

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 12, 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:

- Held quarterly staff meeting with managers and directors
- Bi-weekly meeting with IT Director
- Attended United Way employee kickoff meeting at Fire Station 92
- Project Dox update discussion with senior staff

Spoke to, attended and/or met with:

- General discussion with Wayne Grant, Ormond Observer
- Rotary meeting
- United Way board meeting
- Held Meeting with the Manager
- General discussion with Commissioner Stowers
- Conference call with Public Administration Advisory Board
- PACE Center board meeting
- Conference call with federal lobbyist Maurice Kurland of Alcalde & Fay
- City staff and HTA representatives, update on Airport Master Plan
- City staff, Parker Mynchenberg and Ronnie Bledsoe on Plantation Oaks utilities

Community Development

Planning

- The Department released its Nonconforming Determination regarding 815, 855, 915, and 935 Ocean Shore Boulevard. The Determination found all four properties were legal nonconforming uses based upon:
 - The Condominiums were each constructed within the same general time frame (1969 to 1971) and within the same proximal distance to each other, 40 years ago. The construction plans were reviewed by the state Division of Hotel and Restaurants as condominiums/rental apartments.
 - Rental apartments and rental uses were conforming lawful uses back in the day, consistent with zoning laws.
 - The condominiums have engaged in short term rentals for approximately 40 years until the use became non-conforming on December 5, 2006 when the city commission adopted Ordinance 2006-21, prohibiting short term rentals.
 - Condominiums and apartments remain a lawful use today in accordance with current zoning (hotels and motels are no longer allowed).
 - Short term rentals at the condominiums are lawful non-conforming uses, originating some 40 years ago.
- The Department hosted a Community rating System (CRS) Activity 310 Elevation Certificate Training Course for about forty attendees. These attendees were from across the state to include two out of state attendees. The workshop took place at the Anderson Price building and lasted

from December 8th through the 11th. (Please see page 2 of this week's issue of the Weekly Review for more information.)

- The Department is designing a web page for ProjectDox along with FAQ's. This is in preparation for March/April roll out of the system and the need for the Department to assist outside users. This will not replace the quarterly training sessions that the Department will conduct for users.
- ProjectDox staff will be coming to the City next week and will be doing Workflow analysis from December 16-19. A kickoff meeting will be held on December 16 and participants will be broken down into groups based on the two workflows which are planned. The individual groups will meet to review the processes and build the design for the workflows for ProjectDox. Most likely the participants will be flowing in and out throughout the week after the initial kickoff session. On December 19, ProjectDox will have a general walk through on the final design for each workflow to make sure each step in the process is included.
- The Department reviewed the Volusia County Traffic Impact Assessment (TIA) Guidelines and forward suggested improvements to the TPO for consideration by Tindale Oliver, hired consultant.

Building Inspections, Permitting & Licensing

- 233 inspections performed.
- 4 business tax receipts issued.
- 96 permits issued with a valuation of \$5,028,131.00

Development Services

No new projects not reported in earlier weekly reports have been received.

Economic Development/Airport

Economic Development

Ormond Crossings

- Tomoka Holdings is in the process of designing marketing material and a website to generate investment in the Ormond Crossings project. Staff has provided comments on the material.
- 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. Staff met with Tomoka Holdings and their engineering consultants to review the plans. Follow up comments and revisions are being prepared by staff to submit to Tomoka Holdings.
- Staff met with Tomoka Holdings to strategize on options that would facilitate the extension of utilities and roads to open up the Commerce Park for industrial development.
- Staff met with Tomoka Holdings to discuss the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. A follow up meeting is planned for January 14.

Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. A meeting to discuss financing options is planned for December 17.
- Staff is preparing an analysis for the reuse of the former City Nursery property adjacent to the Airport Business Park. A preliminary survey is underway of the undeveloped land that has a large percentage of wetland/floodplain restrictions. Staff presented an update to the Aviation Advisory Board (AAB) and provided a written summary to the City Commission. Staff will continue the analysis of the potential uses of the property and present the findings and recommendations to the AAB and Commission.

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

- Staff met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in January of 2015.

- Staff met with the Main Street Economic Restructuring and Design Committee to formulate initiatives for FY2015.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. The City Commission has approved the growth assistance agreement for SKYO Industries and the State of Florida is in the process of preparing a QTI contract for SKYO. A resolution is expected to be presented to the Commission on January 6 consenting to the sale of 2 Sunshine Boulevard to SKYO.

Airport Operation and Development

- Staff met with a representative of the FDOT to discuss the availability of grant funding for certain security upgrades at the airport, including improvements to the gates, lighting and camera systems.
- Staff from the GIS Division has begun efforts to confirm that the work to clear trees and vegetation in the northeast, northwest and southwest quadrants of the airport has been completed in accordance with FAA recommendations. Allen's Tree Service will shortly begin work coordinated with staff and the Riverbend Golf Course to clear a limited number of trees in the southeast quadrant of the airport that have also been identified for removal by the FAA.
- Staff completed work to compile and submit an environmental checklist and other information requested by the FAA about the recently completed Sports Complex perimeter road project.
- Staff is working with AVCON, Inc. to ensure that the proposed installation of certain lighting components at the Sports Complex will be in compliance with FAA regulations, due to their close proximity to the airport and the air traffic control tower.
- Staff completed work this week to draft an access agreement between the City and Bright House Networks (BHN) to allow BHN to provide business communications systems to facilities and businesses at the airport. The agreement has been executed by BHN, and will be forwarded to the City Commission for review and approval in January.
- The bidding period for the construction phase of the air traffic control tower systems upgrade project has been extended until December 18th at 2:00 p.m. in response to requests from current plan holders who require more time to acquire estimates from potential sub-contractors. To date, plan sets have been acquired by six (6) prospective bidders for this project.
- Staff met with representatives of Hoyle Tanner and Associates to discuss the Master Plan Update process. A meeting with Airport tenants will be scheduled regarding the completion of an Airport Users Survey. A workshop to discuss the update process and preliminary findings will be arranged with the City Commission for a date in February.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (#5946-5955, #840-943).
 - Approved 20 Purchase Requisitions totaling \$182,373.94.
 - Issued 14 Purchase Orders totaling \$101,795.75
 - Processed 4,558 cash receipts totaling \$722,895.92.
 - Prepared 115 Accounts Payable checks totaling \$210,040.87 and 34 Accounts Payable EFT payments totaling \$324,282.59.
 - Prepared 31 Payroll checks totaling \$6,452.66 and 333 Direct Deposits totaling \$106,310.33.
 - Transferred IRS 941 payment of \$173,381.78.
 - Processed 620 utility bill payments through ACH totaling \$48,646.27.
 - Processed and issued 6,141 utility bills with billed consumption of water of 28,222k.
 - Issued 863 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Harry Wendelstedt Umpire School FREE Two-day Clinic (January 17 and January 24, 2015)
 - G. F. Althouse Trail Bird Identification Markers Unveiling (12/11)
 - Hygienic Goods Drive to Benefit the Jewish Federation of Volusia and Flagler Counties (Through December 18th)
 - Deputy Mayor Bill Partington Elected as the Volusia League of Cities President for 2015
 - HOme for the HOlidays Parade – Reminder (12/13)
 - Florida Licensing on Wheels (12/16)
 - Mr. 57 and The Dukes Cancelled for December 12th
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 2
- Hazardous: 2
- EMS: 87
- Motor Vehicle Accidents: 13
- Public Assists: 27

TOTAL CALLS: 131

- Aid provided to other agencies: 8 Calls – Daytona Beach (4), Volusia County (4)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 76

Training Hours

- NFPA 1001: Firefighting 65
- NFPA 1002: Driver 5
- NFPA 1021: Officer 3
- NFPA 1410: Hose Evolutions 6
- NFPA 1500: Safety/Equipment 39
- NFPA 1620: Pre-Fire Planning 5
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 135

Station Activities

- Conducted 10 fire hydrant inspections
- Updated 33 pre-fire plans
- Visited 150 children at Little Engine Academy

- Provided a tour of Fire Station 91 to a group of 15 children.

Human Resources

Staffing Update

Approved/Active Recruitment

- Public Works/Fleet – Fleet Operations Manager was advertised on 4-21-14 on the City web site: in-house; on the web sites for Government Fleet's Job Finder and Natl. Association of Fleet Administrators; emailed to all members of the Florida Association of Governmental Fleet Administrators; and will remain open until filled.
- Human Resources – Human Resources Director was advertised on 11-3-14 on the City web site and on the web sites for FL and National Public Employers Labor Relations Association, FL League of Cities, Intl. Public Management Association, National League of Cities, Society for HR Management, Orlando Sentinel, and Careerbuilder, and will remain open until filled.

Applications Under Review

- Leisure Services – Part Time Custodian at The Casements. Eleven (11) applications were received.
- Public Works/Water Production – Utility Electrician. Seven (7) applications were received.
- Leisure Services – Contract Manager for Buildings and Facilities Maintenance. Eighteen (18) applications were received.
- Leisure Services – Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services. Nineteen (19) applications were received.

Interviews Scheduled

- Leisure Services – Part Time Maintenance Worker II. Interviews were held 12-10-14.
- Public Works – Maintenance Worker III (Street Sweeper). Interviews were held the week of 11-17-14.

Background/Reference Checks/Job Offers

- Police Department – Records Clerk. A candidate was selected and began pre-employment processing.
- Police Department - Police Officer. Four candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Planning Department – Permit Technician – Resignation effective 1-2-15
- Fire Department – Driver Engineer – Resignation effective 12-29-14
- Police Department – Police Officer – Retirement effective 1-5-15
- Police Department – Police Sergeant – Retirement effective 1-30-15

City Events/Employee Relations Update

- Nationwide Deferred Compensation, Ruth Marquez, will provide a retirement presentation for those employees retiring within 5 years. Anticipated dated of event 1-29-15.
- ICMA representative will be here to meet with employees on 1-26-15.

Risk Management Projects

- Mayor's Health and Fitness Challenge Mayor's Mile & event planning meetings.
- Attended Leadership: Government Day planning meeting.
- Attended United Way campaign meetings.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Selection Committee meeting scheduled.
 - Community Development – Electronic Plan Review – 1st training class held.
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide continuing with Fire, Fire Admin, Public Works, and Leisure Services

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 16 New work - 33 completed - 53 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,862	Inbound E-Mails Blocked	8,414
Delivered Inbound E-Mails	14,062	Quarantined Messages	386
Percentage Good Email	61.5%	Virus E-Mails Blocked	109

- Notable Events:
 - Prepared and setup 15 computers for the multi-day ProjectDox training sessions
 - IT Director participated in the ProjectDox training sessions.
 - IT Director conducted the quarterly FLGISA Board meeting – working on conference content enrichment and membership growth opportunities and strategies.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 4 Changes: 70 Corrections: 0
- Map/Information Requests: 35
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 21,239 (94.4%) potable 20,656, Irrigation 574, Effluent 9
- Notable Events: None.

Leisure Services

- **Administration**

- City Manager's Annual Breakfast
- Park Visits
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Bird Identification Marker Unveiling Ceremony
- Movies on the Halifax

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- The Lady Renegades continued practicing for their fall season Monday through Thursday evenings on the Softball Quad at the Sports Complex.
- Seabreeze High School Soccer hosted home games on Monday and Wednesday at 5 and 7pm on Championship Field #7.
- OBYBA Basketball started their game season this week Monday through Saturday at the Nova and South Ormond gyms at 6, 7 and 8pm as well as 9 to 2pm on Saturday.

- Riverbend Academy Soccer hosted a home game this week on Thursday at 6pm on Championship Field #7.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
 - The Ormond Beach Golden Spikes are practicing at Nova on Fields 1-4.
 - Seabreeze and Riverbend Academy have begun their varsity soccer seasons; painted and prepped fields for their games.
 - Baseball fields 1-4 have been over seeded and closed for play until January.
 - Prepping baseball fields for upcoming umpire school.
 - Removed the soccer goals from fields 1-4, 6 and 8-12.
 - Over seeded soccer fields 1-4, 6 and 8-12. Fields 5 and 7 are still open for high school practice and games.
 - Over seeded T-ball fields.
 - Fertilized soccer fields 1-12, T-ball and softball fields.
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
 - Big Band America was held Thursday from 7:00pm to 9:00pm
 - Nisa Party Ballroom Rental was held Saturday from 5pm to 11pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club held regular classes. CMT held regular classes and on stage rehearsals.
 - Tuesday: Show Club held regular classes. CMT held regular classes and on stage rehearsals.
 - Wednesday: Show Club held regular classes. CMT held regular classes and on stage rehearsals.
 - Thursday: Show Club held regular classes. CMT held regular classes and on stage rehearsals.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Big Band America Holiday Concert, Sunday 2:00 p.m. to 4:00pm

- South Ormond Neighborhood Center
 - Splash Pad closed for the season through March 14
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours (closed Monday for painting)
 - Open gym Center hours
 - Pride Football Monday
 - Youth basketball games Monday, Wednesday and Friday
 - Activity Room Rental Sunday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended event meeting.
 - Attended Senior Games meeting
 - Assisted with Directors'/Managers' holiday breakfast
 - Assisted with Bird Marker Unveiling event at Central Park
 - Parade, Parade, Parade...
 - Assisting with various tasks for other upcoming events: Holiday event/programs. Holiday Concert, Breakfast with Santa, Santa on the Go and Letters to Santa.
- Gymnastics
 - December Gymnastics classes are now in session
 - Registration is now open for the December/January Gymnastics Session
 - Promoting New Parents' Night Out Event
 - VertiFit Aerial Arts of Palm Coast working with Coordinator to offer Yoga classes at the Gymnastics Center
 - Worked with Pop Warner Cheer to help them prepare for national competition
 - Promoting "Bring a Friend to Class" days
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continue to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
 - Challenger Basketball will continue to meet for practice on Tuesdays from 5:00-6:00pm at the Nova Community Center.
 - Explore the Arts will continue to meet on Wednesday from 3:30-4:30pm.
 - Boys Basketball League started their games this week.
 - The Elks Club held their annual Hoop Shoot on Saturday.
- The Casements
 - Classes met this week including Pilates and Yoga Monday to Wednesday
 - Tours were given this week from 10am to 3:30pm Monday through Friday and Saturday from 10am to 11:30am.
 - The Casements held their Christmas Gala on Friday evening, Saturday and Sunday.
 - A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
 - 60 Pine Trail students were given a tour of The Casements on Monday morning.
 - Ormond MainStreet met in Room 205 on Monday afternoon.
 - Another tour for Pine Trail students was given on Tuesday morning.

- The Casements Camera Club held a party in The Gallery on Thursday evening.
- Movies on the Halifax will be held in Rockefeller Gardens tonight.

- Parks Maintenance:
 - Installed new fence for Ormond Beach Community Garden
 - Moved boxes from City Hall to Fleet for storage
 - Cleaned up downed tree from Sanchez Park
 - Transported surplus file cabinets from old Fire Admin office at City Hall to Fleet for auction
 - Repaired damaged barrier fencing at Central Park I
 - Took memorial bench slats to contractor for engraving
 - Removed totter trash can from lake at Joyce Ebbets Pier
 - Completed routing of plaques for bird identification signs
 - Repaired men's room toilet at the Senior Center
 - Completed refinishing the gymnasium floors at SONC and Nova
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = service parks for holiday weekend

- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Daily inspection of Andy Romano and SONC splash pads
 - Weekly inspection of DOT and facility lighting at various City locations
 - Checked the river Christmas Trees for electric issues
 - Checked all City Christmas decorations for electric issues, repaired and replaced as necessary
 - Inspection of holiday lighting displays citywide
 - Performed safety checks on 14 electronic controlled gates citywide
 - Found contractor to repair gas range, fryer and dishwasher at SONC
 - Replaced flag at Nova ball fields and shuffleboard facility
 - Checked or changed water filters on 16 City owned ice machines
 - Picked-up water filters and other plumbing parts from vendor
 - Assisted contractor with VAV repair in C.I.D. at Police Station
 - Adjusted temperatures throughout building for seasonal changes at Police Station
 - Picked up mister refills from vendor at Building Maintenance
 - Replaced the pavilion hose bib at Central Park I
 - Installed hose bib lock next to restroom at Central Park I
 - Repaired outside ladies room toilet at Nova
 - Repaired sink faucet in Gymnastics
 - Maintenance work on light assemblies at the PAC
 - Repaired outside ladies room sink faucet at Nova
 - Shut down splash pads at SONC and Andy Romano Beachfront Park
 - Installed a new AED sign between outside restrooms at SONC
 - Replaced broken light covers under covered walkway at SONC
 - Repaired the door at Seminole lift station 4P
 - Repaired sink leak at Fire Station 94
 - Repaired bracket on the outside men's room sink at SONC
 - Made keys for front door at SONC
 - Adjusted timer for Skate Park parking lot lights at Nova
 - Repaired flag and sign lights at Fire Station 94
 - Repaired men's room urinal at Fortunato Park
 - Met pest control contractor for service at Andy Romano Beachfront Park

- Cleaned and sealed stainless steel fountain fixtures at PAC
- Refilled the fountain and adjust chemicals at PAC
- Replaced missing bolts for the pier light poles at Fortunato Park
- Checked for electric issues on the fountain pumps at City Hall
- Checked ladies room toilet for replacement at PAC
- Got pricing for one new fountain pump for City Hall

Police Department

Administrative Services

- Command staff attended DARE graduation at Pathways Elementary school.
- Captain Crimins is attending the Command Officer Development Course in Sanford.
- Staff met with Ms. Davis of Daytona State College in regards to recruiting strategies at the Police Academy.

Community Outreach

- Science on Patrol at OBMS continued. This week youths participated in tours of the Police Department. The program concludes December 18th.
- Preparations for the annual holiday party were reviewed. Gifts have been delivered to be wrapped. The party will take place on December 17th from 5:30 – 8:00 PM.
- All PAL educational programs will be closed after December 18th due to the Volusia County Schools winter break. Programs will resume in February.
- Try outs for OBPAL basketball are scheduled for the morning of December 20th.
- DARE classes are being taught at Temple Beth El, St. Brendan's and Pine Trail fifth grade classes.
- Coffee with a Cop was held at the beachside Starbucks Café.
- Prepared for Santa on Patrol.

Community Services & Animal Control

- Animal calls responded to: 54
- Animal Bites: 2
- Animal Reports: 6
- Animals to Halifax Humane: 7 cats and 2 kittens
- Reclaimed: 1 Dog
- Injured wildlife: 1
- CSO's picked up 250 donated bicycle helmets from AMSCOT.

Criminal Investigations

- Cases Assigned: 42
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 8
- Inactive: 3
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Carbreak: 20
- Grand Theft: 4
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0

- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1
- Death Undetermined: 1

Records

- Walk - Ins / Window 129
- Phone Calls 116
- Arrest / NTA'S 31
- Citations Issued 67
- Citations Entered 171
- Reports Generated 183
- Reports Entered 162
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,948
- Total Traffic Stops 165

Operations

Crime Opportunity Report Forms 105

- 12/4/2014
 - Loitering and Prowling Arrest, 51 North Yonge Street. Suspect was observed looking in the mailbox, in the cars and around the backyard. A witness asked him what he was doing and he fled the area. The subject was observed on West Granada and attempted to run from officers.
 - Carbreak, 27 Southern Pine Trail. The victim states that sometime over the Thanksgiving holiday someone entered her unlocked vehicle and stole her keys and a Gucci purse.
 - Aggravated Battery Arrest, Tomoka Plaza, the defendant saw her boyfriend in a car with another woman. The defendant pulled her car up to the vehicle and tried to block the vehicle from leaving the parking lot. The boyfriend got out of the vehicle and walked up to the defendant to speak with her as the other vehicle drove off. The defendant stated that she was going to ram the other vehicle. The defendant went after the vehicle at a high rate of speed. The defendant rammed the vehicle and spun the vehicle sideways while still in the parking lot of the Tomoka Plaza.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was issued a Notice to Appear for shoplifting.
 - Warrant Arrest, 855 South Nova Road # 3. Received a call in reference to disturbance between a male and female at the residence. Contact was made with the suspect who stated that she was fighting over money with her boyfriend. The suspect was found to have an open warrant for fraud out of Arizona.
- 12/5/2014
 - Carbreak, 216-B Northshore Drive. Unlocked vehicle entered overnight. Loose change and sunglasses removed.
 - Carbreak, 178-B Northshore Drive. Unlocked vehicle entered overnight. Loose change taken.
 - Warrant Arrest, South Nova Road / Division Avenue. The suspect was stopped for a speeding violation. He was found to have an open warrant for worthless checks.
 - Stolen Vehicle, 1225 Granada Boulevard (Church of the Holy Child). A trailer being used for a Christmas float was stolen overnight.
 - Warrant Arrest, 2 East Tower Circle. The suspect had an active local warrant.
- 12/6/2014
 - Grand Theft, 1009 Ocean Shore Boulevard (Coral Sands Inn). During the week an ATM was vandalized and over \$1,600 cash taken.
 - Carbreak (Attempt), 216-A Northshore Drive. A resident observed a subject only described as short, wearing all black, attempting to open car doors.

- Carbreak, 320 Forest Hills Boulevard (Forest Hills). Unlocked vehicle entered overnight and ransacked. Trunk accessed with nothing taken.
- Carbreak, 301 Thackery Road (Forest Hills). Unlocked vehicle entered overnight and ransacked.
- Carbreak, 292 Millview Court (Tymber Creek). Stainless steel propeller removed from a boat parked in the subdivision boat storage sometime over the past two weeks.
- Grand Theft, 15 West Tower Circle. Construction vehicle breeched with a battery taken. Thousands of dollars in steel removed from the site.
- Carbreak, 160 North Nova Road. Suspect went through a pickup truck and removed a credit card.
- Narcotics Arrest, 1670 West Granada Boulevard, the suspect was placed under arrest for possession of Marijuana, driving while license suspended x4, giving false name during a traffic stop.
- 12/7/2014
 - Carbreak, 351 Andrews Street (Senior Center). Wallet removed from unlocked vehicle.
 - Battery Dating Violence / Child Neglect Arrest, 55 South Arbor Drive. Resident pushed his live-in girlfriend during an argument. Argument was about the sexual activity of victim's 14 year old daughter, which was also reported as a Police Information for follow-up.
 - Narcotics Arrest, 1513 San Marco Drive #204. Two year old child found wandering in the parking lot in a diaper. Parent located sleeping at #204. Parent's brother was assigned to watch the child so the parent could sleep, but was no longer there. Suspect showed up at the apartment after being gone for an hour. Consent search revealed individual packages of cannabis and a scale. It appears that he was likely selling cannabis around the apartment complex instead of watching the child.
 - Battery-Domestic Violence Arrest, 451 Bryant Street, suspect was arrested for throwing a box of food at her mother striking her in the face.
- 12/8/2014
 - Burglary Arrest, 24 Forestview Way. Officers responded to the residence due to a suspicious vehicle parked on the property. While the officer was on scene the vehicle fled the area. Further investigation revealed that the residence was burglarized by a known female. The female was contacted at her residence and confessed to the occupied burglary. She was charged with burglary of an occupied dwelling and possession of marijuana.
 - Carbreak, 88 South Atlantic Avenue (Julian's). The window appeared to have been pried causing it to break. An amplifier with speakers and a pair of jeans were stolen.
 - Carbreak, 88 South Atlantic Avenue (Julian's). The driver's side window appeared to have been pried and broken. It appears that the glove box was gone through, however, nothing was reported missing.
 - Carbreak, 88 South Atlantic Avenue (Julian's parking lot). The window was discovered pried and broken. An iPhone 6 and charger were discovered missing from the driver's door pocket.
 - Carbreak, 88 South Atlantic Avenue (Julian's parking lot). An employee of Stonewood came out to the vehicle to discover the driver's window had been pried and broken. It appears that the glove box had been gone through, however, nothing was missing.
- 12/9/2014
 - Carbreak, 123 River Beach Drive. Unlocked vehicle entered sometime over the night. Cash and a check book taken from vehicle.
 - Narcotics Theft, 1204 Overbrook Drive. Victim reports that a bottle of Ambien and a bottle of Dilaudid turned up missing from his bathroom after letting a tree trimmer he had hired to use his restroom.
 - Battery-Domestic Violence Arrest, 56 Bosarvey Drive. Suspect was arrested for domestic violence battery after he threw a book at and struck his live-in girlfriend.
 - Narcotics Arrest, 1850 West Granada Boulevard. Suspect was stopped for a traffic violation and there was a strong odor of marijuana emitting from the vehicle. Driver admitted to having 6 grams of marijuana.
 - Carbreaks (X6), 264 South Atlantic Avenue (Florida Hospital). There were a total of six carbreaks that occurred. It appears that a punch or pry bar was used to gain entry and several small items were stolen.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart) Suspect was arrested.
- Carbreak, 190 Williamson Boulevard (Chili's). An employee had her window smashed and her purse taken.
- Narcotics Arrest (X3), Sanchez Park. Officer found three subjects smoking marijuana in a vehicle. All three admitted to their involvement.

- 12/10/2014
 - Stolen Vehicle, 113 Rio Pinar Drive (The Trails). It is believed that a key that was stolen from a previous carbreak was used to take a vehicle out of the driveway overnight.
 - Carbreak (X2), 31 Bella Vita Way. Two vehicles with different owners were entered sometime overnight. Both vehicles were unlocked.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested.
 - Grand Theft, 591 South Atlantic Avenue # 206 (Tropic Sun Towers). Guest in the room left \$350 in the room. When they returned the money was gone. Two house keepers and a maintenance man were in the room during the suspected time of theft.
 - Carbreak, 7 Cypress Circle #A. Unlocked vehicle was entered overnight.
 - Carbreak, 394 South Atlantic Avenue (Aliki Plaza) A chainsaw was taken out of a work truck. This occurred two weeks ago.
 - Shoplifting Arrest, 1478 West Granada Boulevard (Publix). Suspect was arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 22
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 25
 - Number of Written Warnings Issued: 7
 - Number of Parking Citations Issued: 4

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 15
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:

- Traffic Complaints Received:
 - 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Ormond Beach Elementary School
 - Reason for this STEP: School Zone
 - Number of times worked: 1; Total Hours Spent: 0.50
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: 0

 - 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Pine Trail Elementary
 - Reason for this STEP: Self-Initiated School Zone
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: Parents continue to park next to fire hydrant

 - 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200 Block Grove Street
 - Reason for this STEP: Complaint of speeding motorcycle

- Number of times worked: 1; Total Hours Spent: 1
- Citations Issued: 0; Written Warnings Issued: 0
- Comments: No violations observed.

- General Comments:
 - Parking complaint 31 Magnolia Ave. Vehicle owners were contacted and all vehicles removed.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 6 Cases initiated
- 7 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and fifty-two (52) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- John Anderson Drive –The contractor has been directed to repave a 50 foot section of John Anderson Drive just north of Standish Drive where a dip exists and also to correct a driveway transition that was too steep. Once this work is complete, contract closeout will take place.
- Traffic Signal Maintenance (Mast Arm Painting) – Due to FDOT permitting delay, staff has agreed to starting the project in January as the contractor is finishing another project.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Contractor is performing daytime paving operations, and paving operations are anticipated to be completed by the end of December.
- 2014 Roadway Resurfacing - 15 thermo-plastic stop bars were installed to replace the temporary paint striping. All roadways scheduled for the project have been milled and resurfaced.
- Granada Medians (West of I-95) – The contractor anticipates completing the project for final inspection on December 19th.
- Reforestation Street Tree Planting – The contractor is installing the irrigation system and directional drilling pipes under driveways.
- Beach Ramp Beautification – Cardinal Approach – The contractor completed the installation of the decorative paver sidewalk. The irrigation and landscaping is scheduled to be completed this month.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement – The work is 98% complete. The aluminum handrails will be installed after they return from being coated for installation on the beach.
- Fiber Optic Network Expansion – The contractor has scheduled the crossing of South Beach Street this week, with hand hole installation and hand trenching to follow. Fiber connections will be also be made at City Hall and Fire Station 93, as well as at the Police Station and South Ormond Neighborhood Center.
- Ormond Beach Sports Complex Roadway Improvements – Project closeout report was submitted to the SJRWMD.
- Nova Community Park Skate Park Expansion – The contractor has begun concrete work on the modifications to the existing skate park. Demolition to these areas is complete; the contractor is continuing form work and placement of steel, for concrete pours. The footer for the pro-shop/restroom building was poured last week. The contractor anticipates completion of improvements to the existing skatable surface followed by new construction in the following order, expansion to the west, expansion to the south, and expansion towards the new building to the east.

- Nova Community Park Paving Improvements - Project has been awarded and contracts are being executed.

Design Projects:

- City Welcome Sign – Staff is finalizing drawings and cost estimates for final approval.
- Beach Ramp Beautification – Harvard Drive – Staff is currently preparing design plans to secure a Volusia County Use-Permit to construct the improvements.
- Riverside Drive Drainage Improvements – Bids are under review.
- Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Ave. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Easements are being prepared which will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City an easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance requirements. Staff also is requesting a proposal from Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements are recommended.
- Water and Wastewater Master Plan Update – Staff made field visits to several area treatment facilities to see new technologies in service that may be included as recommendations in the Master Plan. The draft report was submitted and staff is reviewing the report. The Public Works Advisory Board will review the recommendations at their December 11th meeting.
- Downtown Streetscape Planting (Orchard to A1A) – Bids were opened on November 13 and are under review for award.
- North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and has requested material proposals from RCP Shelters.
- OBSC ADA Parking and Sidewalks (CDBG) – The bid documents are scheduled to be reviewed by the City Commission on January 6th and advertised on January 11th.
- Downtown Stormwater – The Consultant has submitted calculations for City review. Construction permit application has been prepared for City signature, to be submitted to SJRWMD later this month.
- Ph II 2-Inch Watermain Replacement - Mainland – Received first round of review comments from FDOT, regarding the proposed watermain extension along SR40 which will connect the ends of two existing 12-inch watermains and complete a loop for the distribution system. The County is reviewing the proposed North Beach Street watermain replacement.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Final comments on the plans and bid specification have been provided to the consultant.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final comments on the plans and bid specification have been provided to the consultant. Permit applications have been submitted to DEP/HRS.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – Bids are under review.
- Environmental Learning Center – A public meeting was held on November 12th at The Casements. The City website has a link for the public to view the presentation and complete a questionnaire. The questionnaire can be filled out and submitted with recommendations for activities and programs to be incorporated into the operation of the center. Geotechnical borings have been done and design is underway.

- Laurel Oaks Stormdrain Extension - Project is out for bids, bid opening is January 7, 2015. The project includes extension of a stormdrain outfall to a pond in order to eliminate an eroding drainage ditch between two residential properties.
- Sports Complex Restrooms - Submitted permit application to VCHD to extend a watermain off of the existing watermain on Hull Road to serve the new restroom building near the football/soccer field, on the east side of the complex. Met with the Pride Football representative to discuss their role in developing a site plan for the building and coordination with City staff, who will be managing the utilities extension and coordinating the overall construction project.
- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL will fund the culvert replacement.
- Deer Creek Reclaimed Water Service - Staff is investigating the feasibility of serving Deer Creek subdivision's irrigation needs with the existing reclaimed watermain which runs along Airport Road. The existing pond irrigation system was investigated to determine the plumbing needed to connect to the reclaimed watermain and retain the pond pumping system as a backup. Once the Utility Master Plan Update has been completed this year, the report recommendations will be taken into consideration in determining what additional improvements, if any, will be required to serve Deer Creek with reclaimed water.
- Bermuda Estates Sidewalk - Design plans are being completed for installing a sidewalk from SR40/Granada Blvd. to Bermuda Estates Drive. This project is intended to be included as a supplemental project to the next roadway resurfacing project later this fiscal year.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
- Reviewed SWMP submittals for residential construction (on-going)
- Electronic Plan Review Processing - Attended ProjectDox training, for implementation of the City's new electronic plan review processing system.
- North Peninsula Forcemain Extension - Staff attended a pre-construction meeting for a Volusia County project to install a forcemain along A1A from Spanish Waters Drive to Ocean Grove Drive. The project involves elimination of a wastewater package plant, installation of a lift station and new forcemain, which will eventually be connected to the City's sanitary sewer forcemain. The City will provide inspections on the construction of the system in addition to Volusia County inspection, as the City will eventually take over the maintenance responsibility of the forcemain. The lift station will remain privately maintained. Construction is anticipated to begin mid-January 2015.
- Marked property corners along Wilmette Circle for the Street Tree Planting project.
- Set up the FDOT plan review for the North US1 Landscape Plan project per project manager's request.
- Completed 30' safe sight triangle stakeout at North Halifax/Tanglewood Drive intersection per Neighborhood Improvement Division request.
- On-site meeting at Bodeez Fitness to discuss landscaping options with property owners.
- Continued developing the sketch and legal descriptions for Destination Daytona Phase 1 per Planning Division request.
- Researched and located old As-Built drawings of the Ormond Beach YMCA site and provided PDF scanned copies to Utilities Division per request.
- Researched and located irrigation plan for the Public Works site and provided copies to Wastewater Division per request.
- Researched Raw Watermain As-Built along West Granada Blvd. near the proposed Zaxby's site per project manager's request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Prepared trailers for Holiday Parade at the Public Works Complex
- Trimmed & edged at SR40 & Misners Branch
- Pulled forms & barricades on Oak Dr.
- Asphalted a patch on Oak Dr.
- Delivered poinsettias at various citywide locations
- Concreted a patch on Briggs Dr.

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Trimmed trees on Moreland Blvd., at Bailey Riverbridge Gardens, corner of Midway & Oak, corner of Driftwood & N. Halifax, corner of Kimberly & Lindenwood, and on Arborvue Trl.
- Removed a tree on Arborvue Trl.
- Prepared for the Holiday Parade at the Public Works 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.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed various DOT (Department of Transportation) locations on SR40, going westbound to Winding Woods and on A1A & Old Kings
- Prepared for the Holiday Parade at the Public Works Complex
- Employees fitted for new uniforms at the Public Works Complex
- Delivered poinsettias at various citywide locations
- Assisted Ballfield Maintenance with loader & forks to spread turf at Airport Sports

- 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, fabricated various signs & decals for upcoming jobs, ordered materials for stock, put away stock that was received and met with Shawn from Stellar Pavement Markings
- Northbrook area, installed stop & speed limit signs
- Sign Shop, prepared barricades & signs for Holiday Parade
- Public Works Training Room, fitted for new uniforms
- Various Citywide Locations, installed reclaimed water signs for Wastewater Department
- Whippoorwill St, installed HIP (High Intensity Prismatic) street names

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected

- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Zones #2 & #3 – cleaned and inspected basins
- Various Locations – laid sod

Vactor

- Public Works Yard – maintenance on vehicle
- Live Oak – cleaned lines

Mowing

- Reachout Mower – on Pineland Trl. and on Airport Rd.

Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned (Streetsweeper in the shop for repairs)
- 0.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
27,829

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
16	18

Road Calls for the week:

1

Quick Fleet Facts:

Fleet has gallons of 7,714 unleaded and 7,947 gallons of diesel fuel on hand.
Fuel Used in one week: 2,377 gallons of unleaded and 1,088 gallons of diesel.
Fleet completed 58 work orders this week.

- Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Advertised for Bids 12/7/14.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is being considered for longevity purposes. Met with Quentin L. Hampton & Associates to discuss project scope and request design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – Final pay request was processed and project is completed.
- Division Avenue Well Field Raw Water Piping – Received bid plans and specifications. Wastewater Collection System Permit was issued by FDEP for force main portion of work related to Environmental Learning Center. Prepared disposition item for review of plans and specifications for 1/6/15 City Commission meeting.
- Cross Connection Control (CCC) Program Management Services – Sent system device and customer information to the vendor to initiate the management program.
- Dual Check Valve Assembly Installation Services – Contractor continues installation of Dual Check Valves and Repair Kits in the Breakaway Trails (BAT) and Hunter's Ridge (HR) areas.

- Dual Check Valve Assembly Procurement – A purchase order was submitted to the vendor for purchase of devices to be installed in the north peninsula reuse service area upon completion of the BAT/ HR areas.
- 13 Briggs Drive – Water service replacement is being scheduled.
- 2573 John Anderson Drive – Water service replacement scheduled.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is repaired and installation was performed Dec. 11. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being used. Quotations are being solicited to procure debris removal services for preventative maintenance for the influent pump station wetwell.
- Ormond Beach Wastewater Plant Operating Permit – Received intent to issue permit notification from FDEP – placed public notice advertisement of same in News Journal as required.
- Pressure Main Cleaning Services – Advertised for Bids 12/7/14.
- Rima Wells Auxiliary Power Generator – Received reports from Advance Power Solutions with their recommendations to reduce the probability of diesel fuel spills. Design engineer to incorporate findings into the plans.
- Saddler's Run Lift Station Rehabilitation – The Engineer is incorporating 90% plans and specifications comments in the bid documents. A meeting is being scheduled with FPL to determine if existing power service is sufficient for proposed pump.
- Storage Tank Repairs and Maintenance – Execution of the work authorization by the consultant is pending.
- Wells 18SR and 19SR – Pump assemblies received - scheduling installation with well contractor.
- SPRC – Ameritech – Reviewed revised plans. Deer Creek – The punch list for water distribution items is being addressed. North Peninsula Force Main – A pre construction meeting was held. River Oaks – Punch list items are being resolved. Performed pressure monitoring of the Airport Road Force Main to verify lift station pump design characteristics. The Sarah House – Water Permit clearance form is being processed. YMCA Parking Lot Expansion – A meeting is being scheduled with the design engineer to review design comments.
- Utility Master Plan – Met to discuss the plan prior to the Public Works Advisory Committee meeting.
- Received training for the Avolve software that will be used for electronic plan reviews.

Departmental Activities

- Water Treatment
 - Delivered 38.520 million gallons for the week ending Dec 7, 2014 (5.503 MGD)
 - Backwashed 10 filters for a total of 440,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - We had one Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 41.68 Million Gallons.
 - Produced 17.78 Million Gallons of Reuse.
 - Produced 23.90 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.95 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 129.70 (14%-18% Solids).
- Wastewater Collection – Reuse
 - Crews responded to 8 trouble calls Breakaway/Hunters Ridge PEP System service area and 6 in Town.
 - Televised 6, cleaned 11 and root controlled 4 sewer laterals.
 - Cleaned 3,450 ft. of sewer main in 3M system.
 - Televised 1,480 ft. of sewer main in 3M system.
 - Repaired 4 in. sewer lateral at 383 N. Beach St. and 131 Ellicott Dr.

- Found broken sewer lateral at 216 N. Halifax Dr. to be repaired later date.
 - Rewired control panel at 3 Black Thorn. Wire was pulled out of breaker.
 - Replaced back lid at 31 Deep Woods Way.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 5 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 20/13psi. Foxhunters Flat (2 inch) 19/8 psi & Shadow Creek Blvd. (4 inch) 4/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Recycle Room – sump pump – cleaned check valve.
 - R.A.S. Room – cleaned floor trough and sump – serviced sump pump.
 - Breakaway Trails – Flygt Tech installed temporary controller for (2) pump operation – working on replacement of control panel in new location - repaired broken water line at Odor Control Device.
 - 1M – replaced controller with repaired inventory.
 - Screw Pumps #2 & #3 – replaced all drive belts – all OK.
 - Influent Room – deragged pumps daily due to high flow conditions.
 - SCADA/WIN911 monitor/response: 2P – answering service received call for high level alarm lamp blinking at station – no high level noted – found 1 pump working properly – left one pump operating - followed up in the morning; San Marco - phase loss – residents claimed the power flickered multiple times – no station problems – all OK; 5M - high level - transducer ragged – deragged – controller reading fine – station pump down – OK; 1M, San Marco, Spring Meadows, 8M1 – SCADA – no starts #2 – reset motor starter – all OK; 6M – SCADA – high starts – clean & deragg probes –adjust as needed – OK; 7M – SCADA – high starts – clean probe – OK.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Annual PM's: Clarifier #4; R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps #1, #2.
 - Lift Station PM's: 17 monthly and 2 annual performed.
 - Plant wide oil & grease route.
 - 75 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Granada Booster Station – Reset SCADA and pump #1 breakers.
- All Booster stations – house keeping.
- Slaker Building – repair water line – Contractor completed overhaul of Slaker #1 – Contractor scheduled for 12/15/14 to rebuild Slaker #2.
- Centrifuge – reset controls.
- H.S.P. 8 VFD - Install new drive unit – Rockwell performed start up.
- Monthly PM's: Rima Ridge Wells.

Wastewater Collection/Treatment/Disposal Regulatory Activities

- Wastewater Treatment Facility: Establish a sampling regiment to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes. Also, staff is monitoring specific sections of the sewer collections system to isolate areas where items are being flushed which are harmful to the system.
- Industrial Pretreatment Program: Staff performed the annual sampling of the two permitted industries and one future permit applicant to ensure compliance with the Local Limits.
- Disposal of Special Waste: Staff is determining the characteristics of the contents of the Sediment and Grit dumpster from the WWTP. The sample was collected and delivered to the City's contract lab for analysis. Upon receipt of results below the EPA hazardous waste limits, staff will arrange for pick of the dumpster for disposal at the Tomoka Landfill.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement was submitted SJRWMD to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
 - Reuse Service Area Backflow Device Project: The contractor began installations the of the backflow prevention devices in the City's Reuse Service Area on October 31st. For the first month of the project 132 new installations and 252 rebuild kits were installed.
 - Triennial Lead and Copper Sampling: Staff is sent letters to residents who participated in the event. The Utility maintained compliance with this important EPA program.

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 December 10, 2014, Pension Boards Meeting
- Staff attended and provided support for December 11, 2014, Public Works Advisory Board Meeting
- Agenda packet preparation for January 6, 2014, City Commission Meeting
- City Clerk attended meeting with legal department to review Code of Ordinances

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.