

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 16, 2015

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

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Utilities Manager, Risk Manager, and Fire Chief
- Staff meeting with senior staff
- Project Dox update discussion with senior staff
- Agenda packet review
- Discussed US1 corridor topics with senior staff

Spoke to, attended and/or met with:

- Weekly phone discussion with Wayne Grant, The Observer
- Rotary board meeting
- Roundtable of Volusia County Elected Officials meeting
- Employee of the Quarter committee
- Individual phone discussions on various topics with New Smyrna Beach City Manager and Holly Hill City Manager
- Ormond Crossings CRA meeting with Economic Development Director and representatives of Tomoka Holdings, including Glenn Storch
- City staff and US1 Corridor Coalition
- Phone discussion with Stetson student regarding a career in government administration
- DARE graduation at St. Brendan's school

### **Community Development**

#### **Planning**

- The Planning Director met with representatives from Main Street Special Event Committee to discuss several new initiatives being explored by the committee.
- The Planning Director and Permit Manager interviewed 7 candidates for the vacated Permit Technician position at the Joint Permit Counter.
- The Planning Director, City Engineer, IT Manager, Assistant City Manager and City Manager met to discuss status of ProjectDox. Workflow documents have been received from the vendor based upon the Discovery meetings in December and they are currently under review by members from the Planning Department and Engineering Division. A special Go-to-Meeting has been set up with Tallahassee-Leon County Growth Management Department to discuss digital signatures and FDOT's Professional Electronic Digital (PED) software.
- The Planning Director, Landscape Architect, City Attorney, Assistant City Manager and City Manager met to discuss the US 1 Corridor Coalition agenda.
- The Planning Director attended the US 1 Corridor Coalition to provide a status update on the Interlocal Service Boundary Agreement Comp Plan and Land Use Plan amendments. On January 20, both will be scheduled for action by the City Commission. Zoning amendments are expected to go to the Planning Board in February with action by the City Commission in March.

- The Planning Director and Chief Building Official attended a City Manager meeting regarding the US1 Destination Daytona annexations scheduled for March (phase 1) and April (phase 2).

#### Building Inspections, Permitting & Licensing

- 244 inspections performed.
- 4 business tax receipts issued.
- 80 permits issued with a valuation of \$8,853,372.00

#### Development Services

- The SPRC activities for this week included:
  1. YMCA Pool deck expansion, with contractor
  2. Zaxby' s lift station modification since a financial institution is planned rather than a shopping center.
  3. Ormond Crossings, Phase B
  4. Final inspection – Hospice

#### Economic Development/Airport

##### Economic Development

##### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. 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 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.

##### 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 attended the Chambers Economic Prosperity Committee meeting to present the City's economic development initiatives.
- Staff met with Chamber and Volusia County Convention and Visitor Bureau officials to discuss the pending 2 week Athletrix baseball tournament at the Sports Complex and Nova Fields in July.
- Staff met with the Main Street Economic Restructuring Committee to discuss demographic and retail data to determine future business recruitment strategies. A land use inventory of properties and uses will be conducted in the next several weeks.

#### 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. The resolution consenting to the sale of 2 Sunshine Boulevard, approved by the City Commission will result in the closing of the property within the next 2 weeks.

#### Airport Operation and Development

- Allen's Tree Service continued work this week to mitigate obstructions near the airport's runways, and establish line-of-sight visibility of the runways and taxiways for the air traffic control tower staff. 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 an 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. This item has been scheduled to appear on the January 20<sup>th</sup> City Commission agenda.
- 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. This item has been scheduled to appear on the February 3<sup>rd</sup> City Commission agenda.
- 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 has completed work 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.
- Staff prepared and submitted to the FAA the required quarterly financial reports for the ongoing Airport Master Plan Update project.
- Staff responded to a request from FDOT for additional information regarding the recently completed Focused Environmental Assessment of the western quadrants of the airport.
- Staff worked with AVCON, Inc. to investigate options to repair or replace the backup power generator at the air traffic control tower, which is currently out of service.
- 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 44 Journal Entry Batches (#5966-5970-#1279--1370).
  - Approved 27 Purchase Requisitions totaling \$171,930.71.
  - Issued 11 Purchase Orders totaling \$88,285.17.
  - Processed 4,273 cash receipts totaling \$1,109,412.38.
  - Prepared 103 Accounts Payable checks totaling \$301,175.12 and 26 Accounts Payable EFT payments totaling \$139,071.16.
  - Processed 1,800 utility bill payments through ACH totaling \$133,770.90.
  - Processed and issued 6,104 utility bills with billed consumption of water of 33,206k.
  - Issued 1,029 past due notices on utility accounts.
  - Auto-called 134 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)
    - Florida Licensing on Wheels (1/20)
    - Parking Area at Nova Racquetball and Tennis Courts Temporarily Closed (1/12-1/16)
    - Movies on the Halifax (2/6)
    - Open Gym (1/23)
  - 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.
    - Attended NIAB meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### Fire Department

#### Weekly Statistics

- Fires: 2
- Fire Alarms: 10
- Hazardous: 1
- EMS: 85
- Motor Vehicle Accidents: 6
- Public Assists: 47

TOTAL CALLS: 151

- Aid provided to other agencies: 17 Calls – Daytona Beach (5), Holly Hill (1), Volusia County (11)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 68

#### Training Hours

- NFPA 1001: Firefighting 5
- NFPA 1002: Driver 12
- NFPA 1021: Officer 5
- NFPA 1500: Safety/Equipment 29
- NFPA 1620: Preplanning 8
- EMT/Paramedic 50
- TOTAL TRAINING HOURS: 109

#### Station Activities

- Updated 11 pre-fire plans
- Instructed the quarterly American Heart Association Heartsaver CPR/AED course to Ormond Beach residents at Fire Station 92.

## **Human Resources**

### **Staffing Update**

#### Approved/Active Recruitment

- Leisure Services – Part Time Custodian at The Casements was advertised 1-14-15 on the City web site and will remain open until 1-30-15.
- 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.

#### Applications Under Review

- Leisure Services – Office Assistant III. Sixty-two applications were received.
- Public Works/Streets – Maintenance Worker II. Twelve applications were received.

#### Interviews Scheduled

- Leisure Services – Contract Manager for Buildings and Facilities Maintenance. Interviews held on 1-9-15 and 1-16-15.
- Building/Planning – Permit Technician. Interviews held the week of 1-12-15.
- Human Resources – Human Resources Director. Interviews will be held 1-30-15.

#### Background/Reference Checks/Job Offers

- Leisure Services – Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services. An internal candidate was selected.
- Public Works/Water Production – Utility Electrician. A candidate was selected and began pre-employment processing.
- Leisure Services – Part Time Custodian at The Casements. A candidate was selected and began pre-employment processing.
- Police Department - Police Officer. Three candidates were selected and began pre-employment processing.

#### Terminations/Resignations/Retirements

- 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 - wrap-up late registration. 199 Registered Challengers!
- Wellness Council correspondence and event planning.

## **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Selection Committee meeting scheduled.
    - Community Development – Electronic Plan Review – Departments working on workflows.
    - 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: - 17 New work - 39 completed - 42 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	40,923	Inbound E-Mails Blocked	28,579
Delivered Inbound E-Mails	12,128	Quarantined Messages	216
Percentage Good Email	29.6%	Virus E-Mails Blocked	567

- Notable Events:
  - Implemented new fiber optic connections to South Ormond and PAL offices.
- Geographical Information Systems (GIS)
  - Addressing Additions: 0 Changes: 313 Corrections: 0
  - Map/Information Requests: 17
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 21,564 (95.8%) potable 20,972, Irrigation 583, 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
  - Organizational Meeting
  - Leisure Services Advisory Board Meeting
  - Nova Community Park Paving Meeting
  - Arbor Day Celebration
- 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 continued games this week, Monday through Thursday at Nova Gym at 6, 7, and 8pm. Games were also played at South Ormond Neighborhood Center on Monday and Wednesday at 6, 7 and 8 pm.
  - SHS Boys' Team played at the Sports Complex, Championship Field #7, on Friday night at 6 and 7:30 pm.
  - SHS Girls' Soccer Team played their First Round District Game on Wednesday night at 7 pm on Championship Field #7.
  - Lady Renegades Softball held their spring make-up tryouts this Wednesday at 6 pm at the Sports Complex on the Softball Quad.
  - The Wendelstedt Umpire School continued this week Monday through Saturday at the Sports Complex from 9 am to 5 pm. They also hosted an area baseball tournament on Saturday.
  - OBSC Soccer Club hosted their annual MLK Tournament on Saturday and Sunday at the Sports Complex on the soccer fields.
  - The Golden Spikes held their tryouts for the 9-12 teams on Saturday morning at the Nova Fields.

- 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 and 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
  - Edging softball all five fields and fence lines removing weeds and rye grass over throw.
  - Painting all soccer fields for upcoming tournament on January 16<sup>th</sup> and 17<sup>th</sup>. Setting all goals onto fields, as well as players benches and trash cans for all 20 fields.
  - Edging all fields at Nova Complex and South Ormond.
  - Starting to replace foul poles at Nova Complex and South Ormond.
  - Fixed sod issues at baseball fields due to irrigation project; approximately 60 feet of repair.
  - Preparing all four baseball fields for Umpire School daily.
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm.
  - Chinmaya Church was on Sunday from 10:00am to 2:00pm.
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: 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 Four Aces, 1/16 7:30 pm
    - Tommy Mara & The Crests/Bill Haley's Comets, 1/17 7:30 pm
- 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 Monday and Wednesday
  - Activity room rental Sunday
  - Jazzercise on Monday
- Community Events
  - Weekly administrative tasks, office work, meetings and activities

- Attended weekly staff meeting
- Attended event meeting
- Prepared and hosted the annual Arbor Day Celebration
- Attended Senior Games meeting
- Attended Chamber Prosperity meeting
- Attended Director's Organizational meeting
- Organizational projects
- Planning for upcoming Parade Winner presentation at City Commission meeting on 1/20
  
- 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.
  - Bringing back 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 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.
  - Boys' Basketball League continued their games this week.
  - The Cat Fancier's Cat Show will be setting up on Friday for their show this weekend.
  
- 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 Monday through Friday and on Saturday from 10am to noon.
  - The Karlene McConnell art exhibit continues in The Gallery.
  - A Cub Scout den was given a special tour on Saturday morning.
  - A party was held in Bailey Riverbridge on Saturday afternoon.
  - The Guild Board held a meeting in The Preservation Room on Monday morning.
  - Thursday was Brian Daly Day at The Casements.
  - Two wedding rehearsals were held in Ormond Memorial Gardens on Friday afternoon.
  
- Parks Maintenance
  - Delivered 50 boxes to City Hall for paper storage
  - Removed graffiti from men's restroom at Cassen Park
  - Cleaned shoreline of litter at Central Park II
  - Delivered podium to the Greg Smith Field House
  - Setup at Nova Community Center for the Mayor's Health & Fitness Challenge
  - Replaced broken swing seat at Nova
  - Installed new trash receptacle at Fleet
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Call Out = Cone off area at Central Park I
  
- 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
- Weekly inspection of DOT and facility lighting at various City locations
- Safety inspection of Commission Chambers at City Hall
- Gate at Fleet reported not working
- Repaired one runway lamp and one fixture on runway 8
- Changed entry code on Admin office at Public Works and on electronic gate at Public Works
- Installed new electrical circuit for batting cages at Airport Sports
- Inspected security door in Sally Port at Police Department
- Removed outside outlets at Central Park I
- Repaired leaking faucet in the break room at Public Works
- Repaired ladies room toilet in Building B at the Senior Center
- Adjusted new bleacher at SONC
- Replaced sink water shut off in Public Works
- Repaired sink faucet in WWC
- Repaired baseball outside water coolers at Airport Sports Complex
- Repaired Green Room ceiling tiles at the PAC
- Escorted new cleaning contractor to various City Buildings
- Repaired bollards at Rockefeller Gardens

### **Police Department**

#### **Administrative Services**

- Captain Crimins continues his training in the Command Officers Development Course in Sanford, Florida.
- Chief Osterkamp attended the Florida Police Chief's Association Mid-Winter Training Conference in Tampa, Florida.
- Staff attended the quarterly Law Enforcement Communications Users Group meeting.
- Staff attended US1 Corridor Coalition meeting.
- Staff attended the DARE graduation ceremony at St. Brendan's.

#### **Community Outreach**

- All PAL educational programs concluded prior to the Volusia County Schools winter break. Programs will resume in early February. The spring programs are Tutors-R-Us, R.E.A.D. (Reading, Exploration, Adventure and Discovery) and basketball.
- Schedules were completed and application packets delivered to Ormond Beach Elementary School for the R.E.A.D. program. The program begins February 3 for grades 3 through 5 and on February 18 for 2<sup>nd</sup> grade.
- Basketball practice was held on Tuesday and Thursday for the OBPAL basketball teams. Tournaments are being reviewed and a schedule of tournaments is being completed.
- The next meeting of the Youth Directors Council (YDC) will be held on Monday, January 26<sup>th</sup>. The YDC community service blanket drive project began last week. The coat and blanket drive will benefit local homeless shelters.
- Assisted with a Human Trafficking Seminar.
- Met with Pine Trail Elementary School Media Department to develop a Public Service Announcement.

#### **Community Services & Animal Control**

- Animal Calls responded to: 52
- Animal Bites: 1
- Animal Reports: 8
- Animals to Halifax Humane: 4

- Injured Wildlife: 2
- Trap Neuter Release: 1

#### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 10
- Inactive: 8
- Fraud: 8
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Carbreak: 7
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Death Undetermined: 1

#### Narcotics

- Task Force members continue their investigations in the city.

#### Records

- Walk - Ins / Window 132
- Phone Calls 143
- Arrest / NTA'S 23
- Citations Issued 52
- Citations Entered 150
- Reports Generated 161
- Reports Entered 152
- Mail / Faxes / Request 26

#### Patrol

- Total Calls 1,590
- Total Traffic Stops 167

#### Operations

##### Crime Opportunity Report Forms: 76

- 1/8/2015
  - Narcotics Arrests, 295 South Atlantic Avenue #201(Quality Inn). Officers assisted Port Orange PD with the serving of two arrest warrants on individuals staying at the motel for the offense of trafficking in narcotics. A large amount of narcotics and drug paraphernalia were located in the suspect's room when the warrants were served. Several electronic communications devices were also located and cash were seized for forfeiture.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole a bicycle, gear and headphones.
- 1/9/2015
  - Battery-Domestic Violence Arrest, 420 Lakebridge Plaza Drive #1103. Received a call from a female in Apt. 1102 who stated that she had been beat up by her husband, who was currently in their apartment # 1103. The victim stated that they had been fighting for

two days when the suspect tried to choke her. At some point she fell and hit her head on the nightstand causing a laceration to her head. Upon arrival on scene officers found the female bleeding profusely from her head injury. Officers located the male suspect sitting on his screened back porch with a large knife to his throat. After lengthy negotiations the suspect dropped the knife and agreed to answer the door for officers. He was secured and taken into custody and charged with domestic violence battery.

- Burglary-Residence, 466 Collins Street. The victim had been in the hospital from July through December and returned home to discover someone had removed his watch and computer from his residence.
- Sex Offense Arrest, 555 West Granada Boulevard. Suspect was arrested after he was observed masturbating behind 555 West Granada Boulevard (office complex).
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was arrested for misdemeanor shoplifting. A Notice to Appear was issued and the suspect trespassed from the property.
- 1/10/2015
  - Battery-Dating Violence Arrest, 790 West Granada Boulevard. Received a report of a male and female fighting in a vehicle. Contact was made with the male subject who stated that his girlfriend attacked him during the argument. A witness at the scene verified the victim's account of the incident and the female subject was arrested and charged with dating violence/battery.
- 1/11/2015
  - Carbreak, 221 Sanchez Avenue. Entry made to an unlocked vehicle. No property missing. Console and glove box found open.
  - Carbreak, 112 Golfview Lane. Unsecured vehicle. The victim is unsure if anything is missing from her vehicle. .
  - Carbreak, 18 Cameo Circle. Unlocked vehicle. Backpack taken with \$5,000 cash and \$500 Visa gift card.
  - Carbreak, 225 Landmark Circle. Someone entered an unlocked vehicle and went through it. Victim is unsure if anything was taken.
  - Carbreak, 110 Windward Lane. Keys to a local business were taken.
  - Burglary Residence, 768 Flamingo Drive #A. A bicycle was taken from the carport sometime overnight.
  - Aggravated Assault, 127 Bosarvey Drive. Suspect threatened his father with a knife.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was issued a Notice to Appear for retail theft and trespassed from the property.
- 1/12/2015
  - Battery Domestic Violence Arrest, 9 Bayberry Court. While investigating a felony vandalism report it was discovered that a domestic violence altercation also occurred. During the investigation the suspect's vehicle was spotted and stopped a short distance away. The suspect was arrested for domestic battery violence and vandalism.
  - Violation of Pre-Trial Release Arrest, 690 South Nova Road. A suspect from 21 Park Terrace approached an officer and asked him to take him to jail, explaining that he was consuming alcohol in violation of his pre-trial conditions. The violation was confirmed and the subject was taken into custody.
  - Warrant Arrest, 1950 West Granada Boulevard. A bail bondsman notified us that a subject currently at this location had an open Flagler County warrant for their arrest with no bond allowed. The subject was contacted by officers, the warrant was confirmed and the subject was taken into custody.
  - Grand Theft. 725 North Beach Street. The victim let the suspect spend the night at their residence. When the victim awoke he discovered a large number of items missing from the residence. The suspect was located in Port Orange in possession of the stolen items and placed under arrest.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was placed under arrest for felony shoplifting.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was placed under arrest for shoplifting and possession of drug paraphernalia.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two suspects (working together) were arrested for shoplifting.
- 1/13/2015
  - Carbreak, 1000 St. Georges Road #308B. An unknown person forced their way into a locked Jeep and removed several items.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Central Dispatch received a call of two suspects running from the Wal-Mart store after they were stopped by loss prevention officers for shoplifting. One of the suspects was located walking towards Daytona on I-95 and arrested.
- 1/14/2015
  - Narcotics Arrest, Hand Avenue / Fir Street. Officers stopped a motorist for a traffic violation. K-9 Kane alerted on the vehicle for the presence of narcotics. 20.5 grams of cannabis was found in the driver's possession. He was arrested for the felony offense (amount over 20 grams). 1.6 grams of cannabis was found on the passenger who was arrested for the misdemeanor offense (amount under 20 grams).
  - Narcotics Arrest, 78 Arlington Way. Traffic stop was made during which the vehicle owner gave consent to officers to search the vehicle. The driver was arrested for being in possession of a misdemeanor amount of marijuana and drug paraphernalia.
  - Battery Domestic Violence Arrest, Division Avenue/South Yonge Street. An officer heard a horn honking while he was in the PD parking lot. He exited onto South Yonge Street and noticed a vehicle at the intersection of South Yonge Street and West Granada Boulevard where he contacted a male and female. The male was standing in the street and the female was sitting in the driver's seat of the vehicle. Further investigation revealed that the couple had been involved in an altercation during which the female was struck by the male. The male subject was arrested and charged with domestic violence battery.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was stopped by Loss Prevention trying to leave the store property with over \$300 in items.
  - Carbreak, 7000 St Georges Road. Unlocked vehicle. GPS and portable jump start unit taken.
  - Narcotics Arrest, 3 North Yonge Street, The suspect was placed under arrest for possession of marijuana with intent to distribute, possession of chemicals to manufacture Methamphetamine, possession of crack cocaine, and possession of paraphernalia.
  - Carbreak, 264 South Atlantic Avenue (Oceanside Hospital), Suspect(s) broke out the back window of the vehicle to gain entry. Three anti-psychotic pills were stolen out of a pill bottle that had been left in the vehicle.
  - Introduce contraband into detention center, 1150 Red John Drive (Branch Jail); the arrested subject took into the jail 1gram of marijuana concealed in his buttocks.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 30
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 33
  - Number of Written Warnings Issued: 6
  - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 6
  - Number of Crashes with Injuries: 5

- Number of Crashes with Serious Bodily Injuries: 0
- Number of Crashes with Fatal Injuries: 0
- Crash Investigation General Information:
  - Assisted patrol with calls & major power outage resulting in manual traffic direction on 01/12/2015
- Traffic Complaints Received:
  - Parking Complaint: 56 Pleasant Drive - Assigned to 10-Motor-11 - Several other parking violations in the same area and officer is following up on all of them.
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Public Schools in Ormond Beach
  - Reason for this STEP: School Zone
  - Number of times worked: 2; Total Hours Spent: 0.38
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: River Chase Way / Black Hickory Way
  - Reason for this STEP: Citizen Complaint
  - Number of times worked: 1; Total Hours Spent: 0.4
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- 3. 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: 0.4
  - Citations Issued: 0; Written Warnings Issued: 1
  - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 800-Block of Wilmette Avenue
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 1.34
  - Citations Issued: 2; Written Warnings Issued: 1
  - Comments: None
- 5. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 100-Block John Anderson Drive
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 2.5
  - Citations Issued: 11; Written Warnings Issued: 3
  - Comments: Speeds over 40
- 6. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 200-Block North Orchard Street
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 14 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 6 Cases initiated
- 18 signs have either been removed or sign cases created.
- 5 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty-seven (67) 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, a pre-construction meeting is being scheduled with the contractor.
    - 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.
    - Reforestation Street Tree Planting – 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. IT is in the process of testing the installed components and bringing the new facilities on line.
    - Nova Community Park Skate Park Expansion – Concrete work continues on the skate park elements with concrete. The utilities extension to the Pro Shop/Restroom building began this week and should be finalized by the end of next week.
    - 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 and acceptance of easements are 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 was 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 – Construction plans and project manual are being finalized. Project scheduled to bid February, 2015.
- 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 – Plans have been submitted for FAA compliance review.
- 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 12<sup>th</sup> 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 January 7, 2015, and are under review. 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 - The watermain extension has been designed and permitted and construction services have been retained to install the new main. Construction is anticipated to begin late February.
- 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. FDOT's contractor is currently making modifications to the connection point at Granada to accommodate the proposed sidewalk.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation- Plans and specifications have been prepared and the project is scheduled to be released for bidding in February 2015.

#### 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)
- Utility Coordination - Attended area utility coordination meeting to discuss construction activities with FDOT and franchise utilities.
- Reviewed plans and created approved Work-in-the-Right-of-Way permit for power pole replacement along Seminole Drive per FPL request.
- Researched files for location of old as-built drawings for Granada Oaks and Sunrise Cove per consultant's (Alan Engineering) request.
- Updated the plotted survey drawings of the Laurel Oaks ditch to show existing water line elevations along the centerline profile.
- Modified the proposed Nova Loop Trail plans per project manager's comments.
- Modified the OBSC soccer field lighting plans to show the latitude and longitude and pole height locations per project manager's comments.
- Began creating the as-built drawings for the SR40 west median landscaping project.
- Researched old files to determine the maintenance responsibilities for the Bear Creek sanitary sewer system per Wastewater Division request.
- Researched and provided as-built drawing of the 8M Lift Station per Utilities Division request.
- Created construction phase exhibit map for the Nova Community Park paving project.

- Environment Management

##### Street Maintenance

##### Asphalt / Concrete

- Removed & replaced broken concrete sidewalk on 1200 block of Royal Rd.
- Prepped for and conducted asphalt work of the outside perimeter at the Public Works complex
- Cleaned the Streets Shop
- Repaired concrete sidewalk at S. Washington & Corbin

##### 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, trucks and equipment
- Trimmed trees on Kenilworth Ave., Parkwood, Hernandez, Harvard, Amsden and at Central Parks I, II & IV
- Cleaned up a tree at Old Kings & Division
- Cleaned the Streets Shop
- Removed stumps on 400 block of N. Ridgewood

##### 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
- Printed daily work orders and distributed for job assignments
- Trimmed various DOT (Department of Transportation) hot spot locations on A1A, on SR40, on Nova and on US1
- Changed out streetscape banners on Granada Bridge
- Cleaned the Streets Shop
- Removed weeds on Hand Ave. bridge
- Assisted concrete crew at S. Washington & Corbin

#### Sign Shop

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

- 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
- Fabricated various signs & decals for upcoming jobs, ordered materials for stock, put away stock that was received and met with Shawn from Stellar for upcoming striping jobs
- Various Locations, installed HIP (High Intensity Prismatic) street names, where needed
- Ormond Green, installed (4) new HIP stop signs
- Northbrook area, installed HIP stop signs
- South Ormond Neighborhood Center, installed "Do Not Enter" signs
- Selden Ave., checked church sign to take down as church is being torn down
- Fleming & Center, installed stop signs

#### 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
- Bennett Ln. – measured and cut boards for repairs
- Dix & N. Beach – sinkhole investigation and repairs
- Park Pl. West & Stratford Pl. – investigated complaint
- W. Granada Blvd. – removed fallen trees

##### Vactor

- Division – cleaned out basins
- Interchange Blvd. – cleaned basins
- Fleet – in for maintenance

##### Mowing

- Reachout Mower – various FDOT ponds, on Nova Rd, on Wilmette, on Hand Ave., on Fleming Ave., on Center and on Arroyo Pkwy

##### Street Sweeping/Streetsweeper

- 112.0 miles of road cleaned (This was for 5 days)
- 12.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,918

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
5

Non-Emergency Vehicles and Equipment  
20

Road Calls for the week:  
3

Quick Fleet Facts:

- Fleet has gallons of 14,804 unleaded and 4,541 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,572 gallons of unleaded and 683 gallons of diesel.
- Fleet completed 50 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 – Bids were received. The low bid was \$76,000.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is being considered for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.
- Division Avenue Well Field Raw Water Piping – Project is advertised.
- 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 requisitioned for north peninsula reuse service area.
- Lift Station 8M1 – McKim & Creed preparing a design services proposal.
- 13 & 17 Briggs Drive – Water service replacement is being scheduled and plans are being prepared to obtain a Volusia County Use Permit.
- 2573 John Anderson Drive – Water service replacement scheduled.
- 44 Seacrest Drive – Volusia County Use Permit received.
- 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. 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.
- Pressure Main Cleaning Services – Ice pigging determined not to be an equivalent alternative. Bids are due this week.
- Rima Wells Auxiliary Power Generator – A work authorization was prepared for requesting additional design services to add controls recommendations to reduce the probability of diesel fuel spills.
- Saddler's Run Lift Station Rehabilitation – A bid disposition memo was prepared for the January 20<sup>th</sup> City Commission Meeting.
- Sanitary Sewer Pipeline Repair – The list of sanitary sewers to be lined is being incorporated into the project specifications.
- Storage Tank Repairs and Maintenance – Work authorization by the consultant is being executed this week. A project kick off meeting will be scheduled next week.
- Water Plant Aerator Housing Rehabilitation – Met with the proposed consultant to discuss the project scope. A design-build project delivery method is being considered.
- 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 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.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Hospice of Volusia/Flagler – Final walk through inspection was performed. Ormond Crossings Phase B – Received plans for review. Riverbend Church – Released clearance form for sanitary sewer. 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. YMCA Pool Expansion – Preconstruction meeting was held for the project. Zaxby's – Reviewed revised lift station design calculations.
- Utility Master Plan – Staff reviewing and commenting on content.

#### Department Activities

- Water Treatment
  - Delivered 34.713 million gallons for the week ending Jan. 11, 2015 (4.959 MGD)
  - Backwashed 11 filters for a total of 572,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - We had one (1) Precautionary Boil Water notice this week.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 30.98 Million Gallons.
  - Produced 15.85 Million Gallons of Reuse.
  - Produced 15.14 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.43 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 45.25 (14%-18% Solids).
  - Completed and submitted the Annual Sludge Report to USEPA.
- Water Distribution
  - Exchanged 14 water meters per Finance Department work orders.
  - Responded to or repaired 19 water service leaks.
  - Installed 4 new residential water services.
  - Assisted 14 customers with misc. concerns.
  - Replaced 7 water meter boxes.
  - Replaced 3 water services due to low pressure. Contractor installed a 2" casing for water service replacement.
  - Responded to 4 water pressure and/or water quality concerns.
  - Performed accuracy testing on 11-1½" commercial water meters.
  - Completed maintenance activities on 29 fire hydrants as part of the fire hydrant maintenance program.
  - Performed annual pressure testing on 5 city owned backflow preventers. Installed 3 new backflow devices on City owned irrigation serving medians.
  - Performed scheduled maintenance on 15 Water Distribution system valves as part of the valve maintenance program.
  - Repaired a 2" GSP water main on S. Washington St.
  - Repaired the flushing device in Ashford Lakes Subdivision.
  - Replaced the piping and isolation valve connected to the 4" water meter serving 621S. Atlantic Ave (Casa Del Mar Hotel) along with vault top.
  - Post-excavation landscape restoration was completed on Cuadro Place, Northbrook Lane, Melalauca Cir.
  - Rescinded boil water notice for Oak Dr.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 82 regular and 1 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
  - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 on conventional system in-town.
  - Televised 30, cleaned 10 and root controlled 15 sewer laterals.
  - Cleaned 550' of sewer main in 3M system
  - Repaired 4" sewer lateral at 135 Ormwood Dr.
  - Located reuse box and service at 323 Oak Dr.
  - Replaced 4" clean out cap at 1522 Oak Forest Dr.
  - Replaced broken PEP System tank at 15 Huntsman Look.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 5 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 22/15psi. . Foxhunters Flat (2 inch) 20/11 psi & Shadow Creek Blvd. (4 inch) 4/4 psi.
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - San Marco – call out – replaced #1 pump with new inventory – OK.
  - 5M – pressure washed driveway/building - general grounds keeping.
  - R.A.S. Room – began installation of potable water line for pump seal feed backup system at RAS room for use during reuse water system outages.
  - Walmart LS – trouble call – pulled pump #2 - clear blockage at volute –ok.
  - Storm Water – assistrd with pump removal at Ormond Heritage.
  - Poly Blend #1 – not pumping – disassembled and cleaned – OK.
  - Influent Room – deragged pumps daily due to high flow conditions.
  - SCADA/WIN911 monitor/response: San Marco - high level – #2 motor starter tripped amp draw high –pulled both pumps to deragg - #1 pump bearing noise – #2 pump working fine – #1 pump ongoing follow up.
  - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
  - Monthly PM's: Grit Snail; Influent Odor Control; Sand Filters #1, #2, #3; Digester Blowers #1, #2, #3; Swing Zone Blowers #1, #2; R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps #1, #2; Screw Pumps #1, #2, #3.
  - Semiannual PM's: Sand Filters #1, #2, #3; Swing Zone Blower #1.
  - Annual PM's: Sand Filter #2.
  - Lift Station PM's: 19 monthly and 2 annual performed.
  - Plant wide oil & grease route.
  - 88 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slaker #1 – checked and adjusted water flow.
- Lime softening filter #6 – replaced 2" ball valve.
- Sand Filters – repaired work light on equipment platform.
- Water sampling – rebuilt sample pipe and box.
- Leeway Tower – repaired rinse hose.
- Well 18SR – requested purchase order for additional work to be performed by vendor.
- Clearwell VFD's – fabricated and installed temporary air conditioning for failed VFD A/C – requested P.O. for replacement A/C's.
- Inspect and perform housekeeping – Well 34H; Shadow Crossing Re-use.

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 is 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 received approval from the Volusia County Solid Waste Department of the Special Waste Profile and Disposal Application to the Tomoka Landfill for disposal of the Sewer Line Maintenance Grit/Sediment. Disposal is being scheduled with hauler.
- Reuse Groundwater Monitoring Program: Staff is preparing the quarterly report for most recent period sampling results per WWTP 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 compiling data and preparing 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 installation of the backflow prevention devices in the City's reuse service area on October 31<sup>st</sup>. From January 2<sup>nd</sup> to January 10<sup>th</sup>, 64 new installations and 34 rebuild kits were installed. Staff continues to field calls from the residents 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, 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
- Assistant City Clerk attended International Institute of Municipal Clerks (IIMC) Region III Conference January 13-16, 2015
- Staff attended and provided support for January 15, 2015, Neighborhood Improvement Advisory Board
- Agenda packet preparation, creation, and distribution 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.