

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 6, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- Shade meeting preparation with staff
- Staff meeting with senior staff
- ICMA credentialing report preparation – ongoing
- Prep meeting with staff on Ballfield Maintenance and Gateway Signage workshops

Spoke to, attended and/or met with:

- Rotary meeting
- Commission workshop, and shade meeting
- Commission meeting
- FCCMA Winter Institute

Community Development

Planning

- The Planning Director met with Ms. Lori Tolland, newest member of the Planning Board, to discuss planning issues and the development review process.
- The Planning Director attended the Safe Harbor Work Group meeting in Daytona Beach.
- The staff report, ordinance, and public hearing ad for the Itinerant Merchant Criteria have been drafted. The criteria will be sent out to all Volusia County 2014-15 Host Licenses affected by the criteria for comment. Staff is looking for a site on the US1 corridor to hold a meeting in the latter part of March regarding the criteria. The Department has asked Destination Daytona if they would consider providing space for the meeting.

Building Inspections, Permitting & Licensing

- 218 inspections performed.
- 4 business tax receipts issued.
- 77 permits issued with a valuation of \$1,201,248.00

Development Services

- The SPRC activities for this week included:
 1. Huntington Village New Utilities Connections
 2. 407 Airport Road lot split.
 3. 550 West Granada Boulevard site plan revisions.
 4. Sunrise Cove final inspection.
 5. Mellow Mushroom Conceptual review

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. 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, prepared conceptual site plans for a 10 acre parcel in the Commerce Park that will be used in marketing for recruitment of an industrial development project. Staff is contacting possible developers to review the site opportunities.
- 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. The Tomoka Holdings representative will contact the County officials regarding the support for the extension.

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 continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers.

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

- Staff met with the Chamber Tourism Committee to discuss the pending 2 week Athletx 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. The City's GIS staff has prepared the inventory forms for the Main Street volunteers to undertake an update land use inventory of properties and uses, which will be conducted in the next several weeks.
- Staff met with economic development practitioners to discuss an initiative to improve the business activity along US 1 from Oak Hill to Ormond Beach. The "Rediscover US 1: America's Highway" effort may be launched in April.

Prospective Business Attraction/Retention/Expansion

- 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, resulted in the closing of the property on January 28. The owners of SKYO Industries, the Anderson family, will be moving the SKYO headquarters to Ormond Beach in phases over the next 9 months.

Airport Operation and Development

- The Automatic Terminal Information Service (ATIS) system at the air traffic control tower failed earlier this week. Staff worked with the City's IT Department and was able to restore the system without incurring costs for external repair services.
- Staff prepared and submitted to the FAA the SF-425 Federal Financial Report, which is required annually of all airport sponsors.
- Staff is awaiting a response from the FDOT to a request for a Supplemental Joint Participation Agreement (SJPA) to fund replacement of the backup power generator at the air traffic control tower. If approved as expected, the SJPA will supplement FDOT funds already allocated for the ongoing air traffic control tower systems upgrade project.
- Staff met this week with a film production company from Orlando to discuss the possibility of filming sequences at the airport for a music video.
- Repairs to the Automated Weather Observation System (AWOS) have been completed. During the repair process it was noted that the surge suppression component protecting the AWOS

power supply has been damaged. This component will be replaced by a local electrician, and will not interfere with AWOS functionality.

- Staff provided Auto CAD files of the recently completed Sports Complex perimeter access road to Hoyle, Tanner and Associates for inclusion in the Airport Layout Plan.
- A non-mandatory pre-bid conference for the construction phase of the Taxiway "G" project is scheduled for February 10th at 2:00 p.m. in the Human Resources Training Room.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of annual audit reports.
- Completed Projects - Weekly
 - Processed 42 Journal Entry Batches (#1681-1784).
 - Approved 28 Purchase Requisitions totaling \$1,664,405.40.
 - Issued 11 Purchase Orders totaling \$59,531.03.
 - Processed 4,715 cash receipts totaling \$1,013,608.72.
 - Prepared 108 Accounts Payable checks totaling \$173,194.21 and 38 Accounts Payable EFT payments totaling \$318,040.63.
 - Prepared 24 Payroll checks totaling \$23,144.17 and 327 Direct Deposits totaling \$404,820.65.
 - Transferred IRS 941 payment of \$153,373.54.
 - Processed 1,486 utility bill payments through ACH totaling \$85,851.14.
 - Processed and issued 2,275 utility bills with billed consumption of water of 10,366k.
 - Issued 668 past due notices on utility accounts.
 - Auto-called 119 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Adult Coed Softball League
 - Orlando Transit Authority (2/6)
 - Off Kilter in Concert (2/14)
 - Florida Licensing on Wheels (2/17)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 6
- Hazardous: 8
- EMS: 94
- Motor Vehicle Accidents: 6
- Public Assists: 33

TOTAL CALLS: 148

- Aid provided to other agencies: 17 Calls – Daytona Beach (4), Holly Hill (2), Volusia County (11)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 75

Training Hours

- NFPA 1001: Firefighting 62
- NFPA 1002: Driver 30
- NFPA 1021: Officer 4
- NFPA 1500: Safety/Equipment 19
- NFPA 1620: Preplanning 6
- EMT/Paramedic 24
- TOTAL TRAINING HOURS: 145

Station Activities

- Updated 22 pre-fire plans
- Conducted 4 fire inspections

Human Resources

Staffing Update

Staffing Requisitions

- Accreditation Manager (Police Department)
- Police Sergeant (Police Department)
- Police Officer (Police Department)
- Summer Camp Counselors (Leisure Services)

Approved/Active Recruitment

- Firefighter/EMT (Fire Department) advertised 2-3-15 on the City web site and internally and will remain open until 3-28-15. All candidates apply and test via www.NationalTestingNetwork.com.
- Community Events Coordinator (Leisure Services) advertised 2-2-15 on the City web site and internally and will remain open until 2-13-15.
- Maintenance Worker II (Public Works/Streets) re-advertised 2-3-15 on the City web site and internally and will remain open until 2-17-15.
- Part Time Recreation Leader/Theater Technician at the Performing Arts Center (Leisure Services) advertised 1-27-15 on the City web site and will remain open until filled.

Applications Under Review

- Part Time Recreation Leader at the Casements (Leisure Services). Eleven applications were received.

Interviews Scheduled

- Office Assistant III (Leisure Services). Interviews will be scheduled soon.
- Contract Manager for Buildings and Facilities Maintenance (Leisure Services). Interviews were held 1-9-15 and 1-16-15.
- Human Resources Director (Human Resources). Interviews were held 1-30-15.

Background/Reference Checks/Job Offers

- Police Officer (Police Department). Three candidates were selected and began pre-employment processing.

Terminations/Resignations/Retirements

- Part Time Recreation Leader at the Casements (Leisure Services) effective 2-6-15.

City Events/Employee Relations Update

- Nationwide representative provided a retirement presentation for those employees retiring within 5 years on 1-29-15.

Risk Management Projects

- Completed subrogation requests for damage to City property.
- Mayor's Health & Fitness Challenge: activity planning meetings and activities.

Information Technology (IT)

- **Information Systems (IS)**
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Selection Committee meeting scheduled.
 - Community Development – Electronic Plan Review – New large monitors being tested.
 - 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: - 11 New work - 34 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,891	Inbound E-Mails Blocked	23,647
Delivered Inbound E-Mails	12,487	Quarantined Messages	117
Percentage Good Email	59.8%	Virus E-Mails Blocked	343

- Notable Events:
 - None.

- **Geographical Information Systems (GIS)**
 - Addressing Additions: 4 Changes: 2 Corrections: 0
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,698 (96.4%) potable 21,101, Irrigation 588, Effluent 9
 - Notable Events: None.

Leisure Services

- **Administration**
 - City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - City Commission Meeting
 - Movies on the Halifax
- **Athletics**
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.

- OBYBA Basketball continued games this week, Monday through Thursday at Nova Gym at 6, 7 and 8pm. Games were also played at the South Ormond Neighborhood Center on Monday, Wednesday and Friday at 6, 7 and 8pm.
- The Lady Renegades Softball of the OBYBSA had their spring practices this week Monday through Friday at 6pm at the Sports Complex on the Softball Quad.
- The Wendelstedt Umpire School finished their training this week on Tuesday at the Sports Complex.
- FLHS Softball started their spring practices at the Sports Complex on the Softball Quad Monday through Friday at 3 or 4pm. They hosted their first game this Friday night at 6pm.
- SHS Baseball continued practices this week and also held their "Classic" on Wednesday and Thursday at the Wendelstedt Fields.
- SHS Softball played host to their first home games on Wednesday at 4:30 and 6:30.
- OBYBSA held their spring recreational tryouts on Saturday at both the Nova Fields, as well as the Quad at the Sports Complex.

- 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 and Ormond Beach Middle School field weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - Nova foul poles are still being worked on, all are up except Nova field
 - Continuous cleaning of our maintenance building.
 - Back lapped turf mowers. Back lapping is done to the reels to remove any imperfection on the reels themselves to improve the cutting performance of the mower.
 - Getting the Wendelstedt fields ready on a daily basis; all four baseball fields.

- 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 hosted the following events:
 - Platters, Coasters, Drifters - Motown Salute, Thursday 7:00pm to 9:30pm
 - The Performing Arts Center is preparing to host the following events:
 - Orlando Transit Authority - Chicago Tribute, Friday 7:30pm to 9:30pm

- The Rat Pack, Together Again, Saturday, 7:30pm to 9:30pm
- 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, Wednesday and Friday
 - Activity room rental Sunday
 - Jazzercise Monday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended event meeting
 - Attended weekly Austin Outdoor meeting
 - Updated sponsor letters and prepared for mail out for 2015 Art in the Park show
 - Prepared large mail-out and e-mail distribution of application to potential artists and crafters (on-going)
 - Printed and distributed Art in the Park “call for artist” flyers (on-going)
 - Assisting with recruiting participants for Memorial Day Remembrance Service, letter and contact list developed. Preparing for distribution.
 - Prepared advertising and tracking participants for upcoming fishing tournament.
 - Printed and distributed promotional flyers for the fishing tournament (on-going).
 - Assisted with City Commission workshop on 2/3.
 - Various/ongoing inspections of landscape/maintenance work sites.
 - Various site visits with landscape contractor.
- Gymnastics
 - The February Gymnastics classes are now in session.
 - Adult Beginner Gymnastics started February 2 as part of the Mayor’s Fitness Challenge.
 - Continuing to promote the program via social media and face-to-face interaction with the community.
 - Planning two Parent’s Night Out programs for February.
 - Working with team girls getting ready for competition in Gainesville this month.
- 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 continued 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.
 - Explore the Arts, a program for children with special needs, began on Wednesday. They will meet Wednesdays from 3:30-4:30pm.
 - The Boys’ Basketball Youth League continues with play-off games.
 - Challenger Sports of All Sorts began on Tuesday. They will meet for six weeks and play volleyball, pickleball, gym hockey, and other favorite sports.
- The Casements
 - Classes met this week including Pilates and Yoga Monday through Friday. Pilates was held at Bailey Riverbridge instead of The Casements on Tuesday and Wednesday this week.

- Tours were given this week from 10am to 3:30pm Monday, Tuesday, Thursday and Friday and on Saturday from 10am to noon.
- A meeting was held in Bailey Riverbridge on Sunday morning.
- A watercolor workshop was held Monday to Friday in Room 203.
- Set up for the Ormond Garden Club Sweetheart Tea took place on The Casements first floor on Tuesday afternoon.
- Ormond Beach Garden Club Sweetheart Tea was held on The Casements first floor on Wednesday morning.
- The Sweetheart Tea judge's luncheon was held in Room 205 on Wednesday morning.
- A wedding was set up in the dance room on Friday morning.
- A wedding rehearsal took place in Rockefeller Gardens on Friday afternoon.
- A wedding rehearsal took place in Bailey Riverbridge on Friday evening.
- The Ormond Beach Art Guild will hold an opening reception in The Gallery this evening.
- Movies on the Halifax will be held in Rockefeller Gardens this evening at 6:30 p.m.

Parks Maintenance

- Repaired hand rail and decking at Joyce Ebbets Pier
 - Repaired broken rocker airplane at the boundless playground
 - Replaced broken pickets and repaired deck board at Fortunato Park
 - Repaired vandalized railing under bridge at Rockefeller Gardens
 - Installed Tree City plaque at City Hall
 - Removed graffiti from park bench at Ted Porter Park
 - Replaced broken tire swing at the Magic Forest
 - Replaced recalled cables for the oodle swing at the Magic Forest
 - Repaired parking stop at Riviera Park
 - Picked up litter on river bank on South Beach Street
 - 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
 - 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
 - Performed preventative maintenance on 28 City-owned A/C systems
 - Picked up and installed new mailbox and post for PAL house
 - Call out - #9 portal not closing at Airport
 - Assisted with repair of rollers on electronic gate at WWTP
 - New key pins for door lock at Sign Shop
 - Assisted IT with printer and computer installations at Public Works Complex
 - Reversed direction of downspout concrete spillways at Field House
 - New fan motor in stock - assisted with repair at SONC
 - Checked condition of several A/C systems for future R & R schedule at various locations
 - Inspected water leak in the mechanical room at City Hall
 - Repaired toilet in the new field house at Airport Sports Complex
 - Repaired the pond pump time clock at Ames House
 - Repaired the fountain at Fortunato Park
 - Reset the breakers for the lake fountain at Lakebridge
 - Prepared material list for new closet at PAC
 - Reset breaker for the tarpon fountain at Rockefeller Gardens

- Prepared electrical material list for the new loft in the Street Dept.
- Installed new power pedestal at The Casements
- Repaired a fluorescent light in the Activity Room at Nova
- Installed new lamps in outside fixtures at 4M Lift Station
- Installed ground box to cover the generator pad ground rod for safety at the PAC
- Located light pole numbers and contact FPL for pole lights out at Sanchez Park
- Repaired lights on Runway 26 at the Airport
- Repaired the kitchen sink faucet at The Casements
- Called contractor for fire extinguisher inspections at Fire Station 91 and 93
- Check and adjust the timer for the parking lot lights at Nova
- Repair the toilet in men's room at Ames House
- Repair the door striker for the new field house at Airport Sports
- Adjust the restroom door closer at Andy Romano
- Repaired lights in the A/C court yard at Senior Center
- Repaired flag light at Senior Center
- Repaired the junction box at Birth Place of Speed
- Repaired ladies room light and men's room toilet at Cassen Park
- Replaced photo cell at the WTP

Police Department

Administrative Services

- Staff attended the monthly Volusia Flagler Police Chief's meeting in Daytona Beach.
- Captain Crimins continues his leadership training in the Command Officer Development Course in Sanford.
- Staff attended the Temple Beth-El 5th grade D.A.R.E graduation ceremony.

Community Outreach

- Basketball practice was held on Thursday and Saturday for the OBPAL basketball teams. Tournaments are being reviewed and a schedule of is being completed. Applications for youths to participate in tournaments are being collected.
- The blanket drive for the homeless continues through February 9, 2015.
- The third grade R.E.A.D. began Tuesday, February 3. There are 10 youth registered for the program. The fourth grade R.E.A.D. program began on Thursday, February 5th
- Tutors R Us applications are being collected, the program begins on February 9, 2015.
- Taught DARE classes at Tomoka Elementary and Calvary Christian.
- Assisted with a Community Policing Project on pedestrian safety at crosswalks
- Finalizing details for a police appreciation lunch with Riverbend Church.
- Scheduling upcoming Coffee with a Cop events.

Community Services & Animal Control

- Animal calls responded to: 38
- Animal reports: 3
- Animal bites: 2
- Animals to Halifax Humane: 3 (Cats)
- Notice of Violation: 1
- Solicitor Permit: 1
- Shot Clinic: 27 animals

Criminal Investigations

- Cases Assigned: 39
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 11
- Inactive: 19

- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Carbreak: 11
- Grand Theft: 12
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 0
- Weapons Complaint: 0

Narcotics

- The Task Force executed a narcotics search warrant that resulted in seized cannabis and paraphernalia. One adult was arrested for possession of cannabis over twenty grams and possession of drug paraphernalia.
- Task Force members conducted a knock and talk where members seized cannabis, hash, and drug paraphernalia. Charges are pending on an adult male.

Comments

- Detectives have obtained an arrest warrant for credit card fraud that is linked to several recent carbreaks within the City.

Records

- Walk - Ins / Window 119
- Phone Calls 121
- Arrest / NTA'S 23
- Citations Issued 61
- Citations Entered 187
- Reports Generated 152
- Reports Entered 141
- Mail / Faxes / Request 29

Patrol

- Total Calls 1,723
- Total Traffic Stops 158

Operations

Crime Opportunity Report Forms 174

- 1/29/2015
 - Grand Theft, 69 South Atlantic Avenue. Victim advised cash was left but \$15,000 in jewelry is missing. Suspect may be an acquaintance.
 - Carbreak, 151 Sage Brush Trail. The victim advised that she went into Kinder Care and left her purse on the passenger seat of the vehicle for five minutes. When she returned to the vehicle she located the broken window and her purse missing. Several items were stolen to include \$50 and her cell phone.
 - Battery-Domestic Violence Arrest, 31 Cypress Circle. The victim advised that her husband had been drinking all day. They were involved in an argument about his drinking that turned physical when he made several threats to kill her.

- Carbreak, 113 Riverbluff Drive. The victim advised that he had a line trimmer, blower and several other items stolen from the bed of his truck that was parking in front of the residence.
- Burglary Arrest, 2 Springer Court. The suspect showed up at his ex-girlfriend's house and observed another female (not his former girlfriend) inside. The victim opened the door to the male because she thought it was the homeowner who she was babysitting for returning home. The male became angry when he was refused entry by the victim and pushed his way into the residence.
- 1/30/2015
 - Grand Theft, 102 Tomoka Avenue. The victim reported that she came home and found approximately \$500 worth of computer type games missing. Suspect is known to the victim.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). A suspect was placed under arrest for retail theft.
 - Narcotics Arrest, Ponce Deleon Drive/Riverside Drive, a suspect was arrested for possession of marijuana under 20 grams, she was released from the scene after being issued a Notice to Appear.
 - Battery-Domestic Violence Arrest, 1503 San Marco Drive (San Marco Apartments), a suspect was taken into custody for battery on his girlfriend.
- 1/31/2015
 - Grand Theft, 26 Charleston Square. Victim reports that while he was incarcerated (October through December 2014) someone stole a boat and numerous other items from his residence.
 - Carbreak, 83 Dawn Drive. Sometime overnight someone entered the victim's unlocked vehicle and removed prescription medication and a check book
 - Carbreak, 642 South Beach St. Sometime overnight someone entered the victim's unlocked vehicle and removed a battery, power cords and camera parts.
 - Carbreak, 440 North Nova Road. Someone broke the victim's window on her vehicle and removed her purse containing credit cards, an iPhone and currency (Felony Lane Style). The credit cards were used a short time later at a Sunoco located in Daytona Beach.
 - Carbreak, 579 McIntosh Road. Sometime overnight someone entered the victim's unlocked vehicle and removed loose change.
 - Grand Theft, 657 S Atlantic Avenue #211 (Driftwood Motel), a TV was stolen from one of the rooms over a three day time period.
 - Warrant Arrest, 690 South Nova Road, after a traffic stop, the suspect was arrested on a Flagler County Warrant for Failure to Appear.
 - Child Abuse Arrest, Hand Avenue, an 8 year old girl disclosed to her grandmother that her father battered her in his car in the driveway while being dropped off. The girl stated she was slapped in the face, punched in the head, and punched in the chest. The Daytona Beach Police Department assisted by locating the father at a house in their city.
 - Traffic Arrest, 900 Block Riverside Drive. Driver was found operating a vehicle with an unassigned tag that had a stolen decal attached.
- 2/01/2015
 - Warrant Arrest, 460 South Atlantic Avenue (Sunoco). Units responded to the Sunoco regarding a woman walking into the business stating that someone was going to shoot her with a gun. Further investigation revealed that she may have some mental health issues and no one was trying to harm her. She was arrested on an open arrest warrant.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for misdemeanor retail theft and released after a Notice to Appear was issued.
 - Carbreak, 15 Foxford's Chase. Someone entered the victim's unlocked vehicle and removed a wallet containing credit cards.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for misdemeanor retail theft.
 - Battery-Domestic Violence Arrest, 1050 Arroyo Parkway. Suspect was arrested for battering her boyfriend during an argument.

- Narcotics Arrest, 900 block of South Atlantic Avenue. Suspect was stopped for a traffic violation where under 20 grams of burnt cannabis was discovered in the vehicle.
- Violation of Probation Arrest, 275 South Yonge Street. Officers observed a suspicious female flagging down traffic, possibly for prostitution. As officers approached, the subject dropped her pants and urinated on the side of the road. She was also on felony probation for possession of methamphetamine. Subject was arrested for disorderly intoxication, indecent exposure and for the open warrant.
- 2/02/2015
 - Grand Theft, 100 Hamilton Circle. Two TV's taken from the clubhouse sometime overnight. The doors were locked but multiple individuals have the pass code to enter the building.
 - Burglary-Residence, 12 Pine Trail. Entry made through a rear screen door that was unlocked. Laptops and tablets reported missing.
 - Carbreak, 65 Chrysanthemum Drive, victim advised his vehicle was broken into the night before. Sunglasses, medical bag and gift card taken.
 - Carbreak, 22 Oakwood Park. Victim advised they took several days to report the incident. Vehicle was left unlocked. A Garmin GPS was taken from vehicle.
- 2/03/2015
 - Carbreak, 147 Bosarvey Drive. Vehicle was left unsecure and a small emergency air compressor was taken from the trunk.
 - Carbreak, 175 Williamson Boulevard. Vehicle dropped off for tires. Numerous paperwork/documents taken from the back seat.
 - Narcotics Arrest, officer made traffic stop and through investigation discovered misdemeanor cannabis in the vehicle.
 - Shoplifting Arrest, 1340 West Granada Boulevard (Lowes). Suspect was observed by Loss Prevention placing several items down the front of his pants.
 - Carbreak, 1521 West Granada Boulevard (Wal-Mart). The victim advised that there were no signs of forced entry and the vehicle was found to be still locked. The only item missing was a flashlight from the driver's door pocket.
- 2/04/2015
 - Burglary-Residence, 282 River Vale Lane. Vacant house was entered and a stovetop was removed.
 - Stolen Vehicle, 16 Fox Hollow Drive. The victim's vehicle was stolen sometime overnight from her driveway. The vehicle was equipped with On-Star and was tracked to a parking lot in Daytona Beach. Victim recovered her vehicle and declined further investigation into the incident.
 - Stolen Vehicle (Recovered), 216 Northshore Drive, the victim reports that his vehicle was stolen from his driveway sometime over night. The victim's vehicle was entered as stolen but then located approximately 100 yards from his home in a public parking lot (victim simply forgot where he had left his vehicle parked the previous evening).
 - Warrant Arrest, South Yonge Street/Fleming Avenue. Transient was contacted on bicycle at the above location and found to have an open warrant for trespass after warning.
 - Narcotics Arrest (X2), South Yonge Street/Central Avenue. Vehicle stopped for a traffic violation. An unknown white male passenger bolted from the vehicle and fled on foot. K9 search of the vehicle revealed the driver in possession of crack cocaine. He also had a felony habitual Drivers License suspension. A third passenger was found to be in possession of drug paraphernalia. Both the driver and the third subject were arrested. The second subject that ran from the scene was not located.
 - Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Officers received an anonymous tip that a fugitive was at the Wal-Mart. Upon arrival the subject was located and contacted. He was taken into custody on a Flagler County warrant for non-compliance with a substance abuse program.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 2
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 0
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0

- Traffic Complaints Received:
 - Illegal parking in the street and on the grass right of way on Parque at a fish market. Complaint assigned to Officer Mills to address.

- General Comments: The Traffic Unit did not have many personnel hours assigned to the road this week due to the light duty status, scheduled and unscheduled leaves, and administrative leave.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 16 Cases initiated
- Zone 4: 5 Cases initiated
- 22 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and seventy-seven (77) 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) – FDOT will not permit lane closures during the upcoming special events (Race Week and Bike Week). A start date is now established for the intersection of Nova Road and Wilmette Blvd/Main Trail for March 16, with a kick off meeting set for the week of March 9.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – FDOT is finalizing closeout of the project with the contractor.
- OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation later this month.
- Nova Community Park Skate Park Expansion – Storm drainage construction is continuing, flat work on the street elements (west side) is complete, vertical trick features will be poured this week. The final area (east side – bowl) is being laid out and formed this week and next week. Interior work continues on the pro-shop building.
- Nova Community Park Paving Improvements - The project survey layout and site mobilization are underway. Temporary construction information signs were posted

- 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.
- Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin in March.
- Riverside Drive Drainage Improvements – Contracts have been sent to the contractor for execution. Shop drawings are being prepared and submitted to the Engineer of Record.
- South Peninsula Reclaimed Water Extension – Contracts have been sent to the contractor for execution.

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.
- 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. Temporary drainage maintenance easements have been 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 the temporary drainage 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. Zev Cohen was authorized 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. Staff met with the consultant in January and provided comments, a Final Draft be presented to the Public Works Advisory Board on February 19th before presenting it to the City Commission at a workshop on April 7th.
- 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 – Staff is continuing to work with the Engineer to complete project design for submittal to St. Johns River Water Management District. Easements have been sent to the property owner of 65 New Britain Avenue and City Attorney for review & execution.
- Ph II 2-Inch Watermain Replacement - Mainland – The bid package has been approved for notification of intent to bid the project at the February 3rd City Commission meeting. Volusia County permit was received for the North Beach Street watermain component to the project.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The project was advertised for bid on January 25. Volusia County Health Department has issued a permit for construction. A pre-bid meeting is scheduled for February 12.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The project was advertised for bid on January 25. Volusia County Health Department has issued a permit for construction. A pre-bid meeting is scheduled for February 11.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted for FAA compliance review.
- Environmental Learning Center – a pre-submittal meeting was held with SJRWMD to discuss the permitting aspects and the consultant should be submitting for permit in a couple of weeks. The construction manager is compiling some rough costs to confirm we remain within budget. The second volunteer meeting was held to further refine programs for the facility when it opens.
- Laurel Oaks Stormdrain Extension - Bid award is scheduled for the City Commission meeting on February 17.

- 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 discussed with design consultant the feasibility of serving the development with the current reclaimed main along Airport Road. It was determined, based on the utility master plan update, that a second phase of upsizing the reclaimed main would be required, which currently is only a converted 10-inch main in front of the development and additional storage tank capacity will also be necessary.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project bid package was approved at the February 3 City Commission meeting.
- 2015 Roadway Resurfacing - Project manual, technical specifications, maps and final cost estimates are being prepared. A grading plan was prepared for Kent Drive (not originally included in the 2015 project) to replace failing curb & gutter, and for resurfacing the asphalt. The Bermuda Estates Drive sidewalk project (a separate CIP project for installing a sidewalk from SR40/Granada Blvd. to Bermuda Estates Drive) is also being included with this resurfacing project.

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 submittal (397 John Anderson) for residential construction (on-going)
- Proposed annexation - The property at 1800 North US1 was inspected for stormdrain and general site conditions for consideration of annexation into the City.
- Parks Ditch - Staff is working on developing temporary access easements to parts of the ditch which are on private property, so the City may remove sediment and debris from the ditch, which is reducing the flow capacity of the ditch.
- Completed the four requested sketches of 1810 North US1, 1450 North US1, and Destination Daytona Phases 1 & 2 BPUD's, per Planning Department request.
- Provided SWMP options and information to home builder for purposed residence at 1320 North Beach Street.
- Located and created As-Built PDF scans of Sandcastle Drive per Water Division request.
- On-site meeting at 91 Timucuan with homeowner to discuss drainage issues between neighboring properties.
- On-site meeting with ICI Homes and Hazen Construction at Breakaway Trails Phase 3 to review lot drainage improvements.
- Completed elevation survey of the Hickory Hills retention pond and associated piping to determine water elevation differences between standing water in inlets and water elevation in pond.
- Completed construction information sign stakeout at Nova Community Park for upcoming paving project.
- Modified North US1 Median Landscaping drawing plans per project manager's comments.
- Prepared five construction plan sets of the 17 Briggs Drive water service replacement per Utilities Division request.
- Created the plan set for the OBSC Directional Signage project.
- Modified the Bermuda Estates Sidewalk plans per project manager's comments.
- Modified 2015 Roadway Resurfacing plans per project manager's comments.
- Completed the initial construction plan set for the Kent Drive Roadway Resurfacing project.
- Completed final archiving of the old engineering files in the Fire Administration room to be sent to Fleet for storage.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Ground down sidewalks on South Old Kings Road, at Birthplace of Speed Park, Pinehurst Cir and S Center St
- Prepared concrete for historic sign at The Casements
- Repaired concrete at 1100 block of John Anderson Drive
- Repaired concrete on Cottonseed Trail
- Pulled forms from Arbor Drive North
- Asphalt patch on North Halifax Dr, at Midway Ave and South Yonge St
- Repaired asphalt road in Hidden Hills
- Repaired potholes at Nova Recreation entrance

- 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
- Painted storage loft
- Removed fallen tree at River Ridge Trail and Rio Pinar Trail and two trees on Cuadro Place
- Trimmed vegetation at Lionshead Dr and South Old Kings Rd and at Bosarvey Dr and South Halifax Dr

- 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 locations on A1A, on SR40, on Nova and on US1
- Assisted with road repair at Airport Sports Complex
- Cleaned catch basins on beachside
- Removed debris at Sanchez Park and at East Tower Cir

- 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 and speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, took inventory, ordered materials for stock
- Various locations, washed signs
- Replaced "Stop" sign at Kimberly Drive and Fairwood Circle
- Replaced "No Trucks" sign on Willis Drive
- Installed reclaimed water sign
- Fabricated park signage for South Ormond Neighborhood Center

- 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
- Replaced pipes at Knollwood Estates

Vactor

- Tomoka Avenue
- Beachside
- Assisted Water Distribution at South 40

Mowing

- Reach-out mower – Santa Fe Avenue and Arroyo Parkway and on US 1 N Hwy

Street Sweeping/Streetsweeper

- 57.0 miles of road cleaned (This was for 2 days)
- 27.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,414

PM Services completed for the week:

Emergency—Vehicles and Equipment

17

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 8083 gallons of unleaded and 9346 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,023 gallons of unleaded and 865 gallons of diesel.
- Fleet completed 56 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 – An agenda item was prepared for City Commission consideration on March 3 recommending award to lowest most responsive bidder.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended 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 – Addendum 1 is being prepared. Bid documents are currently advertised for bid receipt. Field investigation proposes a reduction of clearing limits denoted on plans.
- Lift Station 8M1 – Work authorization request for design services to McKim & Creed is prepared for the February 17 City Commission agenda.
- 13 Briggs Drive, 2573 John Anderson Drive, 44 Seacrest Drive – Water service replacements have been completed.
- 17 Briggs Drive – Submitted Volusia County Use Permit application.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project - Pump Assembly #3 motor was evaluated by TAW shop for suspected bearing wear – received proposal for repair - preparing requisition. Warranty discussions regarding hypochlorite storage tanks –

correspondence to vendor forthcoming with legal review. A quotation to clean the influent pump station is pending from Polston Process.

- Pressure Main Cleaning Services – An agenda item was prepared for City Commission consideration on February 17 recommending award to lowest most responsive bidder. Contracts were sent to the vendor for execution.
- Rima Wells Auxiliary Power Generator – A work authorization was sent to Searcy and Associates to perform additional design services.
- Saddler's Run Lift Station Rehabilitation - The project is advertised for receipt of bids from interested contractors.
- Sanitary Sewer Pipeline Repair – The list of sanitary sewers to be lined was incorporated into the project specifications prepared by Engineering.
- Storage Tank Repairs and Maintenance – A revised schedule was requested from the design consultant.
- Water Plant Aerator Housing Rehabilitation – A design-build project delivery method is being considered. A design-build project was sent to the engineer for their use in preparing a proposal.
- Wells 18SR – Pump and riser piping is lodged inside casing prohibiting removal for pump replacement. Well Driller proposal forthcoming.
- Well 20SR – As-built drawings were received from the Engineering Division so an evaluation can be performed to determine the best method to proceed with the broken concrete vault top.
- SPRC – Deer Creek – The punch list for water distribution items is being addressed. Huntington Villages – Discussed reclaimed water service to the proposed site. Kingston Shores – Received plans and provided review comments. Mellow Mushroom – Parking requirements were discussed for the proposed restaurant. Ormond Renaissance – Reviewed plans and provided review comments. River Oaks – Pressure monitoring of the Airport Road Force Main data is being evaluated to verify pump design characteristics. Shoppes on Granada – Reviewed proposed fire line relocation request. Valiant Diner - Reviewed revised plans. and provided review comments. Zaxby's – Discussed calculations to justify the decreased capacity for the proposed lift station. 407 Airport Road – Reviewed lot split request and provided review comments. 454 Druid Circle – Reviewed request for easement vacation and provided review comments.
- 2008 Lift Station Improvement Program – Copying documents to satisfy a request from the litigant's attorney for project information.

Departmental Activities

- Water Treatment
 - Delivered 35.063 million gallons for the week ending Feb. 1, 2015 (5.009 MGD)
 - Backwashed 9 filters for a total of 402,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one (1) Precautionary Boil Water notice this week
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.54 Million Gallons.
 - Produced 16.23 Million Gallons of Reuse.
 - Produced 15.31 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.51 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 160.88 (14%-18% Solids).
 - Prepared FDEP Annual Pretreatment DMR
- Water Distribution
 - Exchanged 29 water meters per Finance Department work orders.
 - Installed 2 new water meters and services to residential properties.
 - Responded to or repaired 10 water service leaks.
 - Disconnected 1 water service due to demolition request.
 - Assisted 10 customers with misc. concerns.
 - Replaced 5 water meter boxes.

- Replaced 4 water services due to low pressure. Contractor installed 2 - 2" casings for water service replacement under a road.
- Responded to 6 water pressure and/or water quality concerns.
- Completed maintenance activities on 10 fire hydrants as part of the fire hydrant maintenance program.
- Performed accuracy testing to a 4" commercial water meter. Tested a 1" residential water meter per Finance Dept. work order.
- Repaired an 8" Reuse water main leak at the Tomoka Oaks CC Reuse meter vault.
- Repaired 2 - 2" GSP water main leaks on Bosarvey Dr, Cotton Seed Trl, and a 4" CI water main leak on North Shore Dr.
- Completed excavation and restoration on Bosarvey Dr, Northshore Dr, Rivershore Dr and Cottonseed Trl.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 90 regular and 3 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town.
 - Televised and cleaned 7 and root controlled 1 sewer laterals.
 - Cleaned 1,106 ft. of sewer main in 8M1 system.
 - Televised 1,994 ft. of sewer main in 8M1 system.
 - Repaired 1 inch reuse service at 591 N. Halifax Dr.
 - Repaired 3 inch reuse line at 6 Echowoods Way.
 - Replace broken pep tank at 25 Laurel Ridge Break
 - Set wellpoints at 13 Highwood Ridge Trail for pep tank replacement.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 0 psi, Ormond Mall @ 0 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 20/28psi. Foxhunters Flat (2 inch) 14/16 psi & Shadow Creek Blvd. (4 inch) 4/2 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent Room – pump #3 contractor onsite for pump alignment and thermal overload replacement – motor bearing problems noted during alignment – pulled motor – at T.A.W. shop - repair quote received.
 - R.A.S. Pump #4 & #5 – not pumping out of Clarifier #4 – open drain valve at Clarifier to relieve sludge blanket – blanket softening – pump catching prime as blanket softens – will monitor.
 - 8M1 – pull pump #2 and inspect volute – ok.
 - Centrifuge #2 – assisted with reassembly and startup/testing – returned to service – ok.
 - 12M – pump #1 high amp draw noted – replaced pump and motor starter with new inventory – corroded wire connections noted – will replace.
 - 4M – replaced #2 motor breaker at cabinet due to intermittent tripping – ok
 - Final Tanks – assisted with 6 inch pump set up for Final Effluent Tank cleaning activity.
 - R.A.S. Pump #4 - Called in by Operator on shift – pump not keeping up with flow needs – assisted Operator on shift with deragging of pump – OK.
 - Influent Room – deragged pumps as needed.
 - SCADA/WIN911 monitor/response: SCADA server – provide training to 3rd shift Operator – OK; 7P – phase voltage loss – FPL power outage – FPL crews on site upon arrival – power restored – 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: Poly Blends #1, #2;
 - Semiannual PM's: Centrifuge #2
 - Annual PM's: Centrifuge #2

- Lift Station PM's: 17 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 51 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- H.S. Pump #7 –motor and control wiring connections and alignment performed – ok.
- Standish booster station - motor alignment performed on both pumps – installed new motor couplers – ok.
- Granada booster station – assisted contractor in installing rebuilt pump #2 – pump #1 out of service requesting quotes for rebuild.
- Sodium Hypochlorite pump #1 – replaced pressure relief valves – ok.
- PM's – wells 18SR, 19SR, 20SR.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: As part of the WWTP permit renewal, the Utility is required to evaluate the Local Limits. Staff collecting the data necessary to calculate the limits. Also establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Industrial Pretreatment Program: Staff is reviewing the application from an industry who is requesting an industrial pretreatment permit. The facility recently completed installation of a new pretreatment system. The industry's request will allow for expansion of their operations and permit the facility to discharge larger pretreated quantities to the City's sewer collection system.
- Annual Reuse Report: Staff submitted the report for delivery to the FDEP and SJRWMD. The report identifies 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.

• Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 18 new and 97 rebuild kits for recent weekly period. Staff continues to field calls from the residents with project related inquiries.
- Breakaway Trails Irrigation Report: Staff submitted the BAT irrigation report to the SJRWMD as required by the City's Consumptive Use Permit. The report highlights a large reduction in groundwater utilized for irrigation since completion of the Western OB Reuse Transmission Main Project.
- Cross Connection Control Program: Staff is collaborating with the City's new backflow device data management contractor to implement their system. The contractor is scheduling a meeting with City staff and local backflow testers to assist in introducing their system.

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 City Manager Staff Meeting
- Staff attended and provided support for February 3, 2015, City Commission Workshop (Building Improvement Grant) and City Commission Meeting
- Agenda packet preparation and creation for February 13, 2015, Pension Boards Meeting
- Agenda packet preparation and creation for February 17, 2015, City Commission Meeting
- City Clerk attended meeting with Legal Department to review *Code of Ordinances*

Status of Department Projects

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