

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 14, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with IT Director, Finance Director, and Utilities Manager
- Continued working on employee evaluations
- Project Dox implementation discussion with senior staff
- State of the City after action meeting with staff

Spoke to, attended and/or met with:

- General discussion with Wayne Grant, Ormond Observer
- General discussions with Commissioner Stowers
- Rotary Board meeting
- Veterans Day recognition dinner at Sr. Center
- Veterans Day tribute at the art museum
- Florida Business Watch meeting/Mayor's Roundtable at FLC Legislative Conference
- PACE Board meeting
- Walk with the Manager
- Claims Committee meeting

Community Development

Planning

- The Planning Director met with the City Manager, Assistant City Manager, City Engineer and IT Director to discuss upcoming ProjectDox events. A complete report on those events was provided on the November 7 Staff Report.
- Staff is processing the annexation application for Life Mobile Home Park located at 500 S. Nova. The property is 23.44 acres, more or less, and contains 175 units, a clubhouse and office/pool. There is an existing 8" water main within the South Nova Road right-of-way, which provides service to the subject property. The east area of the mobile home park receives sewer service from the City of Ormond Beach, while the west and south areas receive sewer from the City of Daytona Beach. The City will realize approximately \$10,469 a year in property taxes but will experience a decrease in the water revenue. The property owner will see a savings in property taxes and water rates.
- The Planning Board conducted another public hearing on the land use plan amendments related to the Interlocal Service Boundary Agreement. The first public hearing before the Planning Board was advertised as an expedited amendment under the state rules. Based upon a change in state direction, the land use plan amendments are being advertised as a Small Scale amendment.
- Staff continues to wrap up the final details for the Brownfield grant submittal to EPA.

Building Inspections, Permitting & Licensing

- 240 inspections performed.
- 8 business tax receipts issued.

- 70 permits issued with a valuation of \$1,153,800.00

Development Services

- The SPRC met to discuss the following developments :
 1. 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. 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.
- Staff met with the Main Street Economic Restructuring Committee to formulate initiatives for FY2015.
- Staff presented an economic development update to the Bear Creek Homeowners Association.

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, which are expected to be completed next week.
- Staff met with representatives of Total Comfort to discuss their expansion plans.

Airport Operation and Development

- On November 9th, staff advertised for bids for the construction and installation phase of the air traffic control tower systems upgrade project. The bidding period will last thirty (30) days, and the

bid opening is scheduled for December 9th at 2:00 PM. The City Commission reviewed staff's plan to advertise for bids at their meeting on November 5th.

- Staff has received from AVCON, Inc. the proposed Disadvantaged Business Enterprise (DBE) Program Plan Documents for the design phase of the Taxiway "G" construction project. Following internal review, the DBE plan will be forwarded to the City Commission for approval.
- Staff has received the final proposal and scope of work from Passero Associates, LLC regarding a project to design and construct improvements to the airport's security infrastructure. A grant request incorporating this proposal has been submitted to the FDOT for 100% funding consideration under the SAFE program.
- Staff has received from AVCON, Inc. the draft Focused Environmental Assessment (FEA) for the northwest and southwest quadrants of the airport. Following internal review, the FEA will be forwarded to the Federal Aviation Administration as a prerequisite to the construction phase of the Taxiway "G" project.
- The backup power generator for the air traffic control tower malfunctioned and was taken out of service for repairs this week.
- 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 30 Journal Entry Batches (#462-544).
 - Approved 61 Purchase Requisitions totaling \$1,785,384.73.
 - Issued 67 Purchase Orders totaling \$406,035.32
 - Processed 3,866 cash receipts totaling \$1,033,140.45.
 - Prepared 156 Accounts Payable checks totaling \$311,798.48 and 31 Accounts Payable EFT payments totaling \$992,727.93.
 - Prepared 34 Payroll checks totaling \$25,578.61 and 333 Direct Deposits totaling \$386,452.51.
 - BID 2015-14, Rehabilitate ATCT Safety NAVCOM Equipment, Advertised and posted to demandstar on November 9, 2014.
 - Transferred IRS 941 payment of \$144,768.72.
 - Processed 765 utility bill payments through ACH totaling \$72,025.11.
 - Processed and issued 7,718 utility bills with billed consumption of water of 33,597k.
 - Issued 946 past due notices on utility accounts.
 - Auto-called 109 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (11/19)
 - Casements Closure (11/18-11/23)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Prepared NIAB packet for November 20th meeting.
 - Attended State of the City after action meeting.
 - Submitted 2015 recognition application for Healthy Weight Champion.
 - Attended Volusia/Flagler Public Information Network meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 2
- Hazardous: 3
- EMS: 93
- Motor Vehicle Accidents: 7
- Public Assists: 44

TOTAL CALLS: 152

- Aid provided to other agencies: 18 Calls – Daytona Beach (8), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 20
- # of overlapping calls: 44
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 71

Training Hours

- NFPA 1001: Firefighting 74
- NFPA 1002: Driver/Operator 2
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 41
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 131

Station Activities

- Conducted 238 fire hydrant inspections
- Updated 20 pre-fire plans
- Participated in the Fall Festival at Pine Trail Elementary.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services – Part Time Recreational Leader for the Senior Center
- Approved/Active Recruitment
 - Public Works/Water Production – Utility Electrician was advertised on 11-5-14 on the City web site, in-house, and on the web sites for the Florida Rural Water Association and the American Public Works Association with a closing date of 11-19-14.
 - Leisure Services – Contract Manager for Buildings and Facilities Maintenance was advertised on 10-24-14 on the City web site, in-house, and on the web sites of UCF and the Florida Recreation and Park Association with a closing date of 11-14-14.
 - 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, and on the web sites of UCF and the Florida Recreation and Park Association with a closing date of 11-14-14.
 - 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 City web site: in-house; on the web sites for Government Fleet's Job Finder and Natl. Association of Fleet Administrators; emailed to all members of the Florida Association of Governmental Fleet Administrators; and will remain open until filled.
- Human Resources – Human Resources Director was advertised on 11-3-14 on the City web site and on the web sites for FL and National Public Employers Labor Relations Association, FL League of Cities, Intl. Public Management Association, National League of Cities, Society for HR Management, Orlando Sentinel, and Careerbuilder, and will remain open until filled.

- Screening/Interviews Scheduled
 - Police Department - Police Officer. Eighteen (18) applications were received. Selected candidates were interviewed 11-13-14.

- Background/Reference Checks/Job Offers
 - Police Department – Records Clerk. A candidate was selected and began pre-employment processing.

- Demotions
 - Leisure Services – Athletic Fields Maintenance. A Maintenance Worker IV has been demoted to a Maintenance Worker II effective 11-12-14.

- Promotions/Transfers
 - Leisure Services – Athletic Fields Maintenance. A Maintenance Worker II has been transferred to Building Maintenance Division.

- Terminations/Resignations/Retirements
 - Leisure Services – Gymnastics. Part-Time Assistant Gymnastics Instructor effective 11-07-14.
 - Leisure Services – Building Maintenance. Maintenance Worker II effective 11-11-14.

Employee/City Benefits Program Update

- 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.

Risk Management Projects

- Wellness Day took place 11-12-14
- Mayor's Health and Fitness Challenge 2015 team & event planning meetings
- Finalized Weight Loss Challenge
- Wellness Council Executive Board meeting
- 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 Fire, Public Works, and Leisure Services.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 20 New work - 41 completed - 59 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,743	Inbound E-Mails Blocked	9494
Delivered Inbound E-Mails	13,044	Quarantined Messages	205
Percentage Good Email	57.4%	Virus E-Mails Blocked	90

- Notable Events:
 - Email server maintenance – Server systems and email database maintenance performed over the weekend as proactive preventative maintenance.
- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 80 Corrections: 0
 - Map/Information Requests: 25
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,064 (93.6%) potable 20,482, Irrigation 573, Effluent 9
 - Notable Events: Updated Water, Sewer and Reuse Base Maps for Public Works map books.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager's Meeting
 - Park Visits
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Veterans Day Ceremony and Dinner
 - Environmental Learning Center Public Meeting
 - Leisure Services Advisory Board Meeting
 - State of the City After Action Meeting
 - Greenhouse Dedication
- 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 City's coed adult softball fall season started playoff games this week, Monday through Wednesday at 6:20, 7:30 and 8:40pm.
 - 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.
 - The Lady Renegades continued practicing for their fall season Monday through Thursday evenings on the Softball Quad at the Sports Complex.

- Seabreeze High School girls' and boys' soccer hosted a home game on Wednesday at 5pm and 7pm on Championship Field #7.
- OBYBA basketball make-up tryouts this Monday at Nova Gym at 6pm. Practices to start next week.
- Wyotech rented Quad #3 and #4 on Saturday for their annual flag football games from 12pm to 6pm.
- 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 practicing at Nova on Fields 1-4.
 - The Ormond Beach Golden Spikes are using BB field 4 to practice at night; staff are prepping field daily.
 - Seabreeze 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 is practicing on fields 11 and 12. Put out benches and trash cans for them, repaint 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 and 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. Repaint fields for them weekly.
 - Fall T-ball season has ended.
 - Seabreeze and Riverbend Academy have begun their varsity soccer seasons. Painted and prepped fields for their games.
 - Hosted the Ormond Beach Pride football championship bowl games on Saturday. Painted and prepped field for them.
 - Called Hoover Pump Company to trouble shoot the irrigation pump for soccer field 9- 12. A bad check valve was found, cracked intake pipe and clogged intake screen that a diver had to remove and clean.
 - Hosted a Lady Renegade's softball tournament on Saturday. Sunday was rained out.

- Began spraying the fields to prep for the over seeding of rye grass that is coming up. Soccer fields 5, 11 and 12 have been completed.
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Show Club held regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - CMT Disney's Aristocrats Jr. & G2K Sound of Music, Dec. 5 & 6, 7 pm.; Dec. 7, 1 pm, tickets \$10 for reserved seats
- 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
 - Pride Football Tuesday and Thursday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended Senior Games recap-meeting
 - Attended event meeting
 - Attended Chamber's Economic Development/Prosperity Committee meeting
 - Attended State of the City re-cap meeting
 - Attended CRP recertification class
 - Hosted our annual Veterans Day Celebration dinner
 - Assisted with OMAM's Veterans Day Ceremony
 - Assisting with the Greenhouse dedication at OMAM
 - Assisting with Employee Health Fair
 - Accepting and tracking applications for Holiday Parade (ongoing)
 - Preparing sponsor letters and flyers for parade (ongoing)
 - 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 continued to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
 - Challenger Basketball will continue to meet for practice on Tuesdays from 5:00-6:00pm at the Nova Community Center.
 - Explore the Arts will continued on Wednesday from 3:30-4:30pm.
 - Employee Wellness Day was held on Wednesday from 8:00am-1:00pm.
 - Boys' assessments for the Fall Basketball League will take place Saturday from 10:00am-3:00pm and Wednesday from 6:00pm-8:00pm.

- 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 and reception was held at The Casements and Rockefeller Gardens on Saturday from 4pm-11pm.
 - A wedding and reception was held in The Casements on Sunday afternoon from 4pm-9pm.
 - The annual Seaside Herb Society's Plant Sale took place in Bailey Riverbridge Gardens on Saturday morning from 8am-1pm.
 - A wedding was held in Ormond Memorial Gardens on Friday afternoon.
 - The Guild held their monthly Board Meeting on Monday morning.
 - Greek cooking class took place in the Casements kitchen on Monday evening.
 - The MS Walk Planning Committee met at The Casements on Wednesday afternoon from 2:30-3:30pm.
 - The Public Meeting for the new Environmental Learning Center was held in the Gallery on Wednesday evening from 6pm-8pm.
 - The Guild Crafters worked in Room 203 on Wednesday and Thursday mornings.
 - Staff assisted Ormond MainStreet in the set up of Riverfest on Friday morning.

- Parks Maintenance:
 - Replaced basketball net at Central Park I
 - Completed rebuilding two fishing overlooks at Central Park I
 - Set in place large coquina rock for plaque installation at the Magic Forest
 - Replaced missing pavers at Bailey Riverbridge Gardens
 - Installed new post and memorial plaque at Ormond Memorial Gardens
 - Repaired deck board at Sanchez Park
 - Repaired broken soap dispenser at Sanchez Park
 - Began installation of new handicap accessible ramp at Birthplace of Speed Park
 - Removed graffiti from pier at Fortunato Park
 - Met with customer for memorial bench placement at Bailey Riverbridge Gardens
 - 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
- Performed preventative safety checks on 14 electronic gates various locations Citywide
- Checked A/C in Engineering offices; adjusted thermostat at City Hall
- Replaced both US and Florida flags at SONC
- Reprogrammed lock-back code out of upper keypad at Fleet gate
- Purchased and installed signage for restrooms at Fortunato Park
- Installed "DEW BLOCKER" on reflector at Airport Portal #10
- Replaced loop detectors and change frequencies observe usage at Fleet
- Check City Engineer's office for bad heat strips at City Hall
- Marked inground loops at Fleet and Airport
- Re-assembled parking lot controller at Police Station
- Called contractor to repair lock at Cassen Park
- Picked up lumber and assist with assembly of workbench for Truck 428
- Installed sign at Seminole Avenue 4P Lift Station
- Removed pool table from the Senior Center
- Repaired vandalized drinking fountain at Central Park I
- Repaired Box Office door closer at the PAC
- Installed new pressure switch on drinking fountain at Rainbow Park
- Replaced photo eye sensor for light pole at Nova
- Unlocked electrical cabinets for contractor at Nova Skate Park
- Investigated alarm in equipment room at Police Department
- Drained and cleaned the fountain at City Hall
- Called contractor for alarm at Police Department
- Put trophies back up at Gymnastics
- Repaired door hinge at Police Department
- Assisted with backfill of coquina rock at Rainbow Park
- Investigated camera problem at Police Department
- Mounted "No Parking" signs on Gate 12 at the Airport
- Checked electric issue on parking lot light poles at Fleet
- Tagged nonworking park and street lights and send in service order to FP&L
- Built new work bench for Truck 428
- Adjusted oak desk in HR at City Hall
- Prepped the workshop for Christmas decoration repairs
- Installed new cove molding in the Lab at WWTP
- Repaired the bait shop door lock at Cassen Park
- Checked broken ceiling tile for repair at Nova Gym
- Called contractor for Meals On Wheels ceiling tiles at the Senior Center

Police Department

Administrative Services

- Captain Crimins was in training this week at the Command Officer's Development Course in Sanford, FL.
- Captain Godfrey taught at the Citizen Police Academy. He presented the two hour block regarding internal affairs investigations.

Community Outreach

- OBPAL staff and volunteers hosted a very successful Golfing for Youth Tournament on November 8th at Riverbend Golf Club. Sixty-one players participated in the tournament to support youth programs in Ormond Beach. Over \$10,000 in sponsorships was raised during the tournament. Members of the YDC assisted during the tournament as hosts with goodie bags and door prizes.
- Practice was held for the boys 14 under basketball team at the South Ormond Neighborhood Center. Fifteen youths 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 OBMS continued. There are 28 students participating in the program.
- Science on Patrol at Ormond Beach Elementary School continued with an investigation of DNA. Currently, there are 13 youths registered for the program.

Community Services & Animal Control

- Animal calls responded to: 58
- Animal Bites: 1
- Animal Reports: 8
- Animals to Halifax Humane: 3
- Wildlife: 1
- CSO's attended the Wellness Day.

Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 5
- Inactive: 3
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 9
- Grand Theft: 4
- Auto Theft: 5
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 0
- Simple Stalking: 1

Narcotics

- Several trash analysis operations completed within the City of Ormond Beach. Remnants of methamphetamine activity cleaned up in a wooded area in the 600 Block of South Yonge Street.

Comments

- Missing Person: Detectives are still trying to locate Mr. Melvyn Butzlaff. This case is active and detectives are following up leads provided by members of the community.

Records

- Walk - Ins / Window 117
- Phone Calls 132
- Arrest / NTA'S 24
- Citations Issued 60
- Citations Entered 152
- Reports Generated 112
- Reports Entered 106
- Mail / Faxes / Request 19

Patrol

- Total Calls 1,864
- Total Traffic Stops 168

Operations

Crime Opportunity Report Forms 56

- 11/6/2014
 - Grand Theft-Exploitation, 325 Forest Hills Boulevard. Victim reports that her mother's caregiver has stolen over \$27,000.00 from her mother.
 - Carbreak (x3), 264 South Atlantic Avenue (Memorial Hospital). Security guard advised that three carbreaks occurred to vehicles in the back parking lot of the hospital between 0000-0150 hours. All three had forced entry.
- 11/7/2014
 - Warrant Arrest, 208 Central Avenue (PACE). Student was picked up on a warrant.
 - Carbreak, 6 Lake Vista Way (Breakaway Trails). Tool removed from an open trailer sometime Wednesday afternoon. Investigation revealed a family member pawned some of the items.
 - Stolen Vehicle, 570 South Atlantic Avenue (Accurate Automotive). Customer dropped off his car for service in September. The business since closed. The customer tracked down the mechanic/owner who told the customer that the vehicle was stolen from 16B Cypress Circle, but would not tell him when, why, or how it got there.
 - Grand Theft Arrest, 1521 West Granada Boulevard (Wal-Mart). Employee was observed by staff entering into a walk-in cooler and concealing about \$430.00 worth of electronics and toys. He was arrested.
 - Burglary-Residence, 647 Oceanshore Boulevard. The house is being extensively remodeled and is listed as one of the Police Department's House Watches. The owner went by to check and observed someone inside. He called for officers to respond. The subject fled out the back, onto the beach, and down to the Amsden Approach. Officers recovered a bundle of copper that the subject appears to have tried to take.
 - Disorderly Intoxication Arrest, North Nova and U.S. 1. An adult male was found sleeping along U.S. 1 very close to the roadway. Rescue personnel woke him to see if he needed assistance. He became belligerent with them and smelled strongly of an alcoholic beverage. He was detained by officers and resisted being placed under a Marchman Act. He was arrested and transported to the station.
- 11/8/2014
 - Vandalism, 1297 and 1298 Royal Road (Forest Hills). A vehicle deliberately left burnout/acceleration marks across both lawns. It left more on City right-of-way at Military Boulevard/Woodlands Boulevard. We received information that a suspect left a party nearby last night in his grey Ford F150. We located him and his vehicle at his house but he denied any involvement. His probation officer was contacted.
 - Stolen Vehicle, 872 Loyola Drive. Victim is a caretaker for the residence and left his vehicle parked in the driveway. The house keys were left in the front door lock, attached to the vehicle keys. He came outside and the keys and vehicle were gone. Credit cards inside the vehicle were used at gas station on Beville Road in Daytona Beach.
 - Carbreak (Armed Burglary), 505 Cherywood Drive. Caught on video after victim realized the gun was gone today. Three unknown subjects in hoodies are observed trying several vehicles on the street prior to accessing this vehicle. A .380-caliber pistol was stolen along with a pair of Maui Jim sunglasses and three flashlights.
 - Carbreak, 420 Lakebridge Plaza Drive #201. Sliding rear window of a pickup truck was shoved in and an in-dash stereo with a 7" touch screen was stripped.
 - Stolen Vehicle, 92 Hay Bale Trail. Vehicle was left running in the driveway while the owner went inside. Vehicle was gone when they came back out.
 - Battery – Domestic Violence Arrest. 14E Byron Ellinor Drive. Suspect was arrested for punching her live in boyfriend. After being arrested she resisted being placed in the patrol car.

- Battery – Domestic Violence Arrest, 5000 St Georges Road #307B. Suspect was placed under arrest for Battery after it was determined she grabbed her mother's face and pushed her down.
- Carbreak Arrest(x2), Tomoka Christian Church. Officer Sanders observed two juveniles appearing to be suspicious. Investigation showed subjects were in possession of a BB gun that looked like a real gun and some .45 and .22 cal ammo. Area was checked but no firearms were located. They also had a GPS that we were able to trace back and find a Carbreak in Spring Meadows.
- 11/9/2014
 - Stolen Vehicle, 144 South Ridgewood Avenue. Victim reported her vehicle stolen from her home sometime while she was on a camping trip for the past two days.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Transient attempted to take a felony amount of electronics. He shoved members of Wal-Mart staff and fled. He was arrested.
 - DUI Arrest, 1058 North U.S. Highway 1. Suspect was arrested for a DUI after a crash.
 - Carbreak, 46 Coquina Point Drive. Victim reported his vehicle being broken into and advising his survival bag with misc item and a box of ammunition was taken.
 - Armed Robbery Arrest, 100 South Nova Road (McDonald's). Victim was approached by a masked subject demanding money at gunpoint. Armed robbery took place and suspect ducked down behind a van to avoid Officers coming in the area. The suspect then ran east and crossed Nova Road, then ran into the wooded area south of the Auto Zone store. Additional resources were called out to assist in finding the suspect. A perimeter was set in the area of the Auto Zone and VCSO Sgt. Miles located the suspect. Firearm, money and clothing were recovered in the area where the suspect came out.
- 11/10/2014
 - Grand Theft, 125 South Orchard Street #210. Known suspect is suspected of stealing the home owner's sunglasses from his residence.
 - Carbreak, 5 Spring Meadows Drive. The victim reports that he had video evidence of several subjects when his car was entered. The video shows one of the subjects entering his vehicle.
 - Shoplifting/Narcotics, 1458 West Granada Boulevard (Bealls). Female arrested for shoplifting. Search incident to arrest revealed she was in possession of amphetamine/dextroamphetamine pills.
- 11/11/2014
 - Trespassers, 601 Fleming Avenue, Central Park Fleming. Two homeless people were issued trespass warnings.
 - Trespassers, 601 Hand Avenue, Joyce Ebbets Observation Pier. Homeless person was issued a trespass warning.
- 11/12/2014
 - Carbreak, 24 Coquina Ridge Way (Breakaway Trails). Unlocked vehicle entered overnight. LG G3 tablet taken.
 - Burglary – Business, 1482 West Granada Boulevard #615 (Red Bowl Asian Bistro). Forced entry to roof access. \$600 cash removed from registers. Unidentified suspect on video.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was arrested for misdemeanor shoplifting.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 33
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 25
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 14-11-00164 Crash with Hazard Granada Plaza. A motor home attempted to turn right but got stuck on a post with an electrical junction box. Fire Rescue had to cut the door open to release the passengers. No injuries reported but closed half the parking lot for an hour.

- Traffic Complaints Received:
 - South Saint Andrews Drive / Tomoka Oaks Boulevard - Stop sign violations in the afternoon - Emailed to All Sworn.
 - 51 and 59 Saddlers Run - Side walk obstructions - Vehicles in the driveway blocking the sidewalk - Emailed to Supervisors and the Traffic Unit.
 - 3 Tam O Shanter Lane - Vehicles parking in the roadway and obstructing traffic lane - Emailed to the Traffic Unit.
 - River Beach Drive / Pinewood Street - All times of the day - Emailed to All Sworn.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: All Public Schools
 - Reason for this STEP: School Zone
 - Number of times worked: 1; Total Hours Spent: 0.4
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Only School Zone worked was at Osceola Elementary School

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 0.8
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 11 Cases initiated
- 48 signs have either been removed or sign cases created.
- 7 tree removal permit requests.
- Administrative staff assisted with four (4) walk-ins and sixty-two (62) 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. This work should be completed by next week.

- Traffic Signal Maintenance (Mast Arm Painting) – Due to FDOT permitting delay, staff has agreed to start the project in January as the contractor is finishing another project.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Cooler night time weather has affected FDOT's contractor; paving work is still anticipated to be complete by Thanksgiving.
- 2014 Roadway Resurfacing - South Halifax Drive has been milled and resurfaced and have begun paving Pineland Trail.
- 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 – Contractor has completed the removal of the existing non-conforming ramp and has started installing new piling to support the new ramp system.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement – The contractor started demolition.
- Fiber Optic Network Expansion – The contractor has completed all conduit work on the north leg project (City Hall to Fire Station 93) with the exception of directional bores at Beach Street and Granada Boulevard. Work has begun on the south leg project from the Police Station to South Ormond Neighborhood Center.
- Hand Avenue Bridge Railing Repair - Repairs have begun on the damaged sidewalk and railing, caused by a fallen oak tree.

Design Projects:

- Nova Community Park Skate Park Expansion – The skate park closed as of November 12 for construction of the expansion and improvements. Contractor installed security fencing and began mobilization of the construction site this week.
- City Welcome Sign – Staff presented some new conceptual drawings to the City Commission individually, for review and comment. Staff is finalizing drawings and cost estimates for final approval.
- 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. The Public Works Advisory Board will review the recommendations at their December meeting.
- Nova Community Park Paving Improvements - Project is being presented to City Commission for Bid Award on December 2, 2014.
- Downtown Streetscape Planting (Orchard to A1A) – Bids were opened on November 13 and are under review for award.
- 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 – The consultant has submitted 60% plans for staff review, and surveyor is completing work on draft easement to accompany the work on 65 Lincoln Avenue. Staff & consultant met with SJRWMD reviewers for a construction permit pre-application meeting on November, 10.
- 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 – Held final plan review meeting with consultant.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final plans and bid specifications have been transmitted for City review, comments are being transmitted to the consultant. Permit applications have been submitted to DEP/HRS.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – A pre-bid meeting was held on November 13, bids are due on December 3.
- Environmental Learning Center – A public meeting was held on November 12th at The Casements. 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 they would like to see incorporated into the operation of the center.
- Laurel Oaks Stormdrain Extension - Prepared bid documents. Tentatively scheduled to advertise project on December 7, 2014.
- 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 - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will be to replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL will fund the culvert replacement.

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).
- Reviewed plans and created approved Work in the Right-of-Way permit for Business Center Drive per AT&T request.
- Completed final As-Built review and provided comments for the John Anderson Dr utility location plans.
- Created plan drawing of the proposed Nova Recreation Skate Park addition for building permit approval.
- Provided SWMP guidance and supporting documents to home builder at 220 Rockefeller Drive per request.
- On-site meeting at 577 North Beach St with builder/homeowner and neighbors to discuss SWMP grading.
- Completed topographic survey of the Laurel Oaks ditch for proposed piping project, and created construction plan set drawings.
- Modified the North US1 Landscape Plan drawings per project manager's comments.
- Modified the drawing plan set for the OBSC Handicap Parking & ADA Sidewalks project per project manager's comments.

- Identified the right-of-way and completed 30' safe sight triangle stakeout at Lewis Street/Corbin Avenue intersection per Neighborhood Improvement Division request.
- Researched old and new subdivision plat drawings to review/compare dedication language regarding maintenance of drainage facilities per City Engineer's request.
- Began the sketch and legal description drawings for 500 North Nova Road annexation per Planning Division request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Performed asphalt repairs on Vining Ct., at N. Beach & Lincoln, on Oak Ave., behind Einstein's Bagels, at Jefferson & US1 and other various citywide locations
 - Backfilled with asphalt the backside of the drive 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
- Trimmed trees at The Casements, Police Station, Performing Arts Center and on University Cir.
- Removed a tree on 300 block of Thackery Rd., Hammock & Roble, and City Hall by the small park
- Installed banners on SR40

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
- Delivered barricades & lights to the Memorial Gardens & then picked up after event
- Filled a hole on 300 block of Tomoka Ave.
- DOT (Department of Transportation) ROW (Right-of-Way) trimming on A1A
- Changed out banners on Streetscape (SR40)
- Delivered wooden barricades to the Casements for Riverfest Festival

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
- Nova Recreation, installed, removed and relocated various signs
- Pineland Trl., installed street names
- Tymber Creek Rd., installed street names

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
- Wilmette Ave. – investigated a sinkhole
- Airport Rd. – cleaned up dump site

Vactor

- Citywide Locations – cleaned out basins & inlets

Mowing

- Reachout Mower – SR40
- 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
26,867

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
10	35

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 7,576 unleaded and 3,487 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,517 gallons of unleaded and 664 gallons of diesel.
- Fleet completed 68 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 are prepared and a bid request approval form was submitted to obtain a bid number for advertising.
- 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 was reviewed and quantity changes were requested.
- Division Avenue Well Field Raw Water Piping – Permit applications are being reviewed by Volusia County Health Department (VCHD) and FDEP. Paperwork is being processed to obtain a bid number.
- Cross Connection Control (CCC) Program Management Services – Information requested by the vendor is being obtained to initiate the management program.
- Dual Check Valve Assembly Installation Services – Contractor installed 29 Dual Check Valves and 163 Dual Check Valve Repair Kits.
- Dual Check Valve Assembly Procurement – A purchase order was submitted to the vendor for devices to be installed in the north peninsula reuse service area.
- 35 Rivocean Drive & 36 Valhalla Drive Water Service Replacement – Water services were installed.

- 110 Capri Drive Water Service – An invoice for the Volusia County Use permit was processed.
- 13 Briggs Drive – Volusia County Use permit received.
- 2573 John Anderson Drive – Invoices for Permit Applications received from Volusia County.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 was removed and transported to the service center for bearing repairs. 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 – Awaiting additional engineering recommendations with design engineer for well auxiliary power fuel system design and safeguards to prevent or contain fuel spills near wells served by diesel generators. This information will be incorporated in the final design. Volusia County was contacted concerning permit requirements.
- 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 – The City Commission approved the proposal for Hazen & Sawyer to perform engineering services for preparing a repair and maintenance program for water and reclaimed water tank facilities. A work authorization was sent to Hazen & Sawyer for execution.
- Utility Master Plan – Met with vendor to discuss the BCR method for biosolids treatment and disposal. This is one of the options presented in the Master Plan for WWTP Sludge handling and disposal.
- Wells 18SR and 19SR – Awaiting procurement of pump assemblies and scheduling installation.
- SPRC –Deer Creek – A punch list was prepared for water distribution items. North Peninsula Force Main – Received a response from the design engineer regarding plans review comments. Ormond Renaissance – Revised plans were reviewed and comments sent to the engineer. River Oaks – Awaiting completion of final outstanding items. YMCA Parking Lot Expansion – Plans were reviewed and comments submitted concerning their request to vacate the Center Street Right-of-Way. Zaxby's – A revised easement is being prepared to replace the easement being vacated.
- Utility Master Plan – Plan is being reviewed by staff.

Departmental Activities

- Water Distribution
 - Exchanged 19 water meters per Finance Department work orders.
 - Responded to or repaired 19 water service leaks.
 - Assisted 10 customers with misc. concerns.
 - Replaced 3 water meter boxes.
 - Replaced 4 water service due to low pressure, directionally drilled 1 - 2" casing under the road for water service replacement.
 - Responded to 9 water pressure and/or water quality grievances.
 - Performed Accuracy testing 3-1½", 1-2", 5-3" commercial water meters. Performed repairs on 4 - 3" commercial water meters.
 - Completed maintenance activities on 24 fire hydrants as part of the fire hydrant maintenance program.
 - Performed annual pressure testing on 2 City owned backflow preventers. Repaired and installed support structure to one backflow preventer.
 - Performed scheduled maintenance on 11 Water Distribution system valves as part of the valve maintenance program.
 - Replaced a leaking 2" isolation valve serving Jefferson St.
 - Repaired a 6" water main at the intersection of Oceanshore Blvd and Town & Country Lane, and a 2" GSP water main on Waterfront Ct.
 - Performed excavation restoration on Jefferson St and Flamingo Dr.
 - Performed flushing activities on S. Center St, Arroyo Pkwy, Garden Ln, Orchard St, Santa Fe Ave, Santa Ana Ave, Johnson St, Calle Grande Ave.

- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 84 regular and 4 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 36.762 million gallons for the week ending Nov. 9, 2014 (5.252 MGD)
 - Backwashed 9 filters for a total of 511,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for fro FPL routine load test..
 - We had one Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 33.74 Million Gallons.
 - Produced 25.67 Million Gallons of Reuse.
 - Produced 8.07 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.82 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 123.90 (14%-18% Solids).
- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 7 in Town.
 - Televised 10, cleaned 4 and root controlled 2 sewer laterals.
 - Repaired sewer lateral at 792 N. Beach St.
 - Cleaned 380' four inch force main (1M)
 - Cleared main sewer line back up -1100 W. Granada Blvd. (Grease in line)
 - Assisted water department crew with main break at 700 W. Granada Blvd.
 - Cleaned 6,600 ft. of sewer main in 1M system.
 - Televised 3,800 ft. of sewer main in 1M system.
 - Installed new valve box at 38 Black Creek.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 6 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 5 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 18/15psi. Foxhunters Flat (2 inch) 18/10 psi & Shadow Creek Blvd. (4 inch) 5/3 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Post Anoxic Mixer #1 & #2 west – swapped mixers in an effort to isolate potential dead mixing zone consideration.
 - 5M – assisted with replacement of backflow device and piping.
 - Effluent Transfer Pumps #1, #3 – pump malfunction - blown fuses at control cabinet – replaced fuses and tested – all OK.
 - Breakaway Trails Utility facility – completed temporary generator load testing and operational readiness of automatic transfer switch.
 - Influent Room – deragged pumps as needed.
 - SCADA/WIN911 monitor/response: Chelsea Place #1 - WIN911 – phase voltage loss – found power fully restored upon arrival –inspected station – all OK.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM's: Digester Blowers #1, #2, #3; Influent Odor Control Unit; Carousel Surface Aerators #1S, #1N, #2S, #2N; Sand Filters – monthly PMs - #1 - #2 - #3; Sand Filters #1, #2, #3.
 - Quarterly PM's: Influent Odor Control.
 - Semiannual PM's: none
 - Annual PM's: none
 - Lift Station PM's: 8 monthly and 0 annual performed.
 - Plant wide oil & grease route.

- 55 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Standish Booster station – contractor installed circuit for tank mixing pump.
- Phosphate scale inhibitor pumps – cleaned and checked lines – all ok.
- Granada Booster station – pump #1 mechanical seal leaking – contacted vendor for warranty repair –on site 11/12/14 for removal & repair.
- Scrubbers #1 – adjusted levels and prime pump – all ok.
- Fluoride tanks – began fabrication of new control panel.
- Monthly PM's: Shadow Crossing Reuse; all Hudson wells; wells 35R, 36R.

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 inspected all three of the Utility's permitted Industrial Pretreatment Program facilities. The annual inspections are a requirement of the program to constantly update any changes to the processes. Staff will be performing the annual sampling of the industries to ensure compliance with the Local Limits.
- **PEP Tank Brochures:** Staff has ordered the revised brochures from the printer. The brochure is purposed to provide general operating information and a listing of responsibilities to current residents having PEP Systems serving their property. The brochure will be mailed to customers served by PEP systems as well as homeowner associations which utilize the system for future resident information.
- **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.
 - Reuse Service Area Backflow Device Project: The contractor began installations the of the backflow prevention devices in the City's Reuse Service Area on October 31st. In the first week 29 new installations and 163 rebuild kits were installed.
 - 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 the transition to the new CCC management vendor who was recently selected. Staff expects to receive all of the data collected by the previous contractor for transfer to the new contractor this week.
 - Unregulated Contaminant Monitoring Rule 3 (UCMR 3): Staff has selected the lowest quote for the UCMR 3 sampling, which is scheduled to occur in November of 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

- 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.
- Agenda packet preparation and creation for November 20, 2014 Neighborhood Improvement Advisory Board

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.