

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 9, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff

Spoke to, attended and/or met with:

- As requested, agenda review discussions with Commissioner Boehm and Commissioner Stowers.
- Rotary meeting
- United Way volunteer kick off meeting with United Way board
- Commission workshop and Commission meeting

Community Development

Planning

- Staff has met to discuss the zoning related to the ISBA Land Use Plan amendments. It is expected that the rezoning will occur in February before the Planning Board and come before the City Commission in March. Final drafting of the Itinerant Merchant License requirements has been made. It will be placed under the Overlay District Section of the Land Development Code entitled appropriately, "Municipal Services Area/Joint Planning Area – US1 North Corridor."
- Upon completion of the Land Use Plan amendments related to US 1, staff will begin to annex the US Food site, Microflex, and other identified sites which have sewer and water but were considered not contiguous to city boundaries and/or would create an enclave. Destination Daytona Phase 1 and Phase 2 annexation paperwork has been completed and was forwarded to the Legal Department for review prior to being placed on the agenda.
- The Department has received Avolve's discovery documents for Planning and Engineering which were developed from meetings held from December 16-19, 2014. These documents have been circulated to all participants for comments with a cut-off date of next week. Staff anticipates testing the workflows of Project Dox in February.
- The Planning Director had a conversation with Vivien Monaco, attorney for the four Ocean Shore Boulevard properties that received a nonconforming determination for transient accommodation. It appears that the land use and zoning application before the Planning Board will be withdrawn. The Department is waiting upon the official written confirmation.
- The Board of Adjustment met this week and approved a variance for 511 Laurel Drive (pool enclosure setback variance). The hearing on 185A Cardinal Drive (hard roof screen enclosure within principal setback) was continued after the next door neighbor attended and expressed his concerns while the applicant was unable to attend.
- The Planning Board met this week and approved a land use plan and zoning amendment related to the annexation of 240 Williamson Boulevard.

Building Inspections, Permitting & Licensing

- 138 inspections performed.
- 3 business tax receipts issued.

- 45 permits issued with a valuation of \$419,663.00

Development Services

- The SPRC discussed the following:
 1. Mellow Mushroom discussion with applicant, 9am.
 2. Deer Creek – release of subdivision bonds.
 3. Discussion of 1545 Hand Avenue, building addition
 4. 550 West Granada Boulevard, 2nd submittal

Economic Development/Airport

Economic Development

Ormond Crossings

- Tomoka Holdings has completed the design of marketing material for the Ormond Crossings website to generate investment in the Ormond Crossings project.
- 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 were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holdings to strategize on options to provide a 10 acre parcel in the Commerce Park for industrial development project.
- Staff is meeting with Tomoka Holdings on January 14 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.

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 was held on December 17 and the prospective business will be pursuing these options.
- 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 February of 2015.
- Staff met with the Main Street Economic Restructuring to discuss demographic and retail data to determine future business recruitment strategies.

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 Qualified Target Industry contract for SKYO. The resolution consenting to the sale of 2 Sunshine Boulevard, which is expected within the next 2 weeks.

Airport Operation and Development

- The bidding period for the construction phase of the air traffic control tower systems upgrade project concluded on December 18, 2014. The successful bidder for the project is Wolen, LLC. Staff is working with the airport’s consultant’s and Wolen, LLC to review and refine the project scope in order

to produce the most efficient and cost effective result for the airport. Staff will prepare a recommendation to award item for the City Commission agenda on February 17, 2015.

- The ongoing project to mitigate obstructions near the airport's runways will be completed this month. Staff has received notification from the Federal Aviation Administration that based on work completed to date, night instrument approach procedures will soon be restored for Runways 8, 17, and 35. It is anticipated that night instrument approach procedures for Runway 26 will be restored following completion of the required mitigation.
- Staff has prepared and submitted a request for the City Commission to approve a master Installation and Access Agreement to allow Bright House Networks, LLC general access to the airport in order to install cable, fiber and wireless communications systems. It is anticipated that this item will be included on the January 20th City Commission agenda.
- Staff has prepared and submitted a Disposition item notifying the City Commission of staff's intent to advertise for bids to provide construction services for the Taxiway "G" Construction and Airfield Electrical Improvements Project. It is anticipated that this item will be included on the January 20th City Commission agenda.
- Staff has completed work to conduct a comprehensive census of all aircraft based at the airport. Staff has used the data collected to update the Federal Aviation Administration's Based Aircraft Inventory Program database. There are currently 177 aircraft located at the airport, of which 163 have been validated by the FAA as permanently based in Ormond Beach.
- Staff responded to a request from the Florida Department of Transportation regarding the status of airport improvement projects planned for the current fiscal year. FDOT requests this information in order to maintain funding levels within the District 5 Aviation Program, which includes the Ormond Beach airport.
- The airport page of the City's website has been updated to include traffic statistics for the past year. The airport served 110,905 operations in 2014, which represents a 12.26% reduction in traffic since 2013.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of annual audit reports.
- Completed Projects - Weekly
 - Processed 76 Journal Entry Batches (#5962-5964--#1065-1263).
 - Approved 11 Purchase Requisitions totaling \$46,817.34.
 - Issued 31 Purchase Orders totaling \$115,760.67.
 - Processed 5,197 cash receipts totaling \$1,181,805.03.
 - Prepared 82 Accounts Payable checks totaling \$440,557.76 and 20 Accounts Payable EFT payments totaling \$208,184.54
 - Prepared 28 Payroll checks totaling \$31,087.04 and 330 Direct Deposits totaling \$402,812.56.
 - Transferred IRS 941 payment of \$149,127.74.
 - Processed 1,222 utility bill payments through ACH totaling \$75,819.76.
 - Processed and issued 3,890 utility bills with billed consumption of water of 24,167k.
 - Issued 1,128 past due notices on utility accounts.
 - Auto-called 62 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Richards Nader's Annual Doo Wop and Rock N' Roll Concert (1/17)
 - 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.
 - Attended Weekly Staff Meeting.
 - Prepared NIAB packet for January 15th meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 5
 - Fire Alarms: 11
 - Hazardous: 3
 - EMS: 74
 - Motor Vehicle Accidents: 12
 - Public Assists: 46
- TOTAL CALLS: 151

- Aid provided to other agencies: 16 Calls – Daytona Beach (4), Volusia County (12)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 39
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 63

Training Hours

- NFPA 1001: Firefighting 115
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 47
- EMT/Paramedic 43
- TOTAL TRAINING HOURS: 207

Station Activities

- Conducted 41 fire hydrant inspections
- Updated 9 pre-fire plans

Significant Incidents

- 1/4/15, 3:00 AM: 2099 N. Beach St. – Motor Vehicle Accident – Assisted Volusia County – responded to vehicle vs. tree collision – crew assisted with extrication of one patient – roof and two doors were removed – patient transported as a trauma alert.
- 1/3/14, 4:29 PM: Bay Hill Dr. – Structure Fire – Responded to a one story residential structure fire – light smoke coming from roof vent and heavy smoke coming from front door – crews made entry and found fire burning on stove – minor damage contained to range top – kitchen ceiling and surrounding areas checked for fire extension with nothing found – residents exited home safely with no injuries – home was ventilated.

Human Resources

Staffing Update

Approved/Active Recruitment

- Leisure Services – Office Assistant III was advertised on 12-29-14 on the City web site and in-house and closes 1-9-15.

- Public Works/Streets – Maintenance Worker II was advertised on 12-29-14 on the City web site and in-house and closes 1-9-15.
- 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. Received eleven (11) applications.
- Building/Planning - Permit Technician. Received sixty-eight (68) applications.

Interviews Scheduled

- Public Works/Water Production – Utility Electrician. Interviews were held 12-23-14 and 12-24-14.
- Leisure Services – Contract Manager for Buildings and Facilities Maintenance. Interviews will be held 1-9-15.
- Leisure Services – Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services. Interviews will be held 1-9-15 and 1-12-15.

Background/Reference Checks/Job Offers

- Public Works – Maintenance Worker III (Street Sweeper). An internal candidate was selected and began 12-20-14.
- Leisure Services – Part Time Maintenance Worker II. A candidate was selected and began 12-29-14.
- Police Department – Records Clerk. A candidate was selected and will begin employment on 01-12-15.
- Police Department - Police Officer. Three candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Police Department – Police Officer effective 1-5-15
- Police Department – Police Officer effective 01-06-15
- Police Department – Police Sergeant effective 1-30-15
- Public Works Department – Sludge Hauling Technician effective 01-30-15

City Events/Employee Relations Update

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

Risk Management Projects

- Mayor's Health and Fitness Challenge Kick-off and registration.
- Leadership: Government Day planning meeting.
- Consider piggybacking on Temporary Staffing Services contract.
- Attend FCW Wellness Council Board meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects

- Finance/Community Development – CRM system replacement – Selection Committee meeting scheduled.
- Community Development – Electronic Plan Review – 2st training class held.
- WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works, and Leisure Services.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 12 New work - 28 completed - 52 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	31,817	Inbound E-Mails Blocked	23,647
Delivered Inbound E-Mails	8,053	Quarantined Messages	117
Percentage Good Email	25.3%	Virus E-Mails Blocked	343

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 119 Corrections: 6
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,428 (95.2%) potable 20,844, Irrigation 575, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration
 - City Manager's Meeting
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Supervisory Staff Meeting
 - City Commission Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Contract Manager Interviews
 - Starry, Starry Night
- 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.
 - OBYBA Basketball had practices this week on Monday and games Tuesday through Friday at Nova Gym at 6, 7 and 8pm. Games were also played at the South Ormond Neighborhood Center on Wednesday and Friday at 6, 7 and 8pm.
 - SHS Boys' and Girls' Soccer teams started back practicing this week Monday through Friday at 4pm and 6pm.
 - RBA Soccer team played their last home game on the season on Monday night at 5pm on Championship Field #7.
 - Lady Renegades Softball held their spring tryouts this Saturday at 11am at the Sports Complex on the Softball Quad.

- Athletic Field Maintenance
 - Hula-hoed all three Wendelstedt Fields and Kiwanis fence lines and warning tracks, as well as batting cages
 - Flower beds mulched, raked and weeded
 - All dugouts, bleachers, press boxes, signs and picnic tables pressure washed
 - Fixed all batting cage nets and carpets
 - Rebuilt all pitching mounds in each batting cage
 - Re-clayed all bullpen mounds and home plates
 - Tarps put out for mounds and plates for each field
 - Parking lot graded and smoothed out
 - Set up Greg Smith Field House at Field #7 for meetings
 - Marked and painted fields, including extra markings that were requested.
 - Cleaned building at Wendelstedt Fields
 - Rye grassed all four fields, including the common area at Wendelstedt Fields
 - Top dressed Wendelstedt fields again in needed areas
 - Installed new wind screens
 - Fixed/cleaned out all irrigation heads
 - Edged all infields, mounds, home plates
 - Set up all picnic tables and toters
 - Spot sprayed all weeds growing up through concrete, etc.
 - Blew off all lips of infields
 - Replaced all on deck circles and bases
 - Pressure washed all dugouts
 - Mowing every other day and blew off all clippings
 - Dragging infields daily
 - Communicating daily with umpires regarding their needs
 - Blew off new road at entrance into shell parking lot
 - Installed new pitching rubbers in batting cages
 - Re-seeded common area at Wendelstedt fields
 - Worked with Economy Electric to check and prepare all GFI's and scoreboards
 - Concession cleaned and set up to open for Wendelstedt School in afternoons

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, CMT and Kopy Kats held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, CMT and Kopy Kats held regular classes. Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - The World Famous Glenn Miller Orchestra, 1/14, 7:00 p.m.
 - Richard Nader's Rock N' Roll & Doo Wop, 1/17, 7:30 p.m.

- 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
 - Open gym Center hours
 - Youth basketball games Wednesday and Friday
 - Activity room rental Sunday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Arbor Day Celebration planning
 - City Commission Workshop

- Gymnastics
 - The January Gymnastics classes are now in session
 - Promoting “Bring a Friend to the Gym” days this month 1/14, 1/15 and 1/23
 - Adult Beginner Gymnastics starting in February as part of the Mayor’s Fitness Challenge
 - Promoting “Open Gym Night” January 23

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted daily.
 - Open play took place various times during the week for basketball, pickleball, ping pong, the game room and exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Ms. Debby’s Dance and Acting classes continued with various classes throughout the week.
 - Boys Basketball League continued their games this week.
 - Mayor’s Fitness Challenge Kick Off took place on Saturday from 7:30am-11:30am.

- The Casements
 - Classes met this week including Pilates and Yoga Monday, Tuesday, Wednesday and Friday.
 - Tours were given this week from 10am to 3:30pm on Monday through Friday.
 - A memorial service was held at Ormond Memorial Gardens on Saturday afternoon.
 - Holiday decorations were taken down all day on Monday.
 - Command Projects held a company meeting in Room 205 all day on Wednesday.
 - The Ormond Beach Garden Club held a general meeting in The Gallery on Wednesday morning.
 - Docent training was held in the Archive Room on Wednesday afternoon.
 - The Starry, Starry Night featured artist hung her paintings in The Gallery on Wednesday afternoon.
 - The Guild Gala Committee met in Room 203 Wednesday afternoon.
 - The MS Walk held a planning meeting in The Preservation Room on Wednesday afternoon.
 - Starry, Starry Night will be held in The Casements this evening. It is also the opening reception for The Gallery artist.

Parks Maintenance:

- Repaired deck board at the Magic Forest
 - Completed handicap walkway renovations at the Birthplace of Speed Park
 - Replaced vandalized spinner on the playground at Sanchez Park
 - Repaired men’s room toilet at Cassen Park
 - Cleaned up broken glass under bridge walkway at Bailey Riverbridge Gardens
 - Replaced American flag at the Wendelstedt Umpire School
 - Pressure cleaned bleachers and picnic tables at the Wendelstedt Umpire School
 - Pressure cleaned Ormond Beach City limit gateway sign
 - Retrieved trash toter from lake at Joyce Ebbets Pier
 - Cleaned up from vandalism at Fortunato Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = Service parks for holiday weekend
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- 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
- Assisted with replacement of hinges at SONC
- Identify two nonworking directional signs at Airport
- Repaired #10 Portal at the Airport
- Repaired panic bar in the multipurpose room at SONC
- Delivered bulbs and conduit to 4P Lift Station
- Cut keys for PW TR
- Escorted new cleaning contractor through the Police Station
- Cleaned exhaust fans in locker room at Fleet
- Picked up janitorial supplies for Public Works
- Repaired bollard's on the pier at Bailey Riverbridge
- Repaired outside water coolers at Baseball Fields

Police Department

Administrative Services

- Captain Crimins continues his training in the Southern Police Institutes Command Officers Development Course in Sanford, Florida.
- Staff, along with other supervisory members of the Department, attended the one day Agency and Supervisory Liability training course hosted by Daytona State College.

Community Outreach

- Members of the Youth Directors Council met on January 5th to finalize details for their upcoming blanket and coat drive to benefit local homeless shelters. Locations of drop off are currently being finalized.

Community Services & Animal Control

- Animal calls responded to: 40
- Animal Bites: 0
- Animal Reports: 4
- Animals to Halifax Humane: 10 (Dogs: 5 Cats: 5)
- Reclaimed: 1
- Trap Neuter Release: 0

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 14
- Inactive: 19
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 7
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0

- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Undetermined Death: 1

Narcotics

- Detectives conducted trash analysis on several locations within the City of Ormond Beach.

Comments

- Charges have been filed against two subjects that were cashing stolen checks within the city. The checks were stolen out of mailboxes and cashed at the Florida Community Bank at 1120 West Granada Boulevard. This is an ongoing multi-agency investigation.
- Detectives have filed charges in a burglary case that occurred in the San Marco Apartments. A television that was taken in the burglary has been recovered.
- Detectives have filed charges in a burglary case that occurred on Cuadro Place. The suspect was apprehended in Washington State with stolen property from the Cuadro Place burglary.
- Detectives continue to investigate a robbery that occurred at Sharpe's Liquor located in Ormond Town Square.

Records

- Walk - Ins / Window 122
- Phone Calls 131
- Arrest / NTA'S 17
- Citations Issued 74
- Citations Entered 61
- Reports Generated 131
- Reports Entered 125
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,708
- Total Traffic Stops 186

Operations

Crime Opportunity Report Forms: 139

- 1/1/2015
 - Burglary- Residence, 3 Whispering Pine Trail. A family member came to check her parents' residence and found a broken window and dirt inside the residence. At this time only jewelry is known to be missing.
 - Stolen Vehicle, 12 Laurel Oaks Circle. Victim advised that he picked up a male by the name of "C," in Daytona Beach to play cards with. While playing cards at the above address, he allowed "C" to take his 2001 Honda Accord to go buy cigarettes. The victim advised that "C" never came back with the car.
 - Battery-Domestic Violence Arrest, 500 Shadow Lakes Boulevard #27. The victim advised that her live-in boyfriend pushed her against the wall and has been threatening her for the past two days. The suspect left prior to our arrival. She had two small bruises to each wrist and stated that she is terrified of the boyfriend. V.C.S.O. units located the suspect at his mother's residence and took him into custody.
- 1/2/2015
 - Burglary-Residence, 99 Hickory Hills Circle. Entry appears to be via an unlocked rear sliding glass door. Jar with tip money missing out of bedroom and a jewelry box was rifled through.

- Victim knew about the burglary shortly after occurrence but did not immediately report it to police as he did not want his wife to know about the burglary for some reason
- DUI Arrest, Cardinal Drive and South Atlantic Avenue. The driver was stopped for a U-turn in the middle of Cardinal Drive and A1A along with doing 60 in a 35 mph zone and appeared to be impaired. The driver was arrested following a DUI investigation.
 - 1/3/2015
 - Grand Theft, 730 Airport Road (Riverbend Golf Course). Victim lost his iPhone. The phone had been found and turned in to staff, but stolen sometime after that.
 - Vandalism, 617 North Ridgewood Avenue, victim advised window was broken and nothing was taken from the residence with a possible known suspect.
 - Carbreak, 794 South Atlantic Avenue, victim advised their vehicle was locked when they went into the Peppers restaurant for dinner, and they came out the car was unlocked. Approximately 100 children's DVDs and car owner's manual were taken.
 - Narcotics Arrest, Winding Woods Trail/West Granada Boulevard, suspect was taken into custody and released with a Notice to Appear for possession of Marijuana and drug paraphernalia.
 - 1/4/2015
 - Carbreak, 773 Riverside Drive, a short, stocky black male was observed in the driver side of the victim's vehicle parked in the driveway. Upon discovery, he jumped into the passenger side of a waiting silver 4-door car, which fled northbound. The victim gave chase in his vehicle but could not keep up with the fleeing suspect vehicle. The victim then called dispatch to report the incident.
 - Carbreak, 23 Sycamore Circle. Unsecured vehicle entered overnight. Dash mounted stereo and a loaded Glock model 27 handgun stolen.
 - Carbreak, 270 South Center Street. Wallet missing from an unsecured vehicle sometime over the last several days.
 - Stolen Vehicle/Recovery, 12 Laurel Oaks Drive. Vehicle was recovered off Brentwood in Daytona.
 - Resisting an Officer without Violence Arrest, 119 Ponce de Leon Drive. Suspect was observed running from between houses on the south side of the road at 0038 hours. He was stopped in front of #119 and a Loitering and Prowling Investigation was started. The subject refused to answer questions and began to resist officers. He was subsequently arrested for loitering and prowling and resisting officers.
 - 1/5/2015
 - Shoplifting, 1340 West Granada Boulevard (Lowe's). A male and female were observed placing several items in a large purse. As they left the store they were stopped and asked to empty the purse by store loss prevention officers. The male subject punched the employee and fled with the purse.
 - Trespassing, 1521 West Granada Boulevard. Suspect was caught stealing at Wal-Mart. Wal-Mart refused to press charges and she was trespassed from the store and released.
 - 1/6/2015
 - Strong Arm Robbery, 1340 West Granada Boulevard (Lowe's). A male and female were observed placing several items in a large purse. As they left the store they were stopped and asked to empty the purse. The male subject punched the employee and fled with the purse.
 - Warrant Arrest, 290 South Old Kings Road, suspect was placed under arrest for an open felony warrant.
 - Grand Theft, 145 Nature Trail. Elderly homeowner (86 yoa) advised that a male approached her outside of her residence and stated that her home was going to flood due to a water leak. Victim advised that the male requested she enter the home and go into the bathroom to run the water. The male entered the residence as well and acted like he was looking for a water leak and told the victim to stay in the bathroom. She came out a short time later to find that several dresser drawers were open and thousands of dollars worth of jewelry missing.
 - Injunction Violation Arrest, 21 Park Terrace. The suspect had been properly served with a Domestic Violence Injunction against the victim. Shortly after being served, he showed up at

- the victim's neighbor's residence at 19 Park Terrace and asked her if she wanted to drink some beer. The victim of the injunction called police to advise that the suspect was next to her residence in violation of the injunction.
- Battery – Domestic Violence Arrest, 725 West Granada Boulevard. The suspect and his wife got into an argument on the way to work over her disrespecting him in front of their coworkers. While on the job the argument escalated into the parking lot when the suspect shoulder bumped her and then punched her in the stomach three times. The suspect was arrested and charged with domestic violence battery.
 - Stolen Vehicle, 681 Wellington Station. Victim advised that he last saw his 2006 Suzuki motorcycle this date parked in a space at Wellington Station. When his mother left his residence, he noticed the motorcycle gone.
 - 1/7/2015
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught stealing a child's battery powered vehicle.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught stealing a heater, fire logs, and dog treats. She was on felony probation for unlawful possession of controlled substance as well as several conveyance burglary charges. Subject was arrested and transported to the branch jail.
 - Carbreak, 601 Scott Drive, victim's vehicle was broken into and a small amount of cash, debit card, 3 sets of earrings and coins were taken.
 - Battery on Law Enforcement Officer Arrest, Pine Tree Drive / Old Dixie Hwy, the suspect was arrested for kicking one of our officers in the chest twice while being placed on a gurney to be transported by EVAC.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 39
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 32
 - Number of Written Warnings Issued: 11
 - Number of Parking Citations Issued: 3
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - Serious Bodily Injury Crash 01/04/2015, 15-01-00058, North Beach Street in Tomoka State Park; Single vehicle versus a tree
- Traffic Complaints Received:
 - None
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-400 Block Clyde Morris Boulevard
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: High speeds in the 70's
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: South Halifax Drive / Rockefeller Drive
 - Reason for this STEP: Complaint of vehicles running stop sign

- Number of times worked: 1; Total Hours Spent: 1
- Citations Issued: 1; Written Warnings Issued: 0
- Comments: 1 vehicle stopped and cited.

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Pine Trail Elementary
 - Reason for this STEP: School Zone
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: 1 vehicle cited for parking next to fire hydrant

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Clyde Morris Boulevard / Crossings Trail
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 1200-Block North United States Highway 1
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1.5
 - Citations Issued: 6; Written Warnings Issued: 3
 - Comments: None

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 4 signs have either been removed or sign cases created.
- 6 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and thirty-seven (37) 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) – The contractor is planning to start work in mid-late January.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – The current contract end date for this project is the second week of January; the contractor is working to finalize cleanup and FDOT punch-list items.
- 2014 Roadway Resurfacing – The project is complete.
- Granada Medians (West of I-95) – The project is complete.
- Reforestation Street Tree Planting – The contractor has finished all the required directional drilling of new pipes under driveways and roadways. The trees at the PAC were pruned and the old palms' tree stumps were ground to make way for new street trees. The irrigation system is 100% and the tree installation is 75% complete.
- Beach Ramp Beautification – Cardinal Approach – The project is complete.

- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement – The project is complete.
- OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation later this month.
- Fiber Optic Network Expansion – Work is substantially complete. A final walkthrough of the installed components is being scheduled with the contractor.
- Ormond Beach Sports Complex Roadway Improvements – Project is complete.
- Nova Community Park Skate Park Expansion - Final modifications are being made to the renovated portion of the park, fill has been placed and rough grading has occurred on the western and southern skate elements; the pro-shop/bathroom has walls, and roof trusses/sheeting.
- Nova Community Park Paving Improvements - Staff is preparing temporary construction signs for the entrances to the park to inform visitors of the location of access restrictions in various areas of the park during construction. The signs will be updated as the various parking areas and road paving is complete and becomes accessible to the public. At least one entrance will remain open to the park at all times. An electronic message board will also be posted along Main Trail when that entrance is closed for resurfacing. **Construction is scheduled to begin February 2, 2015.** Staff will coordinate with the contractor regarding events and activities at the park to minimize inconvenience due to the construction.

Design Projects:

- City Welcome Sign – Staff is finalizing drawings and cost estimates for final approval.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- Riverside Drive Drainage Improvements – contract award is scheduled for the January 20 City Commission meeting.
- Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Avenue. 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 preparing a Work Authorization for Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements can be made to minimize flooding frequency to Fleming Avenue.
- Water and Wastewater Master Plan Update – The initial draft report was presented to the Public Works Advisory Board. It is intended for staff to meet with the consultant in January and provide comments and a Final Draft be presented to the Public Works Advisory Board in February/March before presenting it to the City Commission at a workshop in April.
- Downtown Streetscape Planting (Orchard to A1A) – Bids were opened on November 13 and are scheduled for award on January 20.
- 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 requesting installation proposals for the proposed shelter.
- 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 final plans for City review. Construction permit application has been prepared for SJRWMD. Easement legal sketch and descriptions have been completed for all drainage easements.
- Ph II 2-Inch Watermain Replacement - Mainland – Permit applications to construct the watermain replacements have been submitted to Volusia County Health Department. Design plans are being finalized and the project is being inventoried for bidding quantities and final cost estimation.

Permit application comments from the FDOT for construction of a new 12-inch watermain along West Granada Blvd are being addressed.

- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid documents have been submitted for disposition at the January 20 City Commission meeting, with bid advertisement to follow; the design consultant has submitted permit applications to the Volusia County Health Department, applications are submitted for signature for Volusia County Use Permitting.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid documents have been submitted for disposition at the January 20 City Commission meeting, with bid advertisement to follow. Permits have been issued by DEP/HRS.
- Ormond Sports Complex Field 9/10 Lighting – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – Bids award is scheduled for the January 20 City Commission meeting.
- Environmental Learning Center – The City website has a link for the public to view the presentation from the November 12th public meeting, and complete a questionnaire, which can be 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 - Bids were opened on January 7, 2015. The project includes extension of a stormdrain outfall to a pond in order to eliminate a eroding drainage ditch between two residential properties.
- Sports Complex Restrooms - Received permit from VCHD to extend a watermain off the existing watermain on Hull Road to serve the new restroom building near the football/soccer field, on the east side of the complex. As the estimated cost to construct the watermain is below the formal bidding threshold, four local underground utility contractors were solicited for quotes to provide construction services to install the new watermain.
- 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 is seeking funding for 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.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation- Plans and specifications are being prepared for bidding a pipe lining project to rehabilitate stormdrains and sanitary sewer main located in various areas throughout the city.

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)
- Completed the review and archiving of the numerous engineering project files located in the old Fire Admin area (City Hall 2nd floor), and boxed up the files to be sent to Fleet archive.
- Nova Road Landfill Closure - As part of the ongoing site assessment study, a Natural Attenuation Monitoring Plan is being prepared by the City's environmental consultant to submit to the FDEP for review.

- Reviewed plans and created approved Wetland Protection Permits for 4 Waterfront Court and 2708 John Anderson Drive.
 - Completed the sketch and legal description for 240 Williamson Blvd (Proposed Launch Federal Credit Union site) per Planning Division request.
 - Modified the survey of the Laurel Oaks Ditch to show bottom centerline profile and ditch cross sections.
 - Modified the North US1 Landscaping plans per Project Manager's comments.
 - Modified the Nova Skate Park Addition plans per Project Manager's comments.
 - Created a State Plane Coordinate plan set of the proposed OBSC Soccer Field Lighting for FAA light pole height review.
 - Created Exhibit map drawing of the proposed Citywide benchmarks to provide the surveyor a general area of the locations where the new benchmarks are to be placed.
 - Created a City-wide Exhibit map showing the Phase II 2" Watermain Replacement project divided into zones per Volusia County request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Sidewalk repair 200 block of Hidden Hills Dr.
 - Dug out and prepared for asphalt at the Public Works Complex
 - Cut, jack hammered and removed concrete at the Public Works Complex
 - Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
 - Trimmed at various bus stop benches
 - Trimmed trees on Amsden, 1200 block of Biltmore, Lindenwood, Andrews St., Fleming across from Central Park I, corner of Bosarvey & Wye, Woodsong, and Rockefeller Dr.
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Maintenance of tools, trucks and equipment
 - Cleaned out shop area
 - Hauled dirt to the Public Works Yard
 - 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 vehicles
 - Trimmed various DOT locations on A1A and on Granada
 - Changed out Streetscape banners to "Birthplace of Speed" on SR40
 - Picked up barricades at Andy Romano Park
 - Sign Shop

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

 - Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
 - Fabricated various signs & decals for upcoming jobs, ordered materials, and put away stock that was received
 - South Ormond Neighborhood Center installed Splash Park sign and relocated various other signs
 - Beach St., removed two signs for Stormwater
 - Various locations, met with Shawn from Stellar Pavements about upcoming striping jobs
 - Orchard & Tomoka, straightened stop sign

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Wandering Oaks – pipe repair
- Tomoka Oaks – cleaned basins
- Bennett Ln. – measured and cut boards

Vactor

- Various Locations – cleaned gates and pump stations

Mowing

- Reachout Mower – Hand Ave., Division Ave., Bennett Ln., and Tomoka Ave.

Street Sweeping/Streetsweeper

- 158.0 miles of road cleaned (This was for 4 days)
- 56.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,960

PM Services completed for the week:

Emergency—Vehicles and Equipment
28

Non-Emergency Vehicles and Equipment
23

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 7,915 unleaded and 5,224 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,001 gallons of unleaded and 665 gallons of diesel.
- Fleet completed 72 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 – Issued Addendum 1 to respond to bidder questions. Bids due this week.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is being considered for longevity purposes. Received design proposal from Quentin L. Hampton & Associates. A work authorization is being prepared.
- Division Avenue Well Field Raw Water Piping – Disposition item requesting authorization to bid project was approved 1/6/15 by City Commission.
- Cross Connection Control (CCC) Program Management Services – Sent public water system device/customer information for initial input to vendor device 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 – Devices to be installed in the north peninsula reuse service area upon completion of the BAT/HR areas being requisitioned.

- Lift Station 8M1 – Submitted information discussed at the project scope meeting to McKim and Creed for preparing a design services proposal.
- 13 Briggs Drive – Water service replacement is being scheduled.
- 2573 John Anderson Drive – Water service replacement scheduled.
- 44 Seacrest Drive – Submitted Volusia County Use Permit application to the County for approval.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 could not be aligned during installation. Vendor provided a quotation of \$3,550.50 to perform the additional work. A purchase order modification is required to perform this work. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with Legal review. A temporary hypochlorite storage tank is being used. Quotations were solicited to procure debris removal services for preventative maintenance for the influent pump station wetwell. No quotations were received.
- Ormond Beach Wastewater Plant Operating Permit – Operating permit was issued by FDEP valid through November 2019.
- Pressure Main Cleaning Services – Issued Addendum 1 to postpone bid. Ice pigging is being evaluated as an alternative.
- Rima Wells Auxiliary Power Generator – A work authorization was prepared for additional design services to add controls recommendations to reduce the probability of diesel fuel spills from the day tank.
- Saddler's Run Lift Station Rehabilitation – A bid disposition memo for bid documents was prepared for the January 20th City Commission Meeting.
- Sanitary Sewer Pipeline Repair – A list of sanitary sewers to be lined was compiled and sent to GIS to prepare a map for the specifications. A cost estimate was prepared and sent to Engineering.
- Storage Tank Repairs and Maintenance – Execution of the work authorization by the consultant is pending.
- Wells 18SR – Pump and riser piping is lodged inside casing prohibiting removal for pump replacement. Options to pull the pump are being investigated and proposal forthcoming.
- Well 19SR – Pump assembly was installed.
- Well 20SR – Concrete vault top was broken when a vehicle ran over it. A police report was filed. Research is being performed to determine if the vault can be abandoned.
- Well 39R – Well is back in service. FDEP Notification for site closure acceptance was received.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Chase Bank – Volusia County extended the Development Order until March 2017. Destination Daytona Phase II Annexation - Reviewed annexation proposal. Georgian Inn Beach Club – Reviewed plans. Granada Management LLC – Reviewed plans. Hospice of Volusia/Flagler – Received as-built drawings. River Bend Church – Revised wastewater as-builts were reviewed. River Oaks – Contractor is working to resolve punch list items. Performed pressure monitoring of the Airport Road Force Main to verify lift station pump design characteristics. Riverbend Community Church – Reviewed preliminary as-built plans. The Sarah House – Connection to water main performed. 2 and 4 Sunshine Boulevard – Reviewed request for separation of the unity of title between the two lots. 511 Laurel Drive – Reviewed a request to vacate an easement.
- Utility Master Plan – Staff reviewing and commenting on content.
- Met with Engineering Division to discuss output of pertinent capital projects scheduled for this fiscal year.

Departmental Activities

- Water Treatment
 - Delivered 35.591 million gallons for week ending Jan. 4, 2015 (5.084 MGD)
 - Backwashed 6 filters for a total of 206,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had two Precautionary Boil Water notices this week.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 34.35 Million Gallons.
 - Produced 15.27 Million Gallons of Reuse.
 - Produced 19.08 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.91 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 171.98 (14%-18% Solids).

- Water Distribution
 - Exchanged 29 water meters per Finance Department work orders.
 - Responded to or repaired 21 water service leaks.
 - Installed 3 new and replaced 3 existing residential water services.
 - Assisted 13 customers with misc. concerns.
 - Replaced 16 water meter boxes.
 - Responded to 8 water pressure and/or water quality concerns.
 - Completed preventative maintenance activities on 14 fire hydrants.
 - Performed annual pressure testing on 3 city owned backflow preventers. Repaired 1 backflow preventer. Installed 2 new backflow devices on city owned irrigation serving medians.
 - Performed scheduled preventative maintenance and exercising of 10 Water Distribution System valves.
 - Repaired an 8" water main leak at the intersection of Hidden Hills Dr. & Golden Oak Lane, and a 2" GSP water main on Oak Dr.
 - Replaced 3 leaking 2" gate valves on N. Yonge St.
 - Assist contractor with a fire main shutdown due to a break on the private water system at 1801 N. US1 Hwy.
 - Performed a shutdown of the connection to Well SR19 to assist Utilities Maintenance with a repair of the well.
 - Repaired a water leak at the Fleet Maintenance fuel station.
 - Post-excavation landscape restoration was completed on Indian Trail and Riverbeach Dr.
 - Rescinded the boil water notice for Forest Ct.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 49 regular and 1 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 3 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 on conventional collection system.
 - Televised 35, cleaned 10 & root control application on 4 sewer laterals.
 - Cleaned 1,550' of sewer main in 3M system.
 - No televising of sewer main in 3M system due to TV truck generator not working. TV truck in Orlando (vendor – QUES) for generator repair.
 - Assisted RKL lining company on 8" mainline sewer liner repair 1M system.
 - Replace broken pep tank at 11 Meadow Ridge
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 6 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 29/16psi. Foxhunters Flat (2 inch) 20/10 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent Room – deragged #2 check valve as needed.
 - 1P – follow up from call out – intermittent malfunction of floats - replaced floats – test station function – all OK
 - Centrifuge Feed Pump #1 – blockage no feed – disassemble plug valve – blow out underground line – large blockage cleared – returned to service – pump shaft not turning – found input/output shafts of pump damaged – replace pump & motor assembly –OK

- 7P – replace floats at back-up system – Smith and Loveless controller not operational - install MultiTrode controller to operate station – monitor.
- 3M - met vendor at station for addition of fiber optic cable.
- Influent Room – deragged pumps daily due to high flow conditions.
- SCADA/WIN911 monitor/response: Sandy Oaks - phase voltage loss – found station fully operational – FPL crews in area - OK; 1P - high level – found wet well pumped down – controller erratic operation – found “off” float backup system off hook – relocated and set level – monitor.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Lift Station PM's: 14 monthly and 0 annual performed.
- Plant wide oil & grease route.
- 35 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Granada Booster Station – met vendor for installation of fiber optic.
- All vaults and pump station – inspected and pumped out standing water as necessary.
- High service pump room – cleaned drains – adjusted packing pumps 2, 3, 4 - repaired leak - pump #8.
- Polyphosphate pump #3 – replace non functioning pump with shop stock.
- Plant lighting – replace photo eye at sand filters.
- Wells 18 & 19SR – vendor on site for pump and motor replacement – 19SR complete – 18SR pump and motor lodged in well casing – City staff and contractor coordinating resolution – will update as available.
- Inspected and performed housekeeping – Division wells.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: As part of the WWTP permit renewal, the Utility is required to evaluate the Local Limits. Staff collecting the data necessary to calculate the limits. Also establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Disposal of Special Waste: Staff submitted the Special Waste Profile and Disposal Application to the Tomoka Landfill for disposal of the Sewer Line Maintenance Grit/Sediment. Upon approval from Volusia County Solid Waste Mgt., the dumpster will be scheduled for delivery to the landfill.
- Reuse Groundwater Monitoring Program: Staff is reviewing data and preparing the quarterly report from the most recent sampling per the WWTP's permit.
- Industrial Pretreatment Program: Staff has continued working with a prospective permitted facility on their permit application process. The facility has installed a new pretreatment system to treat an additional waste stream from their process for future disposal to the City's sewer collection system. Additionally, staff is conducting daily sampling at a permitted facility to provide constant monitoring of the discharge to ensure compliance with the City's Local Limits.

- Water Supply/ Treatment and Distribution System Regulatory Activities

- Annual Reuse Report: Staff began compiling the data to construct the report for delivery to the FDEP and SJRWMD. The report will highlight the increase in reuse utilized by the City's reuse service area and the decrease in disposal of the WWTP effluent in the Halifax River.
- Reuse Service Area Backflow Device Project: The contractor began installations of the backflow prevention devices in the City's Reuse Service Area on October 31st. From December 22nd to the 27th, 43 rebuild kits were installed. Staff continues to field many calls from the residents with questions and concerns regarding this project.
- Unregulated Contaminates Monitoring Rule (UCMR 3): The results from the first of the two sampling events are complete and being reviewed by staff. The UCMR 3 program is conducted by the EPA to explore contaminants of concern in the nation's potable water supply.

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 6, 2015, City Commission Workshop and Meeting
- Staff attended and provided support for January 8, 2014, Pension Boards
- Agenda packet preparation and creation for January 15, 2015, Neighborhood Improvement Advisory Board
- Agenda packet preparation and creation for January 20, 2015, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.