

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 21, 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 City Attorney, Risk Manager, Economic Development Director, Fire Chief, and Planning Director
- Staff meeting with directors

Spoke to, attended and/or met with:

- Rotary meeting
- General phone call discussion with Wayne Grant, Ormond Observer
- General discussion with Commissioner Stowers
- Lewis Heaster regarding the MacDonald House
- New commission reception and organizational meeting
- Quarterly update lunch meeting with Rick Fraser, Ormond Beach Chamber Executive Director, Julia Truilo MainStreet Executive Director and Joe Mannarino, Economic Development Director
- Chamber of Commerce Board of Directors meeting
- Intracoastal Waterway Master Plan meeting with area City Managers
- General discussion meeting with Mayor
- Neighborhood Improvement Advisory Board meeting
- Daytona Beach Chamber Eggs and Issues breakfast meeting

Community Development

Planning

- Staff attended the monthly meeting of the Technical Coordinating Committee of the TPO. Items reviewed and approved by the committee include: reaffirming the policy for establishing and maintaining transportation priority projects; approving the amended Priority Process Project Applications; and recommending approval of the amended 2014/15 TIP. The committee voted to remove the \$3 million cap for any one single project under the Priority Process Project application. The downside of this recommendation is that larger projects will squeeze out smaller projects. Of interest, Frank O'Dea of FDOT gave a presentation on the I-4 (SR44 to I-95); I-95 (Brevard County line to SR44); SR 92/I-95/I-4 interchange, and the new interchange at Matanzas Woods in Flagler County. Total funding exceeds \$500M. In addition, the managed-use tool lanes or Hot Lane PDE is progressing very well.
- Staff met with RS&H staff to discuss bike facility gaps on SR40 as well as the North-South Greenway Trail.
- Staff met with Glen Storch and others regarding a new business interested in locating at the Bodez building on West Granada. A PBD will be needed since the use does not meet the criteria for a use that would be permitted by right. A neighborhood meeting will be required to ascertain any issues from the South 40 neighborhood. Also, the PBD requires that the nonconforming site be brought up to code to the maximum extent feasible.

- Paper file storage at City Hall for the Department is substantially completed. All Planning and Building files have been prepared for scanning by an outside firm. The Department has begun to receive the scanned documents and the required permanent records are being electronically stored in Questys – the City's permanent electronic storage site. The Department's S: Drive will be used to store the forensic material leading up to how and why a development or permit was approved. Once ProjectDox becomes operational, all this material will be stored on that system since the S: Drive has limited storage capacity. The ultimate goal is to have all the permanent records stored on Questys and all the nonpermanent documents stored on ProjectDox.
- Staff has completed the annual update to the Capital Improvements Element as required by state statute. This item is planned to go to the Planning Board in December with City Commission acting on it in January 2015.

Building Inspections, Permitting & Licensing

- 262 inspections performed.
- 6 business tax receipts issued.
- 90 permits issued with a valuation of \$1,414,609.00

Development Services

- The SPRC met to discuss the following developments:
 1. 1190 North US 1 (Playtex/Energizer)
 2. 589 South Yonge Street
 3. Skate Park Site Plan.

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.
- 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.
- Staff met with Tomoka Holdings to discuss the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach.

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. The buyer is working on financing options.
- Staff is preparing an analysis for the reuse of the former City Nursery property adjacent to the Airport Business Park. A preliminary survey is underway of the undeveloped land that has a large percentage of wetland/floodplain restrictions. Staff presented an update to the Aviation Advisory Board (AAB) and provided a written summary to the City Commission. Staff will continue the analysis of the potential uses of the property and present the findings and recommendations to the AAB and Commission.

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

- Staff met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in January of 2015.
- Staff met with the Main Street Economic Restructuring Committee to formulate initiatives for FY2015.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. Staff has been working with an out of state manufacturing firm that is considering relocation to the StyleMark property. Staff has prepared a Growth Assistance Agreement for this business prospect and it is scheduled to be presented to the Commission on December 2.
- Staff completed the revisions to the City's Economic Development Marketing materials and is in the process of updating the City's website, which is expected to be completed in December.
- Staff met with representatives of Total Comfort to discuss their expansion plans.

Airport Operation and Development

- Staff has completed an internal review of the draft Focused Environmental Assessment (FEA) for the northwest and southwest quadrants of the airport. The draft FEA will be forwarded to the FAA for review, after which the draft FEA will be made available for an additional 30-day public and agency review period.
- 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 p.m. The City Commission reviewed staff's plan to advertise for bids at their meeting on November 5th. To date, plan sets have been acquired by five (5) prospective bidders for this project.
- 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.
- The backup power generator for the air traffic control tower remains out of service for repairs. A temporary generator has been installed to provide backup power until repairs on the primary generator have been completed.
- Allen's Tree Service has substantially completed the project to clear trees and vegetation in the northeast, northwest and southwest quadrants of the airport identified by the FAA for removal. Allen's Tree Service will shortly begin work coordinated with staff and the Riverbend Golf Course to clear a limited number of trees in the southeast quadrant of the airport that have also been identified for removal by the FAA.
- Staff met with a Team Volusia business prospect, generated through Enterprise Florida, who was interested in a site in close proximity to the Airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (#5842-5894, #574-647).
 - Approved 20 Purchase Requisitions totaling \$1,286,088.09.
 - Issued 22 Purchase Orders totaling \$241,216.71
 - Processed 4,206 cash receipts totaling \$385,334.84.
 - Prepared 129 Accounts Payable checks totaling \$520,325.14 and 28 Accounts Payable EFT payments totaling \$134,175.38.
 - Processed 1,518 utility bill payments through ACH totaling \$96,967.85.
 - Processed and issued 6,159 utility bills with billed consumption of water of 48,905k.
 - Issued 852 past due notices on utility accounts.
 - Auto-called 106 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Casements Closure (December 4 & 5 to prepare for Gala)

- Movies on the Halifax (12/12 – “Polar Express”)
- Florida Licensing on Wheels (11/25)
- Meeting with the Manager (12/8)
- 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.
 - Completed Employee Newsletter for December 2014.
 - Attended quarterly NIAB meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted application High Visibility Enforcement (HVE) funding for crosswalk violations.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 3
- Hazardous: 3
- EMS: 91
- Motor Vehicle Accidents: 5
- Public Assists: 43
- TOTAL CALLS: 149

- Aid provided to other agencies: 13 Calls – Daytona Beach (2), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 62

Training Hours

- NFPA 472: Hazardous 70
- NFPA 1001: Firefighting 41
- NFPA 1002: Driver/Operator 2
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 36
- EMT/Paramedic 32
- TOTAL TRAINING HOURS: 183

Station Activities

- Conducted 110 fire hydrant inspections
- Updated 19 pre-fire plans
- Instructed a CPR class for Leisure Services Employees.
- Conducted two fire station tours.

Significant Incidents

- 11/10/14, 2:53 PM: N. Beach St. – Vehicle Fire – Upon arrival found a Ford Bronco with heavy fire and smoke coming from under hood and inside – owner was driving over bridge when smoke started

coming out of vents and began to fill inside of vehicle – active flames were coming from under the hood – vehicle extinguished with no injuries – total loss of vehicle.

- 11/14/14, 1:38 PM: Woodcrest Dr. – Structure Fire – Assisted Volusia County with a fully involved mobile home fire – two additional structures were threatened – one disabled occupant removed to safety from adjacent structure – FPL on scene to secure live arcing power line that had fallen in back yard – fire under control at 2:05 PM – a pet rabbit was found during secondary search and given oxygen – rabbit survived and taken to veterinarian – occupant and two dogs escaped with no injuries – Red Cross was contacted to assist occupants – State Fire Marshall confirmed fire originated from stove.

11/14/14, 10:40 PM: Ormwood Dr. – Structure Fire – Upon arrival found a single-story residential structure 75% involved with flames venting through roof – all occupants out of structure – fire under control at 11:12 PM – one patient transported as a trauma alert.

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 11-20-14.
 - 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.
- Applications Under Review
 - Leisure Services – Contract Manager for Buildings and Facilities Maintenance. Eighteen (18) applications were received.
 - Leisure Services – Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services. Nineteen (19) applications were received.
 - Leisure Services – Part Time Maintenance Worker II. Five (5) applications were received.
- Screening/Interviews Scheduled
 - Public Works – Maintenance Worker III (Street Sweeper). Selected candidates were interviewed the week of 11-17-14.
 - Leisure Services – Part Time Custodian at The Casements. Selected candidates were interviewed the week of 11-10-14.
 - Police Department - Police Officer. 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.

City Events/Employee Relations Update

- The next new employee orientation will be held on 11-21-14.
- A blood drive will be held on 12-1-14.

Risk Management Projects

- Mayor's Health and Fitness Challenge 2015 team & event planning meetings.
- Attended ordinance review/update meeting.
- Attended Leadership: Government Day planning meeting.
- Attended United Way campaign planning meetings.
- Attended wellness council executive board planning meeting.
- Launched driver license survey.
- Arranged health assessment make-up day.

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: - 13 New work - 44 completed - 52 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,200	Inbound E-Mails Blocked	14,210
Delivered Inbound E-Mails	12,715	Quarantined Messages	275
Percentage Good Email	46.7%	Virus E-Mails Blocked	144

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 13 Changes: 52 Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 21,064 (93.6%) potable 20,482, 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
 - Ormond MainStreet's Riverfest
 - Holiday Parade City Services Meeting
 - New Commission Reception
 - City Commission Meeting

- 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 City's Coed Adult Softball fall season finished this week with championship games on Monday night.
 - Ormond Beach Soccer Club competitive and recreational teams practiced this week and had their final games on Saturday.
 - The City's Youth Flag Football playoffs continued games this week, Monday through Thursday at the Sports Complex at 5:45, 6:45 and 7:45 nightly.
 - Lady Renegades continued practicing for their fall season Monday through Thursday evenings at the Softball Quad Sports Complex.
 - Seabreeze High School Boys' Soccer Team hosted a home game on Monday at 5 and 7pm on Championship Field #7.
 - OBYBA Basketball started their practices this Wednesday at Nova and South Ormond gyms at 6pm.
 - Riverbend Academy hosted two home games this week on Monday and Friday at 4pm at Soccer #4 and Soccer Championship Field #7.

- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - 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's fall season is practicing on BB fields; staff is prepping fields daily.
 - The Boys' 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 Boys' Mustang, Bronco and Pony leagues have started their fall seasons. Prepped fields for the Monday through Friday.
 - 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. Repainted fields for them weekly.
- Seabreeze and Riverbend Academy have begun their varsity soccer seasons. Painted and prepped fields for their games.
- Began spraying the fields to prep for the overseeding of rye grass that is coming up. Soccer fields 3, 6 and 8 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
 - Thousand Oaks HOA meeting was held Tuesday from 6:00pm to 9:00pm
 - Big Band America was held Thursday from 7:00pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: 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 Presents Disney's Aristocats Jr. G2K Sound of Music, Friday, 12/5 and Saturday, 12/6 at 7pm and Sunday, 12/7 at 1pm, \$10

- 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
 - Basketball practice Wednesday and Friday
 - Preparing for floor refinishing/building closure beginning Saturday, November 22nd

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended event meeting
 - Attended Parade meeting
 - Attended Parade City services meeting
 - Hosted New City Commission reception
 - Clean-up from last week's four events
 - Accepting and tracking applications for Holiday Parade (ongoing)
 - Preparing sponsor letters and flyers for Parade (ongoing)
 - Assisting with various tasks for upcoming events: five holiday event/programs
 - Prepared Parade resident notices for distribution

- Gymnastics
 - The November Gymnastics now in session
 - Registration is now open for the December/January Gymnastics 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 that are offered 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 continue to meet on Wednesday from 3:30-4:30pm.
 - SPARC will host a Hoedown, a party for people with special needs, on Friday from 6:00pm-8:00pm.
 - Boys' Basketball League will start practice this week.
- The Casements
 - Classes met this week including Pilates and Yoga at Bailey Riverbridge.
 - Tours were not given this week due to termite tenting.
 - Ormond Mainstreet's Riverfest was held in Rockefeller Gardens on Saturday and Sunday.
 - The Casements staff began decorating the building for Christmas on Saturday and Sunday.
 - Seaside Herb Society met in Bailey Riverbridge on Saturday morning.
 - The Casements staff prepped the interior for termite extermination on Monday.
 - The Guild held their general meeting in Bailey Riverbridge on Wednesday morning.
 - The Talaquah Homeowners held their meeting in Bailey Riverbridge on Wednesday evening.
 - The Guild Crafters worked in Bailey Riverbridge on Thursday afternoon.
- Parks Maintenance
 - Pressure cleaned coquina sponsor rock at the Magic Forest
 - Repaired broken fuel storage cabinet at Andy Romano Beachfront Park
 - Set up and broke down tables and chairs for the Employee Health Fair at Nova Community Center
 - Installed new soap dispenser at Fortunato Park
 - Loaded miscellaneous boxes from old fire administration to Commissioner's car
 - Loaded and furniture from City Attorney's Office and delivered to Fleet for auction
 - Escorted interested parties to City facilities for janitorial bid inspections
 - Removed graffiti from men's restroom stall door at Fortunato Park
 - Removed overgrowth from in front of building at Bailey Riverbridge Gardens
 - Lubricated all moving parts on playground set at Andy Romano Beachfront 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
- Checked approximately 175 snowflakes for electrical issues
- Tested holiday decorations for the Police Department and City Hall and repaired as necessary
- Replaced three four-foot bulbs in N.I.D. Managers Office
- Picked up parts (drive belts) for stock two A/C systems
- Installed equipment in Truck 428 at Public Works
- Checked temperatures - chiller sounds too quiet at City Hall
- Prepared holiday decorations for display areas at Building Maintenance section
- Picked up holiday decoration tools for preparations at Building Maintenance
- Provided/picked up air filters for the TV Truck at Waste Water Utilities
- Hung holiday decorations on SR40
- Displayed commemorative flag at Police Station
- Repaired ice machine at Sports Complex
- Troubleshoot the electric light poles on Granada Boulevard
- Repaired pole lights at Sports Complex
- Repaired toilet in men's restroom at Central Park II
- Repaired lights in NID storage room Police Department
- Removed attorney's desk and bookshelf from Ames to Fleet
- Repaired window at shuffleboard at Sports Complex
- Repaired pole lights around the Library and at Fire Station 93
- Repaired DOT lights at Nova
- Repaired parking lot lights at Public Works and the south end parking lot at Fleet
- Replaced ceiling tile in the reuse office at Public Works
- Met contractor for ceiling tile replacement at the Senior Center

Police Department

Administrative Services

- Captain Godfrey held new Police applicant interviews with the assistance of select Department members and Human Resources personnel.
- Captain Godfrey taught a two hour block on Internal Investigations to our new Officer, Benita Rennell.
- Captain Crimins attended and spoke at the Citizen Police Academy graduation.

Community Outreach

- "Coffee with a Cop" held at Peach Valley West.
- TASER Instructor class in Melbourne.
- Citizen Police Academy Graduation.
- "Santa on Patrol" private funding for suit, toys, & materials secured. Business contacts with interested participants in the program.
- Met with D.B.P.D. in reference to "Coffee with a Cop" implementation.
- Conducted DARE Classes at Pathways, St. Brendan's and Pine Trail Elementary on Tuesday and Wednesday.
- Spoke with after school program students at the South Ormond Neighborhood Center.
- Preparations were made to pick up toys from the Margarita Ball. PAL staff and volunteers will serve as hosts on November 21 at the Ocean Center.
- Tutors R Us continues at the South Ormond Neighborhood Center. Currently there are 24 participants in grades 1 – 9. The program ends for this semester on December 3rd.
- Science on Patrol at OBMS continued. There are 28 youths in the program. The last class will be held December 18th.
- Science on Patrol at Ormond Beach Elementary School continued with an investigation of DNA. Currently there are 13 children registered. The last class was held on Thursday, November 20 with an investigation of DNA.

Community Services & Animal Control

- Animal calls responded to: 50
- Animal Reports: 3
- Animal Bites: 1
- Animals to Halifax Humane: 3 (Dog:1 Cats: 2)
- Wildlife: 2
- Alarm Citation:1 (Business)

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 9
- Inactive: 9
- Fraud: 9
- Burglary Business: 1
- Burglary Residential: 6
- Larceny Car break: 3
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Police Information: 1
- Drowning: 1

Narcotics: Investigator on leave.

Comments:

- Frauds: Detectives are working several frauds in which victims are being asked to pay bills/fines with Green Dot Cards. Citizens should be wary of individuals contacting them by phone and asking payment with Green Dot Cards.
- Burglaries: Detectives are investigating several burglaries that occurred in the areas of Charleston Square, Emerald Oaks, South Beach Street, Montana Terrace and Jeanette Lane. Forced entry is involved in most of these burglaries.
- Carbreaks: Detectives continue to investigate recent car breaks on Emerald Oaks Lane, South Yonge Street and Coquina Ridge Way.
- Robbery: Detectives continue to follow-up the robbery of the McDonalds located at West Granada Avenue and South Nova Road. More charges are pending.
- Robbery: Detectives are investigating the robbery of a Night Auditor at the Tropic Sun Towers on South Atlantic Avenue.

Records

- Walk - Ins / Window 119
- Phone Calls 132
- Arrest / NTA'S 13
- Citations Issued 59
- Citations Entered 101
- Reports Generated 130
- Reports Entered 123

- Mail / Faxes / Request 31

Patrol

- Total Calls 1,898
- Total Traffic Stops 133

Operations

Crime Opportunity Report Forms: 50

- 11/13/2014
 - Burglary - Residence, 87 Emerald Oaks Lane (Ormond Lakes). Unknown suspect entered through weak entry point (French door) at rear of the house. Several items of jewelry and cash missing.
 - Grand Theft, 353 West Granada Boulevard (Winn-Dixie). A shopper left her purse in the cart unattended and was relieved of her wallet and its contents.
 - Warrant Arrest, Pine Street / Hand Avenue. Suspect was stopped for an equipment violation. She had an open warrant.
 - Burglary - Residence, 40 Charleston Square. No forced entry. Small amount of cash and jewelry taken. The suspect is known.
 - Burglary - Residence, 50 Rocky Bluff Drive. Forced entry by a sliding glass door. \$5,400.00 in jewelry taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect arrested for shoplifting.
 - Burglary - Residence, 471 Jeanette Street. Only a cellular phone taken.
 - Resisting Arrest with Violence Arrest, 1614 North U.S. 1. Officers responded to a disturbance and contacted the suspect. She was very intoxicated. Units attempted to place her under a Marchman Act. She became violent and was arrested.
 - Battery - Domestic Violence Arrest, 99 Central Avenue. Suspect was arrested for Domestic Violence. He head butted his girlfriend and kicked in the bathroom door.
- 11/14/2014
 - Warrant Arrest, 431 Collins Street. Suspect was located at his residence and was found to have an open warrant for Violation of Probation for Burglary/Conveyance with no bond.
- 11/15/2014
 - Narcotics Arrest, 1200 Block of Vanderbilt Drive. Suspect was stopped for a traffic violation on Vanderbilt Drive and was driving with a suspended driver license. His vehicle was inventoried and towed. During the vehicle inventory, approximately 40 grams of cannabis was located in the vehicle.
 - Warrant Arrest, 1521 West Granada Boulevard. Suspect contacted an officer and said he wanted to turn himself in for an open warrant (open warrant from the Florida Commission of Offender Review, no bond).
- 11/16/2014
 - Carbreak, 524 South Yonge Street #4. The victim reports that sometime overnight someone entered her locked vehicle (no forced entry found) and stole her Coach purse, new clothing, nutritional supplements, and a Nike duffle gym bag. Officer walked the area and located some of the victim's property at the rear of 498 South Yonge in the trash.
 - Aggravated Battery, 19 North Yonge Street #20. The victim was beaten about the head by a transient with a soup can causing severe trauma. Suspect left the area prior to police arrival and was possibly last scene on a red bicycle crossing the Granada Bridge eastbound.
 - Battery - Domestic Violence, 329 South Ridgewood Avenue. Suspect was taken into custody for domestic battery after he struck the victim in the face during an argument.
 - Armed Robbery, 591 South Atlantic Avenue. The security guard /night auditor said a man came into the lobby wearing a mask and gloves and pointed a gun at him. The suspect hit the victim in the head and told him to lie on the ground; he then took the cash drawer and fled on foot. The victim tried three different offices to dial 911 but he couldn't get the phones to work. He then drove to Circle K across the street and borrowed their phone to call the Police.

- 11/17/2014
 - Nothing significant to report.
- 11/18/2014
 - Warrant Arrest, 501 Harbour Lights Drive. Suspicious person was going door to door, asking residents what time it was. He was contacted and found to have an open warrant for possession of marijuana out of Brevard County with a \$1,000.00 bond.
 - Carbreak, 38 Emerald Oaks Lane (Ormond Lakes). Purse removed from an unlocked vehicle overnight.
- 11/19/2014
 - Narcotics Arrest, 300 Hand Avenue. Suspect was stopped on Hand Avenue for a traffic violation and was driving without a driver license. A vehicle search revealed Methadone and drug paraphernalia.
 - Carbreak, 406 North Halifax Drive. The victim reports that when he came out to go to work this morning he noticed his car door was not closed all the way. The victim went to work and later discovered his wallet, credit cards, backpack and loose change missing.
 - Carbreak, 24 Ormond Shores Drive. The victim reports that his vehicle was parked in front of 24 Ormond Shores Drive while he was doing lawn work. The victim walked around the back of the house for a minute and when he returned he observed a gold Nissan Maxima speeding away. The victim found his Garmin GPS, \$60.00 in cash and his Costa sunglasses missing from his unlocked vehicle.
 - Carbreak, 22 Riverwood Drive. The victim reports that when he came out to go to work this morning he noticed his car door was not closed all the way. The victim checked his vehicle and found \$120.00 missing.
 - Shoplifting Arrest, 1340 West Granada Boulevard (Lowes). Suspect issued a notice to appear for shoplifting.
 - Carbreak (x6), 15 Signal Avenue (Command Medical). Forced entry to all vehicles. Valuables left in plain sight were taken.
 - Aggravated Battery, 65 Seton Trail #6. Units responded to the hospital for a gunshot wound, victim originally said bullets went off in his hand then he said he had a fold up .22 caliber hand gun in his right hand. He said he was chasing his dogs down the stairs and when he grabbed the hand rail the firearm discharged. He said he was alone at the time. The firearm was loaded with "rat shot."

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 20
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 28
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 4
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 14-11-00213 Crash, Hand Ave/Williamson Blvd, rear end crash. One southbound lane of Williamson Blvd blocked approx. 45mins.
 - 14-11-00227 Serious bodily injury crash, North Ridgewood Ave/Melrose Ave, Vehicle versus motorcycle, motorcycle operator suffered a compound fracture to her leg.

Traffic Unit

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: All Public Schools
 - Reason for this STEP: School Zone
 - Number of times worked: 4; Total Hours Spent: 3
 - Citations Issued: 4 Written Warnings Issued: 0
 - Comments: Parking still an issue at Pine Trail Elementary School

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 900 block North Tymber Creek Road
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1 Written Warnings Issued: 3
 - Comments: 30mph over the limit citation issued.

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 600 block Hand Ave
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0 Written Warnings Issued: 0
 - Comments: None

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Wilmette Ave/Wilmette Circle
 - Reason for this STEP: Citizen Complaint
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0 Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: West Granada Blvd/North Nova Rd
 - Reason for this STEP: Citizen Complaint
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0 Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 1 Case initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 4 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and thirty-eight (38) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- John Anderson Drive – The contractor has completed installation of the exfiltration drain system that was added to lower the high groundwater that occurred following the recent rains and had the potential to impact the road base around the 300 block. The stop signs have been installed at Amsden, Standish and Neptune. The project is essentially complete.

- Traffic Signal Maintenance (Mast Arm Painting) – Due to FDOT permitting delay, staff has agreed to start the project in January as the contractor is finishing another project.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Contractor is scheduling paving west of I-95, and due to cooler evening weather will be performing this work during daytime hours. I-95 to the Tomoka River Bridge is scheduled for this weekend while paving from the Tomoka River Bridge to Tymber Creek Road is planned for Monday and Tuesday of next week.
- 2014 Roadway Resurfacing - South Halifax Drive was milled and resurfaced from Fluhart Drive to River Beach Drive. One mile of Pineland Trail was paved from Harmony Road to the south, completing the paving phases between Harmony Road and Ormond Green Blvd. Future improvements to the north Pineland Trail section to occur over the following two fiscal years. All other roads scheduled with this year's resurfacing project have been completed.
- Granada Medians (West of I-95) – The contractor has completed approximately 90% of the irrigation system installation and has installed all of the proposed Senegal date palms and crape myrtles, west of Tymber Creek Road.
- Reforestation Street Tree Planting – The contractor is installing the irrigation system and removing trees and old stumps that are in conflict with proposed plantings.
- Beach Ramp Beautification – Cardinal Approach – Contractor completed clearing and disposing of the old plant material and excavated the proposed sidewalk area for the base materials.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement – The contractor completed demolition of the old ramp and is constructing the structural framing of the new ramp system.
- Fiber Optic Network Expansion – The contractor has completed the directional bore from North Beach Street to City Hall, which completes all conduit work on the north leg project (City Hall to Fire Station 93). Work is continuing on the south leg project from the police station to South Ormond Neighborhood Center, with the contractor currently working south of Mound Avenue.
- Hand Avenue Bridge Railing Repair - The damaged sidewalk and retaining wall was repaired after a large oak tree had fallen. That section of sidewalk will remain closed until the replacement handrail has been delivered and installed.
- Ormond Beach Sports Complex Roadway Improvements – The project is complete, however, additional striping improvements are being considered for the east park entrance road and road divide.
- Nova Community Park Skate Park Expansion – The skate park was closed beginning November 12 for construction of the expansion and improvements. Contractor installed security fencing and began mobilization at the construction site this week.

Design Projects:

- City Welcome Sign – 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 the 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 has submitted plans for FDOT review.

- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and has requested material proposals from RCP Shelters.
- Downtown Stormwater – Staff & consultant met with SJRWMD reviewers for a construction permit pre-application meeting on November 10, staff will provide comments this week. The surveyor is finalizing easement documents for the easement required to connect 64 Lincoln Avenue to New Britain Avenue.
- Ph II 2-Inch Watermain Replacement - Mainland – 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 – Final comments on the plans and bid specification have been provided to the consultant.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final comments on the plans and bid specification have been provided 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 - Submitted permit application to VCHD to extend a watermain off of the existing watermain on Hull Road to serve the new restroom building near the football/soccer field, on the east side of the complex. Met with the Pride Football representative to discuss their role in developing a site plan for the building and coordination with City staff, who will be managing the utilities extension and coordinating the overall construction project.
- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL will fund the culvert replacement.
- Deer Creek Reclaimed Water Service - Staff is investigating the feasibility of serving Deer Creek subdivision's irrigation needs with the existing reclaimed watermain which runs along Airport Road. The existing pond irrigation system was investigated to determine the plumbing needed to connect to the reclaimed watermain and retain the pond pumping system as a backup. Once the Utility Master Plan Update has been completed this year, the report recommendations will be taken into consideration in determining what additional improvements, if any, will be required to serve Deer Creek with reclaimed water.
- Bermuda Estates Sidewalk - Design plans are being completed for installing a sidewalk from SR40/Granada Blvd. to Bermuda Estates Drive. This project is intended to be included as a supplemental project to the next roadway resurfacing project later this fiscal year.

Department Activities

Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
- Reviewed SWMP submittals for residential construction (on-going)

- Drainage ditch off Jeanette Drive - Staff met with concerned resident regarding a drainage ditch which runs between several properties. Staff identified some minor cleaning and overgrowth clearing including removal of some sections of cut trees which have fallen into the ditch, to improve the flow of the ditch.
- Began researching Florida Statutes relating to coastal construction for assistance in updating the City Code of Ordinances per Legal Department request.
- Located and provided Nova Landfill as-built AutoCAD and PDF drawings and provided to consultant (BFA) per request.
- On-site meeting at 48 Levee Lane with homeowners to discuss lot filling and retaining wall location options.
- On-site meeting at 494 John Anderson Drive with builder for walk through and final inspection of the SWMP.
- Updated the construction plan set drawings for the Laurel Creek Ditch piping per project manager's comments.
- Continued the modification of the North US1 landscape plan drawings per project manager's comments.
- Modified the drawing plan set for Bermuda Estates sidewalk construction project per project manager's comments.
- Created multiple exhibit drawings and location maps for City PowerPoint presentation for Chamber of Commerce Lunch & Learn program on upcoming landscape and beautification projects.
- Researched plans to identify the right-of-way and a completed 30' safe sight triangle stakeout at northeast corner of Bryant/Burns Streets per Neighborhood Improvement Division request.
- Researched old plat and as-built information for the location of property corners and parcel ownership and marked same in the field to determine fence location, ownership, and maintenance obligation at the boundary between the Woodlands Sub and Daytona Park Subdivision per Neighborhood Improvement Division request.
- Completed the sketch and legal description drawings for 500 North Nova Road annexation per Planning Department request.
- Requested a proposal from Continuing Contract Consultant for a Land Management Plan that FDEP requested for the lease agreement area of Sanchez Park.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed broken concrete & replaced with new at Main St. Park
 - Preventative maintenance on vehicles in the Public Works Yard
 - Checked concrete on Creekview Way
 - Removed broken sidewalk & replaced on Riverside Dr., between Riverbeach and Ormond Shores
 - Removed broken sidewalk & formed at Riverside Dr. & Pleasant
 - Built & painted wooden barricades at the Public Works Yard
 - 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 Performing Arts Center, on Timberline Trl., at Central Park III, on University Cir., on Magnolia at SR40, and on Stonehaven Trl.,
 - Removed a tree at Fleet Maintenance
 - Marked traffic cones for distribution in the Public Works Yard

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed various ROW (Right-of-Way) DOT (Department of Transportation) locations on SR40, on Nova Rd., on 500 block of Riverside Dr., and on Orchard St.
- Secured and repaired lighted barricades to use for the Gaslight Parade in the Public Works Yard
- Cleaned up yard, straightened out banners and unloaded bridge signs in the Public Works Yard
- Picked up a dead deer on SR40 at Hunter's Ridge
- Picked up debris at US1 in the medians, south of Hull Rd. and west of Melrose, and on Lincoln Ave.

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, put away stock that was received and checked & gathered barricades & signs for Gas Light Parade
- Nova Recreation Rainbow Park, installed 2nd set of signs
- John Anderson Dr., checked for installation of Stop Ahead signs & then installed (6) signs
- The Villages, straightened various signs and installed a Keep Right sign
- Sign Shop, met with Shawn from Stellar Pavement

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 – maintenance on truck
- Zones 1 to 4 – cleaned and inspected basins

Mowing

- Reachout Mower – none done this week
- Brush Hog Mower – none done this week

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

22,829

PM Services completed for the week:
Emergency—Vehicles and Equipment
4

Non-Emergency Vehicles and Equipment
11

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has gallons of 14,021 unleaded and 10,253 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,011 gallons of unleaded and 581 gallons of diesel.
- Fleet completed 35 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 number was received for advertising. A disposition memo was prepared for the December 2, 2014 City Commission meeting.
- 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 quantities were verified and reconciled.
- 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 64 Dual Check Valves and 104 Dual Check Valve Repair Kits to date in the Breakaway Trails (BAT) and Hunter's Ridge (HR) area.
- Dual Check Valve Assembly Procurement – A purchase order was submitted to the vendor for purchase of devices to be installed in the north peninsula reuse service area upon completion of the BAT/ HR areas.
- 13 Briggs Drive – Water service replacement is being scheduled.
- 2573 John Anderson Drive – Volusia County Use permit received.
- Pressure Main Cleaning Services – Bid disposition memo and specifications were uploaded for City Commission review on Dec 2.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 damage was more extensive than bearing replacement. Machining of the shaft sleeve and a new mechanical seal is also required. An amended purchase order was requested to cover the additional expenses. 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. Work authorization sent to consultant 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. Energizer – Met with owner to discuss storage tank placement. North Peninsula Force Main – Responded to design engineer's comments. Ormond Renaissance – Revised plans were reviewed and comments sent to the engineer. Riverbend Church – Lift station start up scheduled this week. River Oaks – Punch list items are being resolved. Skate Park Expansion – Reviewed plans. 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. 550 W Granada – Revised plans were submitted for review.
- Utility Master Plan – Plan is being reviewed by staff.

Departmental Activities

- Water Distribution
 - Exchanged 10 water meters per Finance Department work orders.
 - Responded to or repaired 23 water service leaks.
 - Installed 4 new residential water services.
 - Assisted 12 customers with misc. concerns.
 - Replaced 10 water meter boxes.
 - Replaced 3 water services due to low pressure.
 - Responded to 5 water pressure and/or water quality grievances.
 - Completed maintenance activities on 13 fire hydrants as part of the fire hydrant maintenance program.
 - Performed annual pressure testing on 1 city owned backflow preventers. Repaired and installed and/or installed 4 backflow preventers.
 - Perform an inspection on multiple city irrigation service for backflow prevention protection.
 - Initiated installation of freeze protection on city owned backflow preventers.
 - Performed scheduled maintenance on 14 Water Distribution system valves as part of the valve maintenance program.
 - Repaired a 2" water main on Boxwood Ct.
 - Performed excavation restoration on Pine Tr, Melrose Ave, Katrinas Dr, Waterfront Ct, Town & Country Lane, Julie Dr, Seldon Ave, Sunrise Dr.
 - Tested water meter due to zero consumption for median irrigation on Buena Vista Ave.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 60 regular and 3 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 34.967 million gallons for the week ending Nov. 16, 2014 (4.995 MGD)
 - Backwashed 6 filters for a total of 287,000 gallons backwash water.
 - Produced and hauled 81 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 38.91 Million Gallons.
 - Produced 18.57 Million Gallons of Reuse.
 - Produced 20.34 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.56 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 114.57 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 1 in Town.
 - Televised 4, cleaned 6 and root controlled 3 sewer laterals.
 - Televised 50' of 1M 4" force main S. Beach St.
 - Located reuse service for home owner at 444 N. Halifax Dr.
 - Cleaned out bottom of 1M wet well. Found no leaks in bottom of wet well.
 - Cleaned 4,300, televised 3,600 feet of sewer main in 1M system.
 - Installed new clean out at 33 Black Hickory.
 - 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) 22/20psi. Foxhunters Flat (2 inch) 20/19 psi & Shadow Creek Blvd. (4 inch) 3/2 psi.
- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Alum Pump #2 – leaking hose noted – tightened hose clamps – OK
 - 1P – follow up from call out – replaced #1 and #2 check valves with repaired inventory – inspected and repaired vacuum pump system as needed – all ok.
 - Influent Pump #3 – assisted TAW with removal of pump for offsite repairs.
 - 1M – assisted Collections with force main test.
 - Alum Building PLC - UPS not operational – replaced batteries - all OK.
 - 4P – replace RTU batteries.
 - Effluent Transfer Pump #1, #3 – pump not operating – found blown fuses at control cabinet – replaced fuses and tested – all OK.
 - Influent Room – deragg pumps as needed.
 - SCADA/WIN911 monitor/response: Aberdeen #2 – SCADA – high run hours – found #1 check valve bypassing – deragged – OK; 4M1,4P - WIN911 – phase voltage loss – power fully restored upon arrival – inspected station – all ok; Ormond Mall - WIN911 – high level – found dirty probe – cleaned probe – all OK; 1P - Answering Service – resident noted noisy operation of lift station – non-operational check valve at #1 pump – repair/replace check valve #1; Ormond Greene - WIN911 – phase voltage loss – tree on power lines – contacted FPL – operate station using generator during power line restoration – restored – 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: Decant Pump; Screw Pump #1, #2, #3;
 - Quarterly PM's: Screw Pump #3.
 - Semiannual PM's: Carrousel Surface Aerators #1S, #1N, #2S, #2N.
 - Annual PM's: none
 - Lift Station PM's: 7 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 51 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Inspected and pumped out equipment vaults as needed after heavy rain storms – exercise valves as needed – all areas of city.
- Phosphate building – prepared building for heaters and insulate chemical pipes for upcoming cold weather.
- Nova Road Booster station – repair sump pump – ok.
- Well 40R – low oil level alarm – reported to Fleet for corrective action.
- Granada Booster Station – contractor pump removal for warranty repair.
- Standish Booster Station – adjusted and repaired leaking valves – ok.
- Distribution/Splitter Box – replaced leaking chlorine valve – all ok.

- Fluoride Control Panel – assisted with final installation.
- Reuse Jockey Pump – VFD fault noted – Power converter not functional – acquiring quote for replacement unit.

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 the FDEP report concerning the Pretreatment Compliance Inspection performed by the FDEP on October 8th, 2014. Staff will be performing the annual sampling of the industries to ensure compliance with the Local Limits.
 - PEP Tank Brochures: Staff has ordered brochures from the printer. The brochure is meant to inform current and perspective residents of the waste water system on their property. It will highlight the City's responsibility as well as the resident's. Upon approval, the brochure will be mailed to homeowners having PEP systems and 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. The sample was collected and delivered to the City's contract lab for analysis.
- 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 of the backflow prevention devices in the City's Reuse Service Area on October 31st. In the second week 64 new installations and 140 rebuild kits were installed.
 - Triennial Lead and Copper Sampling: Staff is preparing letters to residents who participated in the event notifying them with results of study. The Utility maintained compliance with this important EPA program.
 - Unregulated Contaminant Monitoring Rule 3 (UCMR 3): Staff collected the potable water samples as prescribed by the EPA and delivered the samples to the City's contract laboratory for analysis. 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
- Staff attended and provided support for November 18, 2014, City Commission Meeting
- Preparation of Advisory Board Nominations Worksheet to be distributed to the City Commission by November 18, 2014.
- Staff attended and provided support for November 20, 2014, Neighborhood Improvement Advisory Board
- City Clerk attended meeting with legal department to review Code of Ordinances

Status of Department Projects

- Municode republication of *Code of Ordinances*

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