

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 17, 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:

- Discussion with staff regarding Biketoberfest and itinerant merchants
- Staff meeting with Directors
- Planning Software (Project Dox) – implementation planning meeting with staff members from Engineering, Finance, IT and Planning
- General discussion meetings with Utilities Manager, Economic Development Director,
- Employee Appreciation Day Above & Beyond awards discussion with senior staff

Spoke to, attended and/or met with:

- Individual general discussion meetings with Commissioner Stowers and Commissioner Kent
- Jacqueline Waters, Uniquely U, Inc., regarding anti-bullying programs
- State of the City
- Citizen phone calls
 - Mr. Gardner regarding property maintenance concerns at 513 Lakebridge Drive
 - Ms. Edmonson regarding Biker activity/traffic
- Ceremonial pinning of fire department staff, Captain Taft and Driver Engineer Davis
- Daytona Beach Chamber Eggs and Issues – Homelessness Report
- Claims Committee meeting

Community Development

Planning

- Staff will proceed to process the text amendments to the Comprehensive Plan that are related to the ISBA as an Expedited Amendment. December 2 will be the public hearing date for transmittal to the state agencies. However, all work on the land use plan amendments have stopped until a process is defined and accepted by DEO. Without knowing the process, the Department could follow the wrong process and have defective notice. Recent conversations with DEO indicate they continue to insist that once the text amendments to the Comprehensive Plan are adopted, any annexations that occur later and result in an amendment to the Future Land Use Map consistent with the agreement are processed as small scale amendments. This is inconsistent with the ISBA and the transfer of powers provided for in FS 172, Part II.
- Personnel from the Building Division have been scheduled for a ride along with Volusia County on the first day of Biketoberfest. (As have NID staff)
- During downtime, a tremendous amount of effort by the Department to digitize records has been exercised so retrieval for future reference is more efficient and effective. All building and planning files located in the former Fire Administration offices have been prepared for scanning by a third party vendor. Duplicate documents, outdated studies, and the like, whose retention time has expired have been re-boxed for disposal by the City Clerk's Office. The Department continues to move electronically permanent documents for retention to the City's Questys System. The Department will

now eliminate the newer files (28 file drawers) located in the Department. As to the hundreds of boxes located off site at Fleet Maintenance, no plan has been formalized by the Department.

- The Planning Director attended the State of the City address held at Oceanside Golf and Country Club.
- CRW demonstrated the permit management software to the RFP committee. The Planning Department employees along with Engineering Division employees were provided with an agenda and times for those modules of interest. A permit system will be needed that can be integrated with ProjectDox.
- A Project Registry of all personnel to be affected by ProjectDox implementation has been prepared, along with their current roles in the review and approval process. Individual management strategies have been proposed to Avolve for each group (Project Management; Project Team made up of Subject Matter Experts, Stakeholder Team, Systems Integration Team, and Technical). All affected personnel across functional areas regardless of department have been asked to review and either confirm, modify or add information needed to ensure Avolve understands employee roles in the review/approval process as well as responsibility delineation for implementation. This was forwarded to Avolve in preparation of the kick-off meeting with Avolve scheduled for November 3, 2014.

Building Inspections, Permitting & Licensing

- 217 inspections performed.
- 7 business tax receipts issued.
- 100 permits issued with a valuation of \$516,645.00

Development Services

- The SPRC met to discuss the following:
 1. Tomoka Plaza Coffee Kiosk
 2. 175 W Granada Boulevard, 1st Green Bank
 3. 550 West Granada Boulevard

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 and suggestions regarding the format and content of the draft material. When completed, a copy of the material will be provided to the Commission.
- 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. In addition, the Community Redevelopment Area agreement for the funding of Crossings Boulevard will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. Further discussion is expected over the next several weeks.

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.
- 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 November/December.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. Several business prospects from Enterprise Florida and Team Volusia have visited the property in the past several months.
- Staff has worked closely with an existing manufacturing firm on their expansion plans and a growth assistance funding agreement, which is expected to be presented to the Commission in November/December.
- Staff has been working with an out of state manufacturing firm that is considering relocation to Ormond Beach. The company is expecting to make a decision over the next several weeks.
- Staff is working on revisions to the City’s Economic Development Marketing materials and website, which will be completed in October.
- Staff met with representatives of Total Comfort Company to discuss their expansion plans.

Airport Operation and Development

- The Aviation Advisory Board held their quarterly meeting at City Hall on Monday, October 13th.
- Staff has completed an evaluation of the proposal from Wolen, LLC to upgrade the Automated Weather Observation System (AWOS), and will recommend that Wolen be authorized to proceed with the upgrade. The barometer on the AWOS has malfunctioned, and is only repairable via installation of an upgrade kit.
- The Joint Participation Agreement (JPA) between the City of Ormond Beach and the Florida Department of Transportation (FDOT) for the projects to update the Airport Master Plan and develop a Storm Water Master Plan at the airport was executed by FDOT on October 13th.
- Staff has received a draft proposal and scope of work from Passero Associates, LLC regarding a proposal to design and construct improvements to the airport’s security infrastructure. The proposed improvements will address recommendations from the Statewide General Aviation Airport Security Assessment report provided to the City in June of this year by the FDOT. This project will be submitted to the FDOT for 100% funding consideration under the SAFE program.
- Staff completed work to repair a storm water culvert on Hangar Way that had begun to deteriorate.
- Staff completed work this week to provide AVCON, Inc. with operational data needed for the Focused Environmental Assessment of the northwest and southwest quadrants of the airport.
- Staff worked this week with representatives from Asplundh, the tree removal contractor for Florida Power and Light (FPL), regarding work needed to trim trees near FPL power lines on airport property. Staff conducted Asplundh personnel on a tour of the airport to identify the locations of the power lines and the safest routes to access the lines for tree work.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (#5,702-5,757)-(96-169).
 - Approved 36 Purchase Requisitions totaling \$383,154.43.
 - Issued 20 Purchase Orders totaling \$147,882.89.
 - Processed 3,857 cash receipts totaling \$466,060.72.
 - Prepared 127 Accounts Payable checks totaling \$199,796.21 and 30 Accounts Payable EFT payments totaling \$712,179.64.
 - Prepared 30 Payroll checks totaling \$27,622.35 and 333 Direct Deposits totaling \$402,138.04.
 - Transferred IRS 941 payment of \$156,542.95.

- Processed 927 utility bill payments through ACH totaling \$82,911.00.
- Processed and issued 6,379 utility bills with billed consumption of water of 19,222k.
- Issued 897 past due notices on utility accounts.
- Auto-called 120 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Veterans Day Celebration (11/10/14)
 - FPL Tree Trimming
 - "Hitsville Live" Cancellation
 - 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 2014 State of the City Presentation.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 5
 - Hazardous: 3
 - EMS: 73
 - Motor Vehicle Accidents: 6
 - Public Assists: 48
- TOTAL CALLS: 136

- Aid provided to other agencies: 16 calls – Daytona Beach (8), Holly Hill (1), Volusia County (7)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 58

Training Hours

- NFPS 472: Hazardous Materials 6
- NFPA 1001: Firefighting 41
- NFPA 1002: Driver/Operator 42
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 43
- NFPA 1620: Pre-Fire Planning 11
- EMT/Paramedic 4
- TOTAL TRAINING HOURS: 149

Station Activities

- Instructed the quarterly CPR and AED course to Ormond Beach residents

- Conducted 232 fire hydrant inspections
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Osceola Elementary	70
Kidsko	110
Noah's Ark Pre-School	80

Human Resources

Staffing Update

- **Approved/Active Recruitment**
 - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled. Twenty-six (26) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Leisure Services/Nova – Part time Recreation Leader was advertised on 08-25-14 on the City web site, ERAU Student Job Center, Daytona State College Student Job Board and Bethune Cookman College Student Career Center job board as open until filled. Thirteen (13) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Police Department - Police Officer was advertised on 09-12-14 on the F.P.C.A. web site and the City web site with a closing date of 10-10-14. Eighteen (18) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Police Department – Records Clerk was advertised on 09-25-14 on the City web site with a closing date of 10-10-14. Fifty (50) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
- **Background/Reference Checks/Job Offers**
 - Police Department - Police Officer was advertised through 07-03-14. Interviews were held on 07-30-14 and four (4) candidates were recommended to the Chief. Interviews with the Chief were held on 08-04-14 and 08-05-14. Conditional offers were made to three (3) candidates and backgrounds started. One candidate successfully completed the pre-employment process and will begin employment 10-20-14.
 - Police Department/N.I.D. – Office Assistant III candidates were reviewed from L.S. recruitment, three (3) candidates were interviewed 08-13-14 and 08-14-14. The department asked that the position be advertised for one week to receive a larger pool of applicants. The ad was put on the City web site and in-house starting 08-18-14 and closed on 08-22-14. Thirty-one (31) candidates were received, entered on the applicant tracking sheet with qualifications and made available for department review. Interviews were conducted on 09-10-14. A conditional offer was made to a candidate and pre-employment screenings were started.
 - Planning/Building – Chief Building Inspector was advertised in-house and on the City web site on 09-09-14 with a closing date of 09-16-14. Three (3) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 09-19-14 with all three candidates. A conditional offer was made to a candidate. Pre-employment screenings were successfully completed and he will start employment on 10-2014.
 - Engineering/Joint Permit Center – Permit Technician was advertised on 08-25-14, In-house and on the City web site with a closing date of 09-05-14. Thirty-six (36) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 09-24 & 25-14 with six candidates. A candidate was selected and will begin the pre-employment screenings.

- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 09-30-14: 6.44% (excluding retirements).
 - Human Resources Department – Employee Relations Assistant effective 10-31-14 (retiring).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2014 monthly report reflects **savings of \$11,314.67 for City residents this year**. Over 140 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 10-27-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.
- Employee Appreciation Day will be held on 10-22-14 at the new Greg Smith Field House at the Ormond Beach Sports Complex from 11:30 a.m. to 1:30 p.m. This event is held annually to recognize and thank the employees for all that they do to serve the citizens of Ormond Beach.

Risk Management Projects

- Mayor's Health & Fitness Challenge 2015 Team & event planning meetings.
- Continued activities for Weight Loss Challenge!
- Attended Chamber of Commerce Leadership planning meeting.
- Mentored local risk manager.
- Submitted application for Worksite Wellness Award.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Demos scheduled.
 - Community Development – Electronic Plan Review – Project approved at 9/15/2014 Commission meeting. Moving forward with implementation plans.
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide continuing with City Hall. Community Development and Engineering.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 20 New work - 41 completed - 32 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,482	Inbound E-Mails Blocked	20,193
Delivered Inbound E-Mails	13,203	Quarantined Messages	86
Percentage Good Email	39.4%	Virus E-Mails Blocked	240

- Notable Events:
 - Demo given by CRW for the CRM system replacement project.
- Geographical Information Systems (GIS)
 - Addressing Additions: 7 Changes: 171 Corrections: 0
 - Map/Information Requests: 22
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0

- Meter GPS locate and ID: 22,502 total, completed 20,591 (91.5%) potable 20,009, Irrigation 573, Effluent 9
- Notable Events: None.

Leisure Services

- **Administration**
 - Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager meeting
 - Park Visits
 - State of the City Meeting
 - Director at NRPA Conference
 - Rockefeller Revisited at Casements
- **Athletics**
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, and F's at the Sports Complex. Play is at 1pm daily.
 - The Ormond Beach Golden Spikes 14's teams continue training this week on Tuesday and Thursday nights at the Sports Complex Kiwanis Field at 6pm.
 - The Ormond Beach Pride Tackle Football Program continued practices this week, M - F at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm.
 - The City Coed Adult Softball Fall Season continued games this week, Monday – Wednesday, 6:20, 7:30, and 8:40pm. Season will run through early Nov.
 - Ormond Beach Soccer Club Competitive and Recreational Teams practiced this week and had games on Saturday and Sunday.
 - City Youth Flag Football continued games this week, Monday – Friday at the Sports Complex at 5:45, 6:45, and 7:45 nightly. Fifteen (15) teams this season is 2 more than last year.
 - Lady Renegades continued practicing for their Fall Season, M – F evenings, at the Softball Quad, Sports Complex.
 - Challenger Soccer Program continued Tuesday at Soccer Field #3.
 - The OBYBSA Recreational Baseball and Softball Program continued games this week for their fall Game Season, which will run through the end of October. This is held at the Nova Fields, as well as the Softball Quad and T-Ball Fields at the Sports Complex.
 - Pop Warner Football held home games on Saturday on Championship Field #7 at the Sports Complex. Games run from 9am – 6pm.
 - Seabreeze High School JV Football played their rainout game vs. Mainland on Monday night at 6pm at the Sports Complex, Championship Field #7.
 - Youth Volleyball continued play this week at the Nova Gymnasium. Fifty (50) participants, including 1 boy, are skill training and scrimmaging nightly. Season will end in early November.
 - Freedom Sports once again hosted a Men's Softball Tournament at the Sports Complex, Softball Quad, on Saturday from 9am – 7pm.
- **Athletic Field Maintenance**
 - Went to South Ormond Rec. to clean the park, tennis and basketball courts
 - Went to Osceola school to tend to the infields, tennis and handball courts
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned hand ball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - 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
 - Continued mowing of baseball fields, 3 times a week

- Continued mowing of the soccer fields, 2 times a week
- Continued mowing of the softball fields, 2 times a week
- Continued mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Mowing SONC softball field weekly
- Mowing OBMS weekly
- Daily clean up of Limitless Playground
- Cleaned all sports parks of debris/trash from the events during week.
- Lady Renegade's softball teams continue workouts. Prepare fields for them to use nightly.
- OB Golden Spikes practicing at Nova, fields 1-4.
- OB Golden Spikes using BB field 4 to practice at night. Prep daily.
- Seabreeze fall season is practicing on BB fields. Prepped daily.
- The boys Pinto BB teams practice on the Quads. Prepped for them on Fridays.
- Girls' recreational softball has begun their fall season. Games or practices nightly on Quad #2.
- Boys' Mustang, Bronco and Pony leagues started their fall season. Prepped fields for Mon – Fri.
- OB Pride football practices on fields 11 and 12. Repainting fields weekly.
- Competitive and Rec soccer are practicing nightly, Monday – Friday
- Competitive Soccer teams had games on Saturday, using fields 1,4,6,8 and 10. Prepped and painted for game ready.
- Co-ed softball field prep, Monday – Thursday nights.
- Flag football continues.
- The irrigation replacement has on baseball field 1-3 is almost complete.
- Fall T-ball season has begun. Prep fields daily for practice and got all 4 games ready for Thursday evenings.
- OB Pride football had their home games, 4 of them, on Saturday. Cleaned up trash and prepped and painted field for them.
- Challenger soccer has begun playing on Tuesdays, using field 3a. Prepped and painted for them.
- Hosted a USSSA baseball tournament Saturday and Sunday at the Nova complex. Prepped and maintained 5 fields for them on both days.
- Seabreeze JV football played Wednesday. Had field game ready for them.

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Grand Squares Dance Friday and Saturday from 6:00pm to 10:00pm
 - Chinmaya was held on Sunday from 9:00am to 1:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held on stage rehearsal. CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Kopy Kats held on stage rehearsal. CMT held regular classes.
 - Friday: CMT held regular classes
 - The Performing Arts Center is preparing to host the following events: Nothing scheduled.

- South Ormond Neighborhood Center
 - Splash Pad open
 - Open park and playground (sunrise until 10pm)
 - Fitness room open(center hours)
 - Open gym (1pm thru 8:45 pm weekdays/center hours weekends)
 - Faith Ministries Service (rental) in Activity Room on Sunday 11am – 1pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended Senior Games meeting
 - Attended event meeting
 - Assisted with State of the City event operations, set-up and breakdown.
 - Accepting and tracking applications for Holiday Parade (ongoing).
 - Assisting with event preparations for EAD
 - Preparing sponsor letters and flyers for parade (ongoing).
 - Assisting with the preparation of the 31st Annual Senior Games Kick-off celebration.
 - Assisting with various tasks for upcoming events: State of the City, Senior Games, EDA, Veterans Day and Holiday Parade.
 - Preparing documents, mail outs and event tasks for upcoming ground breaking for the Skate Park Expansion.

- Gymnastics
 - This is the third week of the October/November classes
 - A new VertiFit Aerial Arts (rental) program began on Tuesday

- 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.
 - Pickleball resumes their schedule of Monday through Saturday 9am-12:30pm.
 - A new pickleball clinic begins Tuesdays from 9 – 11am.
 - Adult Jazzercise continues 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 Soccer met on Tuesday from 5:00-6:00pm.
 - Jr. Jazzercise was held on Wednesday in the Activity Room.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.

The Casements

- Classes met this week including Pilates and Yoga.
- Tours continued from 10am to 3:30pm Monday, Tuesday, Wednesday, Thursday and Friday. Saturday tours from 10am – 12pm.
- The Ormond Beach Art Guild exhibit continues in The Gallery.
- Two weddings were held in Ormond Memorial Gardens on Saturday afternoon.
- A wedding was held in Bailey Riverbridge on Saturday afternoon.
- A wedding took place in The Casements on Saturday afternoon
- A wedding was held in The Casements on Sunday afternoon.
- A wedding was held in Ormond Memorial Gardens on Sunday afternoon.
- A Guild board meeting was held in The Preservation Room on Monday morning.
- Staff prepared for Rockefeller Revisited throughout the week between classes transforming it back to Mr. Rockefeller's home.
- Docent training was held in The Preservation Room on Monday afternoon.
- Rockefeller Revisited dress rehearsal was held in The Casements Monday night.
- The Archive Committee met in Room 204 on Wednesday morning
- The Guild Christmas Committee held a meeting in Room 203 on Thursday morning.
- The Guild crafters met in room 203 on Thursday afternoon.
- A wedding rehearsal was held in Ormond Memorial Gardens on Thursday afternoon.

- A Greek cooking class was held in The Casements on Thursday evening.
- Two weddings were held in Ormond Memorial Gardens on Friday afternoon and evening.
- A wedding reception was held in Bailey Riverbridge on Friday evening.

- Building Maintenance
 - Weekly preventative maintenance of City owned vehicles
 - Weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Weekly inspection of D.O.T. and Facility lighting @ Various City Locations
 - Performed safety inspection on 7 City Owned Electronic Gates
 - Performed preventative maintenance on 21 air conditioning systems City Wide
 - Facilitated repair of commercial refrigerator/freezer @ The Casements
 - Facilitated repair of under counter Ice Maker @ Senior Center
 - Repaired wheel on main gate @ Water Plant
 - Ordered, programmed and delivered remote transmitters to Police Station
 - Assisted electrician with locating electrical line @ PAC Back Stage
 - Ordered bug killer chemicals for Parks Division
 - Opened building (three times) for contractor @ MacDonald House
 - Delivered filters to Field House @ OBSC
 - Cut key to Storage room @ OBSC
 - Met with controller installer about new controllers @ Police Station
 - Front door of Historical Society not operating properly MacDonald building
 - Repaired walkway railing outside Administration at the PAC
 - Repaired shelf boards in the dressing rooms at the PAC
 - Drained and refilled the fountain at City Hall
 - Removed chlorine from the water and added pink dye to the dolphin fountain at City Hall for October's Breast Cancer Awareness
 - Hung 7 window blinds at the Casements
 - Removed old cabinets and wiring for lab remodel at WWTP
 - Patched and painted wall in the lab at WWTP
 - Installed new flooring in the lab at WWTP
 - Added new alarm panel at MacDonald House
 - Repaired toilet in the men's room at PW
 - Installed a new faucet to the men's room at the Softball Quad
 - Repaired toilet in women's restroom at Soccer
 - Added new solenoid valve to the irrigation pressure discharge pipe at Airport Sports
 - Added new ballast to the exercise room at the PD
 - Checked and repaired controller for irrigation at Airport Sports
 - Ordered new auto locks for outside bathrooms at Ames
 - Re-strapped the toilet tank lid at CPII
 - Made template for the water lines and drain at the WWTP
 - Tested water pressure for the new spigot line at Fleet
 - Replaced the spring shock on the Vac-Pac lid at Andy Romano
 - Inspection of the Water Wheel and sump pumps at the Casements
 - Prepared invoices and receipts for City Facilities
 - Weekly maintenance of fountains at PAC, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

- Parks Maintenance
 - Trimmed overgrowth around monitoring wells at the old landfill site
 - Installed three park benches on concrete slabs at plaza grande
 - Repaired gate to tennis courts at central park 3
 - Trimmed low hanging brush around walking trail at central park 1

- Replaced soap dispensers at Riverbend Nature Park
- Replaced rotted deck boards at Emmons cottage
- Installed park rules sign at central park 2
- Pressure cleaned approx 12,000 square feet of sidewalks at central park phase 3
- Relocated trash receptacle at memorial gardens
- Assembled two park benches to be located in memorial gardens
- Citywide safety inspections of parks and equipment.
- Weekly inspections of park facilities for reservations
- Call Out = unlock restrooms at Central Park I

Police Department

Administrative Services

- Captain Crimins is currently attending the Southern Police Institute's twelve week Command Officer Development Course in Orlando. This is a comprehensive upper level management course of instruction focusing on the development and training of command staff personnel. As a component of the training course Captain Crimins will be conducting a study and writing a report focusing on the Department's strategic planning, goals and objectives and personnel needs/issues based on projected City growth and calls for service trends.
- Staff attended the Mayor's State of the City presentation.
- Police Department staff planning for weekend Biketoberfest event.

Community Outreach

- OBPAL Staff continued to work on the upcoming Golfing for Youth tournament to be held on November 8th at the River Bend Golf Club. Sponsorships and door prizes have been received for the tournament. Currently, we have over \$5,000 in sponsorships and eight teams.
- Practice was held for the boys 14 under basketball team at the South Ormond Neighborhood Center.
- Tutors R Us continued at the South Ormond Neighborhood Center. Currently, there are 24 participants in grades 1 – 9.
- Science on Patrol at Ormond Beach Middle School continued. Currently, there are 28 youths participating in the program. The program serves youths in grades 6 through 8.
- Science on Patrol at Ormond Beach Elementary School began on October 16th. Currently, there are 13 youths registered for the program.
- The weekly YDC meeting was held on Monday, October 13th. Youths attending the meeting reviewed upcoming community service projects and worked on a calendar of events for the next few months.
- Both Outreach Officers continue to teach DARE classes at Pine Trail and Pathways elementary schools.
- Coffee with a Cop was hosted at Einstein Brothers Bagels this week.

Community Services & Animal Control

- Animal Calls responded to: 35
- Animal Reports: 6
- Animal Bites: 0
- Animals to Halifax Humane: 7 (Dogs: 4) (Cats: 3)
- Trap Neuter Release: 1
- Notice of Violation (1)

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 2
- Inactive: 1

- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 7
- Larceny Car break: 8
- Grand Theft: 4
- Auto Theft: 2
- Offense Against Family/DCF Reports: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 0

Narcotics: Multiple trash pulls, one "Knock and Talk".

Records

- Walk - Ins / Window 107
- Phone Calls 141
- Arrest / NTA'S 22
- Citations Issued 110
- Citations Entered 187
- Reports Generated 141
- Reports Entered 135
- Mail / Faxes / Request 21

Patrol

- Total Calls 1,915
- Total Traffic Stops 211

Operations

Crime Opportunity Report Forms: 64

- 10/09/2014
 - Carbreak, 635 East Ridgewood Avenue. The victim reports that sometime during the night someone entered his unlocked vehicle and removed several items. One of the items was a Smith and Wesson 9mm handgun and a custom knife.
 - Warrant Arrest, 25 Foxhunter Flat. Officers responded to this location regarding a verbal disturbance. One subject was taken into custody on an open arrest warrant issued for failure to appear (possession of cannabis).
 - Domestic Violence-Battery Arrest, 570 Collins Street. Suspect struck his pregnant girlfriend and then fled the scene prior to officer's arrival. A perimeter was established and a search of the area conducted. The suspect was located hiding in some bushes by AIR1 and was placed under arrest.
 - Home Invasion-Robbery, 210 South Atlantic Avenue. Homeowner advised that he heard a knock at the door and thought it was a friend. He opened the door to find three suspects at the door. He stated that they hit him in the head with an unknown object and stole \$60. The victim advised that he did not know who assaulted him. The victim was found to have injuries to his face and was transported to Halifax Medical Center for treatment (non-life threatening injuries).
- 10/10/2014
 - Burglary-Residence, 4 Tam-O-Shanter Lane. Victim reported damage to gates of rear yard and an inflatable green alien decoration missing.
 - Grand Theft (Firearm), 28 Woodhaven Circle. S&W Bodyguard .380 stolen from the house.

- Carbreak, 201 West Granada Boulevard (Shell). Wallet removed from an unlocked vehicle.
- Battery-Domestic Violence, 48 Horseshoe Falls Drive. Suspect arrested for hitting her adult son during an altercation.
- Narcotics Arrest, 600 South Nova Road (Oktoberfest). Suspect was arrested for unlawful possession of hydrocodone and marijuana
- DUI Arrest, 500 Block West Granada Boulevard. Suspect was arrested for DUI following a traffic stop.
- 10/11/2014
 - Battery-Domestic Violence Arrest, 664 South Nova Road #303 (Prince of Peace Villas). 55 year old son pushed his 78 year old mother into a set of closet doors during an argument. He fled a short distance on foot but was located and detained by officers. He was also found with a concealed handcuff key. He was charged with domestic violence battery on victim 65+ years old.
 - Burglary – Residence, 330 Pine Street. Construction materials removed from the rear of the residence.
 - Narcotics Arrest, 3 Byron Ellinor Drive #B. Suspect was arrested for possession of methadone and diazepam without a prescription and for punching his live in girlfriend in the face and throwing cake on her during an argument.
 - Battery- Domestic Violence arrest, 69 Ravenwood Ct. Suspect was arrested for domestic violence battery for striking her husband and 12 year old daughter during an argument while under the influence of alcohol.
 - Battery- Domestic Violence Arrest, 773 West Granada Boulevard #1205. Suspect was charged with domestic violence battery after he grabbed his live in girlfriend around the throat and choked her during an argument.
 - Narcotics Arrest, 110 South Nova Road (Rivergate Shopping Center). Suspect was issued a notice to appear reference possession of drug paraphernalia containing marijuana residue.
- 10/12/2014
 - Burglary – Residence, 549 Hand Avenue. Rear window screen was cut and pried off and left lying on the ground underneath the window. Neighbors reported hearing several dogs barking between 0300 and 0400 but police were not contacted. No entry was made to the residence.
 - DUI Arrest, 1406 Oak Forest Drive. Suspect was arrested for driving under the influence following a traffic stop.
- 10/13/2014
 - Carbreak, 224 Coventry Court. The victim reports that sometime during the night someone entered his unlocked vehicle and removed several items. Several of the missing items were found scattered around the neighborhood.
 - Larceny-Bicycle, Lincoln Avenue and Orchard Street. Victim reports that he parked his bicycle at Lincoln Avenue and Orchard Street for a minute and walked into a wooded area, when he came back his bicycle was gone.
 - Grand Theft, 28 Sterling Circle. Elderly female had approximately \$2,000 worth of jewelry taken from her bedroom by a subject she had hired to do some work on her home.
 - Stolen Vehicle, 641 Calle Grande Street. The victim left his vehicle parked in his driveway while he charged the battery (utilizing a battery charger). The victim advised he had left the keys on floor of the vehicle. When the victim went outside to check on the battery he discovered the vehicle was missing.
 - Warrant Arrest, South Atlantic Ave and Cardinal Drive. Subject was stopped for a traffic violation at which time it was discovered he had an open arrest warrant for worthless checks out of Flagler County.
- 10/14/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). The defendant was issued a notice to appear for shoplifting/retail theft and trespassed from the store.
 - Carbreak, 795 Hand Avenue. Homeowner reports that during the past few days someone entered his friend's unlocked vehicle that was parked in his driveway and removed his (homeowner's) wallet.

- 10/15/2014
 - Carbreak- 605 East Ridgewood Avenue. Unlocked vehicle entered overnight. Several items were removed from the vehicle but were located discarded nearby.
 - Shoplifting-1521 West Granada Boulevard. Suspect arrested for retail theft after concealing approx \$100 in merchandise on their person and then exiting the store without attempting to pay for same.
 - Stolen Vehicle- 61 Abacus Avenue. Reportee advised her granddaughter left her residence taking her vehicle (victim's) without permission.
 - Warrant Arrest, 1320 West Granada Boulevard. Suspect was arrested for an open arrest warrant for failure to appear on narcotics charges out of Osceola County.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 21
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 31
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 10/08/14, Four car crash Hand Ave / S. Yonge St, V-1 was 13th offense DWLS. One person transported with neck pain.
 - 10/13/14, Serious Bodily Injury Crash, N. US Hwy 1/Hull Rd, City owned vehicle made left turn in front of southbound motorcycle. Motorcyclist received broken pelvis and lower lumbar fractures.
 - 10/13/2014 - On-duty Police Motorcycle Crash; Officer LaBrie's City issued motorcycle entered a high-speed wobble while responding in emergency mode to a City vehicle versus motorcycle crash (above); Officer LaBrie crashed in the 800-Block of N. US Hwy 1. Officer LaBrie has been in the hospital since the crash due to his injuries. FHP responded to investigate this single vehicle crash and the motorcycle remains were towed to Fleet Operations and secured pending an independent investigation.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500-Block South Atlantic Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.8
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: North Nova Road / West Granada Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 7 Cases initiated
- 14 signs have either been removed or sign cases created.
- 5 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 completed final paving operations and is installing the final thermoplastic striping. The contractor has completed the specialty pavement work at Neptune, Amsden, Standish, and Halifax Drive. After this, 3-way stop signs will be installed at these intersections. The final punchlist for the project was issued with the substantial completion notice. The contractor will be installing yard drains and exfiltration piping on the east side of John Anderson Drive north and south of Neptune in an attempt to draw down the water table that appears to be perched and creating a wet area along the edge of the road.
- Traffic Signal Maintenance (Mast Arm Painting) – A pre-construction meeting is scheduled for Friday, October 24, with work to commence the following Monday.
- Airport Business Park Overhead Utilities Conversion/Hardening – FPL has completed installation of facilities and is preparing to complete switchover and restoration.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Staff met with FDOT and their contractor on October 1 to coordinate final construction tasks. Preparations are being made to pave with the final friction course of paving the week following Biketoberfest (October 20). Weather permitting, paving operations are anticipated to be completed by November 7.
- Ormond Beach Sports Complex Roadway Improvements - Final site restoration and cleanup and striping of parking area and perimeter roadway is anticipated to be completed and the perimeter road open for use by October 20.
- 2014 Roadway Resurfacing - Milling activities are scheduled to begin October 20 on North Yonge Street.
- Granada Medians (West of I-95) – The contractor has completed approximately 80% of the irrigation system installation and has begun installing the reclinata palms and crape myrtles, west of Hunters Ridge.
- Reforestation Street Tree Planting – Project notices were hand delivered to residents informing them of the upcoming work. Construction is scheduled to begin this week by tapping the reuse main.
- Beach Ramp Beautification – Cardinal Approach – Staff is preparing the Purchase Orders for the project. Construction is scheduled to begin in November.
- Police Department Fencing – The project is complete.
- OBSC Baseball Irrigation-Fields 1-3 – Approximately 98% of the work is completed.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement - The contractor is scheduled to begin work after completing the Central Park Platform Replacement project.
- Central Park Observation Platform Replacement - The contractor completed demo of the southern structure and is 60% complete rebuilding this structure.
- Fiber Optic Network Expansion – The contractor has begun work on the return path from Fire Station 93 to City Hall; they are working on completing installation of conduit and fiber along Wilmette by the end of the week.

Design Projects:

- Nova Community Park Skate Park Expansion – the skate park subcontractor has submitted signed and sealed plans to AM Weigel, design consultant is completing building plans to complete the building permit application package.
- City Welcome Sign – Staff presented some new conceptual drawings to the City Commission individually, for review and comment.
- Beach Ramp Beautification – Harvard Drive – Staff is currently preparing design plans to secure a Volusia County Use-Permit to construct the improvements.
- Riverside Drive Drainage Improvements – Bid documents are scheduled for City Commission review at the October 21 meeting, bid advertisement will follow.
- Fleming Avenue Drainage – A survey is being authorized to survey the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming. Staff also is requesting a proposal from Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements are recommended.
- Water and Wastewater Master Plan Update – Staff made field visits to several area treatment facilities to see new technologies in service that may be included as recommendations in the Master Plan. It is expected that the draft report will be submitted in October.
- Nova Recreation Park - A pre-bid conference was held for the project. Bids are scheduled to be received October 29.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk now that overhead utilities are removed. The proposed design plans were approved for construction by the FDOT. The City Commission approved the bid documents at the October 7th meeting.
- North US1 Landscaping (Airport Road to I95) – Staff is preparing the design plans for FDOT review and permit.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and has requested material proposals from RCP Shelters.
- Downtown Stormwater – consultant project design is in process.
- Ph II 2-Inch Watermain Replacement - Mainland – 90% design plans are being prepared.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Final plans are anticipated to be completed by the end of October, a public meeting was held on Thursday, October 9 at The Casements.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final plans are anticipated to be complete by the first week of November.
- Stormdrain Rehabilitation Project FY 2014/15 - Preparing project scope and specifications to ready the project for advertisement at the beginning of the new fiscal year.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – Bid documents are scheduled for commission approval at the October 21st meeting. Bid advertisement will follow.
- Environmental Learning Center – Staff held the design kick-off meeting and will be scheduling the public meeting to introduce the project and receive public input on programming ideas. The consultant is proceeding with design layouts for the facility.
- Laurel Oaks Stormdrain Extension - The stormdrain discharge from Fleming Avenue to the Laurel Oaks pond is currently routed through a drainage canal between two homes. The canal has required continuous maintenance due to erosion, therefore, staff is designing a project for competitive bidding which will eliminate that section of the canal by extending the stormdrain up to the pond.
- Sports Complex Restrooms - Following approval by the City Commission to allocate funds for installing utility service to proposed restrooms located near the new football/soccer field on the

east side of the complex, the design plans for the watermain extension off of Hull Road are in process, and the VCHD permit is being prepared.

- Airport Improvements - Reviewed bidding contract and plans for improvements to the airport control tower, which will include upgrades to electrical instrumentation, lighting and HVAC.

Department Activities

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
 - Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
 - Hand Avenue - Quotes were received and a purchase order is being processed for contractor work to repair the damages caused to the handrail and sidewalk on a culvert crossing approach.
 - Nova Rd Landfill Closure - Staff and the environmental consultant discussed with FDEP the results of gas monitoring at the landfill closure area. Since the gas concentrations are generally below target levels throughout the year and only intermittently exceeding parameters during the summer, it was agreed that the City would continue to monitor the gas concentrations to gather more data for trending and complete a contingent design for additional gas venting, which may be implemented proactively by the City, but not necessarily required by FDEP at this time.
 - Researched and provided information regarding the use of Cistern in the creation of a residential SWMP per consultants (Anderson Dixon) request.
 - Onsite Meeting at lots 59-61 Breakaway Trails with contractor and builder to discuss potential lot drainage modifications.
 - Completed elevation survey check of newly constructed roadway and drainage ditches along the Sports Complex Perimeter Road.
 - Created exhibit drawing of the Fleming/Arroyo Pkwy drainage basins.
 - Researched property ownership and right-of-way location for The Trails Shopping Center to determine responsibility for tree removal and maintenance per Streets Division request.
 - Modified the Capri Drive watermain service drawings set per Utilities Division comments.
 - Located and identified the right-of-way line along the 400 block of Parque Avenue per Public Works request.
 - Researched and completed a property line stakeout at 6 Creekview Way relating to a failed pep tank replacement per Wastewater Division request.
 - Created PDF red line markup plan sets of the Saddlers Run Lift Station Rehab per Utilities Division request.
 - Created Laurel Oaks ditch piping plan drawing set.
 - Created exhibit drawing of the downtown parking area.
 - Created 4 PDF plan sets of the Anchor Drive watermain per Utilities Division request.
 - Met with representatives for FPL at the substation at Orchard St. and Sterthaus Dr. to discuss replacing their undersized culvert in Thompsons Creek to improve flow during storm events.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Trimmed trees at various citywide locations
 - Asphalt patch on Tomoka Oaks Blvd
 - Asphalt patch on Pineland Trl
 - Repaired asphalt potholes City-wide
 - Pulled forms, backfilled, and stress cut sidewalk on Oakbrook Dr.
 - Cleaned concrete mixer at Public Works yard
 - Preventive Maintenance on vehicles
 - Assisted Parks section with picking up debris at Central Park
 - Assisted Stormwater section with setting a basin at Putting Green Ln and Fairway Dr

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Removed stumps on Grove St., Colina Pl., Tomoka Oaks Blvd., and McIntosh Rd.
- Removed 6 pine trees on Heritage Cir
- Removed trees at Nova Recreation Center

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 trees at various ROW (Right-of-Way) locations
- Removed fencing barrier at Prince of Peace church that was previously placed for Octoberfest

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, put away stock that was received and conducted end of year inventory
- Installed additional "1-2-3 Lock Cars" signs at Andy Romano Park

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
- Basin inspection – City-wide
- Inlet repair on Fairway Dr
- Sinkhole investigation on Hand Ave

Vactor

- System inspection at Airport Business Park
- Clean basin and inspect washout at Alicen Ct

Mowing

- Reachout Mower – North US 1 Hwy. ; Arroyo Pkwy; Airport Rd.
- Slope Mower – Division Ave and Hand Ave. Granada Blvd and US 1 Hwy.

Street Sweeping/Streetsweeper

- 154.3 miles of road cleaned (This is for 5 days)
- 34.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
28,969

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
7	17

Road Calls for the week:
3

Quick Fleet Facts:

- Fleet has gallons of 8,731 unleaded and 7,031 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,551 gallons of unleaded and 1,090 gallons of diesel.
- Fleet completed 61 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 – Meeting scheduled to review modified bid documents.
- Breakaway Trails Lift Station Control Panel Replacement – Design phase to be included with work budgeted for additional facility improvements proposed for current fiscal year.
- Concentrate Piping Connection to Reuse Storage Tank – As-Built drawings were received and plotted to GIS.
- Division Avenue Well Field Raw Water Piping – Additional surveying work for an alternate force main route for well setback nearing completion.
- Cross Connection Control (CCC) Program Management Services – Bid award was approved on October 7. Contracts are being prepared.
- Dual Check Valve Assembly Installation Services – Notice to proceed was issued with a starting date of October 16. Meeting with Home Owners Associations held last week to discuss project.
- Dual Check Valve Assembly Procurement – Parts are stored for distribution to the Contractor.
- 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit received.
- 36 Valhalla Drive & 35 Rivocean Drive Water Service Replacement – Application for Use Permit under review by the County.
- 110 Capri Drive Water Service – Permit application prepared for execution.
- Ormond Beach Wastewater Plant Operating Permit Renewal – A draft operating permit was received from FDEP for review.
- Short Form Consent Order was executed by FDEP and received by City.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A purchase order to repair Pump #3 is being prepared. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being used.
- Rima Wells Auxiliary Power Generator – Final specifications are prepared.
- Saddler's Run Lift Station Rehabilitation – Sent the 90% plans and specifications comments to the engineer for preparation of the bid documents.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Manhole lining repairs are scheduled for the beginning of next week.
- Storage Tank Repairs and Maintenance - A revised proposal was received for modified scope of work requested by staff. A work authorization to Hazen & Sawyer was prepared for City Commission consideration at their November 5 meeting.
- Wells 18SR and 19SR – Obtained quotations for pump and motor assemblies. Awaiting procurement of pump assemblies and scheduling installation.

- SPRC –North Peninsula Force Main – Recommendation to award project to McMahan Construction for \$1.2 million on County Council agenda 11-6-14. River Oaks – Awaiting completion of final outstanding items. Riverbend – Connection to the City's forcemain was performed. Mudslinger's Café – Met with engineer and developer to discuss the conceptual layout for this project. First Green Bank – Met with owner and architect to discuss constructing a Mellow Mushroom restaurant on their lot. Granada Management, LLC – Met with owner, developer and engineer to discuss the revised layout proposed for the apartments at 550 W. Granada. Zaxby's – The proposed building encroaches into an easement that prohibits construction. Options are being researched.

Departmental Activities

- Water Distribution
 - Exchanged 11 water meters per Finance Department work orders.
 - Responded to or repaired 16 water service leaks.
 - Installed 4 new water meters and service on residential customers.
 - Assisted 16 customers with misc. concerns.
 - Replaced 6 water meter boxes.
 - Replaced 5 water service due to low pressure, directionally drilled a 2" casing under the road for water service replacement.
 - Responded to 7 water pressure and/or water quality grievances.
 - Repaired a 6" water main on N. St. Andrews Dr in Tomoka Oaks subdivision.
 - Performed accuracy testing on 3- 3", 2-4" and an 8" commercial water meters, all meters tested accurate. Scheduled 7 commercial meters for future testing.
 - Completed maintenance activities on 34 fire hydrants in utility map book area C2-C3.
 - Performed annual pressure testing on 5 City owned backflow preventers. Installed 1 PVB on irrigation in the Trails subdivision.
 - Performed scheduled maintenance on 17 Water Distribution system valves as part of the valve maintenance program.
 - Installed an automatic flushing device on Alexander Ct due to recurring water quality concerns.
 - Assisted a fire system repair contractor with a fire main shutdown at 215 S. Atlantic Ave
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 97 regular and 2 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 36.604 million gallons for the week ending Oct. 12, 2014 (5.229 MGD)
 - Backwashed 10 filters for a total of 593,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Administered one Precautionary Boil Water notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 37.63 Million Gallons.
 - Produced 20.54 Million Gallons of Reuse.
 - Produced 17.09 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.38 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 121.77 (14%-18% Solids).
 - Completed FDEP Reuse Report for Cryptosporidium and Giardia.
- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 1 in town.
 - Televised 1,760 ft. of sewer main 1M system & 2,100 ft. 4M system.
 - Repaired 4 inch sewer lateral at 865 Willow Run
 - Cleaned 830 ft. of sewer main 943 Village Dr. due to broken sewer lateral.

- Checked eight trouble spots on mainland - cleaned 4 sewer laterals.
- Repaired broken 4" reuse service line at the Nova Landfill.
- Crews replace two failed PEP tanks in Breakaway Trails Subdivision at 6 Creek View Way and 59 Deep Woods Way.
- Installed 18" riser on back lid at 21 Grey Dapple.
- Installed well points around broken PEP tank at 6 Lake Vista Way.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 9 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 8 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 26/11psi. Foxhunters Flat (2 inch) 20/11 psi & Shadow Creek Blvd. (4 inch) 4/4 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Digester Blower #1 – repairs completed returned to service.
 - Fleet – delivered generator #381 for repairs – 100 amp breaker trips - trouble shooting with Fleet.
 - Harley Davidson – follow up from call out - inspect control cabinet and review station operation – all OK.
 - Final Effluent Tanks – performed quarterly cleaning – assisted Operations with pumps and hoses.
 - Influent Room – deragged pumps as needed.
 - SCADA/WIN911 monitor/response: 5M – SCADA – no starts pump #1 – pump not operational - replaced with refurbished inventory – all OK; 6P – SCADA – high starts – clean probe – all OK; 8M1 – SCADA – no starts pump #1 – reset motor starter – amp draw nominal – all OK ; Harley Davidson - Call after hours – high level – found both motor starters tripped - nominal amp draw at both pumps – follow up by Electrician - OK; Towne Square - WIN911 – phase voltage loss – power restored during inspection – all OK; 10M - WIN911 – high level – controller not calling for either pump – dirty probe – cleaned probe – all OK; 4M - WIN911 – wet well level OK w/1 pump running – signs of recent high level – flows very high – may have overpowered pumps temporarily – will continue to monitor station.
 - 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: Influent Odor Control; Digester Blowers - #1, #2, #3; Swing Zone Blowers – #1, #2; Sand Filters – #1, #2, #3; Grit Snail; Poly Blends -#1, #2; Screw Pumps – #1, #2, #3; Effluent Transfer Pumps – #1, #2, #3; R.A.S. Pumps –#1, #2, #3, #4, #5; W.A.S. Pumps – #1, #2.
 - Quarterly PM's: Grit Snail
 - Annual PM's: Fermentation Submersible Mixer #9.
 - Lift Station PM's: 20 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 74 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- H.S.P. #7 - Installed new motor
- Riverview booster station - found tripped overloads on pump #2 – reset and monitored – all ok.
- Standish Booster station - replaced leaking ¼" ball valve on pump #2.
- Lime slurry pump #3 - replaced tube.
- Tool cage - added light and motion switch.
- High service pump VFD 8 – Service tech performed start up – Drive failed to operate – will be replaced with new unit under warranty.
- B.A.T. PEP tank – assisted electrician with control panel and wiring install.
- Lime slaker #2 – replaced failed retaining ring with locally purchased part – contacted Water Treatment and Controls to expedite scheduling of equipment rebuild.
- Monthly PM's – all booster stations; Scrubbers 1,2,3,4; Rima Wells 35,36,37,38,39,40,41; Hudson wells 22,23,24,25,26,27,28.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Wastewater Treatment Facility: Establish a sampling regiment to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes. Also, staff is monitoring specific sections of the sewer collections system to isolate areas where items are being flushed which are harmful to the system.
 - Industrial Pretreatment Program: FDEP performed an audit of the IP program. The audit included the review of the program files and industry permits. A report from the FDEP is forthcoming.
 - Groundwater Monitoring Report: Staff evaluated data from the third quarter monitoring of the groundwater wells as part of the WWTP's permit. The report will be generated from the data for submittal to the FDEP.
 - PEP Tank Brochures: Staff received the final draft of the brochure from the printer. Upon approval, the brochure will be mailed to homeowners with the PEP system as well as supplied to homeowner associations which utilize the system for future residents.
 - DMRQA-34: Staff submitted the final documents to the EPA for the DMRQA-34 program. The program helps ensure the quality of the laboratory data produced by the City's laboratory and the contract labs.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
 - Backflow Device Installation Notice: Staff held a meeting with two Homeowners Associations for an information session in order to allow for residents' concerns to be heard. City staff is preparing a written notice to be included in the HOA newsletter to further inform residents.
 - Triennial Lead and Copper Sampling: Staff is preparing letters to residents who participated in the event. The Utility maintained compliance with this important EPA program.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended Florida Association of City Clerk's Fall Academy
- Assistant City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for Pension Boards Small/Mid Cap Manager Interviews on October 13, 2014
- Agenda packet preparation and creation for October 21, 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 the Legal Department.