrative report tracking system.

Community Outreach

- PAL educational programs have concluded for the fall semester. The R.E.A.D., Reading, Exploration, Adventure and Discovery, Science on Patrol at Ormond Beach Middle School, and Tutors R Us programs will begin in February 2014.
- PAL basketball practice continues for the 10U, 12U and 14U boys teams. Teams will participate in the Regional PAL basketball tournaments in early Feb. 2014.
- A Youth Director Council (YDC) meeting was held on January 7th to review things needed for the youths to attend the State of Florida Association of Police Athletic Leagues Youth Directors Conference January 9 – 12, 2014. The youths earned the opportunity to participate in this leadership conference through the completion of community service projects during the year. Ten Ormond Beach PAL YDC members will be attending the conference.

Community Services & Animal Control

- Animal calls: 36
- Animal Bites: 1
- Animal Reports: 2
- Animals to Halifax Humane: 4
- Cats 3 Dogs 1
- Injured Wildlife: 1
- LCSO Owen took part in the Static Display (mock)
- Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 39

- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 17
- Inactive: 12
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 7
- Larceny Carbreak: 19
- Grand Theft: 5
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

Comments:

- Business Burglary: Investigators have identified a suspect in a recent business burglary from latent prints found at the crime scene. Investigation is still ongoing.
- Business Burglary: Investigators believe they have located stolen property from a recent business burglary on Craig's List. Investigation is ongoing.
- Fraud: Investigators believe that the identity of a subject involved in identity theft and fraud (theft of \$8,000.00) has been identified after a tip was received off a social media site.

Records

- Walk - Ins / Window 82
- Phone Calls 108
- Arrest / NTA'S 17
- Citations Issued 98
- Citations Entered 91
- Reports Generated 121
- Reports Entered 118
- Mail / Faxes / Request 8

Patrol

- Total Calls 1,664
- Total Traffic Stops 157

Operations

Crime Opportunity Report Forms: 77

- 1/01/2014
 - Grand Theft, 360 Airport Road, iPhone5 taken from party.
 - Battery-Domestic Violence, 274 North Yonge Street, suspect hit victim in face, charges filed.
 - Battery-Dating Violence, 283 Roosevelt Street, suspect punched her boyfriend in the mouth. Both parties were less than cooperative. She left for the evening, charges filed.
- 1/02/2014
 - Carbreak, North Yonge Street/Hernandez Avenue, two small transistors taken out of a work truck and dumped next to the Majik Market next door.
 - Burglary (Business), 500 Shadow Lakes Boulevard, documents taken from the office.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-mart), shoes and other miscellaneous items taken. Two suspects arrested.

- Narcotics Arrest, Pinewood and Northshore. Started as a traffic stop. Adult female had methamphetamine and several different types of pills on her. Subject was arrested.
- 1/03/2014
 - Carbreak, 74 Apian Way, two sets of golf clubs were taken from and unsecured vehicle belonging to one person and fishing equipment was taken from a boat.
 - Burglary (Residential), 401 South Halifax Drive, someone went onto the victim's porch and took a portable heater and a skateboard.
 - Fraud Arrest, 299 North Nova Road (Bank of America), suspect arrested for forgery and uttering forged instrument after trying to cash a \$3000 check stolen from an elderly couple in Flagler County. Methamphetamine was found incident to arrest and that charge was added.
 - Battery-Domestic Violence, 37 Laurel Oaks Circle, suspect arrested for battery.
- 1/04/2014
 - Carbreak, 501 McIntosh Road, second time this week the vehicle has been broken into. Unlocked, mail and a make-up bag taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal Mart), suspect was detained by Loss Prevention. He was arrested.
 - Battery-Domestic Violence, 151 South Ridgewood Avenue, suspect arrested for battery.
 - Burglary (Residential), 3 Byron Ellinor Drive #C, victim reporting prescription medicine stolen.
- 1/05/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect detained by Loss Prevention. He also had local warrants and narcotics on him.
 - Battery-Domestic Violence, 524 South Yonge Street #4, suspect arrested.
 - Battery-Domestic Violence, 125 South Orchard Street #113, suspect arrested
 - Warrant Arrest, 1567 North US1 #230 (Econo Inn) – Received a tip that a wanted female was in a room. While arresting her based on the open warrant, 29 grams of Marijuana was found in the possession of another person in the room and was also arrested.
- 1/06/2014
 - Carbreak, 1000 Saint Georges Road, small back of change taken from unlocked vehicle.
 - Carbreak, 1 Willow Court, tool kit taken out of back of truck.
 - Carbreak, 28 Silver Fox Trail, tools taken out of a truck.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls), suspect and her son were arrested inside the store for shoplifting.
 - Burglary (Residential), 471 Harbour Lights Drive, suspect took a TV out of the residence.
 - Burglary (Residential), 155 Northbrook Lane, victim advised sometime throughout the day an unknown suspect entered her residence. Residence was rifled through at the time only item missing is approx \$150 in change that was in a jar in the bedroom.
- 1/07/2014
 - Carbreak, 23 Oak Avenue, sunglasses, GPS stolen. Several items from a car burglary at 45 Twin Rivers in the county were located on scene. County units responded and took a report.
 - Stolen Vehicle, 179 Oak Grove Street, vehicle taken from the driveway overnight.
 - Carbreak, 460 Tomoka Avenue, no signs of forced entry but vehicle owner said vehicle was locked. His wallet and other miscellaneous items were taken.

Traffic Unit

- Hit & Run Crash, 3 North Yonge Street (Sunoco). Toyota truck struck a Mazeratti that was at the pumps, and the driver then left the area. Incident was caught on video and we tracked down the suspect. He was charged with careless driving and leaving the scene of a crash.
- Crash, Shadow Lakes Boulevard near Nova Road. Pickup truck swerved left to avoid a vehicle exiting the Chase Bank. While doing so, the truck hit a palm tree that was leaning slightly within the roadway. Streets Division was called out and removed the tree.
- Stealth Stat deployed on Hammock Lane in reference to a complaint.
- Heavy barricade enforcement.
- Accreditation duties / static display.

- Traffic Citations 83
- Parking Citations 2
- Crash - No Inj. 16
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Arroyo Parkway
 - South Kings Road
 - Enforced Complaints:
 - John Anderson Drive Detour
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive
 - Division Avenue Detour

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 11 Case initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 51 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in and eighteen (18) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymber Creek Phase I – The southbound lane road base is being completed. Met with County inspector to determine forcemain shut down and relocation of existing valve which conflicts with new curbing at the intersection of SR40 and Tymber Creek Road widening. Staff is also working with the County to resolve minor damage done during construction to the traffic control light at the Tymber Creek-River Chase Way intersection.
- John Anderson Drive – The new 16-inch force main from Dormont Drive to Amsden Drive has been installed and this section of road resurfaced. The contractor is now preparing the intersection at N. Halifax Drive and John Anderson Drive for paving. Work has also commenced on the widening of N. Halifax Drive. This section will be paved with the intersection of Halifax and John Anderson Drive. A road closure notice has been issued for the intersection of John Anderson Drive and Neptune Avenue. Significant stormwater improvements in this intersection will require the closing of the intersection similar to N. Halifax Drive. A second crew has been installing the storm system at the south end of John Anderson Drive where they discovered a 12 foot wide asphalt road 3 feet below ground running parallel to the east side of the existing road. This will require the contractor to remove the road and dispose of the material which was not included in the contract. Staff is working with the contractor on establishing a cost for this additional work required to remove the abandoned road. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of

their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The Casements.

- Hand Avenue – The final asphalt lift was installed and the road is now open. The thermoplastic striping has been installed as well. The contractor has completed minor punchlist items and submitted as-builts. The engineer is coordinating final project closeout documents. **Staff was notified that the Hand Avenue project was voted a Top 10 Project by the Storm Water Solutions publication. For more information, please see page 6 of the December 20, 2013, Weekly Review, which can be found on the City's website, www.ormondbeach.org, click on "newsletters/updates" on the left hand side of the webpage.**
- 2-inch Water Main Replacement – Mainland – Crews are working on Greenwood Ave have installed new watermain from N. Beach St, past Ridgewood Ave and are also working on Cumberland Ave, starting at N. Beach St and working westward. The tie-in for Mayfield Terrance was completed and the new watermains on North/South Lucerne Circle and Mill Run Court have been pressure tested and chlorinated.
- 2-Inch Waterline Replacement – North Peninsula - Clearances for the cul-de-sacs connected to Ann Rustin Drive were approved by the Department of Health the week of December 30, 2013. New meters have been set along Riverbreeze; Mastercraft is scheduling to make the reconnection of the long services on this street by January 17, 2014.
- 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on, Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Riverside Drive and Marvin Drive have been cleared by the Department of Health. Work has begun on water main installation on Magnolia Drive and Seton Trail. A proposed schedule has been posted on the City's website and will be updated monthly.
- Central Park Lake Interconnects – Hammock Lane was paved and the roadway is open to traffic. Off-road work is nearly complete with sidewalk and restoration work being completed. With both Hammock Lane and Hand Avenue open, the contractor has closed Division Avenue. The contractor has installed the culvert on Division and relocated the water mains. Work on the retaining wall is near completion and the roadway subcontractor is grading the road over the culvert. Completion of this last road closure is expected at the end of January.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Fishing Pier is complete. The aluminum railing replacement is 40% complete.
- Wilmette Avenue Bypass Pump Station - JD Weber has requested an update from their suppliers for the sluice gates; it is anticipated that this project will commence in January.
- Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 1/8/2014. The contractor's surveyor has requested additional information for completion of as-builts for Phase 3. The contractor has completed installation of all primary conduit; it is anticipated that the installation of secondary conduit will be complete by the end of the week of January 6, 2014. Shut down for the switch over of properties located at New Britain and Beach is scheduled for Saturday, January 11, 2014. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4.
- Franchise Utilities - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
- Audible Pedestrian Signals – A meeting is scheduled between the contractor and Volusia County Traffic Engineering to look at existing conduit on Friday, January 10. The contractor anticipates commencing construction the week of January 13.
- Ormond Beach Municipal Airport Taxiway Project- Staff working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.
- Downtown Banner – Staff has instructed the contractor to prepare an installation schedule for the month of January and submit for a building permit.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been finalized and was sent to the consultant for

execution on December 16, 2013; it is anticipated that this project will commence in early January, 2014.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion – A revised layout plan has been finalized for discussion with Volusia County and potential design-build consultants; meetings are currently being scheduled for after the first of the year.
- City Welcome Sign – ZCA is working up conceptual drawings for staff review.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – Zev Cohen is continuing to modify plans based upon the survey information provided by Sliger and Associates.
- OBSC Roadway Improvements – Application for Environmental Resource Permit modification, including wetland impact mitigation has been submitted to the SJRWMD, staff is working on request for additional information, but expect the wetlands conservation easement agreement to be ready at the time of award for project construction bid. Bids will be received for the project on January 9, 2014.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013 in request for a meeting.
- Corrugated Metal Pipe Rehabilitation - Contracts have been executed. A pre-construction conference will be held on January 15th.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has received a final installation agreement from FPL for the hardening project for the conversion of West Tower Circle. Staff is preparing an agenda item placing this agreement and final invoice for the January 21, 2013 City Commission meeting. Construction has been scheduled and is anticipated to commence Mid February / Early March.
- Granada Medians (West of I-95) – The plans have been submitted to the FDOT for permit. Staff will schedule a meeting with the HOA's to present the proposed design when plan review comments are received.
- OBSC Multi-Purpose Building – The 3 month design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permit determinations have been requested.
- SONC Bleacher Replacement - Obtaining quotes for direct replacement of bleachers, with the option of motorization controls.
- City Hall Chiller Replacement – The work Authorization for the design has been approved so a kick-off design meeting will be scheduled.
- Nova Recreation Park- Ongoing- Staff is working on preliminary plans for the pavement of the crushed shell roads and parking areas around the park. Staff has recognized the need to implement stormwater conveyance and impoundment facilities that will be needed to manage the additional stormwater runoff due to increase of impervious area due to paving these areas. This will be necessary regardless of exemptions expected from the SJRWMD, because the additional stormwater runoff will increase erosion and create inconvenient standing water otherwise. Staff is therefore investigating low impact drainage areas around the park for this purpose.
- 2-Inch Watermain Replacement Phase 2- Staff is negotiating a scope of work with engineering consultant for the Mainland area of the Phase 2, 2-inch watermain replacement.
- Reforestation Street Tree Planting – The plans are being finalized for Commission review and bidding.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install medjool palms behind the existing sidewalk after the overhead utilities are removed. A landscape plan is being prepared for FDOT review.

- CDBG ADA Parking Improvements – Staff is preparing plans and bid packages for County review.

Department Activities

Administration/Meetings/Customer Service/Other:

- Magnolia Wall measurement (Weekly).
- Residential SWMP Permits review and filing (Weekly).
- Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
- Roadway Resurfacing - Staff is working on inputting data into the pavement management software from the citywide pavement condition inventory, which was recently completed.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Repaired sidewalk at South Ormond Neighborhood Center
- Cleaned shop area at Public Works Complex
- Pulled forms and backfilled at South Ormond Neighborhood Center
- Repaired concrete at 264 N. Halifax Dr.
- Removed and replaced concrete sidewalk at Riverside Dr. & Cardinal Dr.
- Repaired asphalt patches at Riverside Dr. & Marvin Rd., at 649 N. Halifax Dr, at 66 Merrywood Cir., and at Lincoln Ave., by Winn Dixie

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Trimmed trees at the Public Works Yard and Nova Recreation
- Trimmed areas at 604 S. Ridgewood Ave, at the corner of Navajo & Choctaw, at old Ridgewood, between Wilmette & Granada, at 958 Northbrook, at the corner of North Beach and Parkside, at the corner of Fleming and Laurel Oaks, on Domicilio Ave., at Choctaw & Elm, on Shady Brook Trl., at Nova & Talaquah, on Rogers Park Dr., and on McAlister Dr.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Changed out Streetscape (SR40) banners to “Birthplace of Speed”
- Trimmed trees at various ROW (Right-of-Way) locations
- Used weedeater on various State roads

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, assembled caps, cut posts, straightened up materials and fabricated information signs for City Hall
- Rockefeller, McAlister, Arroyo, straightened signs and posts

- Various Locations, installed stop and speed limit signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Granada Bridge, east & west – Removed floating trees from river
- SR40 – Ditch and pond inspections
- Military Blvd. – Pipe replacement

Vactor

- Basin cleaning – Zones 1 & 2, out west on SR40, on Arbor Dr., and on Division Ave

Mowing

- Reachout Mowing – On US1

Street Sweeping/Streetsweeper

- 151.2 miles of road cleaned (This is for 5 days)
- 33.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

21,465

PM Services completed for the week:

Emergency—Vehicles and Equipment

13

Non-Emergency Vehicles and Equipment

37

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 7,977 unleaded and 7,177 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,985 gallons of unleaded and 720 gallons of diesel.
- Fleet completed 70 work orders this week.

- Utilities

Projects Summary

- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Carousel Grit Removal – completed – awaiting return to service.
- Concentrate Piping Connection to Reuse Storage Tank – Bids were received. Tomoka Construction was the sole bidder for \$167,220. The bid was reviewed and a savings of \$13,600 can be realized by selecting the directional drilling option. A Commission memo was prepared for contract award at the February 4, 2014 City Commission meeting.
- Division Avenue Well Field Raw Water Piping – Sixty percent plans and specifications were received from McKim & Creed for review. Estimated project construction cost based upon 60% plans is \$458,000.
- Cross Connection Control (CCC) Program Management Services –Agenda packet is being prepared for review of scope by CC scheduled for February 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation and Procurement Services – Commission approved scope of work for advertisement January 8, 2014 .

- Airport Road Force Main/ Reuse Main Project – Testing of the Airport Booster Pump Station will be scheduled. The meter was reconfigured for higher flow rate and re-installed.
- Mainland, North & South Peninsula 2-inch Water Main Replacement –Mainland: Volusia County Health Department Clearance received for Zones J and H. Water main installed on Greenwood Ave. from N. Beach St. to Ridgewood Ave. North Peninsula: Clearances for the cul-de-sacs connected to Ann Rustin Drive were approved by the Department of Health. South Peninsula: The contractor has installed all new service connections on, Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue.
- Ormond Beach Wastewater Plant Operating Permit Renewal – A work authorization was approved for Quentin L. Hampton Associates (QLH) to prepare the renewal application. Executed document sent to QLH.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities delayed until controller in the VFD is replaced. Questions concerning the installation of Pump #3 were received from the manufacturer.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – awaiting parts delivery.
- Ocean Breeze Circle – Use permit received from Volusia County.
- Pierside Drive – Use permit received from Volusia County.
- John Anderson Drive Project – Met with engineer and consultant to discuss proposed piping reconfiguration at Lift Station 6P. Contractor is in the process of locating and testing an existing valve to determine whether any piping changes are necessary.
- Rima Wells Auxiliary Power Generator – Electrical schematics for 75% design were received for review. A layout of the proposed floor plan was received from the mechanical designer for intake considerations.
- Saddler's Run Lift Station Rehabilitation – Force main modeling is completed for determining pump size characteristics.
- Sanitary Sewer Pipeline Repair – A preconstruction meeting is scheduled for 1/15/14.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Preconstruction meeting scheduled for 2/18/14.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Information is being prepared for the contractor to submit electrical permits for the lift stations.
- Tymber Creek Road Phase 1 Utility Relocation Project – Force main valve located in proposed curbing and relocation was performed.
- Water Storage Tank Cleaning and Inspection – The vendor is planning to start with the water tanks on January 13, 2014. A purchase order was prepared.
- SPRC – OBSC Field House – Prepared preliminary design plans for water and sewer connection to the field house. Ormond Ocean Gardens – A preconstruction meeting was held. Ormond Renaissance – A pre-submittal meeting was held to discuss submittal and zoning requirements. Existing utility drawings were provided. SR Perrott– Legal Department is preparing the easement. Tomoka Christian Church - FDEP clearance received for sanitary sewer. Woodstock Cafe – 1535 N. US 1, Reviewed revised plans. Tuscany Shoppes – 1185 W. Granada, Reviewed plans.

Departmental Activities

- Water Distribution
 - Replaced 5 water services due to age of piping and low pressure
 - Repaired/replaced 15 meter boxes
 - Replaced 23 broken/unreadable water meters
 - Responded to or repaired 32 water service leaks
 - Responded to 8 water pressure and 6 discolored water complaints
 - Performed testing on 2 city owned backflow preventers, completed installing freeze protection covers on all city owned backflow preventers.
 - Replaced the 2" backflow preventer serving fleet maintenance. Repaired portable construction meter and backflow preventer for the Finance Dept.
 - Assisted 21 customers with misc. water issues (i.e. stiff valves, leaks, etc.)

- Performed maintenance on 6 city owned fire hydrants.
- Performed scheduled valve maintenance on 21 valves in the water base map grid area A-4.
- Water Main Repairs: 8" water main break at 125 John Anderson Dr due to construction activities
- Connected 35 new water services on Marvin Rd as part of the 2" water main replacement project.
- Performed water main shut down on Marvin Rd for new water main connection at Peninsula Dr, Palmetto Dr and Milsap Dr.
- Assisted WW Collection with a shutdown on the reuse water main on Foxbrow Look due to a leak
- Delivered water service parts and water meters to Thad Construction for completion of water service installation on Ann Rustin Dr cul-de-sac's
- Performed flushing activities on the new water mains at Plaza Dr, Riverbreeze Dr, Marvin Rd
- Removed damaged above ground flushing device and fabricated a new underground permanent flushing device on Lake Isle Way
- Excavation restoration was completed at Ravensfield Lane, Diane Dr, Marvin Rd, Merrywood Cir
- Rescinded the boil water on Marvin Rd, John Anderson Dr/ N. Halifax Dr
- Utility locate service for Water/wastewater/reuse: received notice of 168 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects.
- Continued locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.
- Water Treatment
 - Delivered 34.715 million gallons for week ending Jan. 5, 2014 (4.96 MGD)
 - Backwashed 10 filters for a total of 432,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 25.37 Million Gallons.
 - Produced 14.49 Million Gallons of Reuse.
 - Produced 10.88 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.62 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 108.52 (14%-18% Solids).
 - Submit Annual Sludge Report to USEPA.
- Wastewater Collection – Reuse
 - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and nine in town.
 - Televised 20, cleaned 25 & root inhibitor applied on 10 sewer laterals.
 - Supported relocation of 8 inch force main tap & valve at W. Granada Blvd & Tymber Creek Rd by Masci Contractor Inc.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 7 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 26/15 psi, Foxhunters Flat (2 inch) 8/5 psi & Shadow Creek Blvd. (4 inch) 1/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 1P L.S. – trouble call from answering service – noise noted at station - #1 check valve damaged – replaced with new stock returned to service all ok.
 - Ashton Look L.S. – paint fiberglass control cabinet – grounds keeping.
 - Fleet – received new crane truck #364 – transferred tools and equipment from truck #366 – put into service.
 - Sandy Oaks L.S. – excessive draw down time noted on pump #1 – pulled pump and cleared blockage at volute – installed new guide rails – all ok.

- Camelot L.S. - excessive run times on pump #1 noted on SCADA – pulled pump and cleared blockage at volute.
- Screw pumps #1, #2, #3 – adjust drive belts as needed.
- Breakaway Trails L.S. – pull pump #2 - install fitting at volute discharge.
- Scum well #1 – pumping slow – pulled pump to deragg mix/flush valve and impeller – all ok.
- Influent room – cleaning of pumps, plumbing, floor and floor drain, service sump pump.
- Recycle, R.A.S./ W.A.S. and Decant Rooms - cleaning of pumps, plumbing, floor and floor drain, service sump pump.
- SCADA monitor/response: Breakaway Trails lift station – controller determined to be non operational – wired a bypass float control – replacement controller to be installed – station is being visually inspected at regular intervals until control and monitoring can be restored; Castle Gate L.S. phase voltage loss – FPL responded – station returned to full operation; Sandy Oaks L.S. – high level alarm –reset soft starts –power outage affected this station; 10M L.S. – phase voltage loss – phase monitor not operational – replaced monitor – all ok; 5M L.S. – high level alarm – transducer ragged - cleaned and returned to normal operation; 4M-1 & 7M – phase voltage loss – FPL power outage affected both stations – power restored – all ok; 7P – high level alarm – both pumps lost prime – primed pumps and restarted station – will follow up with inspection; also troubleshooting SCADA reporting problems with Water Treatment plant Chief operator.
- Influent pump room – deragged pumps as per lead operator.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2;
- Lift station PM's:14 monthly and 1 annual performed.
- Plant wide oil & grease route
- 70 work orders completed and closed for this section for this week.

Water Plant - Well Fields - Booster Stations – Reuse System

- Acid storage tanks – repaired conduit and cable for level sensors damaged during water line break.
 - Wells 18SR, &19SR – not operational – inspected both motors and found open windings – possibly caused by pumping against too much head pressure – pressure logging devices are being installed to collect pressure data.
 - Lime slurry pump #2 – VFD tripping – slurry tube clogged – disassembled and cleaned – all ok;
 - Well SR19 – sample tech unable to read meter due to condensation - disassembled and cleaned – all ok;
 - Weekly PM'S - cones
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies/ procedures. A contract printer has prepared draft print version for review by Utility staff.
 - Annual Reuse Report: Staff submitted the report to the FDEP and St. Johns River WMD. The report summarizes reuse volumes available and utilized by the City to land and surface waters discharge applications.
 - Waste Water Treatment Facility Analysis Reduction: In accordance with the City's WWTF permit (FL0020532), the Utility is allowed to request a reduction in the frequency of the bioassay analysis from quarterly to semiannually. The requirement is four consecutive compliant bioassay analyses, which the Utility has achieved. Staff is compiling the information to submit to the FDEP.
 - Quarterly Ground Water Monitoring for WWTP Permit: Staff reviewed the data submitted from the City's contract laboratory of the quarterly ground water monitoring required by FDEP under the reuse portion of the City's WWTP permit. The review indicated the results were all within the compliance of the permit and the quarterly report may now be produced.
 - Industrial Pretreatment Program: In response to information received from the U.S. EPA and Florida DEP, the Utility is conducting an investigation into discharges to the City sewer collection

system by a facility. The results of the analysis are pending and the Utility will present findings to both agencies when complete.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
 - The Utility discovered an illicit cross connection at a residence within the water system. Staff is informing the customer of the dangers associated with such connections to the water supply and requiring correction be made immediately.
 - Backflow Prevention Compliance: Staff is preparing a bid to secure the backflow prevention devices for installation on residential properties with reuse service which are lacking the device. Simultaneously, staff is preparing a bid to establish a contractor to both test and repair backflow devices on commercial accounts who have neglected to respond to compliance requests from the City. City Ordinance requires BF devices to be tested and certified annually.
 - Breakaway Trails Irrigation Report: Staff is gathering the necessary documentation to develop the report as required by the City's Consumptive Use Permit to the St. Johns River WMD. The report will outline the progress made by the Utility employing reuse water in lieu of the groundwater for irrigation of the Breakaway Trails subdivision.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for January 8, 2014, City Commission Meeting
- Staff attended and provided support for January 9, 2014, Planning Board Meeting (filling in for Planning staff member)

Status of Department Projects

- Audience Polling System
 - Project Status: Web training completed; IT coordinating installation on user stations
- Municode republication of *Code of Ordinances*
 - Project Status: Proposal approved