

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 6, 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
- General discussions with Economic Development Director, Fire Chief, HR Director, and Risk Manager
- State of the City 2016 pre-planning meeting

Spoke to, attended and/or met with:

- Rotary Board meeting
- Spoke with residents about various issues: Mrs. Sharkey regarding property management concerns and Mr. Baumer regarding various traffic related concerns
- FCCMA symposium on Recognizing, Respecting & Raising Your Cultural Intelligence
- Quality of Life Board meeting

Community Development

Planning

- The Department prepared a series of amendments to Chapter 8-1 of the City Code of Ordinances to address personal communication services in the right-of-way (ROW). Currently, there is no height limitation in Chapter 8-1. However, the largest pole in the ROW is FPL's 45 foot pole. The draft amendment permits personal communication service (PCS) to be 50 feet above ground level (AGL) but collocation on existing utility poles is favored in this amendment. Hence, the 50 feet since PCS would need to be at the top of the pole and in most cases utility lines are almost at the top. Due to inquiries by a company who wants to do PCS within the ROW, it needs to be addressed. In 2013, the Department prepared a study of which one of the issues studied was Distributed Antennae Systems (DAS) within the ROW. No direction from the Planning Board was given upon presentation of the study, so no amendments were made. The amendments to Chapter 8-1 are designed only to deal with PCS, notice, and time/place criteria. Some elements of the Tamarac ordinance for the preparation of this amendment were used since it was done in 2013 in anticipation of FCC Order 14-153 which accelerated the deployment of broadband within the public rights-of-way.
- Staff met with potential buyers of 1545 North US1 for redevelopment of the site. The development process was reviewed along with the applicable standards.
- The Planning Director attended a meeting at the TPO that was designed to work out conflicts between the Transportation Improvement Program (TIP) Subcommittee and Bicycle/Pedestrian Advisory Committee (BPAC) regarding the consolidation of priority lists which was also a discussion item brought up by Commissioner Stowers.

The table below illustrates the differences between the TIP, BPAC and staff. Shaded categories are not affected by either recommendation.

Current Project Priority Categories	TIP Subcommittee Consideration	BPAC and TPO Staff Recommendation
Strategic Intermodal System (SIS)	Strategic Intermodal System (SIS)	Strategic Intermodal System (SIS)
Regionally Significant, Non-SIS Roadways	Regionally Significant, Non-SIS Roadways & Bridges	Regionally Significant, Non-SIS Roadways & Bridges
Major Bridge Projects		
Traffic Operations & Safety	Traffic Operations, Safety, Bicycle, Pedestrian, Trails, Transportation Alternative Projects & Local Initiatives	Traffic Operations, Safety & Local Initiative (Traffic Operations related)
Bicycle & Pedestrian Projects		Bicycle, Pedestrian, Trails, Transportation Alternative Projects & Local Initiatives (Bike-ped related)
Regional Trails Projects		
Transportation Alternatives Projects		
Local Initiative Projects		
Transit Projects	Transit Projects	Transit Projects
Transportation Planning Studies	Transportation Planning Studies	Transportation Planning Studies

The joint meeting between BPAC and the TIP subcommittee produced the following results:

1. Traffic safety category will not be consolidated with bike/ped category. This is consistent with the BPAC and TPO staff recommendation.
2. There will be a 10% match across all combined categories.
3. Bike-Ped dollar cap will remain at \$3M for multi-year projects and Traffic Ops projects will be increased to \$3M.
4. All projects on the various categories are considered “grandfathered” meaning they will be protected once the categories are collapsed. As the top projects get completed, the new top 10 projects in each category as ranked by the subcommittees will be completed as ranked.

The recommendation not to combine Traffic Ops and Bike-Ped categories ensures that Bike-Ped will not be competing with Traffic/Safety type of projects. A percentage of funds for each category will remain the same guaranteeing projects ranked in the top ten will be funded with a set percentage of money each year.

- Staff from Engineering and Planning participated in a two day field review of Focus Area E as part of the River to Sea TPO’s SR/CR A1A Pedestrian Safety & Mobility Study. The limits of the review go from Sandcastle Drive to Holland Road (1.45 miles) in Ormond Beach/Ormond-by-the-Sea. Focus Area D, which is from Plaza Boulevard to Rockefeller Drive, has been established for field review on November 19th and 20th.

Building Inspections, Permitting & Licensing

- 271 inspections performed.
- 7 business tax receipts issued.
- 65 permits issued with a valuation of \$2,595,616

NOTE: Private Provider inspection services conducted 71 inspections of the 271 inspections performed.

Development Services

- The following SPRC activities occurred this week:
 - Plantation Oaks, PZ 16-01, submitted 10.22.2015. The project is currently in unincorporated Volusia County and is in city permitting for utilities.
 - Vystar & Zaxby’s common improvements, PZ 16-08, submitted 10.26.2015. The project seeks to separate out the common improvements, utilities and the driveway, approved with Zaxby’s (1287

West Granada Blvd.) and construct as a standalone project. It appears that the Vystar project shall be constructed before Zaxby's and these improvements are necessary to serve the Vystar project.

- Ormond Renaissance Condo, SPRC#14-098, submitted 11.03.2015. Buildings reduced from 11 to 10, clubhouse relocated, and amendments to the drainage as required by SJRWMD.

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 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 approved the final site plan for the construction of the building. A closing on the property is scheduled for November 10.

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

- Staff reviewed and revised the latest draft of the joint City and Ormond Chamber update of the Doing Business in Ormond Beach resource guide that will be republished in November.
- Staff met to discuss the 2015 State of the City Address program and make preparations for the October 11, 2016 event. The theme for 2016 is expected to be, "Ormond Beach...An Investment of a Lifetime".

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 will be meeting with the company to discuss the project and 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.

Airport Operation and Development

- Staff completed work this week with AVCON, Inc. and Halifax Paving, Inc. to prepare the project manuals, contract agreement, bonds, and other documentation required to begin construction on the Taxiway "G" project. The construction contract with Halifax Paving will be presented to the City Commission for approval at their meeting on December 1, 2015.
- The final draft of the Airport Master Plan Update report was approved at the November 2, 2015 Commission meeting. The Commission also authorized staff to submit the report to the FAA for review and approval.
- Austin Outdoor conducted the bi-annual application of herbicide to the airport's runways and taxiways this week.
- Work was completed this week to trim trees, shrubs, and overgrowth along the western segment of Hangar Way.

- Initial staging was completed this week for the installation of the new emergency backup generator for the air traffic control tower. Staff anticipates that final installation of the generator will be complete next week.
- Staff is working with Austin Outdoor to address ongoing overgrowth issues that may be interfering with the operation of two gates at the airport. Staff has requested options that will ensure proper operation of the gates while also preserving the landscape aesthetics.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Begin audit preparation.
 - Finalize year-end closing processes.
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (#5764 – 5779) (873 - 971).
 - Approved 44 Purchase Requisitions totaling \$689,742.87.
 - Issued 28 Purchase Orders totaling \$1,129,221.51.
 - Processed 4,689 cash receipts totaling \$687,496.01.
 - Prepared 110 Accounts Payable checks totaling \$77,159.98 and 36 Accounts Payable EFT payments totaling \$840,346.32
 - Processed 1,607 utility bill payments through ACH totaling \$133,584.08.
 - Processed and issued 3,829 utility bills with billed consumption of water of 13,615k.
 - Issued 224 past due notices on utility accounts.
 - Auto-called 106 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Johnny Dee and the Starlights (11/13)
 - South Ormond Neighborhood Center and Nova Community Center Closures (Nov. 21-29, floor resurfacing)
 - Mayor's Mile (11/12)
 - 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.
 - Completed November Employee Newsletter
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Healthiest Weight Champion for 2016 recognition.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 3
- Hazardous: 3
- EMS: 92
- Motor Vehicle Accidents: 7
- Public Assists: 44
- TOTAL CALLS: 149

- Aid provided to other agencies: 15 Calls: Daytona Beach (8), Volusia County (7)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 69

Training Hours

- NFPA 1001: Firefighting 56
 - NFPA 1002: Driving 41
 - NFPA 1500: Safety/Equipment 28
 - NFPA 1620: Preplanning 13
 - EMT/Paramedic 6
- TOTAL TRAINING HOURS: 144

Station Activities

- Updated 36 pre-fire plans
- Conducted 228 fire hydrant inspections
- Provided a tour of Station 91 to 80 children from Osceola Elementary
- Participated in a truck display for the trick or treat celebration at Calvary Christian Church
- Visited 25 children at the Children's Academy on the Halifax

Human Resources

Staffing Update

Requisitions

- Neighborhood Improvement Officer (Police)
- Victim Advocate Coordinator (Police)

Approved/Active Recruitment

- Permit Technician (Engineering) was advertised 11-4-15 on the City web site and internally and will remain open until filled.
- 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.
- Information Systems Specialist (IT) was advertised 10-15-15 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 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
- Part Time Maintenance Worker II – Building Maintenance (Leisure Services) was re-advertised 11-4-15 on the City web site and will remain open until filled.

Applications Under Review

- Part Time Maintenance Worker II – Athletic Fields (Leisure Services)

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

- Police Officer (Police Department)

- Building Inspector (Planning)

Terminations

- Records Clerk (Police) effective 11-4-15
- Police Officer (Police) effective 11-29-15

City Events/Employee Relations Update

- Nationwide representative will be here on 11-19-15 to meet with employees
- Blood drive will be held at City Hall on 12-7-15

Risk Management Projects

- Attended Wellness Council General Board meeting
- Facilitated United Way fundraising campaign employee meetings
- Attended webinar on 'Working Smarter'

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process.
 - Finance – Interactive Voice Response System – Contract approved by City Commission.
 - Community Development – Electronic Plan Review – Training classes held by vendor.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 11 New work - 30 completed - 26 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	34,835	Inbound E-Mails Blocked	20,242
Delivered Inbound E-Mails	14,308	Quarantined Messages	285
Percentage Good Email	41.1%	Virus E-Mails Blocked	169

 - Notable Events:
 - Resolved several power issues with networking equipment at Public Works and the Waste Water Treatment Plant.
- Geographical Information Systems (GIS)
 - Addressing Additions: 11 Changes: 1 Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 1
 - Reclaim Connections Located this week: 25: Total in system = 109
 - Meters GPS Located this week: 0: Total in system = 23,072; 22,406 potable, 655 Irrigation, 11 Effluent
 - Notable Events:
 - Parcel fabric theme updated
 - Geographic Pavement Management System installed and debugged on newly upgraded workstation.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting

- City Manager's Staff Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- City Commission Meeting
- Bike Station Meeting
- Movies on the Halifax

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm 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 finished up this week Monday and Tuesday nights at 6:20 and 7:30 pm at the Sports Complex on Field 7.
 - Pride Football practices continued this week Monday through Thursday at the Sports Complex and South Ormond.
 - 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 continued games this week Monday through Thursday evening on Softball Quad #3 and the Kiwanis Field starting at 5:45 pm.
 - OBYBSA Baseball and Softball continued their practices and their fall games this week at both the Sports Complex and the Nova Community Park fields. Games will run this week.
 - River Bend Soccer continues practices this week at the Sports Complex on Soccer #6 on Thursday and Friday at 6pm. They also played their first home game on Monday night at 4 pm.
 - The SHS Girls' and Boys' Soccer Program practiced this week Monday through Friday on Soccer #5 and #6 at the Sports Complex. The girls and boys teams both played on Monday and Thursday night at 5 and 7 pm.
 - Due to Daylight Savings Time, Pop Warner Football practiced on Monday and Thursday night at the Sports Complex on Coed Field #7 and the Kiwanis Field. The Cheer team is practicing Monday, Tuesday and Thursday nights at Nova under the lights.
 - Punt, Pass, & Kick Sectional was held on Saturday at 1 pm on the Kiwanis Field. Winners move on to compete at the Jacksonville Jaguars Stadium.
 - Lady Renegades hosted their annual Halloween tournament on Saturday and Sunday on the Softball Quad at the Sports Complex.
 - USSSA Baseball once again hosted a tournament at the Wendelstedt Fields as well as the Nova Fields. This was held on Saturday and Sunday.

- 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 soccer fields at South Ormond for YMCA
 - Installed carpets for Pride football games on Championship Field #7
 - Repainted overflow parking area by Soccer #9 for parking lot
 - Dragged, marked and painted all softball, baseball, t-ball and soccer fields on a daily basis at the Sports Complex and Nova
 - Put on nets at Championship Field #7 for SHS soccer games
 - Removed bases from T-ball fields and locked fields up as season is over

- 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: Kopy Kats held on stage rehearsal and regular classes.
 - Tuesday: Follies and CMT held regular classes.
 - Wednesday: Follies and 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 is preparing to host the following events:
 - "There's No Business Like Show Business" Kopy Kats Musical Revue, Friday 11/6 and Saturday 11/7 at 7:30pm, Sunday 11/8 at 2:30pm, \$20

- 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
 - Ormond Pride Football Practice Tuesday and Thursday
 - Jazzercise Monday evening
 - PAL tutoring this week

- Community Events
 - Weekly administrative tasks, office work, and follow up of tasks for upcoming scheduled events in November and December
 - Assisting with the logistics of the US1 Groundbreaking event
 - Preliminary planning activities for the following upcoming events: Veterans Day including sale of tickets; Holiday Concert; Santa on the Go; Letters to Santa; Home for the Holidays Parade;
 - Breakfast with Santa

- Gymnastics
 - Classes are going well and growing
 - November session in progress
 - Registration is open for November session
 - Trial classes are being offered to attract potential students
 - Preparing for Open Gym this evening

- 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 those who participated in 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 that are offered throughout the week.
 - Challenger Basketball will start to meet for practice on Tuesdays from 5:00-6:00pm at the Nova Community Center.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - Explore the Arts will meet on Wednesday from 4:00-5:00pm.

- The Casements
 - Wedding ceremonies were held at Ormond Memorial Gardens on Saturday, one from 10:30 a.m. to 11:30 a.m. and one from 4:30 p.m. to 5:30 p.m.
 - Wedding ceremonies were held at Ormond Memorial Gardens on Sunday, one from 2:00 p.m. to 3:00 p.m. and one from 4:30 p.m. to 5:30 p.m.
 - A wedding reception was held at The Casements on Sunday from 3:00 p.m. to 9:00 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 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 held from 10:00 a.m. to noon.
 - Casements Guild and a staff member met with Amber's Jewel Catering Tuesday at 10:00 a.m. to plan for the upcoming Christmas Gala.
 - The Casements held a staff meeting on Wednesday at 11:00 a.m.
 - Staff met at Ormond Memorial Gardens to plan the 2016 Starry, Starry Night event.
 - Guild members and volunteers met in The Casements' Preservation Room from 10:00 a.m. to 11:00 a.m. to discuss the upcoming Christmas Gala at The Casements.
 - A wedding rehearsal was held at Ormond Memorial Gardens on Friday from 3:00 p.m. to 4:00 p.m.
 - A wedding rehearsal was held at The Casements on Friday from 3:00 p.m. to 4:00 p.m.
 - Movies on the Halifax will be showing "Saving Mr. Banks" in Rockefeller Gardens this evening at 6:00 p.m. Realty Pros. Assured is sponsoring the event and The Casements staff members will be assisting from 5:00 p.m. to 9:00 p.m.

- Parks Maintenance
 - Detailed Birthplace of Speed Park
 - Repaired slide and wood at the Magic Forest
 - Installed numbers on restrooms at Andy Romano Beachfront Park
 - Replaced broken curb at Fortunato Park and Bailey Riverbridge
 - Replaced missing shingles on Pavilion #2 at Nova Community 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
 - Preventative maintenance on 39 City-owned A/C systems
 - Repaired Blue Room A/C unit at PAC
 - Repaired condensate line on #2-unit at Mainland Reuse Building WWTP
 - Assisted contractor for appliance repair at FS 93
 - Removed wall shelves in Planning Department at city hall
 - Tinted inside of gym doors at Nova
 - Repaired splash pad pump enclosure lids at Andy Romano Beachfront Park
 - Replaced inline fuse for door locks at Riverbend Park
 - Repaired stair lights at City Hall
 - Repaired outside lamps and fixtures at the Police Department
 - Installed new soap dispenser at Nova Rec
 - Installed new lamps at Nova Gym
 - Installed new electric for the projectors at SONC
 - Checked garden timers at The Casements

Police Department

Administrative Services

- Staff attended the Volusia/Flagler Chiefs Meeting in Daytona Beach.
- Staff conducted forty hour new supervisors training course.

Community Outreach

- Nine Youth Directors Council members participated in the breast cancer walk on October 31st. The next community service project will be assisting with the OBPAL Annual Golfing for Youth tournament.
- Tutors R Us continues at the South Ormond Neighborhood Center. Tutors Nitosha Bell and Janice Medlock are working one-on-one with students in elementary and middle schools. Tutoring is offered Monday through Thursday from 3:00 to 6:00 p.m. Currently 20 youths 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 youths enrolled in the program. The 10 week program is offered on Tuesdays and Thursdays from 3:45 to 5:30 p.m.
- Science on Patrol at Ormond Beach Elementary School. The class is offered to 4th and 5th grade students and twelve youths are enrolled in the program. Last week, the students explored blood spatter, foot to height ratio, teeth impression and forensic entomology.
- Coffee with a Cop was held at Peach Valley-East with 84 participants.
- S.L.A.P. (Self Defense for Ladies & Assault Prevention) class was held with a full class.
- Conducted an anti-bullying presentation for OBMS parents meeting.
- Attended Tomoka Elementary fall festival with McGruff the crime dog.
- Conducted class #7 for the Citizen Police Academy.
- Taught DARE classes at Pine Trail, Pathways, Ormond Beach and Tomoka elementary schools.

Community Services & Animal Control

- Animal Calls: 55
- Animal Bites: 1
- Animal Reports: 3
- Animals to Halifax Humane: 3 (Dogs: 1 Cats :2)
- Trap Neuter Release: 2
- Pet Shot Clinic, on 11/18/15 between 5 and 6 pm, at the O.B.P.D.

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 5
- Inactive: 9
- Fraud: 3
- Burglary Residential: 5
- Larceny Car break: 7
- Grand Theft: 5
- Auto Theft: 1
- Sex Offense/Rape: 2
- Police Information: 1
- Vandalism: 1

Records

- Walk - Ins / Window 111
- Phone Calls 102
- Arrest / NTA'S 26
- Citations Issued 118
- Citations Entered 93

- Reports Generated 113
- Reports Entered 101
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,523
- Total Traffic Stops 185

Operations

Crime Opportunity Report Forms Issued: 169

- 10/28/15
 - Shoplifting/Arrest, 1521 West Granada Boulevard (Wal-Mart), Loss prevention employees witnessed a suspect walk out of the store without paying for two cans of beer. The suspect was contacted in the parking lot, arrested and transported to the branch jail.
 - Shoplifting/Arrest, 1521 West Granada Boulevard (Wal-Mart) Loss prevention employees witnessed two females shoplifting from the store. One suspect was detained; the second suspect fled the scene and was apprehended by a Volusia County motor unit in Daytona Beach.
 - Stolen Vehicle, 271 Selden Avenue. Victim reported that he left his vehicle at his mother's vacant home and went out of town for the weekend. The victim indicated he had left a spare key in the vehicle and when he returned home he discovered his vehicle missing. The victim further reported that he had been contacted by FHP and informed that his vehicle was involved in a hit and run accident. The victim's vehicle was subsequently towed from the scene of the crash.
 - Battery Domestic Violence, 487 Bryant Street. Victim and her husband got into an argument over her husband's infidelity. During the argument the wife slapped her husband and the husband retaliated by biting her on her arm. The wife was arrested for domestic violence battery and transported to the branch jail without incident.
- 10/29/15
 - Car Break, 160 North Nova Road (Sun Trust Bank). Victim reported that he believes someone entered his vehicle while he was at the Sun Trust Bank and took his wallet.
 - Burglary/Criminal Mischief/Residential, 505 South Ridgewood Avenue, somebody ripped a screen on a back window to enter the home and spray paint the walls. Nothing reported taken/missing.
 - Burglary/Residential, 23 Laurel Ridge Break. Back door of the residence was forced open. A Beretta handgun was taken along with ammunition and several pieces of jewelry.
 - Car Break, 509 South Nova Road, (All Aboard Storage) Victim reported a backpack blower was taken off of his lawn trailer.
 - Solicitor, I-95 and West Granada Boulevard. An anonymous citizen reported a subject standing in the roadway soliciting money from motorists. The suspect was arrested and transported to the branch jail on a city ordinance panhandling violation.
 - Fleeing Driver/Stolen Vehicle, Harvard Drive/South Atlantic Avenue. An officer heard what he believed to be several vehicle crashes somewhere on Riverside Drive, south of the city limits in Daytona Beach. The officer proceeded to the south city limits of Harvard Drive where he observed a silver vehicle turn east onto Harvard Drive with heavy damage to its front end. The vehicle fled at a high rate of speed east on Harvard Drive intending to turn north on South Atlantic Avenue and attempted to turn north on South Atlantic Avenue. The vehicle spun several times in front of Riptides Restaurant before coming to a final rest. The driver and sole occupant fled the vehicle on foot and headed north and eventually toward the ocean beach. DBPD, Beach Patrol and VCSO responded to the scene and an area perimeter was established. An Ormond officer located the fleeing subject and gave chase on foot. The suspect was eventually apprehended trying to hide in the weeds at the Georgian Inn. During their investigation officers learned that the vehicle was stolen out of Daytona Beach but not yet reported as such. The vehicle also fled from Daytona Officers and also crashed in their city. Daytona Beach Police completed the stolen vehicle and recovery reports and took possession of the vehicle. The suspect was charged with fleeing and eluding, auto theft, resisting arrest without violence, driving on a suspended license and violation of probation. He was also issued several uniform traffic citations.
- 10/30/15

- Warrant Arrest and Trespassing, 21 Ocean Shore Boulevard (Birth Place of Speed Park). A transient was contacted in the city park after hours. Officer discovered the subject had two open warrants for his arrest. The suspect had also been recently trespassed from the park. The suspect was arrested on the open warrants and also charged with trespassing after warning.
- Warrant Arrest. 955 South Nova Rd Lot #46. Justice Center called requesting officers check a residence for a fugitive who had multiple open warrants for Violation of Pre Trial Services. The subject's location was known due to their wearing an ankle monitor and GPS tracking device. Subject was contacted, arrested on the open warrants and transported to the branch jail.
- Hit and Run Crash – Arrest, North Beach Street/Highland Avenue. A vehicle turning from North Beach Street onto Highland Avenue ran off of the roadway and struck a tree, causing damage to the landscape and extensive damage to the vehicle. The vehicle left the scene and was located at 159 Dix Avenue, where the driver, an adult male, admitted to driving the vehicle, being involved in the crash and leaving the scene. The driver was arrested for leaving the scene of an accident with property damage and released from the scene after being issued a Notice to Appear.
- Battery – Domestic Violence – Arrest, 80 Tomoka Avenue. Victim advised her grandson was out of control and arguing with everyone in the car. The victim pulled into the police station parking lot and used her granddaughters cell phone to call police. The granddaughter, an adult female, wanted her phone back and a struggle ensued. During the altercation the granddaughter bit the victim in the lower part of her right arm, leaving a bruise and laceration. The granddaughter was arrested and transported to the branch jail without further incident.
- Indecent Exposure – Arrest, 460 South Atlantic Avenue. Suspect was contacted outside of the this location after a witness reported having observed the suspect standing in the parking lot with his pants down urinating. The suspect was arrested for indecent exposure/urinating in public and transported to the branch jail without incident.
- Warrant – Arrest, 1521 West Granada Boulevard (Wal-Mart). An officer received information that a female with an open warrant would be at this location around 10:00 pm. Contact was made with the suspect and the open arrest warrant confirmed. The suspect was taken into custody and transported to the branch jail without incident.
- Driving Under the Influence – Arrest, Rockefeller Drive/Riverside Drive. Officers conducted a traffic stop on a silver Mazda at this location. When contacted, the driver appeared to be physically impaired and a DUI investigation was conducted, which the driver failed. The driver was subsequently arrested and transported to the branch jail.
- 10/31/15
 - Battery – Domestic Violence Arrest, 217 Valencia Drive. Intoxicated brother and intoxicated sister were involved in an altercation. An independent witness/neighbor saw the brother punch his sister in the face while they were in the front yard. The subject was arrested for domestic violence battery and transported to the branch jail.
 - Driving Under the Influence – Arrest, West Granada Boulevard/North Yonge Street. Officer conducted a traffic stop on a vehicle for failure to maintain a single lane. Upon contact the driver appeared to be physically impaired and a DUI investigation was conducted, which the driver failed. The subject was placed under arrest for DUI and transported to the branch jail.
 - Failure to Pay/Loitering and Prowling Arrest, 140 Putnam Avenue. Cab driver reported his fare jumped from the cab without paying and took flight on foot. Officers responded to the area at which time suspect was observed walking down Putnam Avenue. Once the suspect observed officers he fled. Officers gave chase and located the suspect hiding in the back yard of 141 Warwick Avenue. The suspect advised that did not know the residents and was hiding from officers. The cab driver responded and positively identified the suspect as his fare who failed to pay. The suspect was arrested for failure to pay and loitering and prowling and transported to the branch jail.
- 11/1/15
 - Burglary Residence, 1 Parkside Drive. Victim reported jewelry, electronics and medication missing from their residence.
 - Burglary Residence, 4 Pine Valley Circle. Forced entry was made to the rear sliding glass door of the residence. The victim reported credit cards, miscellaneous paperwork, and a necklace taken.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). A suspect shoplifted multiple items and fled the store when confronted by loss prevention personnel. Responding officers had arrived in

the parking lot and prevented the suspect from fleeing when she got to her vehicle. The suspect was arrested for retail theft and attaching a tag not assigned to her vehicle and a decal not assigned to the tag. The suspect was arrested and transported to branch jail.

- Solicitor Complaint, Williamson Boulevard and State Road 40. A transient was observed panhandling in the roadway at the intersection. Once confronted on the ordinance violation, the transient would not comply with officer's instructions to cease panhandling and was arrested for the ordinance violation and resisting without violence and transported to the branch jail.
- Disorderly Intoxication, 17 Rio Pinar Trail. Initial call was reported as a domestic disturbance over a pending divorce. The officer's investigation determined that no domestic violence altercation had taken place but one of the suspects was extremely intoxicated and yelling profanity, and bringing attention to himself due to his conduct and behavior. Arrangements were being made to get him to DeLand with his father; he refused to go and would not calm down and stop causing a scene. It became clear the behavior was going to continue so the male suspect was arrested for disorderly intoxication and transported to the branch jail.
- Aggravated battery Arrest, 505 South Atlantic Avenue. Two intoxicated males were involved in an altercation at the hotel. The suspect asked the victim for a cigarette and when he would not provide one, the suspect hit the victim over the head twice with a large wooden skateboard. The victim suffered a large deep wound to the head and was transported as a trauma alert patient. During their investigation officers discovered a firearm next to the victim on the ground. The victim advised that he had grabbed the firearm earlier in the night to protect himself from the suspect. Hotel security/surveillance video was recovered that had recorded the altercation. The suspect was arrested for aggravated battery and transported to the branch jail.
- Warrant Arrest, 145 North Yonge Street (Dollar General). The suspect was observed at the Dollar General and was known by officers to have an open warrant for his arrest. The warrant for possession of drug paraphernalia was confirmed, the suspect arrested and transported to the branch jail.
- Battery-Domestic Violence Arrest, 279 South Washington Street. A family disturbance occurred between several subjects. During the argument, the adult daughter claimed that her father head butted her in the mouth. The victim had a small laceration to the inside of her upper lip. The father was placed under arrest for Domestic Violence and was transported to the branch jail
- 11/2/15
 - Car Break, 601 Robin Road, The victim reported someone entered his unsecured 2005 Honda and stole his checkbook.
 - Traffic Arrest, 100 Block of South Beach Street. A vehicle was pulled over for having an expired tag. The driver of the vehicle first tried to elude the officer by pulling into an apartment complex and turning off all the vehicles lights. The vehicle was located and the driver contacted. Officers discovered the driver had a suspended driver license. The subject was arrested for driving on a suspended license and transported to the branch jail. Later that evening the branch jail called the shift supervisor to report that when fingerprinted the automated system revealed the suspect was not the person as named on the driver license. The suspect's true identity was learned and it was discovered that he had an open arrest from 2010 for burglary. The warrant was confirmed and the suspect was charged with the open arrest warrant and obstruction by disguised person.
- 11/3/15
 - Car Break, Publix 1478 West Granada Boulevard. The victim reported that while he was shopping inside Publix while suspects unknown removed a bicycle trunk rack with two bicycles attached from his 2012 Buick. The victim advised he was only in the store for 10 minutes. The victim reported the value of his bicycles and bike rack at \$1,300.
 - Car Break, West Granada Boulevard and Clyde Morris Boulevard (roadside). The victim, an employee of Austin Outdoor, reported his pick-up truck was parked along the roadside so he could mow the median. When he returned to his truck after mowing he noticed a blower missing out of the back and drove to the police department to report the theft.
 - Warrant, Arrest, Daytona Avenue and 3rd Street Holly Hill. Adult male suspect known to have the open warrant for his arrest for dealing in stolen property was observed operating a vehicle and was stopped by detectives. The warrant was confirmed and the suspect arrested and transported to the branch jail.

- Warrant, Arrest, Daytona Avenue and 3rd Street Holly Hill. An adult male passenger riding in the vehicle with the suspect from the above reported incident was found to have an open warrant for his arrest for failure to appear/driving on a suspended license. The warrant was confirmed and the suspect arrested and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 30
 - Number of Uniform Traffic Citations Issued: 43
 - Number of Written Warnings Issued: 3
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 1
 - Crash Investigation General Information:
 - 15-11-00021 North Yonge Street/Hernandez Avenue. Serious Bodily Injury crash. Vehicle westbound on Hernandez Avenue turned in front of a northbound motorcycle. Angled crash sending motorcycle operator into the southbound travel lanes. Motorcycle operator suffered a broken right ankle in three places and a broken right hand. Non life threatening.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 1 Case initiated
- 8 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and fifty-three (53) 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 is expected to be remobilized next week to begin work on remaining pipe lining inventory.
- Ph II 2-Inch Watermain Replacement – Mainland - Clearance packages are being processed by Volusia County Health Department for Eagle Court, Magnolia Drive, Oak Avenue, and Creek Bend Way. Restoration is underway in those areas and on Parkwood Drive, Fairwood Circle, Knollwood Circle, and Horseshoe Trail. Clearance package for the Granada Blvd watermain extension and the 2-inch watermain replacement on Horseshoe Trail have been prepared. Once the City has received approval from VCHD to put the new mains into service, replacement meters and service connections will be installed and remaining site restoration will get underway.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Services and fire hydrants are currently being installed on Longwood Drive. Four fire hydrants were installed on Tropical Drive last week. Bonnie View and Tropical have been pressure tested and chlorinated. The contractor anticipates moving to Nina and LaPalma this week.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor completed the tapping of the main line at Lucky Drive and Vining Court last week. Work continues on the installation of service laterals on Ormond Parkway.
- Environmental Discovery Center – The Contractor completed the concrete block walls of the building, creating all door and window openings and the wood pilings for the wrap-around decks.

The area surrounding the building has been rough graded. The City Commission has selected the exterior siding color and staff has requested a cost for upgrading the railings to white PVC as requested by the City Commission.

- Nova Community Park Trail – City Commission awarded contract at October 20th meeting. Contractor is planning to start in November.
- North US1 Landscaping (Airport Road to I95) – The bid award was approved at the September 9th City Commission meeting and the Contractor is securing the required project bonding. Construction is scheduled to begin in late November.
- Downtown Stormwater – The project was advertised for bidding on October 25; a pre-bid meeting is scheduled for November 12, with a bid opening scheduled for December 1.

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 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 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 – Public notice has been issued that the six light poles initially determined to be of presumed hazard to air traffic are being reviewed under an additional study.
- Water Treatment Plant Lime Silo Dust Arrestor – The Consultant is finalizing 90% plans.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant is finalizing plans and bid specifications.
- WWTP Sludge Thickener Improvements – Contract was awarded and contracts are being prepared for execution by contractor.
- Cassen Park Public Dock – Reviewed consultant project design services proposal for the proposed dock and break water waiting on their cost proposal.
- Woodridge Stormdrain Improvements – Reviewed stormwater modeling analysis of stormdrain system and sent comments to consultant.
- 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 - Investigating alternative construction methods for speed tables on Doug Thomas Way. Considering asphalt paving installation versus a pre-manufactured system which is anchored to the existing asphalt.
- 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 ground water and soil from the system.

Department Activities

Administration/Meetings/Customer Service/Other:

- Ormond PD facility - Staff met with contractor to investigate corrosion problems on some doorways and other appurtenances at the facility due to condensation from the HVAC system and

some water intrusion from rain leaks. Contractor will prepare a proposal to address repairing these items of concern.

- Reviewed and created approved Work-in-the-Right-of-Way permit for Ormond Lakes Blvd., per Brighthouse request.
- Reviewed and created approved Work-in-the-Right-of-Way permit for 3 Red Bud Lane directional bore, per FPL request.
- Completed multiple 30' Safe Triangle stakeouts and property line identifications for 87 Bosarvey Drive, 97 Lucky Drive, and 65 Lucky Drive, per Neighborhood Improvement Division request.
- Continued to organize the Engineering plats and aerials to create space for future as-built drawings.
- Documented the gas and water data readings from the Nova Landfill.
- Created addenda update on the Sodium Hypochloride Tank Replacement drawings, per Utilities Division request.
- Created concept drawings for Central Park lakes.
- Researched and provided old as-built drawings and easement documents for the Halifax River forcemain and watermain crossings, per consultant (QLH) request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Separated asphalt and concrete at Public Works, hauled to Halifax Paving
- Cut out small depressions and replaced with asphalt at Police Dept parking lot
- Replaced uneven section of sidewalk on 200 block of S Atlantic
- Cut and form up section of broken sidewalk on Wilmette Ave
- Grinded uneven sidewalk at intersection of Marvin Rd & Palmetto Ave and in Tymber Crossing subdivision

- 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
- Removed limbs hanging over roof at PAL House
- Removed magnolia tree on Plaza Grande island; oak tree on Nova Rd at Old Kings Rd; 3 palms in Ames Park
- Trimmed trees at Police Dept; Airport (Hangar Way); 100 block of Sawtooth Ln; Hernandez Ave west of N Beach St; Mound Ave
- Removed tree in ditch on Arroyo Parkway

- 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
- Changed streetscape banners to "Birthplace of Speed"
- Assist Forestry with trimming in Forest Hills
- Installed banners on SR40

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
- Installed church sign on N Halifax Dr & E Granada Blvd
- Replaced stop & speed limit signs around city
- Replaced 2 stop signs on each corner of Northbrook 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
- Inspected Division Ave and Railroad St
- FDOT mowing on SR40

Mowing

- Reachout Mower – Pineland Trail, Nova Community Center pond, Wilmette Ave, Nova Rd FDOT ponds
- Slope Mower – US1, Arroyo Parkway, S Nova Rec
- Brush Hog – railroad tracks, Fleming Ave

Vactor

- Division Ave
- Open throats – Division Ave & Old Kings Rd, SR40

Street Sweeping/Streetsweeper

- 53 miles of road cleaned (3½ days – DOT areas only)
- 9 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
25,471

PM Services completed for the week:

Emergency—Vehicles and Equipment

17

Non-Emergency Vehicles and Equipment

5

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 12,796 gallons of unleaded and 8,696 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,766 gallons of unleaded and 874 gallons of diesel.
- Fleet completed 43 work orders this week.

- Utilities
Projects Summary
 - Breakaway Utilities Yard Electrical and Pump Upgrades – Obtained additional information concerning irrigation pump yard piping and forwarded to consultant – awaiting receipt of proposal.
 - Division Avenue Well Field Raw Water Piping – Certification of Construction Completion and Clearance was received from the FDOH for the potable water main and force main. Wells are being connected to the new raw water main. Consultant is finalizing record drawings for the water main and force main.
 - FDOT SR40 and I-95 Intersection – FDOT provided revised plans for review using depth and horizontal locations of our utilities from their field locations. Staff is reviewing plans.
 - Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
 - Lift Station 8M1 – An addendum is being prepared to address vendor questions. Awaiting Legal Department discussion regarding easement discrepancies. Bid date will be adjusted accordingly until easement remedies are determined.
 - Oak Drive Water Main Replacement – Water Distribution crews replaced piping connection and valves at Treasure Lane to support upcoming work.
 - 29 Surfside Drive Water Service Replacement – Received draft plans to obtain a Volusia County Use permit for review.
 - 391 Airport Road – Right of Way Use Permit was received.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Impeller is being replaced in Pump #1 at the factory and was shipped to their installer. A meeting with the installer is scheduled to repair the pump bases prior to pump installation. 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 – Commission approved bidding the project. Legal advertisement was prepared for November 8th advertising.
 - Saddler's Run Lift Station Rehabilitation – Lift station start up occurred 10-29-15. SCADA punch list items were addressed.
 - 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 – Preparing Addendum 1 to answer prospective bidder questions.
 - Storage Tank Repairs and Maintenance – OM Engineering is preparing a proposal for engineering services to refurbish the elevated tanks at the Water Plant and Breakaway Trails.
 - Wastewater Sludge Thickener Upgrades (CIP) – Recommendation to award bid to L7 Construction for \$585,857 was approved by the City Commission.
 - 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 is finalizing 90% plans.
 - ISO Survey information request is completed.
 - SPRC: Granada Assisted Living Facility – Conceptual plan was discussed. 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 reviewed. North Nova Retail – Received as-built drawings for review. Spreadsheet was provided for people who repaired the water main to determine the City's cost to repair the damage. North Nova Retail Offsite Parking - Received as-built drawings for review. Plantation Oaks – Received plans for review. Tomoka Plaza Lot Split – Engineer was advised of the responsibility of the lot owner to provide utility service connections to the lot being created. Zaxby's Main Entrance Improvements – Reviewed plans.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 37.151 million gallons for the week ending Nov. 1, 2015 (5.307 MGD)
 - Backwashed 13 filters for a total of 539,000 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 notices this week.
- Replace RTU at Cypress Place lift station.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.58 Million Gallons.
 - Produced 25.70 Million Gallons of Reuse.
 - Produced 1.88 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.94 MGD, plant designed for 8 MGD.
 - Hauled 151.25 tons of dewatered residual solids (14%-18% Solids).

- Water Distribution
 - Responded to or repaired 17 water service leaks.
 - Replaced or repaired 9 water meter boxes.
 - Installed 4 new water service connections and water meters.
 - Replaced 6 water services due to aged piping.
 - Repaired a 6" water main break on Tomoka Meadows Drive.
 - Responded to 31 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 6 and repaired 3 backflow prevention devices serving City owned facilities.
 - Replaced the BFP serving median irrigation at 60 Vining Ct. due to a vehicle accident.
 - Continued maintenance of fire hydrants within the city limits, 5 fire hydrants maintained in The Trails subdivision.
 - Replaced the fire hydrant located at 234 W. Granada Blvd due to a motor vehicle accident.
 - Performed valve maintenance on mainland valves in the North Beach St and scheduled shutdown or water main break areas, 29 valves exercised. Assisted wastewater collection crews with sewer force main valve exercising, 3 valves exercised.
 - Repaired 2 each - 2" GSP water main leaks on Alamanda Dr and S. Orchard St.
 - Replaced the fire hydrant and valve, added a new 2" connection for a future water main replacement and installed a new water main isolation valve on the corner of Oak Dr. and Treasure Lane.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 94 regular and 4 emergency utility locates for the previous week.

- Wastewater Collection - Reuse
 - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 7 in town to include 4 irrigation shut offs.
 - Responded to 14 requests for utility verifications for residential and commercial properties.
 - Replaced two (2) PEP System tanks that collapsed due to fatigue.
 - Repaired 4 inch sanitary sewer clean out - 190 Ocean Trail.
 - Returned the WWTP influent pump station bypass to normal configuration.
 - Televised 2, cleaned 2 and root controlled 1 sewer lateral.
 - Located/shut off 1 inch reuse service valve on Tomoka Cove.
 - Locate sewer service at 102 Creek Forest.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10psi, Ocean Mist Hotel @ 5 psi, Ormond Mall @ 5 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 20/6 psi. Foxhunters Flat (2 inch) 18/2 psi & Shadow Creek Blvd. (4 inch) 2/0 psi.
 - Checked the valve at 40 S St. Andrews.
 - Revisit schedule for periodic wastewater collection system trouble spot field inspection program.
 - Cleaned 3 sections of 8" sewer main on Ocean Terrace.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Influent Room – pumps not operating in remote, rebooted drives, remote operations working normal, continue to evaluate/update.

- Saddler's Run LS, contractor performing pump and equipment replacement and upgrades - station in bypass mode, salvage/inspect old equipment, successful start-up of refurbished station.
- Dewatering Pump #1, VFD showing high temp alarm, pump operating as expected, currently monitoring.
- Final effluent tanks - repaired 6" suction header used to drain tank during cleaning process.
- 6M, coordinated multiple vendor schedules and monitored site visits for control cabinet repairs, pump controls repaired and returned to automatic operations mode, VFD air conditioner repairs remain to be performed -parts are ordered.
- McDonalds LS: bi-weekly odor inspection and cleaning.
- Influent Room – deragged pumps as directed.
- WIN911 monitor/response: 5M - high level, station operating in control bypass mode, controller not reading wet well level, transducer ragged, cleaned, station cycle through alternation of all pumps, ok; Laurel Oaks - phase loss, station power fully operational, controller non-responsive, wiring connection deficiencies noted, corrected, ok.
- SCADA monitor/response: 7M1 – high starts, clean 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: Effluent Transfer Pumps, #1, #2, #3; R.A.S. Pumps, #3, #4, #5; W.A.S. Pumps, #1, #2.
- Quarterly Plant PM's: Screw Pump #2.
- Annual Plant PM's: Submersible Fermentation Mixer #11.
- Lift Station PM's: 24 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 64 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Chlorine pump, continue rebuild project.
 - Polymer building, replaced wheel bearings on pallet jack.
 - Lime slakers - westerly unit: replaced non-functional speed pot, easterly unit: worked with factory representative to repair alarm discrepancies; trouble shoot and begin pressure switch repairs.
 - Hypochlorite storage tank containment area, received price quotes for repairs of corroded electrical conduit.
 - Monthly Well PM's: 8
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Annual Reuse Report - Staff submitted the Annual Reuse Report to the FDEP for the 2014-15 fiscal year. The City increased its public access reuse land disposal rate by nearly 300,000 gallons per day from the previous annual period.
 - 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 permit holders. 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.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The project is scheduled to resume on November 9 in conjunction with the City's meter installation project. The same contractor is performing both projects.
 - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices. Additionally, staff is organizing a set of non-compliant commercial backflow devices. The

list will be culled through and subsequently given to the City's contracted device tester to bring those devices into compliance.

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 2, 2015, City Commission meeting; November 4, 2015; Board of Adjustment and Appeals meeting; and, November 5, 2015, Quality of Life Advisory Board meeting
- City Clerk attended Code of Ordinances/Municode review meeting on November 5, 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.