

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 16, 2015

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

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with HR Director, Risk Manager, IT Manager and Fire Chief
- Employee Appreciation Day preparations
- Review of commission agenda

Spoke to, attended and/or met with:

- State of the City
- Roundtable of Volusia County Elected Officials meeting
- Area City Managers regarding proposed survey by the County
- Homeless Committee members Jessica Robillard, Harry White, Bill Ternent regarding homelessness issue
- Zach Chalifour of James Moore & Co., annual finance audit general discussion
- Traffic issues meeting at Pine Trail Elementary with School, County and City representatives

### **Community Development**

#### **Planning**

- The Department has recommended to Human Resources the hiring of Thomas Seaman as Building Inspector. Mr. Seaman is a state certified General Contractor (GC) and has been in the construction industry for over 30 years. Due to his GC license, Mr. Seaman will be well prepared to pass his Building Inspector test as well as the 1&2 Family Code. He will be working under the supervision of the Chief Building Inspector who is also a Certified Building Official until he receives his Provisional License. All vacant positions in the department have been filled.
- A public hearing was held at the Planning Board meeting last week for a small scale land use plan amendment and rezoning for 10 Magnolia Avenue. The proposal is to amend the land use and zoning from Low Density Residential (LDR) to Residential, Office, Retail (ROR) and R3 (Single-Family Medium Density) to B1 (Professional Office-Hospital) respectively. The proposed use is a multi-tenant office/commercial use. The Planning Board approved both the Land Use Plan amendment as well as the rezoning. While the Planning Board agreed that the land use change was warranted, it expressed concerns to the applicant that ingress/egress be from SR40 and that the residential development be buffered greatly from this commercial development. On the former direction, staff expressed to the Board there are three directional median cuts between Old Tomoka Road and Magnolia. FDOT has jurisdiction regarding the type of curb cut that can be safely approved. The applicant will be required to provide a traffic engineer's opinion regarding safety as it relates to a full curb cut on SR40.
- ProjectDox Status Report:
  - We are into the tenth working day where all site and building plans prepared by architects, engineers, and surveyors are required to be submitted electronically. This group has adapted well and likes the ability to do everything from their office at their convenience.
  - Smaller contractors understand why technology is changing their industry and are trying to understand the process. City staff continues to offer individualized training to assist them.

- To further assist the smaller contractor, City staff will upload the submittal from the Joint Permit Counter. Paper documents will be scanned and the customer's credentials within ProjectDox will be used, thereby training them on how the process works. This method will be used sparingly as the customer has the responsibility to learn to use the system.
- Outstanding issues regarding the interfaces between HTE and ProjectDox and GIS/ProjectDox remain.
- Outstanding issues with required equipment remain.

#### Building Inspections, Permitting & Licensing

- 273 inspections performed.
- 12 business tax receipts issued.
- 104 permits issued with a valuation of \$1,005,085.00

**NOTE:** Private Provider inspection services conducted 67 inspections of the 273 inspections performed.

#### Development Services

- The following SPRC activities occurred this week:
  1. Lakes of Pine Run waste water treatment facility – building permit
  2. Hudson Furniture (variances are needed for parking and FAR)
  3. Concentrated Aloe
  4. 600 Granada Boulevard

#### Economic Development/Airport

##### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff continues discussions with Tomoka Holdings regarding options for facilitating the development of the Commerce Park.

##### Airport Business Park

- Staff has prepared a Growth Assistance Program Agreement for the 5-year reimbursement of property taxes projected to be paid by Concentrated Aloe as part of the construction of a 40,000 square foot manufacturing facility on Lot 2 at the Airport Business Park. The Agreement was approved at the September 9 City Commission meeting. The City's Site Plan Review Committee has received the final site plan for the construction of the building, provide their comments, and the applicant is preparing plan revisions. A closing on the property is expected in November.
- Staff is working with the VMA to assist in their Manufacturing Champions Bus Tour for local school counselors. Staff will guide the bus tour through the Ormond Beach Airport Business Park on October 23.

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

- Staff worked with Ormond Chamber to update the Doing Business in Ormond Beach resource guide that will be republished in November.

##### Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm interested in relocating their entire operation to an available property at the Airport Business Park. The firm met with staff to discuss several available properties in Ormond Beach and possible economic development incentives associated with the relocation of the manufacturing operation to the City. The company is negotiating a purchase offer for one of the Business Park properties.

- Staff is working with Economic Development Practitioners to complete the next promotional initiative for Rediscover US1: Americas Business Highway, which will focus on visiting restaurants that have pledged a donation to Food Brings Hope. The Rediscover US1 Restaurants runs from November 1 to November 21.

#### Airport Operation and Development

- The new emergency backup power generator for the air traffic control tower was delivered this week. Staff is coordinating installation of the generator in concert with ongoing air traffic control operations.
- Staff worked with Hoyle, Tanner and Associates (HTA) to review the FAA's Part 77 Obstruction database for the airport. Staff was able to confirm for HTA that all obstructions in the vicinity of the airport identified for mitigation by the FAA have been removed. This information has been included in the final draft of the Airport Master Plan Update.
- Staff compiled and submitted to FDOT a request for a Joint Participation Agreement (JPA) between the City and FDOT to provide state funding for the construction phase of the Taxiway "G" project, for which the City has already received and executed a funding agreement with the FAA. The project consists of several distinct project elements; the construction of Taxiway "G," installation of Precision Approach Path Indicator (PAPI) systems on Runways 17, 35, 8 and 26, installation of Runway End Identifier Lights (REILs) on Runway 17, and the installation of new lighting and signage on Taxiway "C," to include construction of a new electrical vault, including a standby generator. The total cost of construction and construction engineering is estimated to be \$4,222,584.35 for a total FAA share cost (90%) of \$3,800,325.92. The City has requested FDOT funding of the non-federal share in the amount of \$336,975.79.
- Staff compiled and submitted to the FDOT a request for a JPA between the City and FDOT to provide state funding for a project to repaint certain airfield markings at the airport. This project will re-mark all runway markings, remove and replace the threshold markings on Runway 8-26, and re-mark the center and edge lines of Taxiways Bravo, Delta, Echo, and Foxtrot. This project will be conducted in accordance with the current Statewide Airport Runway Painting Contract. This project is being conducted because the airport's runway markings were downgraded to "fair" condition following the airport licensing inspection in February of this year, and is intended to address this deficiency prior to the next licensing inspection. The total cost of this project is estimated to be \$89,182.90. The City has requested FDOT funding of 80% in the amount of \$71,346.32.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Begin audit preparation.
  - Finalize year-end closing processes.
- Completed Projects - Weekly
  - Processed 49 Journal Entry Batches (#5669 – 5697) (331-672).
  - Approved 53 Purchase Requisitions totaling \$1,478,226.15.
  - Issued 31 Purchase Orders totaling \$444,578.62.
  - Processed 3,790 cash receipts totaling \$469,097.87.
  - Prepared 138 Accounts Payable checks totaling \$366,452.21 and 47 Accounts Payable EFT payments totaling \$587,328.98.
  - Prepared 24 Payroll checks totaling \$24,960.53 and 328 Direct Deposits totaling \$399,713.31.
  - Transferred IRS 941 payment of \$156,627.88.
  - Processed 2,101 utility bill payments through ACH totaling \$172,582.96.
  - Processed and issued 3,868 utility bills with billed consumption of water of 16,099k.
  - Issued 835 past due notices on utility accounts.
  - Auto-called 134 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Citizen Contacts

- Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - Attended Mayor's Health and Fitness Challenge Team meeting.
  - Meet with The Observer ad sales staff.
  - Attended State of the City event.
  - Attended NIAB October 15<sup>th</sup> meeting.
- Grants
    - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 1
  - Fire Alarms: 3
  - Hazardous: 1
  - EMS: 77
  - Motor Vehicle Accidents: 8
  - Public Assists: 53
  - TOTAL CALLS: 143
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- Aid provided to other agencies: 16 Calls: Daytona Beach (10), Holly Hill (1), Volusia County (5)
  - Total staff hours provided to other agencies: 11
  - # of overlapping calls: 34
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
  - Total EMS patients treated: 65

#### **Training Hours**

- NFPA 1001: Firefighting 39
- NFPA 1021: Officer 18
- NFPA 1500: Safety/Equipment 36
- NFPA 1620: 18
- EMT/Paramedic 27
- TOTAL TRAINING HOURS: 138

#### **Station Activities**

- Updated 21 pre-fire plans
- Conducted 189 fire hydrant inspections
- Instructed the quarterly CPR and AED course to 12 Ormond Beach residents.
- Visited 60 children at Children's House Montessori Academy for Fire Prevention Month.

### **Human Resources**

#### **Staffing Update**

##### **Requisitions**

- Information Systems Specialist (IT)

##### **Approved/Active Recruitment**

- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site and internally and will remain open until filled.
- Police Officer (Police) was advertised 10-5-15 on the City web site, on National Testing Network, and internally and will remain open until filled.
- Treatment Plant Operator C, B, or A (Wastewater) was advertised 10-5-15 on the City web site and internally and will remain open until filled.

- Part Time Treatment Plant Operator (Wastewater) was advertised 10-5-15 on the City web site and internally and will remain open until filled.
- PT Maintenance Worker II (Leisure Services) was advertised 10-5-15 on the City web site and internally and will remain open until filled.
- PT Community Events Technician (Leisure Services) was advertised 8-4-15 on the City web site and internally and will remain open until filled.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.

#### Interviews Scheduled

- Building Inspector (Planning)

Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Police Officer (Police Department).
- Maintenance Worker II – Wastewater (Public Works).

#### City Events/Employee Relations Update

- Employee Appreciation Day is scheduled for 10-21-15
- ICMA representative will be here on 10-27-15 to meet with employees.
- Nationwide representative will be here on 11-19-15 to meet with employees.

#### Risk Management Projects

- Leadership 2016 planning.
- Mayor's Health and Fitness Challenge planning.

#### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
    - Finance – Interactive Voice Response System – Contract approved by City Commission.
    - Community Development – Electronic Plan Review – Go-Live was Oct 1, a very good start.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 21 New work - 45 completed - 32 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,795	Inbound E-Mails Blocked	16,371
Delivered Inbound E-Mails	14,150	Quarantined Messages	274
Percentage Good Email	45.9%	Virus E-Mails Blocked	117

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 12 Changes: 1 Corrections: 0
  - Map/Information Requests: 23
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Reclaim Connections Located this week: 0: Total in system = 65
  - Meters GPS Located this week: 1: Total in system = 23,072; 22,405 potable, 655 Irrigation, 11 Effluent

- Notable Events: None.

### **Leisure Services**

- **Administration**
  - Supervisory Staff Meeting
  - Public Works Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - State of the City
  - Soccer Meeting
  - Leisure Services Advisory Board 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 OBGS 13's, 14's and 15's continued practice this week Monday through Thursday night at 6pm at the Sports Complex on the Wendelstedt Fields.
  - Coed softball games continued this week Monday through Thursday nights at 6:20 pm at the Sports Complex on Field 7.
  - Pride Football practices continued this week Monday through Thursday at the Sports Complex on Multi-Purpose Fields 11 and 12.
  - OBSC's competitive soccer continued their fall training this week Monday through Friday on Soccer Fields 1, 4, 9, and 10 at the Sports Complex. Recreational soccer practices also continued this week with games on Saturday.
  - Lady Renegades are currently practicing at the Softball Quad at the Sports Complex Monday through Thursday at 6 pm.
  - The City's Flag Football Program continued games this week Monday through Thursday evening on Softball Quad #3 and the Kiwanis Field starting at 5:45 pm.
  - Pop Warner Football had their final home games of the season on Saturday at the Sports Complex on Championship Field #7.
  - OBYBSA Baseball and Softball continued their practices and continued their fall games this week at both the Sports Complex as well as the Nova Community Park fields. Games will run through the end of October/beginning of November.
  - Halifax Academy Football cancelled their final home game scheduled for Friday.
  - Daytona Jaguars have rescheduled a home game at Multi-Purpose Field #11 on Saturday at the Sports Complex. This is a rental.
  - River Bend Soccer continues practices this week at the Sports Complex on Soccer #6 on Thursday and Friday at 6pm.
  - The SHS Girls' and Boys' Soccer Program practiced this week Monday through Friday on Soccer #5 & #6 at the Sports Complex.
  - The SHS JV Football Program had a home game on Wednesday night at 7 pm at the Sports Complex. They have one makeup home game remaining.
- **Athletic Fields Maintenance**
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Daily clean up of Limitless Playground by the softball quad
  - Painted all soccer fields at Sports Complex for soccer games
  - Painted soccer fields at South Ormond for YMCA
  - Painted Championship Field #7 and installed carpets for Pride football games

- Repainted overflow parking area by Soccer #9 for parking lot
- Put new ties on soccer goals where they were needed
- Raked all “thatch” off Kiwanis track from heavy rains
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm and Friday from 6:00pm to 10:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Kopy Kats held on stage rehearsal and regular classes.
    - Tuesday: Kopy Kats and CMT held regular classes.
    - Wednesday: CMT held regular classes.
    - Thursday: Kopy Kats held on stage rehearsal and regular classes. CMT held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center hosted the following events:
    - John Denver Tribute, Friday, 10/9 7:30pm
    - Ormond Church, Sunday 8:30am to 12:30pm
  
- South Ormond Neighborhood Center
  - Splash Pad open 10am to dusk
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
  - PAL tutoring this week
  
- Community Events
  - Weekly administrative tasks, office work, and activities
  - Assisting in the planning of 2015 Senior Games tasks
  - Tasks and assignments for the State of the City
  - Planning for Employee Appreciation Day Luncheon, food and infrastructure
  - Preliminary planning activities for the following upcoming events: Veterans Day; Holiday Concert; Santa on the Go; Letters to Santa; Home for the Holidays Parade; Breakfast with Santa
  
- Gymnastics
  - Classes are going well and growing
  - October session in progress
  - Registration is open for the November session
  - Trial classes are being offered to attract potential students
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise continues to meet at various times throughout the week.
  - Ms. Debby’s Dance and Acting classes continued with various classes throughout the week.
  - Challenger Soccer played inside the Nova Community Center from 5:00-6:00pm.
  - Explore the Arts was held on Wednesday in the Activity Room.
  - Coed Volleyball continues its fall season and will meet at various days throughout the season.

- The Casements
  - The Sunrise Service Unit Girl Scout troop had a tea party and play performance at The Casements on Saturday from 8:00 a.m. to 1:00 p.m.
  - Fortunato Park was a stop on the MS Bike Run on Saturday between 7:00 a.m. and 5:00 p.m.
  - A wedding was held at Ormond Memorial Gardens on Saturday from 2:00 p.m. to 3:00 p.m.
  - A wedding was held at Ames Park on Saturday from 4:00 p.m. to 5:00 p.m.
  - A wedding was held at Ormond Memorial Gardens on Saturday from 5:00 p.m. to 6:00 p.m.
  - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
  - Pilates classes met Monday through Friday at The Casements.
  - Yoga met on Tuesday morning at The Casements.
  - Guild tours were given at The Casements from 10:00 a.m. to 4:00 p.m. on the hour Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.
  - Guild members met at The Casements on Thursday from 10:00 a.m. to 12 p.m. to plan for The Casements' Christmas Gala in December.
  - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
- Parks Maintenance:
  - Installed new rock climbing wall at Fortunato Park
  - Completed installing new barbeque grills at Andy Romano Beachfront Park
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Posting of park reservations at pavilions
- Building Maintenance
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Weekly inspection of DOT and facility lighting at various city locations
  - Weekly lighting inspection of airfield runways, taxiways and signage
  - Performed preventative maintenance on 55 City-owned A/C systems
  - Call Out - chiller down at police station
  - Restarted A/C for gym (power failure) Nova gym
  - Assisted contractor with exhaust fan repair at Andy Romano Beachfront Park
  - Contacted Space Coast for fire related inspections at PAC and Senior Center
  - Cleaned break room floor and paint door trim 2<sup>nd</sup> floor at City Hall
  - Repaired fingerprint reader at Police Department
  - Repaired restroom faucet and toilet at Andy Romano Beachfront Park
  - Painted rusted frame on the Sally Port entrance door at Police Department
  - Repaired door lock to men's handicap stall at Sanchez Park
  - Repaired water cooler at the Ormond Art Museum
  - Check handicap signs around Magic Forest at Nova
  - Assembled 30' Christmas tree frame at Public Works; one damaged frame

## **Police Department**

### **Administrative Services**

- Staff attended VCSO Communications Quarterly Users Group meeting.
- Biketoberfest action plan implemented for the week.
- Administration Office Manager attending training in Tallahassee.
- Staff attended the Mayor's 2015 State of the City address.
- Staff conducted criminal investigation and quarterly sergeants meetings.

#### Community Outreach

- Self defense for Ladies and Assault Prevention (S.L.A.P.) class was at full capacity again. Ormond Beach Observer reporter attended the class.
- Conducted "Badges and Brunch" fraud presentation followed by a social with residents at Ormond in the Pines.
- Taught DARE at Pine Trail Elementary, Pathways Elementary, Ormond Beach Elementary and Tomoka Elementary.
- Attended Hunter's Ridge Fall Festival on Saturday.
- Police presentation for students at St. Brendan's.
- Two members of the YDC will participate in the Youth Conference Committee training program in Orlando this coming weekend. The conference begins Friday, October 16, and continues until Sunday, October 18, 2015.
- Tutors R Us continued at the South Ormond Neighborhood Center. Tutors Nitosha Bell and Janice Medlock are working one-on-one with students in elementary and middle school. Tutoring is offered Monday through Thursday from 3:00 – 6:00 p.m. Twenty youth are enrolled in the program. Enrollment is accepted through the seven weeks of tutoring.
- Science on Patrol at Ormond Beach Middle School continued with 23 youth enrolled in the program. The 10 week program is offered on Tuesdays and Thursdays from 3:45 pm to 5:30 pm.
- OBPAL received a grant of 132 new books from First Book. The books will be given to each youth participating in the Reading, Exploration, Adventure and Discovery (R.E.A.D.) program during an end of the program celebration. R.E.A.D. 2016 is scheduled to begin the second week of February. This is the 11<sup>th</sup> year of our partnership with Ormond Beach Elementary School.

#### Community Services & Animal Control

- Animal calls responded to: 38
- Animal Reports: 5
- Animal Bites: 2
- Animals to Halifax Humane: 2 (cats)
- TNR: 1
- Reclaimed: 1
- Shot Clinic (10-11-15): Vaccinated 19 pets.

#### Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 14
- Inactive: 7
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 9
- Grand Theft: 3
- Auto Theft: 3
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1
- Death Undetermined: 2

#### Records

- Walk - Ins / Window 82
- Phone Calls 74

- Arrest / NTA'S 20
- Citations Issued 70
- Citations Entered 238
- Reports Generated 134
- Reports Entered 119
- Mail / Faxes / Request 16

#### Patrol

- Total Calls 1,402
- Total Traffic Stops 177

#### Operations

##### Crime Opportunity Report Forms Issued: 179

- 10/7/15
  - Carbreak- 10 Sandy Lake Circle. Two vehicles left unlocked. Miscellaneous items taken.
  - Carbreak- 7 Queen Ann Court. Vehicle left unlocked. Victim did not want a report or the vehicle processed. Report completed for informational purposes.
  - Carbreak- 552 Woodgrove Street. Vehicle left unlocked. Miscellaneous items taken.
  - Shoplifting- 1521 West Granada Boulevard (Wal-Mart). Subject was caught by loss prevention attempting to steal miscellaneous items. Subject was taken into custody without incident, Notice to Appear was issued, subject trespassed from the property and released.
  - Carbreak- 478 Hammock Lane. Vehicle left unlocked. Victim did not want a report or the vehicle processed. Report done for informational purposes.
  - Burglary-Residence- 191 Rosewood Avenue. Bathroom window screen was removed to gain entry and miscellaneous electronic items taken.
  - Battery-Domestic Violence Arrest, 122 Amsden Road. Victim ran to her neighbor's residence and advised that her live-in boyfriend tried to choke her during an argument. Both subjects were intoxicated and arguing over the suspect's arrest two weeks ago for domestic violence battery. The suspect left the residence prior to officer's arrival on scene but returned after officers had departed. Officers were called back to the scene at which time contact was made with the suspect and he was placed under arrest for domestic violence battery and transported to the branch jail.
  - Stolen Vehicle, 1474 West Granada Boulevard (Agave). The owner of a 2003 white Mercedes reported that the vehicle was stolen from behind Agave restaurant. The owner advised that the vehicle was unlocked and that they had left the keys in the ignition.
  - Narcotics Arrest, 145 East Granada Boulevard. Driver was stopped for a traffic violation. Upon making contact with the driver, officers detected an odor of marijuana coming from within the vehicle and conducted a search. A small amount of cannabis was located along with a glass pipe. The driver admitted ownership of the marijuana and pipe, and was issued a Notice to Appear for possession of marijuana under 20 grams and possession of drug paraphernalia and released from the scene.
- 10/8/15
  - Burglary-Business- 1930 West Granada Boulevard (Little Italy Pizza). Passerby report that the front glass window to the business had been broken out. Upon officers arrival on scene the business was cleared. The business had been ransacked and money stolen.
  - Burglary-Residence- 543 South Atlantic Avenue. Victim reported his guest house and two storage trailers were burglarized. Several items, including tools, were stolen. Victim provided the name of a possible suspect.
  - Warrant Arrest, South Nova Road/Arroyo Parkway. While on directed patrol, officers stopped a bicyclist for operating their bike without lights. Wants check revealed that he had a writ of bodily attachment for non-payment of child support. He was taken into custody and transported to the branch jail.
  - Warrant/Narcotics Arrest, South Yonge Street/Live Oak Avenue. Officers stopped a vehicle for a traffic violation. The passenger, who was the owner of the vehicle, was found to have open warrant for making a false police report out of Jacksonville. Subsequent search of the

- vehicle discovered a crack cocaine pipe. The subject, an adult female, was arrested for the open warrant and possession of drug paraphernalia and transported to the branch jail.
- Burglary-Residence, 261 Sanchez Avenue. The victim reported that someone entered her screened pool enclosure and cut holes in her pool floats. Victim believes her ex-boyfriend may be involved.
  - Stolen Vehicle, 1505 San Marco Drive #305. A 2008 Suzuki motorcycle valued at \$8,500 was reported stolen from the apartment complex parking lot.
  - 10/9/15
    - Arrest/Obstruction by disguised person, Calvary Assembly Of God, 1687 West Granada Boulevard. A complaint was received by the Fire Department in reference to a camp fire in the area. A transient camp was located and a subject was contacted reference the open fire. The subject provided a false name (his brother's) and a wants and warrants check was conducted. The wants and warrants check revealed a Nassau County warrant under the name provided by the subject for failure to appear for driving under the influence. Not knowing his brother had a warrant out for his arrest, the subject confessed to giving a false name and provided his true identity which was verified through photographs. The subject was subsequently arrested for obstruction by disguised person and transported to the branch jail.
    - Warrant Arrest/Fugitive from justice (outside agency), Scottish Inn & Suites, 484 South Atlantic Boulevard. Officers made contact with an adult male at the above location at which time it was learned that he had two outstanding arrest warrants against him. The warrants were out of Volusia County for open container and consuming alcohol adjacent to an alcohol beverage establishment. The subject was taken into custody on the open warrants and transported to the branch jail.
    - Arrest, Tymber Creek Road. An adult male was arrested for driving while license revoked and driving an unregistered vehicle after being stopped for driving his scooter on the sidewalk.
  - 10/10/15
    - Robbery/Grand theft, 20 Cypress Circle #A, An adult female reported when she returned home from a bar at 5:00 am, she observed two of her roommates ransacking their apartment. She asked what they were doing and they told her they were moving out. The victim advised her roommates were removing items that belonged to her sister so she confronted them at which time both of her roommates (both adult males) pulled hand guns out of there waistbands and said they were taking the property. Two big screen televisions and clothing belonging to the victim (and/or her sister) were taken. The identity of both suspects is known.
    - Car Break, 105 Valencia Drive, An adult male reported his 2016 unsecured Jeep was entered. A wallet valued at \$250 was stolen.
    - Robbery, 690 South Nova Road (7-11). The victim came to the lobby to report that he was battered and robbed the previous evening during a fight that occurred at this location when the Prince of Peace Octoberfest event closed for the day. He stated that he was walking from the 7-11 store to the road when a black male punched him in the face, knocking him out, who then reached into his pockets and stole his money.
    - Warrant Arrest, 175 South Nova Road (Tokyo). An off-duty police officer was at the restaurant with his family and recognized the subject at the table next to him as having an open warrant for their arrest. The off duty officer reported the incident and on-duty officers arrived on scene and made contact with the suspect. Officers confirmed that a writ of bodily attachment for fail to pay child support existed on the suspect and he was arrested and transported to the branch jail.
    - Burglary-Residence (In Progress), 186 Kenilworth Avenue. The victim reported that she heard a noise at approximately 3:00 am in the backyard. When she went to the sliding glass doors to her back porch to investigate, she observed a black male with dark clothing standing on the enclosed porch trying to open the sliding door. The suspect ran from the scene when he observed the victim. Officers conducted a search of the area but were unable to locate the suspect.
  - 10/11/15
    - Arrest/Driving Under the Influence, Sunoco, 3 North Yonge Street. An adult male was observed by store patrons at the gas island passed out behind the driver's steering wheel

while the vehicle was still running, the transmission was in gear and his foot was on the brake pedal. Officers arrived and conducted an investigation; the driver was arrested for DUI.

- Car Break, 159 Ponce De Leon Drive. Victim reported a subject entered his unsecured Jeep Wrangler during the overnight hours. No items were taken.
- Car break, 125 Ivanhoe Drive, An adult male said someone entered his unsecured Honda Accord during the overnight hours. A port reader was taken.
- Arrest/Criminal Mischief, Walgreens 2001 West Granada Boulevard. An adult male got into an argument with his mother during which he started kicking her car causing damage. He was arrested for criminal mischief/vandalism and transported to the branch jail.
- Burglary-Residence, 272 North Yonge Street. An adult female reported a known subject entered her unlocked residence and stole jewelry.
- Car Break, 864 Marvin Road, The victim reported that his unsecured Chrysler station wagon was entered during the overnight hours. A camera and personal identification was taken.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 16
  - Number of Uniform Traffic Citations Issued: 24
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 9
  - Number of Crashes with Injuries: 1
  - Crash Investigation General Information:
    - Follow-up on Traffic Homicide Investigation from previous week.
    - Car versus bicyclist at West Granada Boulevard and east exit of Ormond Towne Square Shopping Center. Outside westbound lane closed for approximately 30 minutes. Bicyclist transported to Memorial Medical Center with non-serious injuries.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 6 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 20 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and seventy-five (75) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### Construction Projects:

- Sports Complex Restroom Facility Construction – Contractor corrected the sidewalk and bathroom entrance slab to address Building Division’s inspection comments for ADA compliance.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Contractor resumed work to finish remaining lining of stormdrain on Northside Drive and begin sanitary sewer lining.
- Ph II 2-Inch Watermain Replacement - Mainland - As-builts and clearance package are being prepared for the new watermain along Granada Blvd. from 1200 Granada Blvd. to Mirror Lake Drive. Sampling was completed on Eagle Court and Creek Bend Way. Replacement service lines are being installed on the new watermain along Parkwood Drive. Pressure testing was completed on Candlewood Circle. A new watermain was installed on Horseshoe Trail and was successfully pressure tested. Clearance packages are being prepared for Oak Avenue and Magnolia Avenue.

- Ph II 2-Inch Water Main Replacement – North Peninsula – All main line directional boring has been complete. Services are being installed on Pinta, LaPalma, and Linda this week, Anchor Drive is being pressure tested this week.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Work is continuing on Wye Drive and began on Lucky Drive.
- Environmental Discovery Center – The contractor completed the building foundation, building utility rough-ins (electrical, plumbing, mechanical), and poured the 2,000 sf concrete slab on the elevated stem walls. Approximately 75% of the site utilities have been installed.
- Nova Community Park Trail – Contract award is scheduled for October 20<sup>th</sup>.
- North US1 Landscaping (Airport Road to I95) – The bid award was approved at the September 9<sup>th</sup> City Commission meeting and the contractor is working to secure the required project bonding. Construction is scheduled to begin in November.
- A1A North Peninsula Forcemain Extension (Volusia County project) – Clearance package was prepared and is being submitted to FDEP. Commission approved interlocal agreement with Volusia County, for the City to take ownership of the new forcemain, which was constructed by the County's contractor.

Design Projects:

- City Hall Chiller Pump Replacement – A design kick-off meeting was held and the mechanical engineer will begin design for replacement of the pumps and controls. The old pumps will be salvaged by the City so they can continue to be used as spares for other buildings as needed.
- West Ormond Community Center – Met with consultant to discuss the scope of work. The consultant will be meeting with the school administration to discuss the project and then will submit a scope of work for staff's review.
- City Welcome Sign – Staff is preparing final construction plans for the FDOT. A Community Aesthetic Feature (CAF) Agreement is scheduled for Commission approval at the October 20<sup>th</sup> meeting. The submittal package to FDOT will include structural and electrical engineering plans, 5 year accident data and a design variance for the sign in the median east of Williamson Boulevard.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion – Proposals were received and a Purchase Order was issued to RCP Shelters for the pavilion. Fabrication lead time is 8 weeks.
- Downtown Stormwater – Final plans and specifications are scheduled for disposition for bidding at the October 20 City Commission meeting.
- Ormond Sports Complex Field 9/10 Lighting – Dickens and Associates is finalizing plans for Fields 9 & 10; 90% specifications are scheduled to be submitted for City review this week.
- Water Treatment Plant Lime Silo Dust Arrestor – The consultants are finalizing 90% plans following last week's meeting at the Water Treatment Plant.
- Water Treatment Plant Controls and Pump Upgrade – The consultant is finalizing plans and bid specifications.
- WWTP Sludge Thickener Improvements – Bids were received and are being reviewed. A recommendation to award is expected to go before the City Commission on November 2<sup>nd</sup>.
- Cassen Park Public Dock – The grant application to USFWS did not receive a high enough score from FFWC to be considered for funding. Another grant program is available in February which staff intends to apply for and will also apply to FIND in April. Staff is negotiating a scope of work proposal for the final design and permitting of the project.
- Woodridge Stormdrain Improvements - Staff is working with consultant to analyze the stormwater drainage system and determine if improvements are feasible to reduce flooding at the intersection of N. Beach St.
- Forest Hill Connector Trail – Staff is working through FDOT coordination in order to initiate design of the project.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Staff has received preliminary plans from FDOT and provided initial comments specifically regarding utilities. FDOT has scheduled

the Verification of Vertical and Horizontal (VVH) utility locations for the upcoming week. A meeting to discuss the utility and coordination of utility modifications was held on October 14.

- Ormond Beach Sports Complex Traffic Calming - Preparing plans for installation of speed calming tables to be installed along Doug Thomas Way.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- A meeting is scheduled with City staff, Volusia County, Volusia County School Board, and Pine Trail Elementary Administration to discuss current traffic issues at the school.
  - Researched and supplied As-Built and benchmark elevation documents to Cullum Surveying, per request.
  - Researched and provided PDF drawings of the Fire Station 92 architectural drawings to Hall Construction, per request.
  - Researched and supplied construction plan copies of the OBSC Softball Quad, per contractor request.
  - Created construction plan set for the OBSC speed tables along Doug Thomas Way.
  - Created construction plan set for the Lewis Street sidewalk connection.
  - Created multiple presentation boards of City projects for the 2015 State of the City event.
  - Researched and completed property line stakeout and ID along the roadway for 1049-1065 North US1, per Neighborhood Improvement Division request.
  - Completed plan and profile drawing of Woodridge Drive to determine options for drainage improvements.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
    - Filled asphalt depressions at Harvard Dr & Marvin Rd
    - Filled potholes at Cassen Park
    - Finished spillway on Timberlake Ln
    - Formed and poured two 4' sections of gutter on Riverside Dr & Marvin Rd
    - Cut out and removed hazardous sections of sidewalk in Hunter's Ridge
    - Grinded where needed in Hunter's Ridge
    - Prepped for generator pad at Airport Tower

##### 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
- Grinded stumps citywide
- Hauled dirt to Airport Sports Complex
- Removed Live Oak tree on Putnam Ave
- Trimmed on 100 block of Kimberly Dr, Buena Vista Ave & Seville St, Greenwood Ave, Tomoka Crossings subdivision

##### 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.
- Picked up litter at various bus stops in the City, on DOT (Department of Transportation) roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches citywide

- DOT weed control on all State Roads
- DOT trimming on SR40 West of Winding Woods, S Old Kings Rd – Hammock Ln to Division Ave

Sign Shop

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

- Citywide locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Fixed missing letters to Skate Hours sign at Nova Community Center
- Fabricated and installed No Truck signs on Royal Palm Ave, John Anderson Dr and N Halifax Dr

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Basin repair at Riverside Dr & Marvin Rd, Fernway Dr
- Pond Maintenance – ABC pond & S Division Ave
- Outfall inspection – N & S Beach St

Vactor

- Basin cleaning – Division Ave

Mowing

- Reachout Mower – Rail Road tracks, US1, Arroyo Parkway

Street Sweeping/Streetsweeper

- 27 miles of road cleaned (3 days)
- 8 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

21,179

PM Services completed for the week:

Emergency—Vehicles and Equipment

3

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 11,212 gallons of unleaded and 3,707 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,870 gallons of unleaded and 599 gallons of diesel.
- Fleet completed 47 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Design scope minutes were prepared and sent to the consultant – awaiting receipt of proposal.
- Division Avenue Well Field Raw Water Piping – Certification of Construction Completion and Clearance Request forms for the raw water, potable water and force main were received, signed

and returned to the consultant for submittal to FDEP and FDOH. Well connection to the raw water main has begun.

- FDOT SR40 and I-95 Intersection – Attended meeting with FDOT to discuss the project.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
- Lift Station 8M1 – Project advertised for bids on 10/11/15. Awaiting Legal Department recommendation for resolving easement discrepancies.
- Oak Drive Water Main Replacement – Water Distribution crew is scheduling work and material needs.
- 391 Airport Road – Design comments are being addressed.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Impeller is being replaced in Pump #1. VFD #1 needs additional component replaced before it can operate the pump in automatic mode.
- Rima Wells Auxiliary Power Generator – A meeting was held on October 5, 2015, with the design engineer to review bid plans. Revised plans and specifications were received and a disposition memo is being prepared.
- Saddler's Run Lift Station Rehabilitation – Awaiting receipt of pumping equipment. Pump control panel was received.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is presently performing storm sewer rehabilitation. Sanitary sewer system lining activity will commence afterwards.
- Sodium Hypochlorite Storage Tank Replacement – Project is advertised for eventual receipt of bids.
- Storage Tank Repairs and Maintenance – Met with OM Engineering to obtain a proposal for engineering services to refurbish the elevated tanks at the Water Plant and Breakaway Trails. Minutes sent to engineer to define the items required in the proposal.
- Wastewater Sludge Thickener Upgrades (CIP) – Bids are being evaluated.
- Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were received from the consultant for review.
- Staff collaborating with Fire Department regarding responses to ISO Survey information request related to the water distribution and storage system capabilities.
- SPRC: Kingston Shores – The condo association proposes to install the water main on top of the electrical conduit instead of obtaining an easement from the State to relocate the line. Plans proposing this alteration were submitted for review. Concentrated Aloe – Met with the design engineer to discuss the site plan comments. Hudson Furniture – Met with owner and engineer to discuss sanitary sewer connection requirements to the proposed site. Lakes of Pine Run Wastewater Treatment Facility – Met with design engineer to discuss the proposed wastewater plant design replacing the existing facility. 600 W Granada Boulevard – Discussed the conceptual plans for the site. Construction on a portion of the right of way on Old Tomoka Road is proposed for this project. Utilities will be impacted by the construction and will need to be addressed.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered 37.372 million gallons for the week ending Oct. 11, 2015 (5.339 MGD)
  - Backwashed 14 filters for a total of 695,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - We had one (1) Precautionary Boil Water notice this week.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 30.80 Million Gallons.
  - Produced 24.06 Million Gallons of Reuse.
  - Produced 6.74 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.40 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 78.23 (14%-18% Solids).

- Water Distribution
  - Performed scheduled accuracy testing on 1 each - 2" commercial meter.
  - Replaced or repaired 12 water meter boxes.
  - Responded to or repaired 5 water service leaks.
  - Replaced 6 water services due to aged piping.
  - Responded to 3 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Pressure tested 9 City owned backflow prevention devices serving facilities.
  - Continued maintenance of fire hydrants within the city limits, 10 fire hydrants maintained.
  - Relocate water service on Capistrano Dr.
  - Continued fire hydrant replacement program in Northbrook Drive area.
  - Performed valve maintenance on 12 valves system - wide.
  - Built and replaced meter at Publix used for irrigation.
  - Rescinded all open boil water notices associated with the ongoing fire hydrant and water main replacement projects. Built and delivered meter installation parts for contractor performing water main replacement projects.
  
- Wastewater Collection - Reuse
  - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 6 calls in town. 7 Trail Song (Saddler's Run) PEP System: Tank replacement necessary – worked with owner for proper installation of new tank.
  - Inspection of seven (7) trouble spots on peninsula and eleven (11) on mainland side – all clear and functioning normally.
  - Completed 5 sanitary sewer system disconnections (services severed prior to home demolitions) at 680 & 686 John Anderson, 554 River Side Dr., 9 Circle Oaks Tr. and 220 N. Beach St.
  - Repaired 4 inch force main near the solid waste transfer station
  - Replaced brass cleanout cap at 1422 Oak Forest Dr.
  - Televised 5, cleaned 4 and root controlled 2 sewer laterals.
  - Repaired one inch reuse service on vacant lot on Tomoka Ridge.
  - Locate sewer service at 188 Windward Ln.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 0 psi, Ormond Mall @ 5 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 10/6 psi. Foxhunters Flat (2 inch) 5/0 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.
  
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Shadow Crossings – Contractor completed replacement of riser pipes, placed station back into full service, ok.
  - Influent Room, assist contractor removal of Influent Pump #1 for Impeller/Volute upgrade.
  - Il Villagio, Halifax Hospital L.S., high run hours, Force Main pressures high, diverted force main flow into Towne Square, pressure reduced, continuing to evaluate station operations and alternative force main configurations available.
  - Harley Davidson, McDonalds, follow-up from contaminant intrusion, checked station, washed down wet well. Another fuel incident noted this week where petroleum product is being found in HD collection system. Police report filed.
  - Influent Room – deragged pumps as per direction, pump #2, deragged check valve and perform additional trouble-shooting preventative maintenance.
  - SCADA monitor/response: Shadow Crossings – high starts, cleaned probe, ok.
  - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
  - Monthly PM's: Grit Snail; Poly Blend, #2; Digester Blowers, #1, #2, #3.
  - Quarterly PM's: Grit Snail.
  - Lift Station PM's: 19 monthly performed.
  - 59 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 11D, not responding, time delay relay not functional, replaced with new stock, ok.
  - Well 37R, inspected and serviced new Bermad valve.
  - LPRO filters, repaired air release valves on filters 2, 4, installed drain lines on cartridge filters.
  - Hypochlorite pumps 5 & 6, replace worn pump tubes.
  - Chlorine containment area, replaced non-operational sump pump.
  - Slaker #1, #2, Install new steam arrestor vent tubes.
  - All City interconnects inspected for standing water and submersible pump operation.
  - Ammonia manifold, fabricated new fiberglass enclosures.
  - Hudson wells 23, 25, serviced surge protectors.
  - Well PM's: 13.
  - Monthly PM's, Hypochlorite system, Clari-cones, B.A.T. reuse system, Sulfuric acid system, polymer pump 1, 2, 3, anti scaling system, anti corrosion system.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
    - Annual Reuse Report - Staff began compiling data necessary to complete the Annual Reuse Report to be submitted to the FDEP for the 2014-15 fiscal year. The report provides the State with the operation of the City's reuse system including capacity and quantity distributed.
    - Industrial Pretreatment Program – Staff is responding to the permittee who is performing significant upgrades to their IPP system. The facility is submitting a new permit application to address the changes. The Utility will respond with a modified permit.
    - Reuse Groundwater Monitoring Report – Staff submitted the Reuse Groundwater Monitoring Report for the 3<sup>rd</sup> quarter of 2015 to the FDEP. The report supplies the analytical report of the City's five monitoring wells located on Oceanside Country Club golf course. The data allows the Department to determine the impact of using reuse on the groundwater.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Reuse Service Area Dual Check Valve Installation – The contractor has discovered more valves are needed to complete the project. The project is scheduled to resume on November 9<sup>th</sup> in conjunction with the City's meter installation project. The same contractor is performing both projects.
    - Cross Connection Control Program – Staff is assisting commercial potable water customers daily with their questions and concerns relating to the compliance of their private backflow prevention devices.
    - WTP Sanitary Survey – Staff is preparing the response to the Volusia County Health Department regarding the Sanitary Survey the department conducted of the City's entire potable water system. The response is to address the recommendations given by the department.

**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, and 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 State of the City luncheon
- Assistant City Clerk attended Florida Association of City Clerks Fall Academy
- Staff attended and provided support for October 15, 2015, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation, creation and distribution for October 20, 2015, City Commission Meeting

Status of Department Projects

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