

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 20, 2015

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:

- Staff meeting with senior staff
- Prep work for brainstorming workshop
- Prep work updating strategic plan goals status report

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Rotary meeting
- United Way Executive Committee meeting
- Spoke with residents on various topics including signage issues in Hunter's Ridge and traffic on Riverside Drive
- FLC Homelessness and Housing Symposium in Kissimmee
- Florida Business Watch meeting
- Met with senior staff and Josh Gaboton, Alcalde and Fay, federal grant funding discussion

Community Development

Planning

- The Planning Director attended the MainStreet Board meeting and presented the parking plan for the Reunion Church and Anderson Price. The Board approved the concept and a letter from MainStreet will be forthcoming.
- The Planning Director presented the draft Bike Plan to the Public Works Advisory Board meeting.
- The Planning Director attended the Technical Coordinating Committee (TCC) meeting of the River to Sea Transportation Planning Organization. The documentation in support of the Cost Feasible portion of the 2040 Long Range Transportation Plan (LRTP) was approved.

The Project Priority process was reviewed by the TCC which will come before the Board this month. The Project Categories remain the same as reported last week:

1. Traffic Ops projects were not combined with bike/ped projects.
2. The local match has been reduced from 20% to 10% across the board regardless of project or funding source. Projects on the state highway system do not require a local match.
3. Evaluation criteria regarding safety and security were combined with the requirement that any planning study funded by the TPO required it to be consistent with the LRTP.
4. A cap of \$3M was established for projects listed under Traffic Ops and Local Initiatives. The current cap on bike/ped projects remain. This capping of assistance is contrary to previous board direction.
5. The top 10 projects on each of the old lists are now combined on one list and will be protected regardless of position on the combined list.

6. Ten bonus points on ranking proposal will be given to projects that have a local match of 50%+. Previously, it was 32.5%.
- The contract with the private provider for inspection services has been terminated.
 - Staff is assisting our consultant, Cardno, to re-submit the City's EPA grant request for Brownfield identification, detection and redevelopment assistance for US1 north in the amount of \$400,000. Submittal was made last year and was not funded.

Building Inspections, Permitting & Licensing

- 244 inspections performed.
- 6 new business tax receipts issued.
- 104 permits issued with a valuation of \$1,515,812.00

NOTE: Private Provider inspection services conducted 53 inspections of the 244 inspections performed.

Development Services

- The following SPRC activities occurred this week:
 - Clyde Morris Boulevard Residential Subdivision (split between the City and Daytona Beach)
 - Deer Creek, Phase 4C pre-construction meeting
 - 1545 North US 1

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. Site Plan Review Committee made its recommendations and Tomoka Holdings is in the process of responding to the comments.
- Staff is meeting with Tomoka Holdings to discuss strategies to reduce infrastructure costs in 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 approved the final site plan for the construction of the building. Concentrated Aloe purchased the property on November 10. Building plans are being prepared to begin construction of the facility in 2016.

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

- Staff is preparing a presentation to the Team Volusia Board that outlines the City's economic development projects and initiative on December 10.

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 has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program.
- 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. Staff met with investors to redevelop property for retail uses along North US 1.

Airport Operation and Development

- Staff has received from the FDOT a new Joint Participation Agreement (JPA) to provide state funds 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 JPA will be presented to the City Commission for approval at their meeting on January 5, 2016.
- The construction contract with Halifax Paving, Inc. for the Taxiway "G" project will be presented to the City Commission for approval at their meeting on December 1, 2015.
- Staff completed minor repairs to the light poles that illuminate the intersection of Taxiways Bravo and Delta, including the fuel farm.
- Staff submitted the Disadvantaged Business Enterprise (DBE) Uniform Report for the airport. The DBE Uniform Report is due from all airports that submitted a DBE goal for FY 2015 and were awarded Airport Improvement Program (AIP) grants in excess of \$250,000 during FY 2015. The airport received an AIP grant for the Taxiway Golf project from the FAA in September 2015 in the amount of \$3,777,825.
- Staff is scheduling the start-up and testing of the new backup power generator for the air traffic control tower.
- Staff completed a survey from the FDOT Aviation and Spaceports Office designed to assist with the development of the Airport Sustainability Guidebook (ASG) that will serve as a Florida-specific resource to help airports develop their own sustainability programs, implement sustainability initiatives, and track sustainability performance. The ASG will include guidance on resources for funding and financing, suggested activities and initiatives for airports to undertake beyond the traditional master planning process, discussion on outreach and partnership efforts related to airport sustainability, and guidance to help airports track and monitor their sustainability performance.
- Staff responded to a request from the FAA for confirmation of certain based aircraft at the airport.

Finance/Budget/Utility Billing Services

On-going Projects

- Begin audit preparation.
- Finalize year-end closing processes.

Completed Projects - Weekly

- Processed 40 Journal Entry Batches (#5838 – 5845) (1093 - 1182).
- Approved 23 Purchase Requisitions totaling \$297,927.77.
- Issued 27 Purchase Orders totaling \$207,547.33.
- Processed 4,252 cash receipts totaling \$1,019,848.78.
- Prepared 164 Accounts Payable checks totaling \$101,404.65 and 49 Accounts Payable EFT payments totaling \$274,668.29.
- Processed 1,613 utility bill payments through ACH totaling \$108,421.88.
- Processed and issued 4,499 utility bills with billed consumption of water of 42,560k.
- Issued 1,015 past due notices on utility accounts.
- Auto-called 95 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - The Casements Closure (Dec. 3 and 4)
 - Enterprise Florida Reforms
 - Residential Structure Fire (606 Robin Road)
 - Providence Church "A Gift of Carols"

- 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 ad for Ormond Observer.
 - Attended Mayor's Health and Fitness Team meeting
 - Attended mandatory health insurance meeting
 - Attended weekly staff 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: 4
 - EMS: 90
 - Motor Vehicle Accidents: 8
 - Public Assists: 50
 - TOTAL CALLS: 156
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- Aid provided to other agencies: 12 Calls: Daytona Beach (3), Holly Hill (1), Volusia County (8)
 - Total staff hours provided to other agencies: 10
 - # of overlapping calls: 38
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 1
 - Total EMS patients treated: 71

Training Hours

- NFPA 1001: Firefighting 13
- NFPA 1002: Driving 21
- NFPA 1021: Officer 4
- NFPA 1500: Safety/Equipment 29
- NFPA 1620: Preplanning 15
- EMT/Paramedic 22
- TOTAL TRAINING HOURS: 104

Station Activities

- Updated 40 pre-fire plans
- Conducted 326 fire hydrant inspections
- Provided tour of Station 94 to 110 children from Pathways Elementary
- Participated in Pine Trail Elementary Fall Festival

Significant Incidents

- 11/17/15, 3:52 PM: Robin Rd. – Structure Fire – Responded to a residential triplex fire – upon arrival found fire in bedroom of Unit B – fire was contained to room of origin – no injuries – State Fire Marshal called to investigate.

Human Resources

Staffing Update

Requisitions

- Victim Advocate Coordinator (Police)

- Records Clerk (Police)
- Part Time Custodian (The Casements)

Approved/Active Recruitment

- 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.
- Neighborhood Improvement Officer (Police) was advertised 11-13-15 on the City web site and internally and will remain open until filled.
- Permit Technician (Engineering) was advertised 11-4-15 on the City web site and internally and will remain open until filled.
- Maintenance Worker III (Street Sweeper) was advertised 11-19-15 on the City web site and internally and will remain open until 11-27-15.
- 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.
- 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 C, B, or A (Wastewater) was advertised 10-5-15 on the City web site and will remain open until filled.
- Part Time Maintenance Worker II – Building Maintenance (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- PT MWII – Athletic Fields (Leisure Services) was re-advertised 11-19-15 on the City web site and will remain open until filled.
- Part Time 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.
- Part Time Recreation Leader – South Ormond Neighborhood Center (Leisure Services) was advertised 11-4-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Information Systems Specialist (IT). Interviews were held 11-19-15.

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

- Police Officer (Police Department)

Terminations

- Police Officer (Police) effective 11-29-15 Resignation
- Part Time Custodian (Casements) effective 11-29-15 Resignation

City Events/Employee Relations Update

- Blood drive will be held at City Hall on 12-7-15

Risk Management Projects

- Attend Claims Committee meeting.
- Attend liability and workers' compensation claims depositions.
- Planning for Mayor's Health & Fitness Challenge.

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. Working with the vendor to resolve remaining operational issues with the Naviline and GIS interfaces.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 21 New work - 46 completed - 30 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	38,085	Inbound E-Mails Blocked	23,132
Delivered Inbound E-Mails	14,575	Quarantined Messages	378
Percentage Good Email	38.3%	Virus E-Mails Blocked	169

- Notable Events:
 - None.

- Geographical Information Systems (GIS)

- Addressing Additions: 11 Changes: 1 Corrections: 18
- Map/Information Requests: 12
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 1
- Reclaim Connections Located this week: 44: Total in system = 177
- Meters GPS Located this week: 0: Total in system = 23,072; 22,406 potable, 655 Irrigation, 11 Effluent
- Notable Events: None.

Leisure Services

- Administration

- Public Works Meeting
- City Manager's Staff Meeting
- Assistant City Manager's Meeting
- Supervisory Staff Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Riverfest
- City Commission Meeting
- VCRDA 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 on Nova Field #1 and at the Sports Complex on the Kiwanis Field.
- 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 6pm.
- The City's Flag Football Program playoff games were held this week Monday through Friday evening on Softball Quads #3 and #4 starting at 5:45pm.

- River Bend Soccer continues practices this week at the Sports Complex on Soccer #5 on Thursday at 6pm. They also had a game on Friday night on Championship Field #7 at the Sports Complex.
- The SHS Girls' and Boys' Soccer Program practiced this week Monday through Wednesday and on Friday on Soccer #5 and #6 at the Sports Complex beginning at 3:30pm. The girls' and boys' teams also had games on Tuesday at 5:30pm and 7pm on Championship Field #7 at the Sports Complex.
- Pop Warner Football held practices on Monday, Tuesday and Thursday at the Sports Complex at 5:30pm. The Cheer team practiced Monday, Tuesday and Thursday nights at Nova.
- 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
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Painted all soccer fields at Sports Complex for soccer games
 - Removed carpets from Pride Football Games
 - Repainted overflow parking area by Soccer #9 for parking lot
 - Put on nets at Championship Field #7 for SHS soccer games
 - Prepared Soccer #5 for River Bend Academy soccer games
 - Tightened up batting cages at Wendelstedt Fields
 - Prepared and closed Wendelstedt Fields for AO to winter rye seed
 - Closed T-Ball Fields, removed all the bases
 - Painted and set up flag football on Quad #4 to open Kiwanis for Golden Spikes
- 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
 - Big Band America was held on 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-Thursday: Show Club and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Let's Hang On, Frankie Valli Tribute, Friday, 7:30pm to 10:00pm
- 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
 - Jazzercise Monday evening
 - PAL tutoring this week
 - Basketball practices started this week
- Community Events
 - Weekly administrative tasks, office work, and activities
 - Planning activities for the following upcoming events: Holiday Concert, Santa on the Go, Letters to Santa, Home for the Holidays Parade, Breakfast with Santa

- Gymnastics
 - November session in progress
 - Trial classes are being offered to attract potential students
 - Preparing for Open Gym Friday, November 20th 6-8pm

- 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 Basketball will continue to meet for practice on Tuesdays from 5:00-6:00pm.
 - SPARC will host a Hoedown for citizens with special needs this evening from 6:00pm-8:00pm.
 - Boys Basketball League started practice this week.

- The Casements
 - Wedding ceremonies were held at: Bailey Riverbridge on Saturday at 3:00 p.m., Ormond Memorial Gardens on Saturday at 3:30 p.m. and at Ames Park on Saturday at 4:30 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 and Zumba met on Tuesday afternoon 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 cancelled due to Riverfest.
 - MainStreet's Riverfest was held in Rockefeller Gardens and Fortunato Park last weekend.
 - Mainland ROTC helped with the hanging of the greens at The Casements on Tuesday afternoon.
 - My Big Fat Greek Cooking Class took place on Tuesday and Thursday from 4:30-8:30 p.m.
 - The Guild held their General Meeting Wednesday from 9 a.m. until noon.
 - The Guild held a Gala Meeting on Wednesday from noon until 1 p.m.
 - The Conklin Center for the Blind rented The Casements on Wednesday evening.
 - This morning staff set up for a wedding ceremony and reception which took place in Rockefeller Gardens and The Casements this afternoon.

- Parks Maintenance
 - Cleaned trails of litter, debris and limbs at Central Parks 1-4
 - Removed deteriorated bike rack from Riviera Park
 - Installed new slide piece at Magic Forest Playground
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Posting of park reservations at pavilions

- Building Maintenance
 - 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
 - Weekly inspection of DOT and facility lighting at various City locations
 - Weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Upgrade antenna for gate at WWTP
 - Pick up and install new ice machine at Nova Community Center
 - Christmas decoration preparation at Public Works
 - Gate #9 unmanageable - needed repair at Airport
 - Pick and install A/C unit for Engineering Inspector's Office at Public Works
 - Met contractor for five-year fire inspection at Police Department

- Prep work done on Christmas trees floats
- Met State Health Inspector for splash pad inspection at SONC
- Repaired wall pack light at Public Works
- Repaired pole lights at Sports Complex
- Installed air switch at Police Department
- Maintenance work on emergency lights at Senior Center
- Installed new fountain pump at Riviera Park
- Repaired directional sign at Airport runway
- Met contractor for fire inspection at Fire Station 91

Police Department

Administrative Services

- Attended Weekly Staff meeting.
- Human Resources conducted recruiter training for officers who participate in recruiting.
- Attended Uniform Crime Reporting training in Orlando.

Community Outreach

- Conducted the "Buddy Cop Safety Presentation" for Little Engine Academy for 80 children.
- Conducted the Citizen Police Academy class on crime scene investigations & traffic enforcement.
- Instructed new hires on defensive tactics, tactical handcuffing, expandable baton, & Red Man exercise.
- Attended the Pine Trail Elementary Fall Festival display and participated in the dunk tank.
- Held the DARE Graduation for Pathways Elementary.
- Taught DARE Pine Trail Elementary, Pathways Elementary, Ormond Beach Elementary and Tomoka Elementary.

Community Services & Animal Control

- Animal calls responded to: 53
- Animal Reports: 6
- Animals to Halifax Humane: 11 (Dogs: 5 Cats: 6)
- Reclaimed: 1

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 6
- Larceny Car break: 2
- Grand Theft: 4
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information:
- Death Undetermined: 1
- Vandalism: 1

Records

- Walk - Ins / Window 116
- Phone Calls 101
- Arrest / NTA'S 26
- Citations Issued 135
- Citations Entered 163
- Reports Generated 138
- Reports Entered 120
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,431
- Total Traffic Stops 158

Operations

Crime Opportunity Report Forms Issued: 140

- 11/11/15
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult female was observed by loss prevention personnel concealing numerous items of merchandise and then attempt to leave the store without paying for same. The suspect was arrested and taken to the branch jail.
 - Shoplifting Arrest/Possession of Cannabis, 1521 West Granada Boulevard (Wal-Mart). Adult male subject was observed by loss prevention personnel putting clothing items into a back pack. He then exited the store without attempting to pay for the items. He was detained and arrested at which time it was discovered he was in possession of a small amount of marijuana. Suspect was transported to the branch jail.
 - Stolen Vehicle, 2235 Baja Trail. Victim reported his 2008 Chrysler was stolen from his driveway sometime overnight.
 - Peddlers and Solicitors Arrest, I-95 and West Granada Boulevard. Officer observed suspect violate city ordinance against panhandling/soliciting money from motorists. He was arrested and taken to the branch jail.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult male was observed by loss prevention personnel attempting to steal clothing items and a wallet. When confronted the suspect ran from the store and was located by officers behind a neighboring business. The suspect was arrested and taken to the branch jail
 - DUI Arrest, 1300 Block North US1. A motorist was stopped for careless/reckless driving. At the time of contact with the driver, officers suspected she was impaired and conducted a DUI investigation, which the suspect failed. She was arrested and transported to the branch jail.
- 11/12/15
 - Burglary/Residential, 7 Springer Court, Victim reported his house was broken into and unknown subject took his checkbook. Nothing else was noted missing.
 - Fleeing Vehicle/Arrest, Neptune Avenue/John Anderson Drive. Officers attempted a routine traffic stop at which time the subject vehicle fled. The officer did not pursue the vehicle. Shortly thereafter Volusia County Deputies witnessed the vehicle traveling northbound on North US1 and conducted a traffic stop. The driver stopped without incident and was arrested for fleeing and eluding.
 - Battery-Domestic Violence Arrest, 725 North Ridgewood Avenue. An adult male suspect was arrested for strangulation battery against his adult niece that occurred during an argument. He was transported to jail without incident
 - Burglary Residence, 175 Melrose Avenue. An unknown suspect forced entry to the victim's residence by prying open a rear door. The victim reported jewelry was missing.
 - Narcotics Arrest, 240 Deer Lake Circle (Deer Lake Club House). A resident called in a suspicious vehicle that was in the parking lot. When officers arrived on scene they made contact with the occupant of the vehicle who gave officers consent to search the vehicle. During the search a small amount of drug paraphernalia was found. A passenger in the

- vehicle admitted the items were his. He was issued a Notice to Appear for possession of drug paraphernalia and released from the scene.
- 11/13/15
 - Violation of Injunction (Arrest) - 414 Black Oak Lane. Victim called and advised that a subject she has an injunction against was standing in front of her residence. Responding officers made contact with the suspect in front of the residence, the suspect claimed he was doing yard work for the next door neighbor. A check revealed the suspect had been served with notice of the injunction and was not allowed to be within 500 feet of the victim's residence. The suspect was arrested and transported to the branch jail.
 - Burglary Residence (Arrest) - 88 Tomoka Meadows Boulevard. Victim came home and found a subject in his residence. When confronted, the subject exited the house and fled on a bicycle. The victim reported nothing appeared to be missing from the residence. A short time later a report was received of an intoxicated subject at 22 Tomoka Meadows Boulevard matching the suspect's physical and clothing description. The victim made a positive identification of the suspect. Post Miranda warning the suspect confessed to having entered the victim's residence. The suspect was arrested for residential burglary and transported to the branch jail.
 - DUI Crash Arrest, US1/Destiny Drive. A subject was found with his vehicle after crashing into a ditch. After a crash investigation was completed a DUI investigation was initiated as officers believed the subject was possibly impaired. Following the investigation the subject was arrested for DUI and transported to the branch jail.
 - Carbreak, 1061 John Anderson Drive. Unlocked vehicle with items disturbed, nothing taken.
 - Carbreak, 1020 North Halifax Drive. Unlocked vehicle with items disturbed, nothing taken.
 - 11/14/15
 - Warrant Arrest, 601 Robin Road #C. Call started as squatters inside a residence. One of the subjects was found to have two open arrest warrants for issuing worthless checks. Subject was arrested and transported to the branch jail.
 - Narcotics Arrest, South Orchard Street/Tomoka Avenue. Officer stopped a vehicle for a traffic violation at which time it was discovered the driver had a suspended driver's license. He was also found to be in possession of crack cocaine. He was arrested on both charges and transported to the branch jail.
 - Solicitor Arrest, SR 40/I-95 Northbound Off-Ramp. Transient was aggressively panhandling in the roadway while intoxicated. He was arrested and transported to the branch jail.
 - DUI Arrest, 900 block South Beach Street. Subject was observed driving his company vehicle across medians and on the wrong side of the roadway. When stopped the subject had obvious signs of impairment and a DUI investigation was conducted. He was subsequently arrested for DUI at which time he offered the arresting officer \$2,000 to be released. He was subsequently arrested and charged with attempted bribery of a law enforcement officer.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was observed concealing \$650 worth of merchandise under her dress. She was detained and placed under arrest for retail theft/shoplifting. During a search of her person, she was also found to be in possession of drug paraphernalia. The suspect was charged with grand theft and possession of drug paraphernalia and transported to the branch jail
 - Burglary Business, 290 Wilmette Avenue (Mower Depot). The owner received a call from the alarm company indicating the business alarm had been activated. When he arrived on scene he observed that the business had been burglarized. Entry to the building was made on the east side of the business where a hole had been cut into the wall.
 - Resisting Arrest without Violence, Arrest, South Washington Street and Tomoka Avenue. Subject was contacted for a bicycle violation. He refused to stop for the officer and continued to ride down the road. After finally stopping his bicycle, he refused to provide his name. He was placed under arrest and transported to the branch jail.
 - Hit and Run Crash/City Vehicle. Officers received a report of an intoxicated female in the drive-thru lane at Taco Bell. The female struck a vehicle, threw a beer can out of the window and fled the scene prior to officer's arrival. An officer located the vehicle a short time later at North Yonge Street and Sanchez Avenue. The driver was attempting to turn around in the

- intersection after driving past the street she resides on. As she was attempting to pull forward, the officer attempted to move his marked patrol vehicle out of her path when she drove into the front of his car causing minor damage to both vehicles. The driver was found to be extremely intoxicated. FHP responded to conduct the crash investigation and the DUI investigation on the female driver. The driver was placed under arrest for DUI by FHP Trooper.
- 11/15/15
 - Crash—Hit and Run, 1 Misty Falls Drive. A vehicle left the roadway, struck a mobile home causing an estimated \$10,000 in structural damage and left the scene. Responding officers followed a debris trail to 31 Misty Falls Drive where the suspect vehicle was located unoccupied in the driveway. Subsequent investigation developed a suspect driver who admitted to having crashed into the trailer and then leaving the scene during a post Miranda warning interview. The suspect was arrested for leaving the scene or a crash with property damage and driving while his driver license was suspended.
 - Stolen Vehicle Arrest, 460 South Atlantic Avenue. Officers received a report of two males fighting inside of a vehicle at 460 South Atlantic Avenue. During the course of the investigation, it was discovered that the 1997 Chevrolet Blazer the subjects were in had been reported stolen out of Maryland. The driver, an adult female, stated that it belonged to her ex-boyfriend and she had borrowed it from him several days ago. She advised that she wanted to come to Florida with the three males who were inside of the vehicle. The female suspect was arrested for operating the stolen vehicle and transported to the branch jail. The three males, all transients from Maryland, were released from the scene.
 - Battery-Dating Violence Arrest, 500 South Nova Road. Boyfriend and girlfriend were involved in a physical altercation in their moving vehicle. The boyfriend punched the girlfriend in the face. He then broke her cell phone and threw it out of the vehicle. The male suspect was arrested for dating violence and transported to the branch jail.
 - Fleeing and Eluding/DWLS Arrest, Wall Street/Landers Drive. An officer conducted a traffic stop on a white Toyota truck. During the course of the traffic stop, the driver took off and fled the scene in the vehicle. The officer located the vehicle a short time later in the Tomoka Estates subdivision. The passenger, who had been the driver during the officer's initial stop, exited the vehicle and fled on foot. The initial passenger who was now driving the truck was placed under arrest for driving while his driver license was suspended and transported to the branch jail. The initial driver that fled on foot was not located.
 - 11/16/15
 - Shoplifting-Notice to Appear-Wal-Mart 1521 West Granada Boulevard. Adult female shoplifted two cases of beer valued at \$35. She was issued a Notice to Appear for retail theft and released from the scene.
 - DUI, Williamson Boulevard/ West Granada Boulevard. Two officers were conducting traffic enforcement on Williamson Boulevard when they noticed a vehicle traveling erratically. The vehicle was stopped and a DUI investigation was conducted on the driver. The driver was subsequently arrested for DUI and transported to the branch jail.
 - Burglary, 570 Leeway Trail. The resident returned home and found the rear sliding door to the residence had been shattered and the residence entered. The victim reported the only item removed from the home was a jewelry box containing approximately \$70,000 in jewelry.
 - Burglary, 63 Carrollwood Circle. The victim reported that someone entered her home and took her jewelry.
 - DUI, Nova Road and US1. Two motorists reported seeing a red truck stopped at the intersection at a green light. Officers responded to the scene to find the driver asleep with the engine running, the transmission in drive and the driver's foot on the brake. The driver was arrested for DUI following an investigation and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops (not including Strategic Traffic Enforcement Programs): 11
 - Number of DUI Arrests: 1

- Number of Uniform Traffic Citations Issued: 59
- Number of Written Warnings Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 5
 - Crash Investigation General Information:
 - 15-11-00183 Criminal racing crash investigation. This closed down the southbound outside lane of North United States Highway 1 for about an hour.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zone

- Zone 1: 1 Case initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 2 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and sixty-three (63) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Contractor is awaiting delivery of a new camera truck, and when received is expected to be remobilized to perform remaining pipe lining inventory.
- Ph II 2-Inch Watermain Replacement – Mainland - Replacement meters are being installed on Magnolia Avenue, Oak Avenue, Creekbend Way, and Eagle Court. Awaiting clearance from VCHD for: Parkwood Drive, Fairwood Circle, Knollwood Circle, Horseshoe Trail, and Granada Blvd. Contractor will complete site restoration once the replacement meters have been installed and the connections of the new mains are made.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Clearance paperwork has been submitted to DEP for Ocean Aire Terrace North and South. The engineer is submitting a permit modification to add replacement of the water main on Brooks Drive. Service installation continues on Anchor Drive.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor is continuing work on Ormond Parkway. Clearance paper work is being completed for the streets north of Granada Blvd.
- Environmental Discovery Center – The Contractor is rough grading the entrance drives, parking area, drainage swales, installing roof trusses, and framing the deck and porches.
- Nova Community Park Trail – City Commission awarded contract at October 20th meeting. Contractor is planning to start in middle of November.
- North US1 Landscaping (Airport Road to I95) – Construction is scheduled to begin in late November.
- Downtown Stormwater – A pre-bid meeting was held on October 12. The cutoff date for bidders' questions was established as November 27. Bid opening is scheduled for December 1.
- WWTP Sludge Thickener Improvements – Contract was awarded and contracts are being prepared for execution by 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 has met with the School administration to discuss the project and 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 was approved by the Commission at the October 20th 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. The pavilion is scheduled to arrive December 16th.
- Ormond Sports Complex Field 9/10 Lighting – The Consultant is finalizing 90% plans and specifications.
- Water Treatment Plant Lime Silo Dust Arrestor – 90% plans have been submitted for City review.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant is finalizing plans and bid specifications.
- Cassen Park Public Dock – Reviewed consultant project design services proposal for the proposed dock and break water waiting on their cost proposal. Consultant is addressing staff's comments. A work authorization for preparing and applying for two grants, the FFWC Boating Improvement Grant and the Florida Inland Navigation District has been processed.
- Woodridge Stormdrain Improvements – Analysis of stormwater study is approximately 90% complete. Possible locations for an additional proposed outfall which would reduce the extent of flooding are going to be explored.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Revised plans were received last week for utility review by City.
- Ormond Beach Sports Complex Traffic Calming - Preliminary plans were completed.
- Sanitary Sewer Inflow/Infiltration - Sewer system maps are being prepared as part of a bid package to have the City's sanitary sewer gravity systems inspected by camera/televising, which will be used to identify and prepare reports to address the priority of repair and cost estimates for gravity sewer mains which exhibit infiltration or may be damaged. This will help in eliminating unwanted flow to the waste water treatment plant by keeping out groundwater and soil from the system.
- Ph III 2-Inch Water Main Replacement - List of streets candidates proposed for watermain replacement is being finalized based on updated prioritization.
- Effluent Outfall Replacement – Met with consultant to discuss the scope of work for the replacement of the damaged effluent outfall pipe in the Halifax River. The consultant is preparing a proposal for the design and permitting.
- 2016 Corrugated Metal Storm Pipe Repairs - A list of pipe candidates is being prepared to include in a contract for cured-in-place pipe lining.

Department Activities

Administration/Meetings/Customer Service/Other:

- PD Facility Improvements - Met with contractor to review repair needs for the security door to the sally holding area, light fixtures in the breezeway, sprinkler replacement, ceiling access hatch repairs and additional insulation needs for the air conditioning duct in order to reduce condensation which has caused corrosion on some metal components.
- Franchise Utilities- Danella completed tie-ins for AT&T on Kenilworth Avenue. FPL completed directional bore on Red Bud Lane.
- The River to Sea TPO, A1A Pedestrian Safety study is ongoing; City staff recently participated in field review of conditions on A1A in the North Peninsula. This week the MPO had field meetings to review conditions in "Priority Area D", A1A on the South Peninsula from Rockefeller Blvd. to the southern city limit.
- Reviewed plans and created approved Grade and Fill permit for 2 Fern Wood Drive.

- Modified construction plan set for 29 Surfside Drive watermain service replacement, per Utilities Division comments.
 - Modified the North US1 Median Landscaping Exhibit drawings, per project manager's comments.
 - Modified the A1A Landscaping plan set, per project manager's comments.
 - Began creating the SR40 Median Landscaping Improvements (I-95 to Orchard Street) concept plan set.
 - On-site visit to 40 Tomoka Ridge Way for final inspection of the SWMP.
 - Researched and created PDF files of several Breakaway Trails Wastewater Treatment Plant projects showing electrical facilities locations, per Utilities Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Replaced asphalt near gutter on Treasure Ln; at driveway on 700 block of Cordova; laid over at Airport Gate #10; on driveway to water tower on Leeway Trl
 - Patched asphalt at Highland Ave & US1 for Wastewater
 - Cleaned up/removed debris, and installed Jersey barrier at Public Works
 - Assisted Maintenance Crew in debris removal on Ocean Shore Blvd. near Granada; trimming on S Ridgewood Ave, Division at Railroad, and other locations
 - Trimmed palms around pedestrian sign on Hand Ave near pedestrian walkway; vegetation around speed limit sign on Collins St; palms around speed limit sign on Orchard at Hand Ave
 - Filled pot hole in parking lot at PAC
 - 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
 - Trimming on Fleming Ave at Fred Gamble Way, Dormont Dr, Greenwood Ave, S Perrott Dr
 - Checked trailers for parade
 - Picked up tree on 900 block of N Beach St
 - 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 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
 - Trimming on Division Ave, East side just North of A1A & SR40, S Orchard St; walkway on 500 block of S Atlantic Ave
 - Pick up barricades and cones from The Casements
 - Trimmed for parade in Washington area
 - 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
 - Washed & cleaned signs in various locations
 - In-shop training

- Fabricated new street name signs for New Britain, Coquina Point
- Installed new pool rules for existing sign at South Ormond Neighborhood Center
- Checked for installation of speed limit signs on Neptune, installed two new 25 mph signs
- Fabricated signs for Christmas parade
- Checked for locates on Neptune

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
- Cleaned gutters and basins on N Halifax Dr
- Cleaned up Rockefeller Park
- Repaired outfalls on Hernandez Ave
- Cleaned basins and inspected Zones #1, #2, & #4

Mowing

- Reachout Mower – SR40

Vactor

- Citywide

Street Sweeping/Streetsweeper

- 62 miles of road cleaned (3½ days – FDOT areas only)
- 10 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
24,101

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

22

Non-Emergency Vehicles and Equipment

22

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 8,423 gallons of unleaded and 7,340 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,937 gallons of unleaded and 644 gallons of diesel.
- Fleet completed 63 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Additional mechanical drawings were provided to the consultant for assisting preparation of design scope of work and fee proposal.
- Division Avenue Well Field Raw Water Piping – Wells are connected to the new raw water main and potable water and force main work is completed. Consultant is finalizing record drawings for the water main and force main and restoration work is being performed.

- FDOT SR40 and I-95 Intersection – One potential conflict exists that may be resolved by changing the drainage pipe configuration. FDOT requested additional field verification of the raw water main and force main.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
- Lift Station 8M1 – An addendum was prepared to postpone the bid date until 1/14/16 to resolve easement discrepancies. A meeting is set up with the Legal Department to resolve this issue.
- Oak Drive Water Main Replacement – Replacement is being scheduled.
- 29 Surfside Drive Water Service Replacement – Reviewed draft plans and prepared Volusia County Use Permit for execution.
- 391 Airport Road – Processed Volusia County Invoice. Water Distribution crews installed 1½ inch meter on the new 2 inch service.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Subcontractor prepared a quote for Pentair to approve the additional work to repair the concrete base for Pump #1. The quote was approved and the pump base was repaired. Pump #1 is scheduled to be installed next week. The additional component needed for motor control unit to operate the pump in automatic mode was purchased and programming needs are being addressed.
- Rima Wells Auxiliary Power Generator – A pre bid meeting was held on 11/19/15. Two contractors attended with field visit to site accomplished.
- Saddler's Run Lift Station Rehabilitation – Concrete was poured for the driveway and sidewalk. Final deductive change order was received. Lift station rehabilitation nearing completion.
- 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 – Bids were received. The apparent low bidder is FECC, Inc. for \$79,550.
- Storage Tank Repairs and Maintenance – OM Engineering sent a proposal for engineering services to refurbish the elevated tanks at the Water Plant and Breakaway Trails for review.
- Wastewater Sludge Thickener Upgrades (CIP) – Contracts are being prepared.
- Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were received from the consultant for review.
- Water Plant Lime Silo Dust Arrestor Project – Consultant finalizing plans.
- Utilities SCADA Upgrades – Staff reviewed consultant proposal and has identified several items for clarification. Staff is meeting with consultant next week to discuss comments on the draft scope of work.
- SPRC: Campana – Reviewed plans. Deer Creek Phase 4C – Preconstruction meeting was held. Construction is slated to begin after Thanksgiving. 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. FPL easement appears to be non-existent. Plans proposing this alteration have been reviewed. Ormond Renaissance - Reviewed revised plans. 88 South Atlantic – Obtained existing utility information for the designer.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 36.845 million gallons for the week ending Nov. 15, 2015 (5.264 MGD)
 - Backwashed 10 filters for a total of 444,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one (1) Precautionary Boil Water notice this week.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 26.75 Million Gallons.
 - Produced 23.33 Million Gallons of Reuse.
 - Produced 3.42 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.82 MGD, plant designed for 8 MGD.
 - Hauled 58.89 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 9 water service leaks.
 - Replaced 7 residential water meters.
 - Replaced or repaired 7 water meter boxes.
 - Installed 9 new water service connections and water meters.
 - Replaced 8 water services due to aged piping.
 - Responded to 20 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 7 city owned backflow prevention devices serving facilities. Continued installation of freeze protection on all city owned backflow preventers.
 - Continued maintenance of fire hydrants within the city limits, 15 fire hydrants maintained in Tomoka Oaks subdivision.
 - Repaired a 2" water main leak on Alamanda Dr and Robin Rd.
 - Performed valve maintenance activities in the area west of S. Yonge St and Calle Grande St moving north, 17 valves located, exercised and marked on road. Assisted with reuse valve maintenance on N. Nova Rd
 - Repaired the flushing device on Eagle Ct.
 - Assist Wastewater Dept. with the repair of a 2" reuse water service on N. Nova Rd.
 - Clean/Organize and inventory Water Distribution parts storage bays at the WTP.
 - Rescinded all outstanding BW notices: Park Place, Peninsula Dr.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 135 regular and 3 emergency utility locates for the previous week.

- Wastewater Collection - Reuse
 - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 6 in town on conventional collection system.
 - Responded to 7 Request for Utility Verifications for residential and commercial properties.
 - Repaired broken clean out at 106 Lake Bluff, found it to be all clear after service line TV.
 - Performed a rehab of the Pep Tank at 67 Creek Bluff Way.
 - Called in locates for 51 Bellwood Cir. for service line repair. The cleanout stack was broken.
 - Located and cleaned service line at 742 Alcazar.
 - Checked all known trouble spots. All working well at this time.
 - Pressure washed the drive way and the side walk, at 25/27 Foxhunter Flat. Clean up after Pep Tank replacement at 27 Foxhunter Flat.
 - Checked force main pressure on Ocean Shore Blvd.: AM/PM Spanish Waters @ 15/18psi, Ocean Mist Hotel @ 12/10 psi, Ormond Mall @ 8/8 psi.
 - Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 26/12 psi. Foxhunters Flat (2 inch) 32/2 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.
 - Responded to a complaint of no reuse water at 82 Pine Crest – customer irrigation solenoid valve found off - turned on - systems working fine.
 - Continued CDL training with two new coworkers.
 - Closed down the main reuse lines into both golf courses in an effort to rebuild storage supply over the weekend. Contact was made with both courses and the valves were reopened on Monday.
 - Called in locates for 542 John Anderson Dr. to assist determination of reuse water service for new house under construction.
 - Replaced 2" reuse main line valve at 548 N. Nova Rd. all closed valves back to normal after repair.
 - Put new sod down at several past jobs from this week and last week.
 - Performed a rehab of the PEP tank at 6 Foxhunter Flat

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - 1P, 2P, 3P, 4P, 5P, follow up from weekend call out, check stations and generators, all fully operational, ok.
 - 6P, McDonalds, odor control, wash down wet well, install deodorizer as needed.

- Poly Blend #1, not blending properly, clean out mixing chamber, test system, ok.
- Harley Davidson, oil grease dumping noted, cleaning station daily until oil/grease is removed, reported dumping to appropriate staff members for action.
- Plant SCADA, unreliable communications between SCADA and Reuse PLC. Reuse in SCADA manual operation, Main Plant Generator control panel in manual position, uncertain if related to SCADA, staff continuing to troubleshoot and also receiving quotes for assistance from SCADA and Instrumentation and Controls vendors.
- Influent Room – deragged pumps as directed, flush Rosemont level reading device and associated plumbing.
- WIN911 monitor/response: Beach Side South Lift Stations; 1P, 2P, 3P, 4P, 5P - phase voltage loss, large limb down across FPL power lines at Riverside Drive with down wires. Assist Streets Division during street clearing - power restored without further incident, ok;
- SCADA monitor/response: 7M1 – no starts pump #1, reboot inverter, ok; 4M1 – excessive run hours, deragged both check valves, ok; Wal-Mart – high starts, adjusted settings at controller, will monitor, ok; Saddlers Run – high starts, found controls not operating properly, turned over to general contractor for warranty, system placed in bypass during interim; 7M – no starts pump #1, reset motor starter, will monitor; Ormond Lakes #4, high run hours, deragged both check valves, ok; Shadow Lakes – pump #1 stuck on, rebooted control unit, ok, will monitor and follow up as needed.
- Lift Station PM's: 20 monthly and 0 annual performed.
- Plant wide oil & grease route.
- 62 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 27H, not responding, shorted motor leads noted, pump out of service.
 - Well 31H, not responding, found faulty neutral wire, replaced, returned to service.
 - Paste Lime Slaker #2, replaced non functional paddle mixer motor, rewired pressure switch and adjusted water flow.
 - Fluoride pump, replaced feed filter, rebuilt diaphragm and check valve, ordering replacement stock.
 - Plant wide inspection of electrical piping and junction boxes - make repairs as necessary - applied anti corrosion to Rosemont meters.
 - Ground Storage Tank: replaced Rosemont mounting bracket.
 - Well 24 H, update control and breaker panel labeling.
 - After hours call out, Hudson wells FPL power outage, FPL replaced transformer, ok.
 - Monthly PM's: weed control at wells 39, 40, 41.
 - Monthly PM on BAT Wells 2, 3 & 4.
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating results to develop a plan of study for the limits.
 - Industrial Pretreatment Program – Staff is scheduling both the annual inspections and sampling events for the City's Industrial Pretreatment permittees. The FDEP requires an annual inspection to continue a conversation with the industries as to changes which could affect the WWTF influent. The annual sampling allows the City to obtain independent analytical data of the constituents of the industry's contribution to the sewer collection system.
 - Staff is assisting a permitted industry who reported analytical data which exceeded the permit limits. The industry is re-sampling to confirm the data and the Utility and industry will collaborate on further remediation should it be necessary.
 - Staff is continuing to monitor a lift station which appears to have collected unauthorized input of a fuel or oil based product. Staff is inquiring with surrounding businesses and on site contractor for monitoring assistance.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – Staff is assisting the contractor with obtaining the dual check valves and will resume installation of the project next week. The project is estimated to be complete by the end of the 2015.
 - Cross Connection Control Program – Staff is assisting commercial potable water customers with inquiries related to responsibilities for customer backflow prevention device testing and maintenance. A listing of non-compliant commercial backflow devices will be subsequently provided to the City's contracted device tester for appropriate maintenance action. Staff is also contacting commercial accounts which are normally in compliance and may need assistance with understanding the City's updated program activity.

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 weekly City Manager Staff Meeting
- Staff attended and provided support for November 17, 2015, City Commission Meeting
- Staff attended and provided support for November 19, 2015, Public Works Advisory Board Meeting
- City Clerk attended Claims Committee Meeting on November 19, 2015

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.