

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: December 19, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with Risk Manager, Economic Development Director, Utilities Manager, Fire Chief, and Police Chief
- Discussion with senior staff on Hunter's Ridge drainage
- Discussion with senior staff on various personnel issues

Spoke to, attended and/or met with:

- General discussion with Wayne Grant, Ormond Observer
- Rotary meeting
- Bob Elkins, Rotary discussion
- Senior staff and Riptides Gymnastics representatives James Terry, Hollie Terry and Shannon Barnwell regarding their gymnastics program
- Doug Thomas regarding 2015 sports related programs
- Claims Committee meeting
- PAL Christmas party
- Eggs and Issues breakfast meeting, speaker was Sean Snaith, economist at UCF, who spoke on Central Florida's economy
- Joe Repole, Energy Systems Group, regarding energy savings
- John Orlando – City rResident

Community Development

Planning

- Four of the five days this week ProjectDox technical people conducted workflow discovery with Planning and Engineering. Planning (site plan review process) and Building (building plan review process) were documented. Engineering work flow was also documented as to capital projects which may or may not involve Site Plan Review Committee review. Once all the processes have been adequately documented, ProjectDox will begin to build the work flow processes at their home office. ProjectDox is live and is being used internally to ensure staff does not forget how to operate in and around the system. Staff has uploaded a plan or two that is currently going through SPRC to ensure a consistent experience between training and actual projects.
- The Department was notified that no appeal by those parties filing for intervenor status will be made of the Director's Nonconforming Determination for the Ocean Shore Boulevard properties.
- Staff has completed work on several annexations that will on the City Commission agenda for action in January, 2015. They include:
 1. Destination Daytona Phase 1
 2. 240 Williamson (bank)
 3. 500 South Nova (Life Mobile Home Park)

Work on annexation of Destination Daytona Phase 2 which includes the outlying parcels such as Wyotec is currently underway.

Building Inspections, Permitting & Licensing

- 246 inspections performed.
- 7 business tax receipts issued.
- 80 permits issued with a valuation of \$954,380.00

Development Services

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

Economic Development/Airport

Economic Development

Ormond Crossings

- Tomoka Holdings is in the process of designing marketing material and a website to generate investment in the Ormond Crossings project. Staff has provided comments on the material.
- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Staff met with Tomoka Holdings and their engineering consultants to review the plans. Follow up comments and revisions are being prepared by staff to submit to Tomoka Holdings.
- Staff met with Tomoka Holdings to strategize on options that would facilitate the extension of utilities and roads to open up the Commerce Park for industrial development. A meeting is scheduled for December 29 to discuss options.
- Staff met with Tomoka Holdings to discuss the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. A follow up meeting is planned for January 14.

Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. A meeting to discuss financing options 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 January of 2015.
- Staff met with the Main Street Economic Restructuring and Design Committees to formulate initiatives for FY2015.

Prospective Business Attraction/Retention/Expansion

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

Airport Operation and Development

- Staff continues to work with AVCON, Inc. to ensure that the proposed installation of certain lighting components at the Sports Complex will be in compliance with FAA regulations, due to their close proximity to the airport and the air traffic control tower.

- The bidding period for the construction phase of the air traffic control tower systems upgrade project concluded on December 18th at 2:00 p.m. Following review of the submitted bids, staff will prepare a recommendation to award agenda item for the City Commission meeting on January 20, 2015.
- Staff has submitted progress reports and maps to the FAA detailing the results of work conducted to mitigate certain obstructions near the airport's runways. These obstructions had been identified for removal by the FAA as potential hazards to air navigation.
- Staff has completed work to prepare and submit the pre-application for federal assistance to fund the construction phase of the Taxiway "G" project.
- Staff began work this week to respond to a request for information from the FDOT regarding the airport's participation in the Statewide Pavement Classification Number (PCN) Development Program. The PCN Development Program is a multi-year project scheduled in response to FAA regulations on PCN reporting.
- Staff is working with Wolen, LLC to schedule repairs to the airport's Automated Weather Observation System (AWOS).

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 31 Journal Entry Batches (#5956-5959, #959-1051).
 - Approved 20 Purchase Requisitions totaling \$89,455.06.
 - Issued 15 Purchase Orders totaling \$49,385.65.
 - Processed 4,934 cash receipts totaling \$2,829,297.45.
 - Prepared 128 Accounts Payable checks totaling \$346,573.44 and 37 Accounts Payable EFT payments totaling \$784,827.04.
 - Processed 1,972 utility bill payments through ACH totaling \$154,904.88.
 - Processed and issued 4,792 utility bills with billed consumption of water of 19,691k.
 - Issued 971 past due notices on utility accounts.
 - Auto-called 130 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Parents Night Out (12/19)
 - Holiday Collection Schedule
 - Environmental Learning Center Volunteer Recruitment Meeting (1/14)
 - Movies on the Halifax (The Goonies, 1/2/15)
 - 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.
 - City Santas dropped off gifts for 64 children and 3 seniors to Halifax Urban Ministries for Ormond Beach families.
 - Hygiene goods collection completed and delivered to the Jewish Federation.
 - Attended Mayor's Health and Fitness Challenge Team meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- High Visibility Enforcement FDOT agreement completed and returned to begin as soon as possible.
- Attended HVE teleconference call in preparation for the HVE program.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 5
- Hazardous: 2
- EMS: 66
- Motor Vehicle Accidents: 5
- Public Assists: 57

TOTAL CALLS: 138

- Aid provided to other agencies: 12 Calls – Daytona Beach (3), Volusia County (9)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 57

Training Hours

- NFPA 1001: Firefighting 151
- NFPA 1021: Officer 21
- NFPA 1500: Safety/Equipment 47
- NFPA 1620: Pre-Fire Planning 14
- EMT/Paramedic 24
- TOTAL TRAINING HOURS: 257

Station Activities

- Updated 27 pre-fire plans
- Visited 55 pre-school children at Calvary Christian Academy.
- Participated in the HOME for the HOLIDAY's Parade.

Human Resources

Staffing Update

Approved/Active Recruitment

- Permit Technician was advertised on 12-16-14 on the City web site and in the News-Journal and will be open until 12-31-14.
- Public Works/Fleet – Fleet Operations Manager was advertised on 4-21-14 on the City web site: in-house; on the web sites for Government Fleet's Job Finder and Natl. Association of Fleet Administrators; emailed to all members of the Florida Association of Governmental Fleet Administrators; and will remain open until filled.
- Human Resources – Human Resources Director was advertised on 11-3-14 on the City web site and on the web sites for FL and National Public Employers Labor Relations Association, FL League of Cities, Intl. Public Management Association, National League of Cities, Society for HR Management, Orlando Sentinel, and Careerbuilder, and will remain open until filled.

Applications Under Review

- Leisure Services – Part Time Custodian at The Casements. Eleven (11) applications were received.

Interviews Scheduled

- Public Works/Water Production – Utility Electrician. Interviews will be held 12-23-14 and 12-24-14.
- Public Works – Maintenance Worker III (Street Sweeper). Interviews were held the week of 11-17-14.
- 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

- Leisure Services – Part Time Maintenance Worker II. A candidate was selected and began pre-employment processing.
- Police Department – Records Clerk. A candidate was selected and began pre-employment processing.
- Police Department - Police Officer. Four candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Leisure Services Department – Administration – Office Assistant III – effective 12-16-14
- Leisure Services Department – P.A.C.- PT Recreation Leader – effective 12-26-14
- Planning Department – Permit Technician –effective 12-30-14
- Fire Department – Driver Engineer – effective 12-30-14
- Police Department – Police Officer – effective 1-5-15
- Police Department – Police Sergeant – effective 1-30-15

City Events/Employee Relations Update

- BJ's Wholesale Club will be here to assist employees with memberships on 12-19-14.
- 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 Team & event planning meetings.
- Leadership: Government Day planning meeting.
- Attend wellness council meeting.
- Attend Claims Committee 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 – 1st training class held. WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide continuing with Public Works, and Leisure Services
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 7 New work - 34 completed - 48 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,391	Inbound E-Mails Blocked	7,901
Delivered Inbound E-Mails	13,203	Quarantined Messages	287
Percentage Good Email	61.7%	Virus E-Mails Blocked	106

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 50 Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,239 (94.4%) potable 20,656, Irrigation 574, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
- 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.
 - Seabreeze High School Soccer hosted home games on Thursday at 5 and 7pm on Championship Field #7.
 - OBYBA Basketball continued their game season this week on Monday, Wednesday and Thursday at Nova and South Ormond Gyms at 6, 7 and 8pm.
 - Riverbend Academy Soccer hosted a home game this week on Tuesday at 6pm on Championship Field #7.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week

- Seabreeze and Riverbend Academy have begun their varsity soccer seasons; painted and prepped fields for their games.
- Baseball 1-4 has been over seeded and closed for play until January.
- Prepping baseball for upcoming umpire school; concentrated on batting cages this week.
- Over seeded softball fields 1-4.
- Organizing the common area around the equipment building.
- Fertilized the common area grass of baseball fields.

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
 - Big Band America was held Thursday from 7:00pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club held regular classes. CMT held regular classes.
 - Tuesday: Show Club held regular classes. CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Show Club held regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Holiday Showcase, Saturday 7:00pm to 10:00pm

- South Ormond Neighborhood Center
 - Splash Pad closed for the season through March 14
 - Open park and playground sunrise to 11pm daily
 - Fitness room open Center hours
 - Open gym Center hours
 - Youth basketball games Monday and Wednesday
 - Activity room rental Sunday
 - PAL Christmas Party Wednesday evening
 - Exterior of the building being painted

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended event meeting
 - Hosted the Holidays at The Casements Concert
 - Presented the Santa on the Go program
 - Continued the Letters to Santa program
 - Parade Clean-up
 - Planning for upcoming Breakfast with Santa event this Saturday

- Gymnastics
 - The December classes are now in session
 - Registration is open for the January session
 - Promoting New Parents' Night Out Event for this Friday, December 19th
 - VertiFit Aerial Arts of Palm Coast working with Coordinator to offer Yoga classes at the Gymnastics Center
 - Working with Pop Warner Cheer Monday and Wednesday to prepare for national competition
 - Promoting "Bring a Friend to Class" days

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continue to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
 - Challenger Basketball met for their final practice on Tuesday from 5:00-6:00pm at the Nova Community Center and celebrated with an end of session party.
 - Boys Basketball League continued their games this week.

- The Casements
 - Classes met this week including Pilates and Yoga at Bailey Riverbridge.
 - Tours were given this week from 10am to 3:30pm Monday through Friday and Saturday in conjunction with the Historical Tour of Homes.
 - Staff assisted with the Home for the Holidays Parade on Saturday.
 - The Guild held a board meeting in Room 205 on Monday morning.
 - The Guild held their general meeting in the Gallery on Wednesday.
 - The Fabulous Females of Palm Coast toured The Casements on Wednesday afternoon.
 - PBG held their holiday party at The Casements on Wednesday evening.
 - Holidays at The Casements took place on Thursday evening.
 - On Friday staff set up for Santa's breakfast to be held on Saturday morning.

- Parks Maintenance:
 - Central Park, Althouse Trail raised boardwalk - installed new bird identification signs, replaced two vandalized plant identification signs and trimmed low hanging limbs and palm fronds.
 - Installed new memorial bench at Bailey Riverbridge Gardens
 - Met with contractor for paver estimate at Bailey Riverbridge Gardens
 - Cleaned up vandalism at Fortunato Park and Sanchez Park
 - Trimmed palm fronds from around lamp post at Bailey Riverbridge Gardens
 - Completed resurfacing splash pad at SONC
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = 0

- Building Maintenance
 - Weekly inspection of airfield runway, taxiways and directional signage
 - Preventive 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
 - Inspection of holiday lighting displays citywide
 - Cut keys for parks restrooms and SONC
 - Maintenance on doors in breezeway Public Works
 - Reviewed janitorial bids and attended review committee
 - Replaced flag at Police Department
 - Ordered replacement flags
 - Set up holiday tree City Hall Plaza
 - Repaired ladies room toilet in Admin at Public Works
 - Replaced the flag light at Central Park I

- Replaced the outside basketball pole light at SONC
- Installed a movie screen at Gymnastics
- Repaired the rubber molding in the gym at Nova
- Replaced the door lock to the Activity Room at Nova
- Repaired the chandelier in the front lobby at the Performing Arts Center
- Repaired the ladies room toilet in Building B at the Senior Center
- Repaired the vertical blinds Building A at the Senior Center
- Replaced 13 light bulbs in the gym at SONC
- Set up the sponsor board at City Hall
- Repaired the men's room vandalized toilet at Fortunato Park
- Repaired front door at Ames House
- Set up electric for the nativity scene at City Hall
- Checked the breezeway lights photo cell at City Hall
- Met roofing contractor at MacDonald House
- Repaired glass door outside the supervisor's office at the Performing Arts Center
- Got pricing for LED lights at SONC
- Returned all City flags to full staff
- Repaired the lock on the intoxilyzer cabinet at PD

Police Department

Administrative Services

- Command Staff worked the annual Christmas parade.
- Command Staff attended DARE graduation at Pine Trail Elementary.
- Command Staff attended the annual PAL holiday party at the South Ormond Neighborhood Center sponsored by our Outreach Unit.

Community Outreach

- Santa on Patrol on Saturday, December 13, from 11:00 a.m. to 5:00 p.m. 12/13/14. Over 300 children were given toys, and candy.
- Coffee with a Cop was held at Starbucks on West Granada Boulevard.
- DARE classes continue at St Brendan's and Temple Beth-El.
- On Saturday, December 13th, members of the Youth Directors Council participated in the HOME for the HOLIDAY Christmas Parade. The YDC youth carried the PAL banner behind the Ormond Beach Police Department DARE car and sang "We Wish You a Merry Christmas."
- The Community Program Coordinator attended the Annual State of Florida Association of Police Athletic Leagues meeting on Sunday, December 14th.
- All PAL educational programs will be closed after December 18th due to the Volusia County Schools winter break. Programs will resume in mid-February. The spring programs are Tutors R US, R.E.A.D (Reading, Exploration, Adventure and Discovery) and basketball.
- Preparations for the PAL annual holiday party were finalized, gifts were wrapped, and food orders completed all in time for Santa's arrival on Wednesday, December 17th. In addition to the fund and festivities, Community Service Officers fitted 55 children with new bicycle helmets.

Community Services & Animal Control

- Animal calls responded to : 49
- Animal Bites: 1
- Animal Reports: 4
- Animals to Halifax Humane: 12 (Dogs:3 Cats:9)
- Reclaimed: 2
- Trap Neuter Release: 2
- CSO's assisted the Victim Advocate in the Christmas food drive.
- CSO's attended the P.A.L. Holiday Party and fitted children for bicycle helmets.

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 22
- Inactive: 21
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Carbreak: 20
- Grand Theft: 5
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident:
- Vandalism: 1

Comments

- Carbreaks: Detectives are investigating several carbreaks that have occurred over the last two weeks, primarily on the beachside. Suspects have been developed and one arrest has been made. Charges are pending against another suspect as well. Detectives are working with Detectives from the Holly Hill Police Department on these cases.

Records

- | | |
|--------------------------|-----|
| • Walk - Ins / Window | 143 |
| • Phone Calls | 137 |
| • Arrest / NTA'S | 12 |
| • Citations Issued | 64 |
| • Citations Entered | 131 |
| • Reports Generated | 159 |
| • Reports Entered | 151 |
| • Mail / Faxes / Request | 32 |

Patrol

- | | |
|-----------------------|-------|
| • Total Calls | 2,015 |
| • Total Traffic Stops | 152 |

Operations

Crime Opportunity Report Forms 133

- 12/11/2014
 - Carbreak, 119 Arlington Way, Victim, Victim had two of her vehicles entered in the early morning hours. Loose change was taken, no forced entry.
 - Carbreak, 140 Arlington Way, Victim has loose change removed from his unlocked vehicle.
 - Carbreak, 175 Arlington Way, Unlocked vehicle was entered overnight.
 - Carbreak, 96 Dawn Drive, Unlocked vehicle was entered overnight. An iPad and Beats headphones were taken.
 - Carbreak, 104 Ocean Terrace, unlocked vehicle entered overnight and purse taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-mart), Suspect was issued a notice to appear for shoplifting.

- Burglary-Residence, 100 Cuadro Place, gun and money was taken. Forced entry was made to the residence.
- 12/12/2014
 - Warrant Arrest, 303 Riverside Drive. Units responded to 303 Riverside Drive after a tip was received that the suspect had an active felony warrant and was at the residence. Units surrounded the residence and observed the suspect inside the residence. The suspect refused commands to open the door and fled upstairs. After getting his father to convince him to surrender, he was taken into custody for the felony warrant (Domestic Violence Strangulation).
 - Carbreak, 337 West Granada Boulevard (Moe's). Locked vehicle's window shattered in the parking lot and a diaper bag and camera stolen. The suspect was found at value pawn with the stolen camera and was arrested.
 - Stolen Vehicle, 880 Airport Road. The victim reports that an employee who has a company vehicle has not shown up for work the last two days. When they checked his issued gas card they found it was used in Biloxi, Mississippi. They have a GPS tracker on the vehicle and the vehicle was on the move in Austin, Texas. The vehicle stopped at a location in Austin and we notified the local police department. The vehicle and the driver were located and arrested.
 - Carbreak, 135 East Granada Boulevard (Outback). Unlocked vehicle in the parking lot was entered and a tote bag taken containing a gold cross.
 - Warrant Arrest, Seville Street/Alcazar Avenue. Received a call about a male walking the neighborhood soliciting that had an open warrant. The suspect was contacted and teletype confirmed that he had an open warrant for Failure to appear reference soliciting without a permit.
- 12/13/2014
 - Battery-Domestic Violence Arrest, 753 Garden Lane. Boyfriend girlfriend argument turned physical resulting in the arrest of the suspect for Battery (Domestic Violence).
- 12/14/2014
 - Warrant Arrest, 1259 West Granada Boulevard. The suspect was stopped for a traffic violation and had a suspended driver's license (driving while license revoked, habitual offender). The suspect also had an open warrant out of St. Johns County for driving on a suspended driver's license.
 - Warrant Arrest, 1450 Hand Avenue (Tomoka Church). The suspect (transient) was observed loitering behind the Tomoka Church. The suspect had an open warrant for failure to appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The suspect was issued a Notice to Appear for shoplifting at Wal-Mart.
 - Violation Probation/Driving While Suspended Arrest, Rio Pinar Trail/ River Ridge Trail. A suspicious vehicle was observed in front of 2 River Bluff Drive. The vehicle was observed leaving that address and was stopped for a violation on Rio Pinar Trail. The suspect was found to have a suspended license and was on probation for possession of cocaine.
- 12/15/2014
 - Narcotics Arrest, 9000 Saint Georges Road #304A (Bermuda Estates). Husband allegedly slapped his pregnant wife during an argument. At time of contact the husband had numerous prescription pills in unlawful possession. Wife stated that he regularly goes doctor shopping and has multiple prescriptions for the same narcotics.
 - Battery Dating Violence Arrest, 203 South Orchard Street #10C (Thousand Oaks). Boyfriend and his girlfriend had an argument that escalated into a physical attack upon the girlfriend that allegedly went on through the night. The victim alleged that her boyfriend also made strange and threatening statements and displayed a knife during the argument.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Transient stole a flashlight.
- 12/16/2014
 - Stolen Vehicle, 186 Bosarvey Drive. Unlocked with keys. Taken from driveway overnight.
 - Warrant Arrest, 3 North Yonge Street (Sunoco). Fugitive was tracked by CID and taken into custody.

- Warrant Arrest, 1478 West Granada Boulevard. Transient was arrested for an outstanding warrant regarding open container.
- Trespassing Arrest, 1478 West Granada Boulevard. Transient was contacted and found to have been trespassed from the business in the past.
- 12/17/2014
 - Carbreak, 570 Memorial Circle, Sometime between Thursday and Saturday someone entered the victim's vehicle and removed a Sig Sauer handgun and a pair of Costa sunglasses.
 - Carbreak, North Beach Street and Cumberland Avenue. The victim reports that she just noticed that someone stole two Florida drivers licenses out of her vehicle. The victim believes the incident occurred in Ormond Beach but also indicated the offense may have occurred in Daytona Beach or Holly Hill.
 - Grand Theft, 500 Shadow Lakes Boulevard #155. Victim reports that he believes a subject known to him stole approximately \$1,200 worth of items from his residence while he was at work. Approximately 25-30 Blue Ray movies were taken along with several items of jewelry.
 - Burglary Residence, 230 John Anderson Drive. The victim advised that she left her residence for a doctor's appointment and returned to find her jewelry box missing from her bedroom. No signs of forced entry into the home. The victim believes she could have left her deadbolt unlocked. The value of the missing jewelry is estimated at \$7,000.
 - Burglary Residence, 1504 San Marco Drive #104. Resident came home to find the front door open, the television missing and Christmas presents unwrapped. No known suspects. It appears that entry was possibly made through a sliding glass door that the victim leaves partially ajar.
 - Driving While License Suspended Arrest, 600 Block South Nova Road. A routine traffic stop was attempted on a vehicle traveling on S. Nova Rd. Prior to the vehicle coming to a stop officers observed the passenger throw several items from the car window that were later recovered and identified as being crack cocaine and marijuana. As the vehicle came to a stop the passenger jumped out and fled on foot southeast towards Hand Avenue. A perimeter was established and AIR1 and VCSO K-9 responded to assist in the search for the subject that fled. Inside the vehicle on the passenger floorboard was a loaded .25 Caliber Raven handgun. The driver of the vehicle was arrested and the passenger was not located.
 - Warrant Arrest, 100 Block John Anderson Drive. The suspect was stopped for a vehicle violation. Teletype revealed that suspect had an open warrant out of Flagler County for Failure to appear reference to Driving While License Suspended.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 21
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 27
 - Number of Written Warnings Issued: 4
 - Number of Parking Citations Issued: 3
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
- Traffic Complaints Received:
 - 280 Grove Street.
- 1. Strategic Traffic Enforcement Program (STP) Information:

- Location: Tomoka Elementary School
 - Reason for this STEP: School Zone
 - Number of times worked: 1; Total Hours Spent: 0.50
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Pine Trails Elementary
 - Reason for this STEP: School Zone
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: Parents continue to park next to fire hydrant and speed.
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Wal-Mart
 - Reason for this STEP: Self-Initiated holiday enforcement
 - Number of times worked: 2; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Pathways Elementary School
 - Reason for this STEP: School Zone
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: 0
- General Comments:
 - Assisted with patrol calls throughout the week
 - Extra Patrols at Shopping Centers

Neighborhood Improvement

Weekly initiation statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 3 Cases initiated
- 20 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and forty-eight (48) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- John Anderson Drive –The contractor has been directed to repave a 50 foot section of John Anderson Drive just north of Standish Drive where a dip exists and also to correct a driveway transition that was too steep. Once this work is complete, contract closeout will take place.
- Traffic Signal Maintenance (Mast Arm Painting) – Due to FDOT permitting delay, staff has agreed to start the project in January as the contractor is finishing another project.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Contractor was unable to pave last week, remaining work with holiday time factor pushes contract completion to early January.
- 2014 Roadway Resurfacing - Project is completed and is being closed out.

- Granada Medians (West of I-95) – The contractor anticipates completing the project for inspection on December 19th.
- 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 85% complete.
- Beach Ramp Beautification – Cardinal Approach – The contractor completed the installation of the decorative paver sidewalk and is now installing the irrigation system and landscaping.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement – The work is 98% complete. The aluminum handrails will be installed after they return from being coated for installation on the beach.
- OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation in early January.
- Fiber Optic Network Expansion – The contractor has scheduled the crossing of South Beach Street, with hand hole installation and hand trenching to follow. The majority of fiber connections at City Facilities were completed last week.
- Ormond Beach Sports Complex Roadway Improvements – Project closeout report was submitted to the SJRWMD.
- Nova Community Park Skate Park Expansion – The contractor continues to re-work the existing skate surface, with expansion to follow after the Holidays. Plumbing and electrical rough-in for the vendor/restroom building occurred last week; the floor slab was poured this week.
- Nova Community Park Paving Improvements - The project pre-construction meeting was held. 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.
- Beach Ramp Beautification – Harvard Drive – Staff is currently preparing design plans to permit improvements with the County.
- Riverside Drive Drainage Improvements – Bids are under review, bid 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 Ave. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Easements are being prepared which will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City an easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance requirements. Staff also is requesting a proposal from Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements are recommended.
- Water and Wastewater Master Plan Update – 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 before presenting it to the City Commission at a workshop in March/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 calculations for City review. Construction permit application has been prepared for City signature, to be submitted to SJRWMD later this month. Easement legal sketch and descriptions have been forwarded to the City Attorney's office for review and completion.
- Ph II 2-Inch Watermain Replacement - Mainland – Design changes and additional information is being prepared for design review comments provided by FDOT for the proposed SR40 12-inch water main extension, and by Volusia County for the North Beach street water main replacement.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Final comments on the plans and bid specification have been provided to the consultant. We anticipate bid document review at the January 20 City Commission meeting, with bid advertisement to follow.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Permit applications have been submitted to DEP/HRS. Bid document review is scheduled for the January 20 City Commission meeting, with bid advertisement to follow.
- 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 - Project is out for bids, bid opening is January 7. 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 - 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.

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)

- Stormdrain System Workshop - Attended a product learning session about underground stormwater systems for use in maximizing land space, and drainage pavers which can be use over high percolation rate soils, without having to install a normal stormdrain system.
 - Electronic Plan Processing - Attended workshops for the implementation of ProjectDox, which will be used to receive, review and store plans electronically. Staff worked with ProjectDox team to customize the system setup.
 - Customer Assistance - Investigated resident concern regarding the placement of a street light by FPL on Tymber Creek Road which was part of a separate FPL project for improvements along the corridor; however, the light did not adequately illuminate a subdivision entrance, due to the new pole location. Staff contacted the County and FPL to coordinate addressing the concern.
 - Nova Landfill Closure - Groundwater sampling was performed for the December semi-annual monitoring report. Reviewed proposed modification to the existing gas venting system for the landfill, which was discussed with the environmental consultant and submitted to FDEP for review.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit along Aviator Way/Sunshine Blvd/East Tower Circle, per AT&T request.
 - On-site meeting with contractor at 35 Emerald Oaks Circle to inspect the final grade for the SWMP.
 - Marked property corners along Wilmette Circle for the Street Tree Planting project.
 - Modified plans for The Laurel Oaks Ditch Piping project per project manager's comments.
 - Created a plan set for the proposed Multi Use Trail at Nova Community Park.
 - On-site meeting at Bodeez to discuss landscaping options with property owners.
 - Completed the sketch and legal descriptions for Destination Daytona Phase 1 and forwarded documents to Planning.
 - Modified the plans set for the OBSC proposed Restroom building per project manager's comments.
 - Created Volusia County permit set drawing for the 44 Seacrest Drive watermain service replacement.
 - Began the research for the sketch and legal description at 240 Williamson (Proposed Launch Credit Union Location) per Planning Division request.
 - Updated drawings and created 3 full size sets of the proposed Nova Community Park Paving project.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cleaned up after the holiday parade at the Public Works complex and on SR40
 - Concrete repair at 400 block of N. Ridgewood Ave.
 - Patched areas with asphalt on Plaza Dr., on Timberline Trl., on Fernway Dr., and at Ridgewood & Domicilio
 - Pulled forms & backfilled on 400 block of N. Ridgewood Ave.
 - Cleaned up yard 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
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Maintenance of tools at Public Works Saw Shop
 - Maintenance of trucks and equipment at the Public Works Yard
 - Cleaned up after the holiday parade at the Public Works Complex and on SR40
 - Removed a banner on Granada Blvd.
 - Stump grinding at various citywide locations

- Trimmed trees on Linden Ave., at the corner of Osceola & Oleeta, and on Brookside
- Removed trees on N. Ridgewood Ave., at City Hall and at the Memorial Gardens

Maintenance Crew

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed various DOT (Department of Transportation) locations on SR40
- Cleaned up after the holiday parade at the Public Works Complex & on SR40
- Cleaned sidewalk of large weeds on N. Old Kings Rd.

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Sign Shop & Parade Route, cleaned up and picked up signs & barricades after the Holiday Parade
- South Ormond Neighborhood Center, relocated various signs around the park
- Central Park I, installed a "No Parking" sign
- Fluhart & Riverside Dr., replaced (4) orange delineators

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Public Works Yard – cleaned up yard
- S. Beach St. – repaired washout

Vactor

- Old Canyon Ln – repaired sinkhole

Mowing

- Reachout Mower – on SR40

Street Sweeping/Streetsweeper

- 3.0 miles of road cleaned (This was for the parade route)
- 0.05 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,725

PM Services completed for the week:

Emergency—Vehicles and Equipment

20

Non-Emergency Vehicles and Equipment

19

Road Calls for the week:

3

Quick Fleet Facts:

Fleet has gallons of 13,919 unleaded and 7,221 gallons of diesel fuel on hand.

Fuel Used in one week: 2,303 gallons of unleaded and 726 gallons of diesel.

Fleet completed 59 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 – Pre-Bid meeting held 12/15/14.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is being considered for longevity purposes. Met with Quentin L. Hampton & Associates to discuss project scope and request design proposal.
- Division Avenue Well Field Raw Water Piping – Revised specifications with updated Instruction to Bidder section. Prepared disposition item for review of plans & specifications for 1/6/15 City Commission meeting.
- 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 are being requisitioned.
- Lift Station 8M1 – A consultant meeting is scheduled to review rehabilitation requirements prior to 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 – Draft plans are being reviewed prior to submittal for a Volusia County Use Permit to replace a water service line.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 could not be aligned during installation. Additional work is required. Vendor has been contacted to provide a quotation. 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 – Intent to issue permit notification from FDEP has been advertised as required with Proof of Publication sent to FDEP. Awaiting permit issuance.
- Pressure Main Cleaning Services – Pre-Bid meeting held on 12/15/14.
- Rima Wells Auxiliary Power Generator – Reports from Advance Power Solutions with their recommendations to reduce the probability of diesel fuel spills were sent to the design engineer to incorporate into the plans.
- Saddler's Run Lift Station Rehabilitation – The Engineer is incorporating 90% plans and specifications comments in the bid documents. A meeting was held with FPL to determine if existing power service is sufficient for the proposed pump. Service upgrades need to be performed
- Storage Tank Repairs and Maintenance – Execution of the work authorization by the consultant is pending.
- Wells 18SR and 19SR – Pump assemblies received - scheduling installation with well contractor.
- Well 39R – Received correspondence from FDEP confirming no further action required. Staff coordinating normal operational status with FDOH.

- SPRC – Deer Creek – The punch list for water distribution items is being addressed. River Bend Church – Revised wastewater as-builts were received for review. Georgian Inn Beach Club – Received plans for review. River Oaks – Contractor is working to resolve punch list items – SCADA integration of lift station RO and pressure indicator performed this week by Emerson. Performed pressure monitoring of the Airport Road Force Main to verify lift station pump design characteristics. Skate Park Expansion - Received approved plans. The Sarah House – Water clearance was received.
- Utility Master Plan – Draft plan was presented to the Public Works Advisory Board. Staff reviewing and commenting on content.
- Received training for the Avolve software that will be used for electronic plan reviews.

Departmental Activities

- Water Treatment
 - Delivered 34.739 million gallons for the week ending Dec 14, 2014 (4.963 MGD avg. day demand for weekly period)
 - Backwashed 9 filters for a total of 493,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Issued two Precautionary Boil Water Notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 35.30 Million Gallons.
 - Produced 17.33 Million Gallons of Reuse.
 - Produced 17.97 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.04 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 67.98 (14%-18% Solids).
- Water Distribution
 - Exchanged 22 water meters per Finance Department work orders.
 - Responded to or repaired 27 water service leaks.
 - Installed 11 new residential water services.
 - Assisted 20 customers with misc. concerns.
 - Replaced 9 water meter boxes.
 - Replaced 10 water services due to low pressure. Contractor installed 5 each - 2" casings for water service replacements under roads.
 - Responded to 20 water pressure and/or water quality concerns.
 - Performed accuracy testing on a 4" and 3" commercial water meters. Both meters tested accurate.
 - Completed maintenance activities on 24 fire hydrants as part of the fire hydrant maintenance program.
 - Performed annual pressure testing on 2 city owned backflow preventers. Repaired 1 backflow preventer. Installed 2 new backflow devices on city owned irrigation serving medians.
 - Performed scheduled maintenance on 10 Water Distribution system valves as part of the valve maintenance program.
 - Repaired: 8" AC water main leak intersection of John Anderson Dr. and Brooks Dr.; 6" PVC water main Woodlands Blvd.
 - Replaced 3 each leaking 2" gate valves on N. Yonge St.
 - Performed maintenance on 19 permanent flushing devices.
 - Rebuilt the fire hydrant flushing device located in Ashford Lakes Subdivision – Flagler Co. Hunter's Ridge.
 - Assisted Building Maintenance with a water service shutdown at Central Park for plumbing repairs.
 - Post-excavation landscape restoration was completed on Oak Dr, Brookside Dr, Woodlands Blvd, and Mariners Dr.
 - Rescind the boil water notices for John Anderson Dr and Woodlands Blvd.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 149 regular and 3 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 5 in Town.
 - Televised 22, cleaned 7 and root controlled 2 sewer laterals.
 - Cleaned 2,950 ft. of sewer main in 3M system.
 - Televised 1,480 ft. of sewer main in 3M system.
 - Replace 2” air release valve on 10” force main at 2120 Ocean Shore Blvd.
 - Repaired 4” sewer lateral at 158 Royal Dunes Blvd.
 - Found broken PEPSystem tanks at 180 Deep Woods and 11 Meadow Ridge. Scheduled to be replaced at a later date.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 5 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 17/6psi. Foxhunters Flat (2 inch) 20/2 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent Check Valve #3 – inspected and cleaned as needed – assisted vendor during pump #3 installation – awaiting service report and quotation for alignment and thermal overload replacement.
 - River Oaks LS – Check valves not closing - inspected and cleaned both check valves – will continue to monitor.
 - Digester Blower #1 – replaced belt – all OK.
 - Influent Room – deragged pumps daily due to high flow conditions.
 - SCADA/WIN911 monitor/response: McDonalds LS – high level – controller not responding – cleaned probe – OK; Towne Square LS - high level - no signs of recent high level – #2 motor starter tripped – amp draw high – reversed pump clear volute – OK.
 - 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; Digester Blowers #1, #2, #3; Swing Zone Blowers #1, #2; Screw Pump #1, #2, #3; Sand Filters #1, #2, #3; Poly Blends #1, #2.
 - Lift Station PM's: 17 monthly and 3 annual performed.
 - Plant wide oil & grease route.
 - 61 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Claricone #2 – clean & inspect 4” grit valve – replaced 2” valve at lime port - ok.
- Chlorine Tanks – replaced damaged 1 ½ “feed line – all ok.
- Poly Room – replaced electrical wall outlet – all ok.
- Well 9D – install and test replacement control transformer – all ok.
- Standish Booster Station – repair and clean drain on pump #1.
- Inspect and perform housekeeping – Rima Wells 35,36,37, & 38 – SR40 Wells 18,19, & 21 – all Hudson wells.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: FDEP WWTP permit renewal conditions indicate the Utility is required to evaluate the Local Limits. Staff began collecting the data necessary to calculate the limits to include establishment of a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Disposal of Special Waste: Staff is determining the characteristics of the contents of the Sediment and Grit dumpster from the WWTP. The sample was collected and delivered to the City's contract

lab for analysis. Upon receipt of results below the EPA hazardous waste limits, staff will arrange for pick of the dumpster for disposal at the Tomoka Landfill.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Annual 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 demand and utilization by the City and resultant decreases in disposal of WWTP effluent volume in the Halifax River.
 - Reuse Service Area Backflow Device Project: The contractor began installation the of the backflow prevention devices in the City's Reuse Service Area in October. From December 8 through 13, 19 new installations & 114 rebuild kits were installed. Staff continues to field calls from the residents with project inquiries.

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 Claims meeting
- Agenda packet preparation for January 6, 2014, 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.