

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 31, 2014

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

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with Finance Director, I/T Manager, and Economic Development Director
- Staff meeting with directors
- Director evaluations
- Legislative flyers for Volusia Legislative Delegation meeting in December
- Legislative issues agenda item for upcoming City Commission meeting
- Field Day with fire staff at Station 91

Spoke to, attended and/or met with:

- Rotary meeting
- FCCMA Strategic Planning committee conference call
- ICMA webinar entitled Leading Change Isn't a Spectator Sport
- Chamber of Commerce Board of Directors meeting
- Two citizens about licensing and permitting issues.
- Art in public places survey discussion with Rick Fraser, Chamber of Commerce and Julia Truilo, MainStreet.

### **Community Development**

- The Department continues to work with Cardno in the preparation of the EPA grant for \$400,000 to perform environmental work at the airport (SE and SW Quad) and three other former convenience sites along US1. A property owner through his attorney has nominated one site for further discovery. The two greatest issues are the follow-up needed to gather the community support letters and getting property owners to nominate their properties. Six letters of support have been received, two additional ones have been contacted as follow-up. A minimum of 10 is needed to make the application more competitive. On the latter, a free, independently conducted phase one and phase two assessments should be selling points for commercial property owners that might be looking to sell or redevelop their properties.
- Much work has been accomplished for Avolve's ProjectDox team that will visit on November 3. Roles and responsibilities have been established among team members and a management strategy has been developed for each team to ensure smooth communication and work accomplishment.
- The Planning Director, Finance Director and IT Manager met to discuss the selection of the software vendor for the finance/utility/community development/HR/Code Enforcement software system. The committee has chosen Tyler, subject to Tyler demonstrating that they can integrate (two-way communication) with ProjectDox.
- The Planning Director and Assistant Finance Director participated in a telephone conference call with the lending institution for the ProjectDox software. The funding, along with the Payment

Request Form, for processing has been established with the authorized signatures from the City to authorize payment were established.

- The Planning Director participated in the ICMA webinar entitled, "Leading Change Isn't a Spectator Sport."
- The Planning Director participated in a Regional Trails Corridor Assessment. The River to Sea TPO is undertaking an assessment of regional trails to better understand trail gaps and opportunities for new alignments to be included in the State of Florida Office of Greenways and Trails 2015 update. The goal of this assessment is to enhance coordination and better position our region for future funding. The corridors that are being pushed by the Department include the East Cost Greenway, River to Sea Loop Trail, and the SR 40 multiuse trail.
- The most recent contact with Tomoka Christian regarding the sheds, grass parking and conex storage containers indicates that permits have been applied for the sheds. The conex containers have been sold and are waiting for pick-up by the purchaser, and the grass parking is under design by Zev Cohen.
- A mutually agreeable compromise regarding an existing on-site well/utility easement at 1287 West Granada Boulevard was made. This issue was preventing final approval of the Zaxby's site plan. The wellhead and access easement will be relocated on the property that makes the site much more viable than the current site due to proximity of a sewer force main.

#### Building Inspections, Permitting & Licensing

- 231 inspections performed.
- 4 business tax receipts issued.
- 74 permits issued with a valuation of \$749,110.00

#### Development Services

- The SPRC met to discuss the following developments :
  1. Arroyo Parkway culvert issue
  2. Ormond Renaissance Condo project.
  3. 595 South Nova Road parking lot repair
  4. 1301 West Granada Boulevard concept plan for a bank

#### Economic Development/Airport

##### Economic Development

##### Ormond Crossings

- Tomoka Holdings is in the process of designing marketing material and a website to generate investment in the Ormond Crossings project. Staff has provided comments and suggestions regarding the format and content of the draft material. Staff is meeting with Tomoka Holdings to review the material in early November.
- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Staff met with Tomoka Holdings and their engineering consultants to review the plans. Follow up comments and revisions are being prepared by staff to submit to Tomoka Holdings.
- Staff met with Tomoka Holdings to strategize on options that would facilitate the extension of utilities and roads to open up the Commerce Park for industrial development. In addition, the Community Redevelopment Area agreement for the funding of Crossings Boulevard will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. Further discussion is expected over the next several weeks.

##### Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park.
- Staff is preparing an analysis for the reuse of the former City Nursery property adjacent to the Airport Business Park. A preliminary survey is underway of the undeveloped land that has a large percentage of wetland/floodplain restrictions. Staff presented an update to the Aviation Advisory

Board (AAB) and provided a written summary to the City Commission. Staff will continue the analysis of the potential uses of the property and present the findings and recommendations to the AAB and Commission.

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

- Staff met with Chamber officials to review revisions to the “Doing Business In Ormond Beach” resource guide. An updated edition is expected in November/December.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. Several business prospects from Enterprise Florida and Team Volusia have visited the property in the past several months.
- Staff has worked closely with an existing manufacturing firm on their expansion plans and a growth assistance funding agreement, which is expected to be presented to the Commission in November/December.
- Staff has been working with an out of state manufacturing firm that is considering relocation to Ormond Beach. The company is expecting to make a decision over the next several weeks.
- Staff completed the revisions to the City’s Economic Development Marketing materials and will provide the updated material for use on the City’s website.
- Staff met with representatives of Total Comfort to discuss their expansion plans.

Airport Operation and Development

- Staff has completed efforts on a draft proposal and scope of work from Passero Associates, LLC regarding a project to design and construct improvements to the airport’s security infrastructure. The proposed improvements will address recommendations from the Statewide General Aviation Airport Security Assessment report provided to the City in June of this year by the FDOT. Staff will use this proposal and scope as part of a grant request submitted to the FDOT for 100% funding consideration under the SAFE program.
- Austin Outdoor will conduct a bi-annual application of herbicides at the airport on Monday, November 3<sup>rd</sup>, weather permitting. Staff has advised airport tenants and users of the scheduled herbicide application.
- Staff completed work this week to prepare an advertisement for bids from interested companies for the construction and installation phase of the air traffic control tower systems upgrade project. Staff anticipates advertising for bids on November 9<sup>th</sup>.
- Staff has received confirmation of an application filed with the St. Johns River Water Management District as part of the design phase for the Taxiway “G” project. Staff has also received a confirmation letter for an application filed with the U.S. Army Corps of Engineers for this project.
- Staff has received a letter of approval from the FAA for the Construction Safety and Phasing Plan (CSPP) for the construction of Taxiway “G.”
- Staff conducted a group of students from the Embry-Riddle Aeronautical University on a tour of the air traffic control tower facility this week. The students were afforded an opportunity to visit the tower cab and witness air traffic control operations first-hand.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation for year-end audit.
- Completed Projects - Weekly
  - Processed 28 Journal Entry Batches (#5801), (#260-332).
  - Approved 40 Purchase Requisitions totaling \$689,040.08.
  - Issued 35 Purchase Orders totaling \$196,199.94
  - Processed 3,500 cash receipts totaling \$624,982.26.
  - Prepared 98 Accounts Payable checks totaling \$752,156.89 and 27 Accounts Payable EFT payments totaling \$251,972.85.

- Prepared 32 Payroll checks totaling \$27,256.70 and 331 Direct Deposits totaling \$395,226.25.
- Transferred IRS 941 payment of \$150,413.63.
- Processed 878 utility bill payments through ACH totaling \$57,286.06.
- Processed and issued 6,629 utility bills with billed consumption of water of 14,468k.
- Issued 284 past due notices on utility accounts.
- Auto-called 121 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Press Releases
    - Florida Licensing on Wheels (11/4)
    - Fall Festival Spooktacular Event (10/31)
    - Residential Structure Fire (11 Carmel Terrace)
    - Nova Skate Park Expansion Ground Breaking (11/3)
    - Veterans Day Celebration (11/10)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed weekly events calendar ads for Ormond Observer.
    - Attended weekly staff meeting.
    - Attended ECHO Mandatory Training.
    - Attended ICMA webinar – Leading Isn't a Spectator Sport.
  - Grants
    - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
    - Submitted two (2) FRDAP applications. One for tennis court lighting at the Nova Community Park and one for baseball field #3 lighting at the Sports Complex.

#### Fire Department

##### Weekly Statistics

- Fires: 2
- Fire Alarms: 3
- Hazardous: 0
- EMS: 64
- Motor Vehicle Accidents: 8
- Public Assists: 41

TOTAL CALLS: 118

- Aid provided to other agencies: 5 calls – Daytona Beach (2), Volusia County (3)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 47

##### Training Hours

- NFPA 1001: Firefighting 118
- NFPA 1002: Driver/Operator 24
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 44

- NFPA 1620: Pre-Fire Planning 3
- EMT/Paramedic 20
- TOTAL TRAINING HOURS: 211

#### Station Activities

- Conducted 217 fire hydrant inspections
- Held a pinning ceremony for recently promoted Battalion Commander.
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Gail's Day Care	35
Grace Academy	40
Tomoka Elementary	80

#### Significant Incidents

- 10/29/14, 3:39 AM: Carmel Ter. – Structure Fire – Upon arrival found visible flames showing with back of house engulfed and heavy smoke – fire located in attic – Red Cross made contact with homeowner – no injuries – fire under control at 4:17 AM – under investigation by State Fire Marshal – cleared scene at 11:09 AM.

#### Operations

- Participated in the Department of Health Community Preparedness Planning Teleconference to discuss ongoing issues with Ebola.
- Attended monthly Volusia County Fire Chief's Association meeting.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Public Works/Water Production – Utility Electrician
- Approved/Active Recruitment
  - Leisure Services – Contract Manager for Buildings and Facilities Maintenance was advertised on 10-24-14 on the City web site, in-house, and on the FRPA web site with a closing date of 11-7-14.
  - Leisure Services – Contract Manager for Turf Management, Landscape, Parks and Grounds Maintenance Services was advertised on 10-24-14 on the City web site, in-house, and on the FRPA web site with a closing date of 11-7-14.
  - Public Works – Maintenance Worker III (Street Sweeper) was advertised on 10-24-14 on the City web site and in-house with a closing date of 11-7-14.
  - Leisure Services – Part Time Maintenance Worker II was advertised on 10-24-14 on the City web site with a closing date of 11-7-14.
  - Leisure Services – Part Time Custodian for The Casements was advertised on 10-24-14 on the City web site with a closing date of 11-7-14.
  - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled. Twenty-nine (29) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
  - Police Department - Police Officer was advertised on 09-12-14 on the F.P.C.A. web site and the City web site with a closing date of 10-10-14. Eighteen (18) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
- Screening/Interviews Scheduled

- Police Department – Records Clerk was advertised on 09-25-14 on the City web site with a closing date of 10-10-14. Fifty (50) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 10-28-14 with thirteen (13) applicants.
- Background/Reference Checks/Job Offers
  - Leisure Services/Nova – Part time Recreation Leader was advertised on 08-25-14 on the City web site, ERAU Student Job Center, Daytona State College Student Job Board and Bethune Cookman College Student Career Center job board as open until filled. Sixteen (16) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were held on 09-25-14 & 10-02-14 and a candidate was selected and began pre-employment processing.
  - Engineering/Joint Permit Center – Permit Technician was advertised on 08-25-14, In-house and on the City web site with a closing date of 09-05-14. Thirty-six (36) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 09-24 & 25-14 with six candidates. A candidate was selected and successfully completed the pre-employment screenings and will begin employment 11-04-14.
- Terminations/Resignations/Retirements
  - FY Vacancy Ratio – M/E 09-30-14: 6.44% (excluding retirements).
  - Human Resources – Employee Relations Assistant, effective 10-31-14.
  - Public Works/Water – Utilities Electrician, effective 10-31-14.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September, 2014 monthly report reflects savings of \$11,695.12 for City residents this year. Over 209 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- New Employee Orientation took place 10-27-14. Five (5) new employees attended. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

#### Risk Management Projects

- Mayor's Health & Fitness Challenge 2015 Team and event planning meetings.
- Last week of activities for Weight Loss Challenge.
- Wellness Team meeting; Wellness Day planning.

#### Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Selection committee meeting scheduled for Oct 27, 2014.
    - Community Development – Electronic Plan Review – Working with Planning Department on implementation details.
    - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide continuing with City Hall, Fire, Public Works, and Leisure Services.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 31 New work - 51 completed - 50 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,428	Inbound E-Mails Blocked	13,638
Delivered Inbound E-Mails	12,583	Quarantined Messages	207
Percentage Good Email	47.6%	Virus E-Mails Blocked	115

- Notable Events:
  - IT Director - Participated in the CRM selection committee public meeting
  - IT Director – Participated in the Copier RFP evaluation committee public meeting.
- Geographical Information Systems (GIS)
  - Addressing Additions: 9 Changes: 122 Corrections: 0
  - Map/Information Requests: 22
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 20,740 (92.1%) potable 20,158, Irrigation 573, Effluent 9
  - Notable Events: None.

## Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Public Works Staff Meeting
  - City Manager's Meeting
  - Assistant City Manager's Meeting
  - Park Visits
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Senior Games
  - Garden Club of the Halifax Country Meeting
  - VCRD Meeting
  - ICMA Webcast
  - Parks/Building Maintenance Staff 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 Ormond Beach Golden Spikes 14's teams continue training this week on Tuesday and Thursday nights at the Sports Complex Kiwanis Field at 6pm.
  - The Ormond Beach Pride Tackle Football Program continued practices this week, Monday through Friday at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm.
  - The City's Coed Adult Softball fall season continued games this week, Monday through Wednesday at 6:20, 7:30 and 8:40pm. Eleven teams are signed up, which is our biggest fall in many seasons. The season will run through early November.
  - The Ormond Beach Soccer Club competitive and recreational teams practiced this week and had games on Saturday.
  - The City's Youth Flag Football continued games this week Monday through Thursday at the Sports Complex at 5:45, 6:45 and 7:45 nightly. We have fifteen teams this season which is an increase of two more teams over last year.
  - The Lady Renegades continued practicing for their fall season Monday through Thursday evenings at the Softball Quad at the Sports Complex.
  - The OBYBSA Recreational Baseball and Softball Program continued games this week for their fall game season which will run through the end of October. This is held at the Nova Fields, as well as the Softball Quad and T-Ball Fields at the Sports Complex.

- Youth Volleyball continued play this week on Monday and Wednesday at the Nova Gymnasium. Fifty participants are skill training and scrimmaging nightly. The season will end in early November.
- Riverbend Academy Girls' Soccer held their first home games of the season on Monday and Thursday at the Sports Complex; Monday on Championship Field #7 and Thursday on Soccer Field #4. Games were at 6pm and 5pm, respectively.
- Seabreeze High School Girls' Soccer held their first home games on Thursday evening at 5pm and 7pm on Championship Field #7.
- Lady Renegades held their annual Halloween Tournament on Saturday and Sunday at the Sports Complex as well as Nova fields #2 and #3.
- Ormond Beach Pride Football held their Championship Games on Saturday at the Sports Complex. Two of their teams were shooting for an undefeated season.
- **Athletic Field Maintenance**
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned handball, tennis, and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continue mowing of baseball fields, three times a week
  - Continue mowing of the soccer fields, two times a week
  - Continue mowing of the softball fields, two times a week
  - Continue mowing, edging and trimming the T-Ball fields
  - Replacing sprinklers as necessary
  - Mowing SONC softball field weekly
  - Mowed fields at Ormond Beach Middle School weekly
  - Daily clean up of Limitless Playground by the softball Quad
  - Cleaned all sports parks of debris/trash from the events during the week
  - Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
  - The Ormond Beach Golden Spikes are using BB field 4 to practice at night; staff is prepping the field daily.
  - Seabreeze fall season is practicing on BB fields; staff is prepping fields daily.
  - The boy's Pinto BB teams have begun practice on the Quads; staff is prepping fields for them on Fridays.
  - Girl's rec softball has begun their fall season. Games or practice take place nightly on Quad #2.
  - The Boy's Mustang, Bronco and Pony leagues have started their fall seasons. Prepped fields Monday through Friday.
  - OB Pride football is practicing on fields 11 and 12. Put out benches and trash cans for them, repaint fields weekly.
  - Competitive and Rec soccer are practicing nightly, Monday – Friday.
  - Competitive soccer teams had their games on Saturday, using fields 1, 4, 6, 8 and 10. Prepped and painted for game ready.
  - Fall season of coed softball has started. Prepped softball field 7 for them to use, Monday through Thursday nights.
  - Flag football has begun. Playing games nightly, Monday through Friday. Repaint fields for them weekly.
  - Fall T-ball season has begun. Prep fields daily for practice and get all 4 games ready for Thursday evenings.
  - Challenger soccer is playing on Tuesdays, using Field 3a. Prep and paint for them.



- **Senior Center**
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm.
  - Chinmaya Church was held on Sunday from 9:00am to 1:00pm.
  
- **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. CMT held regular classes.
    - Tuesday: CMT held regular classes.
    - Wednesday: Show Club held regular classes. CMT held regular classes.
    - Thursday: Kopy Kats held on stage rehearsal. CMT held regular classes.
    - Friday: CMT held regular classes.
  
  - The Performing Arts Center is preparing to host the following events:
    - Kopy Kats Musical Review, "Fascinating Rhythm". November 7<sup>th</sup> and 8<sup>th</sup> at 7:30pm and November 9<sup>th</sup> at 2:30pm, \$15.
  
- **South Ormond Neighborhood Center**
  - Splash Pad open 10 am to dusk
  - Open park and playground sunrise to 11pm daily
  - Fitness room open Center hours
  - Open gym Center hours
  - Faith Ministries Service (rental) in Activity Room on Sunday 11am – 1pm
  - YMCA Soccer Monday, Wednesday and Friday
  - Pride Football Tuesday and Thursday
  
- **Community Events**
  - Weekly administrative tasks, office work, meetings and activities
  - Attended Senior Games meeting
  - Attended event meeting
  - Assisting with Senior Games Week
  - Accepting and tracking applications for Holiday Parade (ongoing)
  - Assisting with event preparations for Veterans Day
  - Preparing sponsor letters and flyers for Holiday Parade (ongoing)
  - Assisting with various tasks for upcoming events: Skate Park groundbreaking, new Commission reception, five holiday event/programs
  
- **Gymnastics**
  - This is the fifth week of the October/November classes
  - Registration is open for November session
  - VertiFit Aerial Arts (rental) program continued
  - Partnered with Pop Warner for facility rental through the end of November
  - VertiFit Aerial Arts of Palm Coast working with Coordinator to offer Yoga classes at the Gymnastics Center
  
- **Nova Community Center and Special Populations**
  - FitGyms conducted their personal training and tennis lessons.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise continue 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 met for its first practice on Tuesday 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 meet for its first day on Wednesday from 3:30-4:30pm
- Halloween Festival will take place from 6:00pm-8:00pm on Friday.
  
- **The Casements**
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 12pm.
  - The Ormond Beach Art Guild exhibit continued Monday through Thursday in The Gallery.
  - A birthday party was held in Bailey Riverbridge on Saturday morning.
  - The Guild's Harvest Moon Ball was held in The Casements on Saturday evening.
  - The Dance Room was painted on Monday morning.
  - The Ormond Beach Art Guild took down their exhibit on Thursday morning.
  - The Guild Crafters met in room 203 on Thursday afternoon.
  
- **Parks Maintenance**
  - Blew off walking trails from Division Avenue to Hand Avenue
  - Cleaned up storm debris from Riviera Park
  - Removed graffiti from sidewalk at Central Park II
  - Installed park rules sign at Central Park II
  - Installed memorial plaque at Ormond Memorial Gardens
  - Installed two concrete benches at Ormond Memorial Gardens
  - Pressure cleaned Woodmere entrance sign
  - Installed new soap dispenser at Andy Romano Beachfront Park
  - Completed pressure cleaning the four pavilions at Andy Romano Beachfront Park
  - Repaired men's room toilet at Andy Romano Beachfront Park
  - Citywide safety inspections of parks and equipment.
  - Weekly inspections of park facilities for reservations
  - Call Out = repair broken sink at South Ormond Neighborhood Park
  
- **Building Maintenance**
  - Weekly inspection of airfield runway, taxiways and directional signage
  - Preventative maintenance of City vehicles and equipment as necessary
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Daily inspection of Andy Romano and SONC splash pads
  - Weekly inspection of DOT and facility lighting at various city locations
  - Preventative maintenance checks on 35 air conditioning systems Citywide
  - Find a different vendor to repair the commercial freezer at The Casements
  - Checked why it is hot on third floor by elevator at The Casements
  - Applied reflective tape to new gates and installed "DANGER" signage at Police Department
  - Replaced over-amped cartridge fuse with proper one at City Hall Atrium
  - Assisted moving exercise machine at Nova Gym
  - Cut keys to door at Nova Gym
  - Re-programmed thermostats for at Field House at Sports Complex
  - Purchased combo lock for janitorial cage at Building Maintenance
  - Picked up special order locksets for Ames Park restrooms
  - Electronic gate malfunctioning at Fleet
  - Clearrd blocked locksets tumblers frozen at The Casements
  - Clearrd blocked toilet at The Casements
  - Assistrd with lattice repair at Main Street Park area

- Assisted with pew repair in Billiards Room at Senior Center
- Readied Truck 414 for auction at Fleet
- Assisted contractor with new keypad install at Police Station
- Repaired water line in the outside bathroom at SONC
- Installed a new sink and water supply lines for outside women's bathroom at SONC
- Repaired hole in the wall in ladies' restroom at SONC
- Met with fire alarm service tech and had new fire panel installed at Art Museum
- Ran new phone line for fire alarm panel at Art Museum
- Installed new dedicated 120 volt circuit for new fire alarm panel at Art Museum
- Built a temporary stand for the new sign and ceremony at The Casements
- Met with AT&T for an alarm panel dedicated phone line at Art Museum
- Picked up and delivered ceiling tiles for repair at Nova Gym
- Delivered scissor lift for contractor to get ceiling tile repaired at Nova Gym
- Repaired water line and hose bib in the front of the MacDonald House
- Delivered scissor lift for tree crew to do work on the backside of City Hall
- Met garage door tech for repair at Fire Station 92
- Relocated Splash Park filters to the storage closet at Fortunato Park
- Replaced sink faucet at Police Department
- Installed five new soap dispensers at Police Department
- Repaired lose faucet in men's room at Fortunato Park
- Repaired urinal at Public Works
- Call pest control contractor to check the kitchen area at SONC
- Checked excess water near the concession stand at Nova
- Met plumbing contractor for repair at Nova
- Repaired speaker wire and addrd Ethernet lines at the Senior Center

### **Police Department**

#### **Administrative Services**

- Staff attended a leadership training session at City Hall.
- Staff attended a Wellness Team meeting at City Hall.
- Staff met with representatives regarding body worn cameras.
- Captain Godfrey, Officer Summerlot and Officer Durkin read to the children at La Petite Academy at the request of the owner.
- Records Clerk interviews were conducted.

#### **Community Outreach**

- OBPAL Staff continued to work on the upcoming Golfing for Youth tournament to be held on November 8<sup>th</sup> at the River Bend Golf Club. Sponsorships and door prizes have been received for the tournament. Currently we have over \$8,000 in sponsorships and 14 teams.
- Practice was held for the boys' 14 under basketball team at the South Ormond Neighborhood Center on Sunday, October 25<sup>th</sup>. Fifteen youths attended the practice
- Tutors R Us continues at the South Ormond Neighborhood Center. There are 24 participants in grades 1 – 9.
- Science on Patrol at OBMS continues. There are 28 students participating in the program.
- Science on Patrol at Ormond Beach Elementary School continued with a Monster match-up crime scene investigation. Currently, there are 13 children registered in the program.

#### **Community Services & Animal Control**

- Animal calls responded to: 50
- Animal Bites: 0
- Animal Reports: 6
- Animals to Halifax Humane: 3 (Cats :2 Dogs:1)

- Solicitor Permits: 2
- Notice of Violations (animals): 2

Criminal Investigations

- Cases Assigned: 44
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 24
- Inactive: 15
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 6
- Larceny Carbreak: 19
- Grand Theft: 6
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Vandalism: 1

Narcotics:

- Task Force members conducted several covert operations/investigations within the city limits during the week.

Records

- |                          |     |
|--------------------------|-----|
| • Walk - Ins / Window    | 101 |
| • Phone Calls            | 124 |
| • Arrest / NTA'S         | 24  |
| • Citations Issued       | 63  |
| • Citations Entered      | 89  |
| • Reports Generated      | 156 |
| • Reports Entered        | 142 |
| • Mail / Faxes / Request | 21  |

Patrol

- |                       |       |
|-----------------------|-------|
| • Total Calls         | 1,714 |
| • Total Traffic Stops | 122   |

Operations

Crime Opportunity Report Forms: 65

- 10/23/2014
  - Aggravated Assault, 714 John Anderson Drive. Victim reports that he was north bound on John Anderson Drive when a vehicle started tailgating him. The victim slowed down and the vehicle passed him on a double yellow line and the driver pointed a handgun at him. The victim took a photo of the vehicle and license tag. Investigation is continuing.
  - Grand Theft, 600 Crowne Commerce Court. The victim reports that approximately one year ago a known suspect stole \$7,500 from him.
  - Carbreak, 763 Riverside Drive. The victim advised that someone entered his unlocked vehicle and removed a checkbook and loose change.

- Carbreak, 51 South Atlantic Avenue (Royal Floridian). The victim advised that her vehicle was parked in the underground parking garage of the hotel and upon entering same she noticed several items missing. She advised she found the vehicle still locked with no signs of forced entry.
- Battery-Domestic Violence, 767 West Granada Boulevard # 4104 (Olive Grove Apartments). Received a report of an adult female highly intoxicated in her apartment with her minor daughter. The juvenile advised officers that her mother hit her in the chest because she was drunk. Suspect admitted to hitting her daughter with a closed fist because she had been bothering her.
- Battery-Domestic Violence, 274 Palm Place. Victim advised that her grandson pushed her during an argument over her cell phone. The male also advised that he would knock her head off if she did not give him the phone back. Suspect then used his chest to push the grandmother back. He was arrested for domestic violence battery.
- 10/24/2014
  - Stolen Vehicle, 460 South Atlantic Avenue (Sunoco). Victim left his keys inside his vehicle while parked at the gas pump, then went inside the store. A brown Chevrolet Impala pulled in front of the victim's car and a subject exited the passenger side door and got into the victim's Acura. Both vehicles then left the Sunoco Station at high speed, south on Atlantic Avenue. Both vehicles were spotted by D.B.P.D. and fled when a traffic stop was attempted. The Impala crashed and D.B.P.D. officers arrested its operator and recovered a stolen firearm and narcotics.
  - Carbreak, 1528 Oak Forest Drive. Several tools removed from a locked bed box sometime since July.
  - Carbreak, 7 Dorado Beach Court (Pine Trails). Victim reported that several football jerseys and personal information, including birth certificates, of her son's football teammates were removed from her unlocked vehicle overnight.
  - Warrant Arrest, 500 Shadow Lakes Boulevard #143. Officers responded to a verbal disturbance. During the investigation a wanted check showed the suspect had an active warrant and was arrested.
  - Warrant Arrest, 170 West Granada Boulevard. Suspect was contacted at the bus stop in front of the police station for acting irrationally and was found to have an open warrant for his arrest.
- 10/25/2014
  - Battery – Domestic Violence, 125 South Orchard Street. Suspect arrested for domestic violence battery on her husband during an argument.
  - Carbreak, 110 Ivanhoe Drive. The complainant reported that someone had broken into his vehicle, and took his wallet with \$700 in it.
  - Burglary – Residence (Occupied), 40 Foxfield Look (Hunters Ridge). Subjects entered the victim's unlocked vehicle in the driveway, obtaining a garage door opener to the home. The garage door was then partially opened at which time it appears the house was entered as the residents remained asleep therein. One resident thought he heard the door chime from the alarm system "in his sleep," but he disregarded it. One wallet was taken from a kitchen counter and one wallet was taken from an unoccupied bedroom.
  - Carbreak, 9 King Edward Drive (Castlegate). Medication removed from an unlocked vehicle overnight.
  - Shoplifting Arrest (Multiple Felony Charges), 1521 West Granada Boulevard (Wal-Mart). Loss prevention staff observed several males loading shoplifted items into their vehicle in the lot. The vehicle fled high speed into Bermuda Estates where a traffic stop was attempted at which time the vehicle drove into a retention area where multiple suspects bailed out and ran. Officers immediately apprehended and arrested the driver who was identified as being a gang member/career criminal on probation. He was charged with aggravated fleeing or eluding, principal to grand theft, possession of drug paraphernalia, and violation of probation. A second suspect was located and arrested on the third floor of one of the apartment

buildings, while pleading with residents to get him out of the area. This subject also had two open violation of probation warrants.

- 10/26/2014
  - Burglary – Residence, 272 Putnam Drive. Reported when the victim came home to find most rooms in his home ransacked. CID and Evidence Tech responded to process the scene. Victim advised that he had recently hired a tree crew that had started trimming trees on the property but had left prior to finishing and have not returned to finish the job.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for retail theft after she was caught with several items she had not attempted to pay for.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for retail theft for stealing two small flashlights.
  - Battery – Domestic Violence Arrest, 637 Riverside Drive. Suspect was arrested for domestic violence battery after shoving his live-in girlfriend into a shelf during an argument.
- 10/27/2014
  - Carbreak, 227 Rio Pinar Trail. Sometime over the night there were thirteen (13) carbreaks, the majority being in the Tomoka Oaks/Talaquah vicinity. Several of the vehicles had the windows smashed out and several vehicles were unlocked. Several victims reported hearing either noises or dogs barking between 0300 hours and 0400 hours. A red truck was observed driving slowly through the area around 0330 hours.
  - Carbreak, 1641 West Granada Boulevard. A motorhome was vandalized (broken windows) and several items were stolen. The victim suspects transients that frequent the area.
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). 1521 West Granada Boulevard (Wal-Mart). Units responded to Wal-Mart for a shoplifter in loss prevention custody. The subject was arrested for retail theft.
  - Burglary-Residence, 345 Thackery Road. Victim reports that a known suspect entered the home without permission and took a Go-Pro Camera.
  - Carbreak, 481 Grandview Avenue. An unknown person entered an unlocked vehicle sometime during the night and took a wallet.
  - Assault-Domestic Violence Arrest, 181 Hand Avenue, Suspect was placed under arrest after he became upset/angry and started throwing items at other family members in the home.
  - Carbreak, 484 Grandview Avenue. Vehicle was locked. No signs of forced entry. Reportee advised that she discovered her vehicle broken into when she left for work. She waited until she returned home to make the report. The victim advised that she does have security cameras that captured an unknown vehicle in front of her residence at 0300 hrs. Two white males are seen exiting the vehicle and approaching the victim's vehicle with what appeared to be a door lock popping device.
  - Burglary- Residence, 75 South Saint Andrews Drive. Garage was entered by the side door and a bicycle was stolen.
- 10/28/2014
  - Narcotics Arrest, North US#1 and Wilmette Avenue. Suspect was arrested for several narcotic charges for possession of controlled substances/illegal narcotics.
  - Carbreak, 49 South Yonge Street (Sparkle N Shine). The victim was cleaning her car near the vacuum cleaners and observed a subject acting suspicious near her vehicle. The victim later realized that her purse was missing and her credit cards used.
  - Battery –Domestic Violence Arrest, 39 Chrysanthemum Drive. Suspect was arrested for felony battery and child abuse after he beat his wife and then held a gun to his head telling his children he would kill himself if their mother reported the incident. This incident happened early Sunday morning and the victim's mother reported the incident when she heard what happened.
  - Burglary-Residence, 3 Lionshead Drive. Owner came home and found her house burglarized (entire house ransacked). The back door of the residence had been kicked in.
  - DUI Arrest, South Beach Street and State Road 40. Several vehicles were involved in a crash caused by a drunk driver. Suspect was arrested and charged with DUI after an investigation was conducted.

- DUI Arrest, 700 Block West Granada Boulevard. The driver of a red Pontiac was observed driving reckless just prior to crashing on West Granada Boulevard at South Nova Road. The driver was arrested for DUI after an investigation was conducted.
- Carbreak, 180 John Anderson Drive. The victim advised that she was unloading groceries from her vehicle and left the door open with her purse on the passenger seat with her gym bag. She went back out to the vehicle to get more groceries to find the purse and gym bag missing.
- Burglary –Residence, 390 John Anderson Drive. The victim arrived home after three days to find the front door lock broken and items missing from his residence. It appeared as if the front door was possibly kicked in. The victim reported a silverware set worth \$3,000 was missing.
- Stolen Vehicle, 45 Putnam Avenue. Victim parked his vehicle in the driveway and left the ignition keys on the floor while he visited a friend. An unknown person stole the vehicle out of the driveway while the victim was inside the residence.
- Resisting Arrest without Violence Arrest, 448 South Ridgewood Avenue. An officer attempting to initiate a traffic stop when the driver of the car the officer was following abruptly pulled into a driveway of a house on Hand Avenue, jumped out of the car and fled on foot. A perimeter was set up and units located the driver behind the residence at 448 South Ridgewood Avenue.
- 10/29/2014
  - DUI Arrest, 1670 West Granada Boulevard. Minor crash at the Gas Station. Suspect arrested for DUI following an investigation.
  - Trespass Arrest, 160 East Granada Boulevard. Suspect arrested for trespassing on posted property.
  - Burglary-Residence, 612 North Beach Street. A door on the rear of the home was pried open causing approximately \$1,100.00 in damage. Nothing appears to be missing at this time but items throughout the house appeared to have been rummaged through.
  - Carbreak, 6 Meadowmist Court. Vehicle was unsecure, iPod was taken.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 8
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 15
  - Number of Written Warnings Issued: 0
  - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 8
  - Number of Crashes with Injuries: 1
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - 14-10-00420; Crash with Injuries; Williamson Boulevard/West Granada Boulevard. Three vehicle crash, minor injuries. Inside westbound lane closed for approximately 45minutes.
- Traffic Complaints Received:
  - Reckless motorcycle operation on Grove Street - Email sent out by Sergeant Doggett to all sworn.
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: West Granada Boulevard / North Nova Road
  - Reason for this STEP: Community Policing Project

- Number of times worked: 2;      Total Hours Spent: 1
  - Citations Issued: 0;              Written Warnings Issued: 0
  - Comments: Pre-empted and sent to calls while working both times.
- 2. Strategic Traffic Enforcement Program (STP) Information:
    - Location: Public Schools in Ormond Beach
    - Reason for this STEP: School Zone
    - Number of times worked: 1;      Total Hours Spent: 0.25
    - Citations Issued: 0;              Written Warnings Issued: 0
    - Comments: Pre-empted and dispatched to another call.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 13 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 11 Cases initiated
- 25 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with four (4) walk-in and seventy-three (73) telephonic inquiries.

#### **Public Works**

- Engineering

##### Project Summary

##### Construction Projects:

- John Anderson Drive – The contractor completed final paving operations and is installing the final thermoplastic striping. The final punchlist for the project was issued with the substantial completion notice. The contractor has begun installing yard drains and exfiltration piping on the east side of John Anderson Drive north and south of Neptune in an attempt to draw down the water table that appears to be perched and creating a wet area along the edge of the road.
- Traffic Signal Maintenance (Mast Arm Painting) – Due to the delay that was caused by the FDOT requiring a permit, the contractor has requested they be allowed to start the project in January as they are completing another job. Since the delay was of no fault to the contractor staff has agreed to postpone starting the project until early January.
- Airport Business Park Overhead Utilities Conversion/Hardening – FPL has scheduled the service transfer to the final property, and is in the process of closing out this project.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Final friction course of paving is in process. Weather permitting, paving operations are anticipated to be completed by November 7.
- Ormond Beach Sports Complex Roadway Improvements - Reviewed project as-builts and returned for revisions.
- 2014 Roadway Resurfacing - The following streets have been milled and resurfaced: Casements Drive, Sanford Avenue, Peninsula Drive, Rollins Avenue, Princeton Avenue, North Yonge Street, Milsap Road, Marvin Road, and Sunshine Blvd.
- Granada Medians (West of I-95) – The contractor has completed approximately 85% of the irrigation system installation and has begun installing the reclinata palms and crape myrtles, west of Hunters Ridge.
- Reforestation Street Tree Planting – The contractor is repairing the well system at the PAC and pruning and removing trees and old stumps that are in conflict with proposed plantings.
- Beach Ramp Beautification – Cardinal Approach – Staff is preparing the Purchase Orders for the project. Construction is scheduled to begin mid-November.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement - The contractor is scheduled to begin work after completing the Central Park Platform Replacement project.
- Central Park Observation Platform Replacement - The contractor completed demo of the southern structure and is 90% complete rebuilding this structure.



- Fiber Optic Network Expansion – The contractor has completed conduit work on Wilmette Avenue and has begun work along North Beach Street, including the lift station at Melrose Avenue. They are working their way towards Granada Blvd. and the return path from Fire Station 93 to City Hall.

Design Projects:

- Nova Community Park Skate Park Expansion – Groundbreaking for this project is scheduled for Monday, November 3, at 4:30 pm. The design package has been finalized for permitting.
- City Welcome Sign – Staff reviewed some new conceptual drawings to the City Commission individually.
- Beach Ramp Beautification – Harvard Drive – Staff is currently preparing design plans to secure a Volusia County Use-Permit to construct the improvements.
- Riverside Drive Drainage Improvements – The project was advertised for bidding. A pre-bid meeting is scheduled for November 6, and bids are due on December 4.
- Fleming Avenue Drainage – A survey is being done of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming. Staff also is requesting a proposal from Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements are recommended.
- Water and Wastewater Master Plan Update – Staff made field visits to several area treatment facilities to see new technologies in service that may be included as recommendations in the Master Plan. The draft report was submitted and staff is reviewing the report.
- Nova Recreation Park - Prepared Addendum for project bidding.
- Downtown Streetscape Planting (Orchard to A1A) – The project was advertised for bidding. A pre-bid meeting is scheduled for October 30, and bids are due on November 13.
- North US1 Landscaping (Airport Road to I95) – Staff is preparing the design plans for FDOT review and permit.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and has requested material proposals from RCP Shelters.
- Downtown Stormwater – consultant project design is in process.
- Ph II 2-Inch Watermain Replacement - Mainland – 90% design plans have been prepared and are being reviewed. Notifications are being prepared for a meeting with the residents to discuss the project, on November 6, 6:00 PM at the Senior Center. Staff and the Design Consultant will be making the presentation.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Final plans are anticipated to be completed by the end of October.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final plans are anticipated to be complete by the first week of November.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – The project was advertised for bidding. A pre-bid meeting is scheduled for November 13, and bids are due on December 3.
- Environmental Learning Center – Staff held the design kick-off meeting and will be scheduling the public meeting to introduce the project and receive public input on programming ideas. The consultant is proceeding with design layouts for the facility.
- Laurel Oaks Stormdrain Extension - The stormdrain discharge from Fleming Avenue to the Laurel Oaks pond is currently routed through a drainage canal between two homes. The canal has required continuous maintenance due to erosion; therefore staff is designing a project for competitive bidding which will eliminate that section of the canal by extending the stormdrain up to the pond.

- Sports Complex Restrooms - Prepared VCHD permit application package for extending a proposed watermain off of the existing watermain on Hull Road to serve the proposed restrooms located near the new football/soccer field, on the east side of the complex.
- Laurel Creek Culvert Replacement - Prepared a proposed culvert replacement design for the FPL North sub-station crossing, which is currently under-sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL, as they will fund the culvert replacement.

#### Department Activities

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

- Residential SWMP Permits review and filing (on-going).
  - Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
  - Franchise Utilities - FPL is transferring power lines from old poles to newly installed poles in the westbound lane of Melrose Avenue between North Ridgewood Avenue and Yonge Street, and between Andrews Street and US1. A road closure was set up on Wilmette Avenue from US1 to Orchard Street, for the installation of new concrete poles on Wilmette Avenue and removing old wooden poles. Traffic will be detoured at Orchard Street, to Lincoln Avenue, to US1 while work is in process.
  - Researched and reviewed SPRC documents regarding pool installation in building setback zones at Southern Pines Phase 2.
  - On-site meeting with Streets Division at 294 South Orchard Street regarding historic tree removal.
  - Modified the Nova Skate Park Addition Plans per project manager's comments.
  - Created County permit drawing for 13 Briggs Drive Water Service Replacement per Utilities Division request.
  - Created County permit drawing for 2573 John Anderson Drive Water Service Replacement per Utilities Division request.
  - Completed final updates of the Nova Recreation Paving Plan drawing set per project manager's comments and created full size PDF set of same for inclusion into bid documents.
  - Began initial review of the John Anderson Drive Utility Adjustment As-Builts.
  - Located Melrose Pump Station Phase 1 As-Builts per Wastewater Division request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Removed broken pavers & replaced with mortar on E. Granada Blvd.
        - Removed sunken pavers & reset on S. Beach St.
        - Replaced concrete on Parque Ave.
        - Repaired concrete on 200 block of Melrose Ave.
        - Formed for asphalt on Santa Ana Ave.
        - Pulled forms & backfilled on 200 block of Melrose Ave.
        - Performed a stress cut on 400 block of Parque Ave.
        - Repaired a driveway with asphalt on Santa Ana Ave.
        - Patched a holes with asphalt on McIntosh Rd. and at Oak Ave. & Granada
        - Put down road base materials on the ROW (Right-of-Way) at Parque Ave.

##### Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop

- Maintenance of trucks and equipment at the Public Works Yard
- Trimmed trees on 1200 block of Vanderbilt, in the Coquina Point Subdivision, on Putnam, west of Andrews, on University Cir., and at Fleet
- Removed an oak tree at Vadner Park

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed trees on A1A, on Granada, west of Orchard, at Granada & Nova, and at other various state roads
- Repaired pavers behind the Library
- Assisted the asphalt crew on Santa Ana Ave.

#### Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Hand Ave., straightened up various signs

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Booth Rd., inspected pipes
- Santa Ana – pipe replacement
- Public Works Yard – moved sandbags to a different location in the yard
- Bennett Ln. – Lift Station repair

#### Vactor

- Various Citywide Locations – cleaned basins

#### Mowing

- Reachout Mower – various FDOT ponds, and at Airport Sports
- Slope Mower – SR40
- Brush Hog Mower – SR40

#### Street Sweeping/Streetsweeper

- 49.8 miles of road cleaned (This is for 1 1/2 days)
- 7.5 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
27,724

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
8

Non-Emergency Vehicles and Equipment  
16

Road Calls for the week:  
1

Quick Fleet Facts:

- Fleet has gallons of 12,375 unleaded and 5,003 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,263 gallons of unleaded and 844 gallons of diesel.
- Fleet completed 62 work orders this week.

• Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Bid documents were reviewed and comments are being incorporated.
- Breakaway Trails Lift Station Control Panel Replacement – Design phase to be included with work budgeted for additional facility improvements proposed for current fiscal year.
- Concentrate Piping Connection to Reuse Storage Tank – Project is completed and record drawing information input to GIS database.
- Division Avenue Well Field Raw Water Piping – Additional surveying work for an alternate force main route for well setback is completed. Permit application at FDEP.
- Cross Connection Control (CCC) Program Management Services – A purchase order was prepared for recent award of services contract.
- Dual Check Valve Assembly Installation Services – Door hangars are being printed for distribution by device installation contractor.
- Dual Check Valve Assembly Procurement – A purchase order was prepared for devices to be installed in the north peninsula reuse service area later during the 2014-15 fiscal period.
- 35 Rivocean Drive & 36 Valhalla Drive Water Service Replacement – Volusia County Use Permits were approved.
- 110 Capri Drive Water Service – Volusia County is reviewing the permit application.
- 13 Briggs Drive and 2573 John Anderson Drive – Permit Applications submitted to Volusia County.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A purchase order to repair Pump #3 was prepared and forwarded to the pump manufacturer's recommended service center. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being used.
- Rima Wells Auxiliary Power Generator – An onsite meeting was held with BFA next to discuss well auxiliary power fuel system design and safeguards to prevent or contain fuel spills near wells served by generator power. This information will be incorporated in the final design.
- Saddler's Run Lift Station Rehabilitation – The Engineer is incorporating 90% plans and specifications comments in the bid documents. An estimate of probable cost was requested.
- Storage Tank Repairs and Maintenance - A work authorization to Hazen & Sawyer was prepared for November 5 City Commission consideration.
- Wells 18SR and 19SR – Awaiting procurement of pump assemblies and scheduling installation.
- SPRC – Ameritech Die and Mold – Plans were reviewed. Deer Creek – Final site inspection was performed. A punch list was prepared for water distribution items. Revised as-built drawings were received. North Peninsula Force Main – Reviewed construction plans. Ormond Renaissance – Revised plans were received for review. River Oaks – Awaiting completion of final outstanding items. Mudslinger's Café – Designer requested Tomoka Plaza utility plans. Plans are not available. He was directed to contact the property owner. VyStar Granada – Conceptual plans

were discussed. YMCA Pool Expansion – Additional plans were received pertaining to a new canopy. Zaxby's – The proposed building encroaches into an easement that prohibits construction. A meeting was held to resolve the conflict. An alternate easement on the east side of the property is proposed as a substitute. The developer accepts the proposed easement relocation but desires to retain the parking spaces that would be lost until the well is constructed.

#### Departmental Activities

##### • Water Distribution

- Exchanged 10 water meters per Finance Department work orders.
- Responded to or repaired 9 water service leaks.
- Assisted 9 customers with misc. concerns.
- Replaced 8 water meter boxes.
- Replaced 3 water service due to low pressure, directionally drilled 2- 2" casing under the road for water service replacement.
- Responded to 3 water pressure and/or water quality grievances.
- Performed meter accuracy testing on 4 - 3" and a 4" commercial water meters, one meter needed to be rebuilt & retested. Scheduled 4 commercial meters for future testing with affected facilities.
- Repaired a 2" GSP water main break on Beechwood Dr
- Completed maintenance activities on 27 fire hydrants in the Flagler County area of Hunters Ridge Subdivision.
- Repaired fire hydrant - 54 W. Granada Blvd due to motor vehicle accident.
- Performed annual pressure testing on 3 city owned backflow preventers. Installed 2 PVB's on irrigation in the Trails subdivision.
- Performed scheduled maintenance on 10 Water Distribution system valves as part of the valve maintenance program.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 76 regular and 1 emergency utility locates for the previous week.

##### • Water Treatment

- Delivered 36.401 million gallons for the week ending Oct. 26, 2014 (5.200 MGD)
  - Backwashed 11 filters for a total of 529,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had one Precautionary Boil Water Notice this week.
  - Began draining one claricone for quarterly cleaning / inspection.

##### • Wastewater Treatment

- Domestic and Industrial Wastewater flow was 36.93 Million Gallons.
- Produced 25.73 Million Gallons of Reuse.
- Produced 11.20 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 5.28 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 125.71 (14%-18% Solids).
- Submitted Biennial Pathogen Monitoring Report to FDEP.

##### • Wastewater Collection – Reuse

- Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 on in town conventional sewer system.
- Televised 1, cleaned 5 and root controlled 4 sewer laterals.
- Televised 200 ft. of 18 inch storm drain on Wilmette Ave. at request of Stormwater Division.
- Final Inspection of Pergola Pl. – Deer Creek – system includes 7 manholes and 44 reuse services.
- Cleaned 5,100 ft. of sewer main in 1M system.
- Televised 3,800 ft. of sewer main in 1M system.
- Installed new pep tank at 38 Black Creek Way.

- Repaired broken 1" reuse service at 4 Huntsman's Look.
- Replaced broken back lid with 18" riser and lid at 87 Deep Woods Way.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 5 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 30/16psi. Foxhunters Flat (2 inch) 18/02 psi & Shadow Creek Blvd. (4 inch) 5/3 psi.
- Utilities Maintenance Division
  - Wastewater Plant – Lift Stations
    - 2P – SCADA – no starts pump #2 – repair assorted leaks at vacuum system – all OK
    - Tomoka State Park Booster Station – assist WTP maintenance as needed with crane truck.
    - Hull Road Ball Field L.S. – install new replacement pump #1.
    - Support collections as needed with SR 40 manhole resurfacing.
    - San Marco L.S. – Replaced #2 soft start with conventional motor starter
    - Influent Room – deragg pumps as needed.
    - SCADA/WIN911 monitor/response: 2P - WIN911 – high level – found vacuum systems flooded – repaired – replaced filtration – all OK; San Marco - high level – soft starters tripped – reset #1/ replaced #2 – all OK; 13M - high level - #1 motor starter tripped – found #2 pump not able to pump against intermittent force main pressures resulting from SR40 force main reroute for shut down during contractor repair of manholes – reset motor starter #1 – monitor - all OK; 5M – high level - outside disconnect switches off at wet well doors – turned on – station pumped down quickly and cycled through alternation – all OK.
    - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
    - Quarterly PM's: Screw Pump #2
    - Semiannual PM's: Carrousel Blower #3
    - Lift Station PM's: 21 monthly and 1 annual performed.
    - Plant wide oil & grease route.
    - 45 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 4 B.A.T. – removed flow meter for repairs – reinstalled – all ok.
- Tomoka State Park booster station – begin install of new control panel – graffiti noted on station wall – will have cleaned/removed.
- R.O. 8" cleaning line – ordered material to replace cracked line.
- Shadow Crossing reuse station – replaced level transducer.
- Well 39R – assist well technicians with pump and motor recovery and install of new pump and motor – tested and turned over to operations.
- Monthly PM's: chlorine tank blowers; B.A.T. wells 2, 3; B.A.T. reuse pump station; Hudson wells 25,26,27,28.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Wastewater Treatment Facility: Establish a sampling regiment to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes. Also, staff is monitoring specific sections of the sewer collections system to isolate areas where items are being flushed which are harmful to the system.
- Industrial Pretreatment Program: Staff received the inspection report from the IPP audit performed by the FDEP on October 8 and are compiling a response and revisions to the program.
- Groundwater Monitoring Report: Staff evaluated data from the third quarter monitoring of the groundwater wells as part of the WWTP's permit - submitted the required report to the FDEP for review.

- PEP System Tank Brochures: Staff received the final draft of the updated brochure from the printer. Upon approval, the brochure will be mailed to homeowners with the PEP system as well as supplied to homeowner associations which utilize the system for future residents.
- Disposal of Special Waste: Staff is determining the characteristics of the contents of the Sediment and Grit dumpster from the WWTP. Following the evaluation of the results, staff will request approval for disposal.
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
  - Backflow Device Installation Notice: Staff developed a notice to the residents who will receive the new/reconditioned device in the City's reuse service areas. This notice will be delivered to the residents the week prior to the work being performed. Staff anticipates the contractor beginning work the week of November 3<sup>rd</sup>.
  - Triennial Lead and Copper Sampling: Staff is preparing letters to residents who participated in the event. The Utility maintained compliance with this important EPA program.
  - Cross Connection Control Data Management: Staff assisting transition to the new CCC management vendor recently awarded.
  - Unregulated Contaminant Monitoring Rule 3 (UCMR 3): Staff is accepting quotes for the UCMR 3 sampling, which is scheduled to occur in November of 2014. The US EPA implements this program to constantly monitor new contaminants of concern in the public water supply.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation and creation for November 5, 2014, City Commission Meeting
- Agenda packet preparation and creation for November 6, 2014, Quality of Life Advisory Board
- City Clerk attended ordinance review meeting
- City Clerk attended webinar meeting with City Manager

#### **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.