

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: November 7, 2014

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

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Economic Development Director, Planning Director, Finance Director, and Fire Chief
- Staff meeting with directors

Spoke to, attended and/or met with:

- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Skate park groundbreaking
- Citizen regarding licensing/permitting issue
- ICMA webinar on strategic planning – Patrick Ibarra

### **Community Development**

#### **Planning**

- The kick-off meeting between Avolve personnel (ProjectDox) and staff from Engineering, Building and Planning took place. Those in attendance included: Laureen Kornel, Kumar Mohan, Joseph Smallwood, Steven Spraker, David Allen, Ned Huhta, Joe Levrault, Michael Dunn, Larry Hites, Becky Weedo, Alex Blake, Ted MacLeod, Tom Griffith, Shawn Finley, John Noble, Eric Dickens, Larry Hepler, David Ponitz, Chris Oder April Marti, Paul MacDonald, Cindy Berglund, Melanie Nagel and Ric Goss.

This was the first meeting with staff and Avolve representatives Bill Miceli, VP of Professional Services; Kent Marjerison, Director of Business Development; and Bill Mellon, Project Manager. Bill Miceli reviewed what the vision is for ProjectDox and how it will aid Planning, Building and Engineering in the day-to-day submittal, review, access and retention of site/building plans.

Mr. Miceli explained the training process for employees, and stated that the City needs to be thinking of a couple of select builders to work with through the process. Avolve will also be working at integration with Naviline, GIS and Questys. Mr. Miceli went over the standard project overview, and a preliminary timeline for rolling out the system.

Mr. Marjerison then gave a quick demonstration of the software, pointing out that the City can customize many things within the software and how it works. Checklists can be set up, notifications sent for tasks that need to be completed; he reviewed how plans can be rejected if not submitted properly, and demonstrated how to set up layers in different colors with specific notes from each reviewing process.

The first phase of training has been set up for December 2<sup>nd</sup> and December 3<sup>rd</sup>. Two weeks later, on December 16<sup>th</sup> through December 19<sup>th</sup>, Avolve will return for their "Discovery" program where the

work flow process will be discussed with our Subject Matter Experts and the development of ProjectDox for Ormond Beach will begin.

- All on site storage files for Planning/Building have been prepared for scanning. The first batch was picked up by the vendor for scanning and will be catalogued by address. This effort was started in July and was done during individual staff downtime. In October, this became a major focus of the entire department to meet the deadline date for the scanning vendor.
- The material submitted for the Nonconforming Determination as regards Ormond Holiday Club, Ormond Ocean Club North, The Shoreham, and The Bent Palm Condominiums has been reviewed in its totality and the Planning Director is now preparing the response. Since there are parties who have filed official Party/Intervenor Status, it is expected that the Commission will hear on appeal from either party, depending on decision, in January 2015.
- Staff is taking only the land use plan amendments related to the ISBA agreement back to the Planning Board for a second hearing on November 13<sup>th</sup>. Certified notice was delivered to over 300 property owners and much of the week was devoted to answering questions from property owners on US1. Many of these were new people that staff spoke with. Based on a change in direction by the State, the land use plan amendments must be processed through the State's Small Scale Amendment Process. The Comprehensive Plan amendments related to the ISBA will be going to the City Commission for their December 2<sup>nd</sup> meeting. These amendments are being processed through the Expedited Amendment Process as originally directed by the State. Consequently, the amendments will be split between two state review processes.

#### Building Inspections, Permitting & Licensing

- 290 inspections performed.
- 14 business tax receipts issued.
- 69 permits issued with a valuation of \$744,197.00

#### Development Services

- The SPRC met to discuss the following developments :
  1. YMCA parking lot improvements

### **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. Staff is meeting with Tomoka Holdings to review the material on November 20.
- 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 on November 20.

##### 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 January of 2015.

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 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 completed the revisions to the City's Economic Development Marketing materials and is in the process of updating the City's website.
- Staff met with representatives of Total Comfort to discuss their expansion plans.

Airport Operation and Development

- Austin Outdoor completed a bi-annual application of herbicides at the airport this week. The next scheduled application of herbicides will take place in May of 2015.
- The City Commission reviewed staff's plan to advertise for bids for the construction and installation phase of the air traffic control tower systems upgrade project at their meeting on November 5<sup>th</sup>. Staff anticipates advertising for bids on November 9<sup>th</sup>.
- Allen's Tree Service continues to make progress on the project to clear trees and vegetation at the airport identified by the FAA for removal.
- Staff recently received inquiries regarding a large aircraft repeatedly flying at low altitudes and over residential areas in the city during the evening hours. Upon investigation it was determined that this aircraft was engaged in County mosquito control activities. Staff has engaged the Federal Aviation Administration to help ensure that area residents will be notified prior to future flights over the City by mosquito control aircraft.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation for year-end audit.
- Completed Projects - Weekly
  - Processed 41 Journal Entry Batches (#351-450).
  - Approved 43 Purchase Requisitions totaling \$763,003.93.
  - Issued 36 Purchase Orders totaling \$1,062,478.87
  - Processed 4,977 cash receipts totaling \$854,963.72.
  - Prepared 139 Accounts Payable checks totaling \$506,174.05 and 33 Accounts Payable EFT payments totaling \$455,286.70.
  - BID 2015-07, Streetscape Landscaping- SR40 from Orchard Street to A1A, Pre-Bid Meeting was held on October 30, 2014 at 2 PM.
  - RFP 2014-28, Copier Lease Agreement, Evaluation Committee Meeting was held on October 30, 2014 at 8:30 am.
  - Processed 1,278 utility bill payments through ACH totaling \$91,770.36.
  - Processed and issued 6,629 utility bills with billed consumption of water of 15,180k.
  - Issued 519 past due notices on utility accounts.
  - Auto-called 75 utility customers regarding receipt of a past due notice.

### Grants/PIO

- Public Information
  - Press Releases
    - Walking with the Manager (11/14)
    - Florida Licensing on Wheels (11/19)
    - Nova and South Ormond Closures for Floor Refinishing (11/22-11/30)
    - Casements Closure (11/18-11/23)
    - Nova Skate Park Closure (11/12-April 2015)
    - Legal Advice Clinic for Civil Matters (12/4)
  - 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.
    - Completed ads for December 4 Legal Aid Clinic.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Completed closeout for federal JAG 2013.
  - Updated/renewed SAM (System for Award Management) registration.

### Fire Department

#### Weekly Statistics

- Fires: 3
- Fire Alarms: 1
- Hazardous: 2
- EMS: 86
- Motor Vehicle Accidents: 4
- Public Assists: 45

TOTAL CALLS: 141

- Aid provided to other agencies: 5 calls to Volusia County
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 57

#### Training Hours

- NFPA 1001: Firefighting 112
- NFPA 1002: Driver/Operator 2
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 44
- NFPA 1620: Pre-Fire Planning 5
- EMT/Paramedic 31
- TOTAL TRAINING HOURS: 196

#### Station Activities

- Conducted 147 fire hydrant inspections
- Provided fire station tours for approximately 220 children.

- Provided a field day at Station 91 for City Manager.

#### Significant Incidents

- 10/29/14, 5:18 PM: Forest View Way – Extrication – Responded to a child's head stuck under table – head got stuck between bottom of table and cross bar support while playing – wooden cross bar was cut with hand saw to free child – no injuries.
- 10/30/14, 6:05 AM: Deer Lake Cir. – Medical – Responded to a suicide attempt – patient transported as a trauma alert.
- 11/01/14, 6:56 PM: Tymber Creek Rd. – Outside Fire – Responded to a business with mulch on fire – flames approximately 30 feet high – Tanker 94 dispatched for water supply – 17,000 gallons utilized to extinguish fire.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Public Works/Water Production – Utility Electrician
- Approved/Active Recruitment
  - Leisure Services – Contract Manager for Buildings and Facilities Maintenance was advertised on 10-24-14 on the City web site, in-house, the UCF web site, and on the FRPA web site with a closing date of 11-7-14.
  - Leisure Services – Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services was advertised on 10-24-14 on the City web site, in-house, the UCF web site, and on the FRPA web site with a closing date of 11-7-14.
  - Public Works – Maintenance Worker III (Street Sweeper) was advertised on 10-24-14 on the City web site and in-house with a closing date of 11-7-14.
  - Leisure Services – Part Time Maintenance Worker II was advertised on 10-24-14 on the City web site with a closing date of 11-7-14.
  - Leisure Services – Part Time Custodian for The Casements was advertised on 10-24-14 on the City web site with a closing date of 11-7-14.
  - 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.
  - Human Resources – Human Resources Director was advertised on 11-3-14 on the City web site, FL and National Public Employers Labor Relations Association web sites, FL League of Cities web site and newsletter, Intl. Public Management Association web site, National League of Cities web site, SHRM web site, and the Orlando Sentinel web site and will remain open until filled.
- Screening/Interviews Scheduled
  - Police Department - Police Officer. Eighteen (18) applications were received. Selected candidates will be interviewed 11-13-14.
- Background/Reference Checks/Job Offers
  - Police Department – Records Clerk. A candidate was selected and began pre-employment processing.
- Terminations/Resignations/Retirements
  - FY Vacancy Ratio – M/E 09-30-14: 6.44% (excluding retirements).

##### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September, 2014 monthly report reflects savings of \$11,695.12 for City residents this year. Over 209 residents have utilized the program during that time.

- ICMA monthly meeting was held for new and current employees

#### City Events/Employee Relations Update

- New Employee Orientation – The next orientation is scheduled for 11-21-14.
- Employee of the Quarter, Denise Roper, was recognized at the City Commission Meeting on 11-5-14. Please see page two of this week's issue of the Weekly Review for details.

#### Risk Management Projects

- Mayor's Health and Fitness Challenge 2015 team & event planning meetings
- Finalized Weight Loss Challenge!
- Wellness Council Executive Board meeting
- Wellness Day planning
- Leadership: Government Day planning

#### 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: - 25 New work - 53 completed - 52 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,358	Inbound E-Mails Blocked	11,311
Delivered Inbound E-Mails	12,877	Quarantined Messages	170
Percentage Good Email	52.9%	Virus E-Mails Blocked	151

- Notable Events:
  - IT Director participated in the ProjectDox Vendor lead project kick-off meeting.
- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 64 Corrections: 0
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 20,845 (92.6%) potable 20,263, Irrigation 573, Effluent 9
  - Notable Events: None.

#### Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Public Works Staff Meeting
  - City Manager's Meeting
  - Assistant City Manager's Meeting
  - Park Visits
  - Janitorial Services Meeting

- Met with Landscape Contractor for Weekly Updates
- Skate Park Ground Breaking Ceremony
- Agenda Item Review
- City Commission Meeting
- Miscellaneous Crafts Bid Opening
- Quality of Life Board 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.
  - 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, Monday through Friday at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm.
  - The City's Coed Adult Softball fall season continued games this week, Monday and Thursday at 6:20, 7:30 and 8:40pm. Eleven teams are signed up, which is our biggest fall in many seasons. Playoffs start next week.
  - The Ormond Beach Soccer Club competitive and recreational teams practiced this week and had games on Saturday.
  - The City's Youth Flag Football continued games this week Monday through Thursday at the Sports Complex at 5:45, 6:45 and 7:45 nightly. We have fifteen teams this season which is an increase of two more teams over last year.
  - The Lady Renegades continued practicing for their fall season Monday through Thursday evenings on the Softball Quad at the Sports Complex.
  - The OBYBSA Recreational Baseball and Softball Program continued games this week for their fall game season. This is held at the Nova Fields, as well as the Softball Quad and T-Ball Fields at the Sports Complex.
  - Youth Volleyball finished their play this week on Wednesday and Thursday at the Nova Gymnasium. T-shirts and awards were presented.
  - Riverbend Academy Girls' Soccer home games Monday and Thursday at the Sports Complex; Monday on Field #1 and Thursday on Soccer Field #4. Games were at 4pm and 6pm, respectively.
  - Seabreeze High School Girls' Soccer hosted a home game on Monday evening at 5pm on Field #4 and Thursday evening at 5pm and 7pm on Championship Field #7.
  - Seabreeze High School Boys Soccer hosted their 1<sup>st</sup> home games on Monday at 5 & 7pm on Championship Field #7.
  - Freedom Sports continued holding weekend adult tournaments on Saturday and Sunday on the Softball Quad at the Sports Complex. These are men's and coed competition.
  - Ormond Beach Pride Football held their Bowl Games on Saturday at the Sports Complex. This is the end of the season.
  
- Athletic Field Maintenance
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned handball, tennis, and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continue mowing of baseball fields, three times a week
  - Continue mowing of the soccer fields, two times a week
  - Continue mowing of the softball fields, two times a week

- Continue mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Mowing SONC softball field weekly
- Mowed fields at Ormond Beach Middle School weekly
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks of debris/trash from the events during the week
- Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
- The Ormond Beach Golden Spikes are using BB field 4 to practice at night; staff is prepping field daily.
- Seabreeze's fall season is practicing on BB fields; staff is prepping fields daily.
- The boy's Pinto BB teams have begun practice on the Quads; staff is prepping fields for them on Fridays.
- Girl's rec softball has begun their fall season. Games or practice nightly on Quad #2.
- The Boy's Mustang, Bronco and Pony leagues have started their fall seasons. Prepped fields for the Monday through Friday.
- OB Pride football has begun to practice on fields 11 and 12. Put out benches and trash cans for them, repainted fields weekly.
- Competitive and rec soccer are practicing nightly, Monday through Friday.
- Competitive soccer teams had their games on Saturday, using fields 1, 4, 6, 8 & 10. Prepped and painted for game ready.
- Fall season of coed softball has started. Prepped softball field 7 for them to use, Monday through Thursday nights.
- Flag football has begun. Playing games nightly, Monday through Friday. Repainting fields for them weekly.
- Fall T-ball season has begun. Prepped fields daily for practice and got all four ready for Thursday evenings.
- Seabreeze and Riverbend Academy have begun their varsity soccer seasons. Painted and prepped fields for their games.
- Hosted the Ormond Beach Pride football championship football games on Saturday. Painted and prepped field for them.
- Called in the Hoover Pump company to trouble shoot the irrigation pump for soccer fields 9-12. Found a bad pressure valve that was shutting down the system.
- Hosted a Lady Renegade's softball tournament on Saturday and Sunday. Five fields at the Airport Sports Complex prepped and maintained for them both days.
- Began spraying the fields to prep for the overseeding of rye grass. Baseball 1- 4 has been completed.
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm.
  - Chinmaya Church was held 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: Kopy Kats held on stage rehearsal. CMT held regular classes.
    - Tuesday: Kopy Kats held on stage rehearsal. CMT held regular classes.
    - Wednesday: Kopy Kats held on stage rehearsal. 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:
    - Kopy Kats Musical Review, "Fascinating Rhythm". November 7<sup>th</sup> and 8<sup>th</sup> at 7:30pm and November 9<sup>th</sup> at 2:30pm, \$15.

- South Ormond Neighborhood Center
  - Splash Pad open 10 am to dusk
  - Open park and playground sunrise to 11pm daily
  - Fitness room open Center hours
  - Open gym Center hours
  - Faith Ministries Service (rental) in Activity Room on Sunday 11am-1pm
  - YMCA Soccer Monday, Wednesday and Friday
  - Pride Football Tuesday and Thursday
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended weekly staff meeting
  - Attended Senior Games meeting
  - Attended event meeting
  - Attended a parade meeting
  - Completed Senior Games
  - Accepting and tracking applications for holiday parade (ongoing)
  - Assisting with event preparations for Veterans Day
  - Preparing sponsor letters and flyers for parade (ongoing)
  - Hosted a groundbreaking event for the Nova Skate Park expansion
  - Assisting with various tasks for upcoming events: New Commission Reception, five holiday event/programs
  
- Gymnastics
  - The November Gymnastics session has begun
  - Registration is open for November session
  - VertiFit Aerial Arts (rental) program continued
  - Partnered with Pop Warner for facility rental through the end of November
  - VertiFit Aerial Arts of Palm Coast working with Coordinator to offer Yoga classes at the Gymnastics Center
  
- 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 met at various times throughout the week.
  - Ms. Debby's Dance and Acting classes continued throughout the week.
  - Challenger Basketball will continue to meet for practice on Tuesdays from 5:00-6:00pm.
  - Coed Volleyball met this week for this final time of the fall season on Wednesday and Thursday.
  - Explore the Arts will continue to meet on Wednesday from 3:30-4:30pm.
  - Voting took place on Tuesday from 7:00am-7:00pm.
  
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 12pm.
  - A wedding was held in Fortunato Park on Saturday morning.
  - A wedding was held in Rockefeller Gardens on Saturday afternoon.
  - A wedding was held in Bailey Riverbridge on Saturday afternoon.
  - A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
  - A birthday party was held in Fortunato Park on Sunday morning.
  - The Guild Crafters met in Room 203 on Monday morning.
  - A special group tour was given on Monday morning.
  - The counter was installed in the Gift Shoppe on Tuesday morning.

- On Tuesday, the movie was previewed for tonight's Movies on the Halifax.
- The Guild Crafters worked in Room 203 on Wednesday and Thursday mornings.
- The Seaside Herb Society plant sale was set up in Bailey Riverbridge on Friday morning.
- Staff set up for a wedding rental for Saturday.
- Staff set up for the opening reception for the Gallery exhibit to be held Friday from 6-8pm.
- Staff set up for Movies on the Halifax Friday night at 6pm.
  
- Parks Maintenance
  - Trimmed palm fronds over sidewalk at Birthplace of Speed
  - Cleaned up broken glass under Fortunato bridge approach
  - Trimmed low hanging limbs over fishing pier at Central Park I
  - Removed graffiti from gazebo at Central Park II
  - Repaired sagging gate to greenhouse at Ormond Memorial Gardens
  - Replaced lock and cable for trash can at Ormond Memorial Gardens
  - Repaired swing set at SONC
  - Trimmed low hanging palm fronds from around restroom area at Sanchez Park
  - Cut 6x6 timbers for installation of bird informational plaques
  - Leaves blown from overlooks at Riverbend Nature Park
  - 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
  - Daily inspection of Andy Romano and SONC splash pads
  - Weekly inspection of DOT and facility lighting at various City locations
  - Preventative maintenance checks on 42 air conditioning systems Citywide
  - Broke security codes and re-programmed t-stats at WWTP MPS Building
  - Assisted contractor with installation new system at Ames House
  - Ordered flags for Parks and Facilities at Building Maintenance
  - Instructed on operation and loan rotary hammer drill and generator to Streets Division
  - Picked up and installed rain hood for reflectors on new gates at Police Station
  - Blow off covered parking area at Building Maintenance
  - Wrote 12 orders for air filter replenishment Citywide facilities
  - Checked wiring on new controllers at the Police Department
  - Serviced two shower towers at Andy Romano
  - Repaired restroom flush sensor at Andy Romano
  - Installed new soap dispenser at Andy Romano
  - Reset auto locks for the bathrooms at Andy Romano
  - Reset timer for outside lighting at Andy Romano
  - Replaced outside gate door knob at Police Department
  - Installed new speaker wire for the ballroom at Senior Center
  - Installed new cat-5 wire for a computer at Building D at Senior Center
  - Installed new sink, faucet and supply lines at WWTP
  - Installed new dishwasher at Senior Center
  - Removed coach lights on the carport for tenting at The Casements
  - Repaired DOT light on the Granada Bridge
  - Replaced sink faucet in evidence at the Police Department
  - Repaired men's restroom auto magnetic lock at Cassen Park

- Repaired sink faucet in Building D at the Senior Center
- Removed old gate controllers from the Police Department to Fleet
- Checked E-1 sewer pump at Nova
- Cleared ladies room toilet in concession at Nova
- Checked parking lot resurfacing at the Police Department
- Re-strapped toilet tank in ladies room at Central Park I
- Installed surge suppression at the Ormond Art Museum
- Met pest control contractor at soccer concessions

### **Police Department**

#### Administrative Services

- Captain Crimins is attending the Command Officer Development Course this week.

#### Community Outreach

- OBPAL staff continued to work on the upcoming Golfing for Youth tournament to be held tomorrow at the River Bend Golf Club. Sponsorships and door prizes have been received for the tournament. We have \$10,000 in sponsorships and 15 teams.
- Practice was held for the boys 14 under basketball team at the South Ormond Neighborhood Center. Fifteen boys attended the practice.
- Tutors R Us continues at the South Ormond Neighborhood Center. Currently there are 24 participants in grades 1 – 9.
- Science on Patrol at Ormond Beach Middle School continued. There are 28 students participating in the program.
- Science on Patrol at Ormond Beach Elementary School continued with the Computer Lab Capers crime scene investigation. Currently there are 13 students registered for the program.
- Members of the YDC assisted with making goodie bags for the golf tournament as part of their community service hours.

#### Community Services & Animal Control

- Animal Calls responded to: 50
- Animal Bites: 0
- Animal Reports: 7
- Animals to Halifax Humane: 9 (Dogs:2, Cats:6, Wildlife:2)
- TNR: 1
- Alarm Warning: 1 (church)
- CSO's assisted the motor units during a training session this week.

#### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 25
- Inactive: 15
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 6
- Larceny Carbreak: 6
- Grand Theft: 4
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 0

- Assaults: 0
- Police Information: 2
- Suspicious Incident: 0
- Weapons Complaint: 0

#### Narcotics

- Conducted trash pulls and surveillance within the City.

#### Comments

- Missing Person: Detectives continue to follow-up on leads received in regards to a person who has been missing since early August of 2014.
- Assault: A suspect has been identified in the assault of a resident at the Riviera Park recently. Detectives are in the process of getting an arrest warrant for the suspect. The victim was punched several times by the suspect after a brief verbal dispute.
- Residential Burglaries: Detectives have arrested three individuals in connection to the ongoing burglaries in the South Ormond area. More arrests are forthcoming and detectives recovered a large amount of jewelry from the suspect's residence at 690 South Center Street. Much of the jewelry has not been identified. We are trying to locate the owners of the property to determine if we have unreported burglaries.
- Criminal Mischief: Detectives have charged two juveniles with felony criminal mischief. The power was turned off and the owner of Pagano's Pizza states over \$1,000 worth of product was destroyed.
- Death Undetermined: Infant with medical issues passed away in her sleep. Investigation was turned over to Medical Examiner.
- Auto Theft: Vehicle stolen from Spring Meadows on October 30, 2014 was recovered in Daytona Beach off Clyde Morris Boulevard. Detectives are following up leads obtained from the stolen car.

#### Records

- Walk - Ins / Window 121
- Phone Calls 132
- Arrest / NTA'S 26
- Citations Issued 56
- Citations Entered 126
- Reports Generated 152
- Reports Entered 143
- Mail / Faxes / Request 34

#### Patrol

- Total Calls 1,826
- Total Traffic Stops 153

#### Operations

##### Crime Opportunity Report Forms: 105

- 10/30/2014
  - Stolen Vehicle, 11 Fernmeadow Lane (Spring Meadows). Vehicle stolen from driveway overnight. Keys were in the vehicle.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect arrested for misdemeanor retail theft.
  - Battery – Domestic Violence Arrest, 1608 North US HWY 1. Suspect was arrested for Battery on her boyfriend who she lives with.
- 10/31/2014
  - Warrant Arrest, 690 South Center Street. Juvenile arrested on a pick up order. CID then obtained a search warrant for the residence in reference to a residential burglary. Patrol guarded residence while the warrant was obtained.
  - Warrant Arrest, Fleming Avenue and Nova Road. Traffic stop resulted in a fugitive arrest.

- Warrant Arrest, Bermuda Estates, Suspect arrested on an open warrant for Violation of Probation (driving while license suspended, no bond).
- Grand Theft, 2000 Saint Georges Road #207B. The victim stated that he let a male stay with him. Over the last several days, the suspect pawned the victim's televisions at Cash America Pawn in Daytona Beach. The victim confronted the suspect about the theft and he advised that he would get the televisions out of pawn. The victim has since noticed several other items missing and now wants to pursue charges.
- Shoplifting Arrest, 530 South Atlantic Avenue (BP Gas). A suspect entered the store and grabbed an eighteen pack of Busch Beer and ran out of the store. He jumped into an 80's Chevy truck and fled the scene. Ofc. Garcia was familiar with the vehicle and tracked down the owner. The owner of the truck advised that the suspect stole the beer from the store. The subject was placed under arrest
- Burglary-Residence, 901 South Atlantic Avenue #107 (Aliko Atrium). The neighbor awoke to banging in unit 107. She walked out to the atrium and located a male sitting on the bench. When she asked the male what he was doing, he ran out the front door and jumped on the back of a scooter with another male. The neighbor then noticed the door to unit 107 open and the entire unit ransacked. It appears that several items of jewelry are possibly missing at this time. Crime Scene Tech called out to process the scene.
- 11/1/2014
  - Warrant Arrest, 300 Block South Yonge Street. Suspect was contacted in the 300 Block of South Yonge Street. He provided a false name to Ofc. Garcia who then used his Rapid ID to locate the correct identification. The subject was found to have an open warrant out of Volusia County for Robbery with no bond.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was placed under arrest for retail theft.
- 11/2/2014
  - Battery-Domestic Violence Arrest, Juvenile was located from yesterday's incident where he punched his father in the face and fled the residence. He was placed under arrest.
  - Carbreak, 281 South Atlantic Avenue (Days Inn). Two subjects staying at the Days Inn left a Ryder truck in the parking lot. The subjects reported that sometime overnight someone broke out the window and removed cigarettes, clothing, a knife and a Georgia driver's license.
- 11/3/2014
  - Burglary – Residence, 324 Timberline Trail (The Trails). Elderly resident has multiple caretakers with access to the home. Laptop, checks, and other items missing within.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect (Michelle Bowers) took misdemeanor amount of food and clothing. Released with an NTA.
  - Grand Theft, 1482 West Granada Boulevard (Red Bowl). A Troy-Bilt pressure washer was removed from the rear of the business by two W/Ms late 20's – early 30's. There is video of the incident.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect used a UPC label stuck to her finger to ring up items for \$15.00 at the self checkout. They were actually worth over ten times that much.
  - Stolen Vehicle Recovery, Sage Brush Trail / South Forty Trail (South Forty). Officer spotted a stolen vehicle northbound on Nova Road. He followed the vehicle non-emergency until back up arrived. They stopped the vehicle at the above location and conducted high-risk stop procedures to secure the driver, who also happened to be the registered owner of the vehicle.
  - Death Unattended, 500 Shadow Lakes Boulevard #49. Units responded to a call of a 3 week old infant not breathing. The baby did not survive; it had an ongoing medical issue.
- 11/4/2014
  - Carbreak, 420 Lakebridge Plaza Drive #412. Victim had both of his vehicles entered overnight. Two radios stolen. No forced entry.
  - Burglary-Residence, 16 Fisherman's Circle #7. Victim reported her prescription pills missing from her residence. No forced entry.

- Stolen Vehicle, 1102 West Granada Boulevard (Hess Station). Victim reported her car was stolen from the gas station. Victim did not report the vehicle right away because she thought the vehicle would be returned.
- Narcotics Arrest, Fleming Avenue and South Center Street. Suspect was observed driving carelessly in the area and not stopping for stop signs. He was stopped on Calle Grande and found to be in possession of a used narcotics pipe.
- Shoplifting (Felony) Arrest, 1521 West Granada Boulevard. Suspect was arrested for attempting a fraudulent return.
- Warrant Arrest, 69 Ravenwood Court. Juvenile, Suspect was arrested on a warrant.
- 11/5/2014
  - Burglary-Residence, 403 Main Trail. The victim reports that sometime over the past several weeks someone entered her garage and removed her silver GT bicycle with a black child's seat on the back (value \$650.00).
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was observed by Loss Prevention stealing several items for a total of \$107.74.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 8
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 30
  - Number of Written Warnings Issued: 0
  - Number of Parking Citations Issued: 2
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 13
  - Number of Crashes with Injuries: 2
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - 11/03/2014; Crash no injuries, Rollover on Banyan Dr, total roadblock for a little over an hour.
- Traffic Complaints Received:
  - Juvenile male riding a dirt bike down the sidewalk in front of 10 Canterbury Woods. Complainant advised it happens around 1600-1700 hours daily. Ofc. Warmington will be checking on the issue.
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Public Schools in Ormond Beach
  - Reason for this STEP: School Zone
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 3; Written Warnings Issued: 0
  - Comments: Not worked by the traffic unit this week
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 2000 Block West Granada Boulevard
  - Reason for this STEP: Self Initiated
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 7; Written Warnings Issued: 2
  - Comments: None

#### Neighborhood Improvement.

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 8 Cases initiated

- Zone 2: 10 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 1 Cases initiated
- 94 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty (60) 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 final punchlist for the project was issued with the substantial completion notice. The contractor is completing 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) – Due to FDOT permitting delay, staff has agreed to postpone starting the project until January as the contractor is finishing another project.
    - Airport Business Park Overhead Utilities Conversion/Hardening – FPL final switchover for all customers has occurred, and the project is complete.
    - Granada Blvd. Resurfacing – Tymber Creek to Perrott – FDOT's contractor, working evenings, will complete the final course of paving on Granada between Nova Road and Clyde Morris, will then progress to Granada between Clyde Morris and Williamson, with expected completion by Friday, 11/7. They anticipate finishing paving work west of Williamson Blvd to Tymber Creek, the week of 11/10-11/14, which should complete paving operations, weather permitting.
    - Ormond Beach Sports Complex Roadway Improvements - Final as-builts are being prepared, the project is complete.
    - 2014 Roadway Resurfacing - The following streets have been milled and resurfaced: Casements Drive, Sanford Avenue, Peninsula Drive, Rollins Avenue, Princeton Avenue, North Yonge Street, Milsap Road, Marvin Road and Sunshine Blvd. Staff and the Contractor are coordinating with the County to address the traffic signal loops on South Halifax Drive at the Fluhart intersection so the intersection can be paved along with the remaining portion of South Halifax Drive to River Beach Drive.
    - Granada Medians (West of I-95) – The contractor has completed approximately 85% of the irrigation system installation and has begun installing the reclinata palms and crape myrtles, west of Hunters Ridge.
    - Reforestation Street Tree Planting – The contractor is repairing the well system at the PAC and pruning and removing trees and old stumps that are in conflict with proposed plantings.
    - Beach Ramp Beautification – Cardinal Approach – Staff is preparing the Purchase Orders for the project. Construction is scheduled to begin mid-November.
    - CDBG - Birthplace of Speed Wooden ADA Ramp Replacement – The contractor started demolition.
    - Central Park Observation Platform Replacement - The project is complete.
    - Fiber Optic Network Expansion – The contractor has completed conduit work on Wilmette Avenue and has begun work along North Beach Street, including the lift station at Melrose Avenue. They are working their way towards Granada Blvd. and the return path from Fire Station 93 to City Hall.

- Design Projects:**

- Nova Community Park Skate Park Expansion – The Groundbreaking ceremony was held Monday, November 3. The design package has been finalized for permitting.
    - 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 – The project was advertised for bidding. A pre-bid meeting was held on November 6, and bids are due on December 4.
- Fleming Avenue Drainage – A survey is being done of 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. The draft report was submitted and staff is reviewing the report.
- Nova Recreation Park - Prepared Addendum for project bidding.
- Downtown Streetscape Planting (Orchard to A1A) – The project was advertised for bidding. A pre-bid meeting is scheduled for October 30, and bids are due on November 13.
- 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 – A public meeting to discuss the project with residents was held on November 6. Final design plans are being prepared including permit applications to the FDOT for the proposed Granada Blvd. watermain extension, and to the County for the proposed North Beach Street watermain replacement.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The consultant has transmitted final draft of plans and bid specifications for City review.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final plans are anticipated to be complete by the first week of November, bid specifications have been transmitted for City review.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – The project was advertised for bidding. A pre-bid meeting is scheduled for November 13, and bids are due on December 3.
- Environmental Learning Center – Staff presented the project to the Quality of Life Board on November 6<sup>th</sup> and will have a **public meeting on November 12<sup>th</sup>, 6 p.m. at The Casements, 25 Riverside Drive**. The City website has a site for the public to view the presentation and it includes a questionnaire that can be filled out and submitted with regards to recommendations for activities and programs that the public would like to see incorporated into the operation of the center. For more information, please see page 8 of this week's issue of the Weekly Review.
- 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. 60% design plans were completed.
- Sports Complex Restrooms - Prepared VCHD permit application package for extending a proposed watermain off of the existing watermain on Hull Road to serve the proposed restrooms located near the new football/soccer field, on the east side of the complex.
- FPL North Substation Drainage Culvert Replacement - The FPL Substation property located on North Orchard Street is divided by Laurel Creek. A culvert crossing was installed years ago to provide an access to both sides of the property, however, staff has identified the existing culvert is not adequate for handling large storm events. Staff developed a concept plan for a box culvert replacement with much greater flow capacity, and met with FPL to discuss as FPL will ultimately contract the work to replace the culvert. FPL staff is seeking funding for the replacement culvert.

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).
- Franchise Utilities - FPL is transferring power lines from old poles to newly installed poles in the west bound lane of Melrose Avenue between North Ridgewood Avenue and Yonge Street, between Andrews Street and US1, and on Wilmette Avenue.
- Located and created PDF scans of the Hunters Ridge in Flagler County As-Builts and supplied to consultant (Alan Engineering) per request.
- On-site meeting at 577 North Beach Street with surveyor and builder/homeowner to discuss SWMP grading options.
- Completed elevation survey at 1030 John Anderson Drive and 1127 John Anderson Drive for proposed driveway modification to relieve standing water.
- Completed final modifications of the Nova Skate Park Addition Plans per project manager's comments.
- Modified County permit drawing for 13 Briggs Drive water service replacement per Utilities Division comments.
- Modified County permit drawing for 2573 John Anderson Drive water service replacement per Utilities Division comments.
- Updated minor modifications of the Nova Recreation Paving project drawing set per project manager's comments, and created full size PDF set of same for inclusion into bid documents.
- Modified Nova Skate Park drawing set per project manager's comments.
- Located Melrose Pump Station Ph1 As-Builts per Wastewater Division request.
- Completed tree/right-of-way locates at 60 Sandpiper and 110 Ellsworth per Streets Division request.
- Completed 30' sight triangle stakeouts at southwest corner of 275 South Ridgewood and the southwest corner of 256 Grove Street per Neighborhood Improvement Division request.
- Completed tree in the right-of-way locate at 6 Petrea Circle per NID request.
- Updated Foxhunter Flat Drainage Improvements drawing per project manager's comments.
- Created exhibit map showing locations of irrigation mains at the OBSC baseball fields.
- Created construction plan set for OBSC Handicap Parking and ADA Sidewalks.
- Performed the bi-monthly ground water and gas well air monitoring at the Nova Landfill.
- Modified the proposed FPL Sub Station Culvert Replacement Drawing set per project manager's comments.
- Modified and updated the Laurel Creek Drainage Ditch Piping project per project manager's comments.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Put down recycled concrete on ROW (Right-of-Way) on Parque
      - Performed preventative maintenance on vehicles in the Public Works Complex
      - Repaired a depression in the road at Dix & N. Beach
      - Removed sand & formed for pad under sandbag canopy at the Public Works Complex
      - Asphalted a patch at Vining Ct. & Granada
      - Cleaned form rack & rearranged at the Public Works Complex
- Tree Crew
  - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
  - Trimmed at various bus stop benches
  - Maintenance and tree inspection citywide
  - Hauled debris to Nova/Transfer Station

- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Removed stumps at various citywide locations
- Removed trees on Ellsworth Ave., at Memorial Gardens, Fleet Maintenance, and Fire Station #91
- Trimmed trees in the Hidden Hills subdivision, 1200 block of Biltmore, 1200 block of Scottsdale, on Druid Cir., on University Cir., and at The Casements

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
- Changed out banners to Birthplace of Speed on Streetscape (SR40)
- Put up Holiday flags for Veterans Day on the Granada Bridge
- Picked up a dead deer on N. US1
- Performed ROW trimming on A1A

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 & No Parking signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds

Vactor

- Public Works Yard – performed maintenance & had demo on spray heads

Mowing

- Reachout Mower – SR40
- Slope Mower – Various FDOT ponds
- Brush Hog Mower – SR40

Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned (Streetsweeper in the shop for repairs)
- 0.0 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
29,646

PM Services completed for the week:

Emergency—Vehicles and Equipment

1

Non-Emergency Vehicles and Equipment

15

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 10,093 unleaded and 4,151 gallons of diesel fuel on hand.
- Fuel used in one week: 2,282 gallons of unleaded and 852 gallons of diesel.
- Fleet completed 42 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 – Bid documents were reviewed and comments are being incorporated.
- 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 – Final pay request is forthcoming.
- Division Avenue Well Field Raw Water Piping – Permit applications were submitted to Volusia County Health Department and FDEP. Prepared a bid request approval form to obtain a bid number.
- Cross Connection Control (CCC) Program Management Services – A purchase order is being processed for recent award of services contract.
- Dual Check Valve Assembly Installation Services – Door hangers are being printed for distribution by device installation contractor.
- Dual Check Valve Assembly Procurement – A purchase order was prepared for devices to be installed in the north peninsula reuse service area later during the 2014-15 fiscal period.
- 35 Rivocean Drive & 36 Valhalla Drive Water Service Replacement – Volusia County Use Permits were approved.
- 110 Capri Drive Water Service – Volusia County Use permit was received.
- 13 Briggs Drive and 2573 John Anderson Drive – Permit Applications submitted to Volusia County.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A purchase order to repair Pump #3 was received at the pump manufacturer's recommended service center. Repairs are being scheduled. 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 – An onsite meeting was held with BFA next to discuss well auxiliary power fuel system design and safeguards to prevent or contain fuel spills near wells served by generator power. This information will be incorporated in the final design.
- Saddler's Run Lift Station Rehabilitation – The Engineer is incorporating 90% plans and specifications comments in the bid documents. An estimate of probable cost was requested.
- Storage Tank Repairs and Maintenance - A work authorization to Hazen & Sawyer was authorized via Resolution #2014-187 on November 5 by the City Commission.
- Wells 18SR and 19SR – Awaiting procurement of pump assemblies and scheduling installation.
- SPRC – Ameritech Die and Mold – Discussed comments with design engineer. Life Village – Provided comments on annexation request. Deer Creek – A punch list was prepared for water distribution items. North Peninsula Force Main – Reviewed construction plans and provided comments to Engineer and County. Ormond Renaissance – Revised plans were reviewed. River Oaks – Awaiting completion of final outstanding items. YMCA Parking Lot Expansion – Plans were received for review. Zaxby's – The proposed easement was reviewed and comments were sent to the developer and attorney representing property.
- Utility Master Plan – Reviewed priority list for wastewater plant projects.
- Attended training session on Avolve software for electronic plans submittal and review processes.
- Attended Pumpology Course provided by Thompson Pump at Daytona State College.

### Departmental Activities

- Water Distribution
  - Exchanged 11 water meters per Finance Department work orders.
  - Responded to or repaired 11 water service leaks.
  - Assisted 8 customers with misc. concerns.
  - Replaced 6 water meter boxes.
  - Installed 9 new water services and meters for residential properties.
  - Replaced 6 water service due to low pressure, directionally drilled 2 each - 2" casings under the roadways for water service replacement.
  - Responded to 4 water pressure and/or water quality grievances.
  - Performed Accuracy testing 3-2" commercial water meters.
  - Completed maintenance activities on 13 fire hydrants as part of the fire hydrant maintenance program.
  - Repaired a fire hydrant at 54 W. Granada Blvd due to a motor vehicle accident.
  - Performed annual pressure testing on 2 city owned backflow preventers. Repaired and installed support structure to one backflow preventer.
  - Performed scheduled maintenance on 18 Water Distribution system valves as part of the valve maintenance program.
  - Disconnected a 2" water meter at a condominium complex served from Vining Court. A new water service was installed as part of the 2" water main replacement project on Seton Trail.
  - Performed excavation restoration: Rivocean Dr., Valhalla Dr. and Oriole Cr.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 85 regular and 1 emergency utility locates for the previous week.
  
- Water Treatment
  - Delivered 36.246 million gallons for the week ending Nov. 2, 2014 (5.178 MGD)
  - Backwashed 9 filters for a total of 373,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had one Precautionary Boil Water notice this week.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 34.07 Million Gallons.
  - Produced 25.44 Million Gallons of Reuse.
  - Produced 8.63 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.87 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 154.42 (14%-18% Solids).
  - Submit first EzDMR (Electronic Discharge Monitoring Report) format to FDEP for monthly reporting of plant operations and sampling results.
  
- Wastewater Collection – Reuse
  - Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town.
  - Televised 5, cleaned 2 and root controlled 2 sewer laterals.
  - Repaired sewer lateral at 94 N. Beach St.
  - Cleaned 4,251' of sewer main in 1M system.
  - Televised 3,775' of sewer main in 1M system.
  - Ron Burgess completed and passed his CDL test Monday.
  - Laid down two pallets of sod in Breakaway Trails after PEP tanks replacement.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 5 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 25/18psi. Foxhunters Flat (2 inch) 18/10 psi & Shadow Creek Blvd. (4 inch) 5/3 psi.

- Utilities Maintenance Division

- Wastewater Plant – Lift Stations

- Influent Room – follow up call out – deragged pumps per direction – OK.
- Tomoka State Park Booster Station – assisted WTP maintenance with crane.
- Alum Pump #1 –not running – replaced with repaired inventory – OK.
- Hull Road Ball Fields – assembled/installed pressure gauge at force main discharge – document pressure readings.
- Alum Pump #1 – replaced pressure relief valve with new – all OK.
- Influent Room – deragged pumps per schedule.
- Influent Room - Called in by Operator on Shift – Influent pumps not responding – SCADA control malfunctioning – reset controls – station operational – will perform follow up with the appropriate controls vendor for resolution - continue to monitor.
- SCADA/WIN911 monitor/response: 10M - WIN911 – phase voltage loss –power restored upon arrival – inspected station - OK; 3M – SCADA – high run hours at #1 – pull #1 pump to check volute & impeller for possible blockage – found leaking pump seal – replaced pump with used inventory – all OK; 7M1 – SCADA – no starts pump #2 – VFD #2 failure – replaced VFD with used inventory – further follow up needed on VFD programming –operating on pump #1 as Lead position.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Semiannual PM's: Carrousel Blower #3
- Annual PM's: Clarifier #3
- Lift Station PM's: 20 monthly and 0 annual performed.
- Plant wide oil & grease route.
- 47work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Hypochlorite pump #1 – replaced tube.
- Salt brine filter #1 – Repair leak – all ok.
- Tomoka State Park Booster Station – Completed control panel rehabilitation – replaced the discharge pressure transducer - returned to service – all ok.
- LPRO system – repaired fractured cleaning line – returned to service.
- Well 39R – assisted well technicians with pump and motor recovery and install of new pump and motor – tested and turned over to operations.
- Monthly PM's: cleared well pumps 1-6; H.S.P. 1-8; all booster stations; scrubber blower motors.

- 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: Staff responded to IPP survey questions and scheduled inspections of all three of the Utility's permitted facilities. The annual inspections are a requirement of the program to constantly update any changes to the processes. Staff also obtained the Fats Oils and Grease Management certification through the Florida Industrial Pretreatment Association.
- 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.
- Disposal of Special Waste: Staff is determining the characteristics of the contents of the Sediment and Grit dumpster from the WWTP. Following the evaluation of the results, staff will request approval for disposal in the Tomoka Farms Road Landfill.

- 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 developed a notice to the residents who will receive the new/reconditioned device in the City's reuse service areas. This notice will be delivered to the residents the week prior to the work being performed. The contractor began work this week.
  - 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.
  - Cross Connection Control Data Management: Staff assisting with transition to new recently awarded CCC management vendor.
  - Unregulated Contaminant Monitoring Rule 3 (UCMR 3): Staff is accepting quotes for the UCMR 3 sampling scheduled to occur November 2014. The US EPA implements this program to constantly monitor new contaminants of concern in the public water supply.

#### **Support Services/City Clerk**

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended meeting with legal department to review Code of Ordinances
- Staff attended and provided support for November 5, 2014, City Commission Meeting
- Staff attended and provided support for November 6, 2014, Quality of Life Advisory Board
- Agenda packet preparation and creation for November 18, 2014, City Commission Meeting
- Preparation of Advisory Board Nominations Worksheet to be distributed to the City Commission by November 18, 2014.

#### **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.