

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 10, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, IT Manager, Risk Manager, Police Chief, and Finance Director
- Weekly staff meeting with directors
- Reviewed State of the City video
- ProjectDox meeting with staff from IT, Planning, Engineering, and Public Works

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Rotary board meeting
- PACE board meeting
- Senior staff and I met with Mary Anne Connors and County staff on itinerant merchants
- Responded to citizen complaint about missed recycled pickup.

Community Development

Planning

- Staff met with FDOT District 5 staff regarding the City's proposed land use change for US 1 North. An advanced copy of the staff report was provided along with an annotated land use plan map depicting the proposed land uses, the overall reduction in average daily trips but an increase in AM peak trips. FDOT staff appears to be receptive and supportive.
- The Planning Board conducted public hearings on the US 1 land use changes, amendments to the Professional Office land use category to Residential/Office/Retail (ROR), amendments to the LDC to permit alcohol sales and consumption related to personal services; and the Planned Business Development rezoning for 1301 West Granada.
- Staff has been assisting Cardno in preparation of the grant application to the EPA in the amount of \$400,000. The main focus of the grant will be to conduct environmental assessments for the City's airport (SE quadrant) and the US 1 corridor.
- Key members of the ProjectDox committee had a kick-off telephone conference with Avolve staff. It appears they will be arriving on site in early November. The project managers are preparing a stakeholder's registry which defines affected employees by name, position, their role in the process, a management strategy for each group depending on the degree of being affected, along with their email and phone number.
- A ProjectDox presentation for all affected parties in Planning, Building, Engineering and Public Works to acquaint them with ProjectDox was provided. All staff in Planning and Engineering was aware of the project and participated in the demonstrations.
- Staff attended a meeting with the City Manager, City Attorney and Assistance City Manager at Volusia County to discuss itinerant merchant licenses for 2014-15.

Building Inspections, Permitting & Licensing

- 233 inspections performed.
- 11 business tax receipts issued.
- 77 permits issued with a valuation of \$2,772,819.00

Development Services

A Development Order for the YMCA improvements was approved by the Planning Director.

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. When completed, a copy of the material will be provided to the Commission.
- 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. The findings will be presented to the Aviation Advisory Board and the City Commission in October/November.

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 is working on revisions to the City's Economic Development Marketing materials and website, which will be completed in October.

Airport Operation and Development

- AVCON, Inc. has delivered the project manual for the project to upgrade and rehabilitate air navigation and communications equipment at the air traffic control tower. This 334 page document will be reviewed by staff for potential revision prior to commencement of the bidding process for this project.
- Staff is evaluating a proposal from Wolen, LLC to upgrade the Automated Weather Observation System (AWOS). The barometer on the AWOS has malfunctioned, and is only repairable via installation of an upgrade kit.
- Staff continues to work with Passero Associates, LLC regarding a proposal 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 has provided Passero Associates with additional details about areas of the airport where enhanced visibility of the perimeter fence is needed in order to better protect the Airport Operations Area (AOA) from possible incursion by persons or wildlife.

- Staff is working to investigate and repair storm water culverts on Hangar Way that have begun to deteriorate.
- The FDOT Aviation and Spaceports Office has announced that the Florida Statewide Economic Impact Study is complete. Staff has received copies of the executive summary, technical report and the individual summary report for the airport. The summary report will be made available on the Airport page of the City's website.
- Staff began work this week to provide AVCON, Inc. with operational data needed for the Focused Environmental Assessment (EA) of the northwest and southwest quadrants of the airport. AVCON is working to produce the required noise contours for the airport as part of this EA, using the Integrated Noise Model (INM) software approved by the FAA for this type of study. The INM input data includes aircraft operations, runway use and aircraft flight tracks. Staff will participate in this effort by providing the estimated runway use figures and the general locations of aircraft flight tracks within the immediate vicinity of the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 50 Journal Entry Batches (#5,684–5,701)-(1-93).
 - Approved 60 Purchase Requisitions totaling \$2,094,554.89.
 - Issued 36 Purchase Orders totaling \$947,443.90.
 - Processed 4,881 cash receipts totaling \$636,062.08.
 - Prepared 148 Accounts Payable checks totaling \$270,433.76 and 38 Accounts Payable EFT payments totaling \$120,328.21.
 - Bid#2015-04, Nova Community Park Pavement Improvements, advertised in News Journal and posted to Demandstar on 10/5/2014.
 - RFP#2015-06, Misc-Crafts and Trades, advertised in News Journal and posted to Demandstar on 10/5/2014.
 - RFP 2014-17, Copier Lease Agreement, Evaluation Committee Meeting took place on 10/8/2014.
 - Processed 1,467 utility bill payments through ACH totaling \$84,311.11.
 - Processed and issued 4,970 utility bills with billed consumption of water of 29,026k.
 - Issued 657 past due notices on utility accounts.
 - Auto-called 60 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (10/14)
 - Basketball Training League (Registration Begins October 13th)
 - Movies on the Halifax (11/7; 6 PM; "Happy Feet")
 - 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.
 - Ads for Legal Aid Clinic to Observer and News-Journal for November 6th clinic.

- Attended weekly staff meeting.
- Attended State of the City Final Planning Meetings.
- Attended CDBG training for the City's Public Service providers.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 5
 - Hazardous: 1
 - EMS: 62
 - Motor Vehicle Accidents: 10
 - Public Assists: 42
- TOTAL CALLS: 123

- Aid provided to other agencies: 12 calls – Daytona Beach (5), Volusia County (7)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 58

Training Hours

- NFPS 472: Hazardous Materials 148
- NFPA 1001: Firefighting 24
- NFPA 1002: Driver/Operator 3
- NFPA 1500: Safety/Equipment 43
- NFPA 1620: Pre-Fire Planning 7
- EMT/Paramedic 23
- TOTAL TRAINING HOURS: 248

Significant Incidents

- 10/4/14, 4:59 AM: Endora St. – Vehicle Fire – Provided assistance to Volusia County – Engine 94 utilized 500 gallons of water to extinguish fully involved pick-up truck – no injuries.
- 10/6/14, 12:21 AM: W. Granada Blvd. – Motor Vehicle Accident – Upon arrival found one vehicle into median – vehicle struck two trees cutting one large tree in half – one occupant found in vehicle and transported to hospital.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - 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-four (24) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - 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. Thirteen (13) applications have been received, entered on the applicant tracking sheet with qualifications.

- 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.
- Police Department – Records Clerk was advertised on 09-25-14 on the City web site with a closing date of 10-10-14.
- Background/Reference Checks/Job Offers
 - Police Department - Police Officer was advertised through 07-03-14. Interviews were held on 07-30-14 and four (4) candidates were recommended to the Chief. Interviews with the Chief were held on 08-04-14 and 08-05-14. Conditional offers were made to three (3) candidates and backgrounds started. One candidate successfully completed the pre-employment process and will begin employment 10-20-14.
 - Police Department/N.I.D. – Office Assistant III candidates were reviewed from L.S. recruitment, three (3) candidates were interviewed 08-13-14 and 08-14-14. The department asked that the position be advertised for one week to receive a larger pool of applicants. The ad was put on the City web site and in-house starting 08-18-14 and closed on 08-22-14. Thirty-one (31) candidates were received, entered on the applicant tracking sheet with qualifications and made available for department review. Interviews were conducted on 09-10-14. A conditional offer was made to a candidate and pre-employment screenings were started.
 - Human Resources – Employee Relations Assistant was advertised on 08/25/14 on the S.H.R.M. web site and the City web site with a closing date of 09/10/14. Forty-one (41) applications have been received, entered on the applicant tracking sheet with qualifications and reviewed by the department. Interviews were held on 09-23 & 24-14 with seven (7) candidates. A conditional offer was made to a candidate and pre-employment screenings were started.
 - Planning/Building – Chief Building Inspector was advertised in-house and on the City web site on 09-09-14 with a closing date of 09-16-14. Three (3) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 09-19-14 with all three candidates. A conditional offer was made to a candidate pre-employment screenings were successfully completed and the candidate will begin work on 10-20-14.
 - 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 will begin the pre-employment screenings.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 09-30-14: 6.44% (excluding retirements).
 - Police Department – Police Officer effective 10-01-14.
 - Human Resources – Employee Relations Assistant effective 10-31-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2014 monthly report reflects savings of \$11,314.67 for City residents this year. Over 140 residents have utilized the program during that time.

City Events/Employee Relations Update

- New employee orientation is scheduled for 10-27-14. 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.
- Employee Appreciation Day will be held on 10-22-14 at the new Greg Smith field house at the Ormond Beach Sports Complex from 11:30 A.M. to 1:30 P.M. This event is held annually to recognize and thank City employees for all that they do to serve the citizens of Ormond Beach.

Risk Management Projects

- Mayor's Health & Fitness Challenge 2015 Team & event planning meetings.
- Continued activities for Weight Loss Challenge!
- Attended Chamber of Commerce Leadership planning meeting.
- Mentored local risk manager.
- Submitted application for Worksite Wellness Award.

Information Technology (IT)

- Information Systems (IS)

- Work Plan Projects

- Finance/Community Development – CRM system replacement – Demos scheduled.
 - Community Development – Electronic Plan Review – Project approved at 9/15/2014 Commission meeting. Moving forward with implementation plans.
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide continuing with City Hall. Community Development and Engineering.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 12 New work - 59 completed - 33 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 26,981 | Inbound E-Mails Blocked | 13,744 |
| Delivered Inbound E-Mails | 12,986 | Quarantined Messages | 251 |
| Percentage Good Email | 48.1% | Virus E-Mails Blocked | 192 |

- Notable Events:
 - None.

- Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 193 Corrections: 0
 - Map/Information Requests: 49
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 20,525 (91.2%) potable 19,943, Irrigation 573, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration

- Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager meeting
 - City Commission Meeting
 - Met with Landscape Contractor
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - FY 14/15 R & R Discussion
 - Field Lighting Discussion
 - Community Garden Meetings
 - State of the City Meeting
 - Center Coordinators One-on-One Meetings

- Loop Event Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, & F's at the Sports Complex. Play is at 1pm daily.
 - The Ormond Beach Golden Spikes 14's teams continue training this week on Tuesday & Thursday nights at the Sports Complex Kiwanis Field at 6pm.
 - The Ormond Beach Pride Tackle Football Program continued practices this week, M - F at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm.
 - The City Coed Adult Softball Fall Season continued games this week, Monday – Wednesday, 6:20, 7:30, & 8:40pm. Eleven (11) teams are signed up, which is our biggest fall in many seasons. Season will run through early November.
 - Ormond Beach Soccer Club Competitive & Recreational Teams practiced this week & had games on Saturday & Sunday.
 - City Youth Flag Football started games this week, Monday – Friday at the Sports Complex at 5:45, 6:45, & 7:45 nightly. Fifteen (15) teams this season is 2 more than last year.
 - Lady Renegades continued practicing for their Fall Season, M – F evenings, at the Softball Quad, Sports Complex.
 - Challenger Soccer Program continued Tuesday at Soccer Field #3. This is Special Pops program from Nova.
 - The OBYBSA Recreational Baseball & 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 & T-Ball Fields at the Sports Complex.
 - Pride Football held home games on Saturday on Championship Field #7 at the Sports Complex. Games run from 9am – 3pm.
 - Seabreeze High School JV Football played their last Home Game on Wednesday night at 6pm at the Sports Complex, Championship Field #7.

- Athletic Field Maintenance
 - Went to South Ormond Rec. to clean the park, tennis and basketball courts
 - Went to Osceola school to tend to the infields, tennis and handball courts
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned hand ball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - 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
 - Continued mowing of baseball fields, 3 times a week
 - Continued mowing of the soccer fields, 2 times a week
 - Continued mowing of the softball fields, 2 times a week
 - Continued mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowing OBMS weekly
 - Daily clean up of Limitless Playground
 - Cleaned all sports parks of debris/trash from the events during week.
 - Lady Renegades' softball teams continue workouts. Prepare fields for them to use nightly.
 - OB Golden Spikes using BB field 4 to practice at night. Prepped daily.
 - Seabreeze fall season is practicing on BB fields. Prepped daily.
 - The boys Pinto BB teams practice on the Quads. Prepped for them on Fridays.
 - Girls' recreational softball has begun their fall season. Games or practices nightly on Quad #2.

- The Boy's Mustang, Bronco and Pony leagues have started their fall season. Prepped fields for Mon – Fri.
- OB Pride football practices on fields 11 and 12. Repainting fields weekly.
- The irrigation replacement has begun on field 3.
- Seabreeze JV football had a game on Thursday night; prepped field.
- Challenger soccer has begun playing on Tuesdays, using field 3a. Prepped and painted for them.
- Hosted a Lady Renegades softball tournament Saturday and Sunday. Prepped and maintained 5 fields for the on both days.
- Helped re-hang wind screens at the tennis center.
- Got the shuffleboard courts ready for their fall season. Cleared weeds, wasps nest, blew off all debris and tightened up the wind screens.
- Removed parking signs from the airport tower fence near shuffleboard courts to make parking easier due to the new road going through.

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya 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 regular classes. 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:
 - Health Freedom Event, Saturday, 5:00pm to 8:00pm
 - Queens of Country, Sunday, 2:00pm to 4:30pm

- South Ormond Neighborhood Center
 - Splash pad open
 - Open park and playground (sunrise until 10pm)
 - Fitness room open(center hours)
 - Open gym (1pm thru 8:45 pm weekdays/center hours weekends)
 - Vitas Event at Center this weekend

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended Senior Games meeting
 - Attended Loop event meeting
 - Attended State of the City event meeting
 - Accepting and tracking applications for holiday parade
 - Collecting and reviewing bids for Employee Appreciation Day (EAD)
 - Preparing sponsor letters and flyers for parade.
 - Updating flyers for upcoming holiday events.
 - Assisting with the preparation of the 31st Annual Senior Games Kick-off celebration.
 - Assisting with various tasks for upcoming events: State of the City, Senior Games, EAD, Veterans Day and Holiday Parade.
 - Preparing internal documents for begging of fiscal year: bridge sign permits, special event permits, accounting and budget tracking.

- Gymnastics
 - This is the second week of the October/November classes

- 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 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.
 - Jr. Jazzercise was held on Wednesday.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - Riverbend volleyball will host its last home game this week.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday, Tuesday, Wednesday, Thursday and Friday. Saturday tours from 10am – 12pm.
 - The Ormond Beach Art Guild exhibit continues in The Gallery.
 - Art classes were held in Ormond Memorial Gardens on Saturday morning.
 - A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
 - A wedding was held in Bailey Riverbridge on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Docent training was held in The Preservation Room on Monday afternoon.
 - A group tour was given on Tuesday afternoon.
 - The Gaslight Parade committee held a meeting in The Casements on Tuesday afternoon.
 - The Archive Committee met in Room 204 on Wednesday morning
 - Harvest Moon Ball Committee held a meeting in Room 205 on Thursday morning.
 - The Guild crafters met in room 203 on Thursday afternoon.
 - A wedding was held in Ormond Memorial Gardens on Friday afternoon.
 - A wedding rehearsal was held in Bailey Riverbridge on Friday afternoon.

- Building Maintenance
 - Weekly preventative maintenance of City owned vehicles
 - Weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Weekly inspection of D.O.T. & Facility lighting @ Various City Locations
 - Safety inspection of Commission Chambers @ City Hall
 - Performed safety inspection on 7 City Owned Electronic Gates
 - Perform preventative maintenance on four a/c systems Fire Station 92
 - Condensate lines clogged @ WWTP Operations
 - Replaced battery on weather station @ WWTP
 - Cleaned up mechanical rooms from contractors messes @ City Hall
 - Had vendor duplicate special key for Gymnastics ~ Knox Box Project
 - Assisted with heat switch repair IT Work Room @ City Hall
 - Thermostat vandalized in atrium @ City Hall
 - Re-keyed MacDonald House
 - Assisted with new a/c unit installation Influent VFD room @ WWTP
 - Reset lightning detection for the Splash Pad feature Pump at SONC
 - Installed new glass in the ball field concession stand at Nova
 - Installed the remaining Knox boxes for fire department on City Buildings
 - Installed new wire for field lighting at Sports Complex

- New door stops at S.O.N.C
 - Repaired tile on steps at S.O.N.C
 - Hung picture frame in room 204 at The Casements
 - Assembled new exercise bike for Nova Recreation
 - Installed two toilets after water leak and wall repair at Sanchez Park
 - Replaced burnt out lights with new L.E.D at Public Works
 - Reset time clocks on all City Facilities
 - Called F.P.L and had power problem corrected at CPI
 - Repaired hose bib at car wash area at Fleet
 - Checked outside lighting at Fleet
 - Installed trim around room 203 display case at The Casements
 - Remounted bay door threshold at Fire 94
 - Hook up dryer vent at Fire 94
 - Replaced sink p-trap in men's room at Fire 94
 - Replaced ceiling tiles at the Tennis Center
 - Secured a cabinet to the wall at the Tennis Center
 - Repaired stair cove molding at The Casements
 - Repaired men's room lights at Ames house
 - Replaced the fountain pump at Riviera Park
 - Repaired the upstairs water heater at the PAC
 - Inspection of the Water Wheel and sump pumps at The Casements
 - Prepared invoices and receipts for City Facilities
 - Weekly maintenance of fountains at PAC, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall
- Parks Maintenance
 - Sprayed for weeds in workout stations citywide
 - Trimmed low hanging limbs around workout station at Central Park III
 - Removed graffiti from pier at Riviera park
 - Cleaned up storm debris from Riverbend Nature Park
 - Moved 30 boxes from City Hall to Fleet for storage
 - Changed out soap dispensers in parks citywide
 - Formed up 3 park bench slabs for concrete pour.
 - Repaired missing pickets at Ames park
 - Cut back overgrowth at Riverbend Nature Park for vehicle access
 - Repaired washouts around fishing pier at Riverbend Nature Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out =0

Police Department

Administrative Services

- Command Staff attended a ceremony at Daytona State College's police academy.
- Command Staff attended a "Public Safety Awareness Day" event at temple Beth-El.

Community Outreach

- OBPAL Staff continued to work on the upcoming Golfing for Youth tournament to be held on November 8th at the River Bend Golf tournament. Sponsorships and door prizes have been received for the tournament. Currently we have over \$5,000 in sponsorships.
- Practice was held for the boys 14 under basketball team at the South Ormond Neighborhood Center.
- Science on Patrol at OBMS began October 7. Twenty youths are registered for the program.

- Applications for Science on Patrol at Ormond Beach Elementary School were collected. Twelve youths are registered for the program that will begin on October 16th.
- The weekly YDC meeting was held on Monday, October 6. Youth attending the meeting reviewed upcoming community service projects and worked on a calendar of events for the next few months.

Community Services & Animal Control

- Animal Calls: 37
- Animal Bites: 2
- Animal Reports: 10
- Animals to Halifax Humane: 16 (Cat's:3) (Kittens:12) (Rabbits:1) (Wildlife: 2)
- Notice of Violation (Animal): 1
- Citation (Animal): 1

Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 13
- Inactive: 3
- Fraud: 3
- Burglary Business: 2
- Burglary Residential: 6
- Larceny Car break: 7
- Grand Theft: 3
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 2

Records

- Walk - Ins / Window 91
- Phone Calls 138
- Arrest / NTA'S 27
- Citations Issued 88
- Citations Entered 162
- Reports Generated 148
- Reports Entered 142
- Mail / Faxes / Request 28

Patrol

- Total Calls 1,926
- Total Traffic Stops 201

Operations

Crime Opportunity Report Forms: 127

- 10/02/2014
 - Carbreak; 6 Arborvue Trail (Lakebridge). GPS removed from unlocked vehicle
 - Sex Offense, 353 West Granada Boulevard (Winn-Dixie). Unknown transient exposed himself in front of a store window and with customers in view. He fled eastbound behind the French

- Bakery/Subway. Officers checked nearby wooded areas, the Thomson Creek area, and put the nearby Pre-K on alert. Responding officers were unable to locate the suspect.
- Burglary – Residence, 89 South Atlantic Avenue #903 (Oceanfront Condos). Victim claims that \$6,000 worth of coins has been removed from her condo sometime over the past three years.
 - Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for stealing costume jewelry and for unlawful possession of controlled substances.
 - Violation of Injunction Arrest, 18 Fox Run Trail. Suspect was arrested for moving in with his girlfriend while the injunction she had obtained against him was still active.
 - Battery-Domestic Violence Arrest, 17 Fisherman's Circle. Suspect grabbed his wife in the face and pinned her down on the couch to get her to stop talking to him. Suspect was arrested for domestic violence battery.
 - Warrant Arrest, 43 Brookwood Drive. Suspect arrested for having an active Volusia County arrest warrant for dealing in stolen property
 - Warrant Arrest, 21 Ocean Shore Boulevard (Birthplace of Speed Park). Suspect was arrested for an active arrest warrant out of St. Johns County for failure to appear
- 10/03/2014
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for felony shoplifting and providing a false name during the investigation of same.
 - Burglary-Residence, 708 Virginia Terrace. Someone entered the victim's shed sometime over the past two weeks and stole a weed eater and blower.
 - Carbreak, 11 Lakewood Park. Victim reports that someone entered her unlocked vehicle sometime last week and took loose change.
 - Fugitive Arrest, 65 North Saint Andrews. Suspect was placed under arrest for an outstanding arrest warrant for violation of probation for possession of a schedule II substance.
 - Warrant Arrest, North Yonge Street/Dix Avenue. Suspect was stopped for a traffic violation. A teletype check revealed that the subject had an open arrest warrant for violation of probation for drug possession.
 - 10/04/2014
 - DUI Arrest, Ocean Shore Boulevard and State Road 40. Suspect was arrested after he was found sleeping behind the wheel with the vehicle running and in gear at the intersection of Ocean Shore Boulevard and State Road 40.
 - Burglary-Residence, 131 Rockefeller Drive #C. Victim reports that while she was in the shower someone entered her residence via an unlocked front door and removed money from her purse.
 - Shoplifting, 162 South Atlantic Avenue (Magic Mini Mart). Transient was arrested for shoplifting.
 - Grand Theft, 1200 block of West Granada Boulevard. The victim dropped his Samsung Galaxy S5 phone as he was walking along the 1200 block of West Granada Boulevard. The victim walked back looking for it but could not find it. He called his phone and an unknown male told him that he had found his phone on the ground. The victim asked the subject if he could get his phone back and the subject told him he was keeping it because he liked it.
 - 10/05/2014
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Male and female suspects were arrested for shoplifting at Wal-Mart. As they had their infant child with them at the time DCF was notified.
 - Stolen Vehicle, 21 Misners Trail. 2004 Honda CR250 dirt bike, red, no tag, stolen overnight from the bed of a pickup truck.
 - Carbreak, 106 Cuadro Place (Fiesta Heights). Unlocked vehicle entered overnight and a garage door opener taken. Suspects were seen in the area at about 2:30 a.m. but nobody called to report them at that time.
 - Sex Offense, 250 North Nova Road (Panera Bread). Suspect was described as having short sandy hair, heavy set, unshaven in a tan Jeep Cherokee in the parking lot was observed masturbating by two women on two different occasions.

- Shoplifting Arrest, 2001 West Granada Boulevard (Walgreens). Employee caught making fraudulent refunds at the register. Further investigation revealed the suspect had approved a felony dollar amount of false returns over the past year.
- 10/06/2014
 - Warrant Arrest, North Nova Road / Tomoka Meadows Boulevard. A traffic stop was conducted and a male subject in the vehicle was found to have an open warrant for writ of attachment for non-payment of child support.
 - Battery-Dating Violence Arrest, 392 South Atlantic Avenue. Received a call from a passerby that a physical altercation was taking place in the parking lot. A female on scene advised that her boyfriend was intoxicated and started hitting her as she was driving. The victim had several scratches and bruising on her face and neck. She also claimed that he threw her on the ground and put his hands around her throat. The male was located a short distance down the road and was arrested for dating violence strangulation.
 - Battery-Domestic Violence Arrest, 595 Bryant Street. Husband and wife involved in a disturbance over a loud television. The victim became upset that her husband would not turn down the volume and was afraid that it was going to wake their seven week old baby. During the argument, suspect threw Spaghetti O's on the victim and pushed her on the bed causing her to almost fall on the baby. The husband was placed under arrest for domestic violence battery.
 - Narcotics Arrest, North Halifax Drive/ Harvard Drive. A vehicle was stopped for a routine traffic violation at which time a strong odor of marijuana was detected coming from the vehicle. A search revealed cannabis and paraphernalia. Suspect was issued a Notice to Appear for possession of cannabis under 20 grams and possession of drug paraphernalia.
 - Carbreak, 507 South Atlantic Avenue. Victim left his vehicle window down and sometime overnight an unknown subject went into his glove box and took 33 Adderall 20mg pills.
- 10/07/2014
 - Carbreak, 732 Garden Lane. A Glock Gen4 Model 27 .44 caliber handgun was removed from an unlocked vehicle sometime during a three day timeframe.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Unknown suspects stole several items of clothing and fled in a red Honda 2D registered to a Holly Hill address. Investigation is continuing.
 - Grand Theft, 83 Abacus Avenue (Deer Creek). Jewelry missing from the home sometime since August. Several people have been within/had access to the residence during the timeframe indicated.
 - Burglary (Residence), 1050 Arroyo Parkway. Neighbor watching the victim's house while they were out of town found a rear window to the residence broken out. The interior of the residence was found to have been ransacked.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took \$485.25 worth of groceries out of the business in a shopping cart without paying for the merchandise. He was detained by loss prevention personnel and charged with felony retail theft.
 - Warrant Arrest, 12 Heather Lane. Suspect called officers to his residence in order to turn himself in for having an open arrest warrant.
- 10/08/2014
 - Burglary- Residence, 640 North Nova Road # 310. Victim claimed that he had \$4,600 cash in an envelope on top of his bathroom vanity. He last saw the money on October 5, 2014 and discovered it missing on this date.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 56
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 65
 - Number of Written Warnings Issued: 7
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries:
 - Number of Crashes with Fatal Injuries:
 - Crash Investigation General Information:
 - Crash with Injuries - West Granada Boulevard / Interchange Boulevard - Three vehicle crashed that closed two lanes for approximately 45 minutes
 - Traffic Homicide - 200-Block N Nova Rd northbound closed for fatal crash 4 hours on 09/23-24/2014.
 - Serious Bodily Injury Crash - 09/27/2014 South Nova Road/Moreland Boulevard.
- Traffic Complaints Received:
 - 200 Block South Ridgewood Ave – Speeding vehicles all times of the day, sent out as an extra patrol.
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Public Schools
 - Reason for this STEP: School Zones
 - Number of times worked: 5; Total Hours Spent: 2
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800 Block North US Highway-1
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1 Total Hours Spent: 1
 - Citations Issued: 0 Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Division Avenue / Old Kings Road
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1 Total Hours Spent: 1
 - Citations Issued: 0 Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200 Block North Orchard Street
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1 Total Hours Spent: 1
 - Citations Issued: 3 Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 12 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 9 Cases initiated
- 37 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with four walk-ins and sixty-four (64) 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 contractor has started the specialty pavement work at Neptune, Amsden, Standish, and Halifax Drive. After this, 3-way stop signs will be installed at these intersections. The final punchlist for the project was issued with the substantial completion notice.
 - Traffic Signal Maintenance (Mast Arm Painting) – A pre-construction meeting is scheduled for Friday, October 24, with work to commence the following Monday.
 - Airport Business Park Overhead Utilities Conversion/Hardening – FPL installed the transformer this week and is finalizing plans for the project switchover.
 - Granada Blvd. Resurfacing – Tymber Creek to Perrott – Staff met with FDOT and their contractor on October 1 to coordinate final construction tasks. Preparations are being made to pave with the final friction course of paving the week following Oktoberfest (October 20).
 - Ormond Beach Sports Complex Roadway Improvements - Project is substantially complete. Final site restoration and cleanup is underway. Pavement will receive thermoplastic striping in approximately two weeks.
 - 2014 Roadway Resurfacing - Residential notices were distributed. Construction is tentatively scheduled to start mid-October.
 - Granada Medians (West of I-95) – The contractor has completed approximately 80% of the irrigation system installation and has begun installing crape myrtles west of Hunters Ridge.
 - Reforestation Street Tree Planting – Project notices were hand delivered to residents informing them of the upcoming work. Construction is scheduled to begin next week by tapping the reuse main.
 - Beach Ramp Beautification – Cardinal Approach – Staff is preparing the Purchase Orders for the project. Construction is scheduled to begin in November.
 - Police Department Fencing – BP Fence has completed installing all the fencing and gates and is currently installing the automatic openers.
 - OBSC Baseball Irrigation-Fields 1-3 – Approximately 90% of the work is completed.
 - 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 40% complete rebuilding this structure.
 - Fiber Optic Network Expansion – Utility locates and layout is complete for the first portion of this project, the return path from City Hall to Fire Station 93. Drilling of conduit began this week.

- Design Projects:

- Nova Community Park Skate Park Expansion – The CMCG contract was approved at the September 29 commission meeting. Design of the building and skate park elements is in process.
 - City Welcome Sign – Staff presented some new conceptual drawings to the City Commission individually, for review and comment.
 - 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 – Bid documents are scheduled for City Commission review at the October 21 meeting, bid advertisement will follow.
 - 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. It is expected that the draft report will be submitted in October.
 - Nova Recreation Park - Project has been let for competitive bidding. Bids are scheduled to be received October 29.

- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk now that overhead utilities are removed. The proposed design plans were approved for construction by the FDOT. The City Commission approved the bid documents at the October 7th meeting.
- 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 – project design is in process.
- Ph II 2-Inch Watermain Replacement - Mainland – Staff completed review of the 60% design plans which were returned to the consultant for modification. In several areas of the project, staff considered the benefit of directional drilling versus conventional open cut pipe placement regarding restoration where decorative driveways and significant landscaping exists within the right-of-way. Additional fire hydrants are also being added to residential areas which are currently lacking adequate coverage.
- Ph II 2-Inch Water Main Replacement – North Peninsula - 90% plans have been submitted for City review, a public meeting was held on October 9, and the design consultant is finalizing bid documents.
- Ph II 2-Inch Water Main Replacement – South Peninsula - 90% plans have been submitted for City review, a public meeting was held on September 30, and the design consultant is finalizing bid documents.
- Stormdrain Rehabilitation Project FY 2014/15 - Preparing project scope and specifications to ready the project for advertisement at the beginning of the new fiscal year.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – Consultant submitted final design plans for City review. Bid advertisement is planned for October.
- 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.
- 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.

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).
- Hand Avenue - During the heavy rainfall recently, a large oak tree fell across the roadway at one of the bridge crossings, which damaged the bridge handrail, sidewalk, retaining wall, and guard rail. Staff removed the fallen tree and has issued a purchase order for the repairs.
- Franchise Utilities - Staff investigated a residential complaint regarding directional drill work performed by FPL on Northbrook Drive, which was coordinated and resolved. AT&T completed installation of fiber optic conduit on Business Center Drive. FPL has submitted plans and an engineering permit application for hardening work on Coolidge Avenue, Parque Avenue, Division Avenue (Coolidge to South Beach Street), and Tomoka Avenue (South Beach Street to US1).
- Nova Rd Landfill Closure - Coordinated scope of work with consultant for abandonment of old monitoring wells and minor repair work to active monitoring wells per FDEP direction. As the additional site assessment work continues, progress is being made towards a modified long term

ground water monitoring plan which would not require remedial action. The increased gas monitoring which began earlier in the year is also being evaluated by the FDEP and studied by the environmental consultant to determine if augmenting the gas venting system of the landfill would be beneficial.

- Future Commercial Lot Development - Staff is preparing a conceptual plan which would modify the old nursery/mulch site in the Airport Business Park, so the property could be sold for future commercial development, and to separate the property for right-of-way purposes for the future collector road connection from West Tower Circle to Pineland Trail, and to remove the property boundary over existing canal area, which could be more effectively maintained by the City.
- Reviewed plans and created approved Work-In-The-Right-Of-Way permit for 1503 Oak Forest Drive per FPL request.
- Reviewed plans and created an approved Wetland Protection Permit for 277 Warwick Avenue.
- Researched and provided information to resident regarding driveway connection requirements on private streets.
- Completed topographic field survey of the FPL culvert at Laurel Creek Canal and surrounding areas.
- Completed elevation survey of the Castlegate Subdivision retention pond and drainage canal to determine overflow.
- Created exhibit drawing of the adjacent properties to the Parks Ridge drainage canal for easement preparation.
- Completed 30' sight triangle stakeout at 138 Rockefeller per Neighborhood Improvement Division request.
- Modified the Anchor Drive watermain as-builts per Utilities Division comments.
- Created existing conditions drawing of the FPL culvert at Laurel Creek Canal based on survey data.
- Researched and staked-out the property lines locations at 735 Garden Lane per Neighborhood Improvement Division request.
- Performed the bi-monthly ground water and gas monitoring at the Nova Landfill.
- Modified the Capri Drive water service replacement drawing per Utilities Division request.
- Created FPL hardening exhibit drawing.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Ground down sidewalks on 1200 block of Vanderbilt, and in Ormond Lakes
 - Trimmed trees at various citywide locations
 - Repaired potholes on Pineland Trl.
 - Formed for a basin and poured at the Public Works Complex
 - Asphalted repairs on Old Mill Run, and on Hunters Ridge Blvd.
 - Cut & removed a broken sidewalk on Oak Brook Dr.
 - Removed form and poured concrete sidewalk on Oak Brook Dr.
 - 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 Windward Ln., at Fire Station #93, and on Old Canyon Ln.
 - Removed a palm tree at the Performing Arts Center, and a tree on Rio Pinar
 - Removed a pine tree on Colina Pl.

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 at various ROW (Right-of-Way) locations
- Picked up fencing and made contact with Prince of Peace Church for upcoming event
- Installed orange fencing in median for Oktoberfest at Prince of Peace Church
- Removed (2) piles of debris from back parking lot at OB Tennis Racquet Club
- Trimmed trees at DOT locations (A1A Sandcastle south and 500 block of S. A1A)
- Prepared Gator #261 for use by the Fire Department at Prince of Peace Church

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, put away stock that was received and conducted end of year inventory
- South 40, installed school crossing sign
- Lindenwood Cir., installed street names
- Andy Romano Park, installed (2) more 1,2,3 warning signs
- Washington St., picked up a stop sign from citizen

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- DeLand – picked up a new ring and cover
- Various Locations (Hangar Way, at Dormont & John Anderson, in Tomoka Meadows, on Alicen Ct., and on Village Dr.) – inspected sinkholes
- Wilmette Ave. – broke down (2) 12-inch pumps

Vactor

- Old Mill Run – cut the road, inspected sinkhole
- Various Locations (see above) – helped with inspection of sinkholes

Mowing

- Reachout Mower – on Hull Rd., on N US1, in Pine Trails, and on Airport Rd.
- Slope Mower – Nova Rd. FDOT (Florida Department of Transportation) ponds, Division Ave., Arroyo Pkwy, and on SR40,west

Street Sweeping/Streetsweeper

- 147.9 miles of road cleaned (This is for 5 days)
- 33.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

23,331

PM Services completed for the week:
Emergency—Vehicles and Equipment
2

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has gallons of 11,282 unleaded and 8,121 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,905 gallons of unleaded and 1,149 gallons of diesel.
- Fleet completed 56 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.
- Annual Supply of Chemicals for Water Wastewater – Purchase orders were prepared for awarded bids. Solar Salt bid for Water Treatment was received. Award request prepared for November CC Meeting.
- Backflow Prevention Device Testing, Certification and Repair Services – Modified bid documents to add desirable conditions referenced in Volusia County recent bid documents for a similar project scope.
- Breakaway Trails Lift Station Control Panel Replacement – Discussed the requirements with the design engineer – to be included with the electrical work budgeted for this fiscal year.
- Concentrate Piping Connection to Reuse Storage Tank – Concentrate is being sent to the reuse tank – project is complete.
- Division Avenue Well Field Raw Water Piping – Additional surveying work for an alternate force main route for well setback nearing completion.
- Cross Connection Control (CCC) Program Management Services – Bid award was approved on October 7. Contracts are being prepared.
- Dual Check Valve Assembly Installation Services – A meeting to discuss the project with Hunter's Ridge and Breakaway Trails residents was held at the BAT Clubhouse. Notice to proceed was issued with a starting date of October 16.
- Dual Check Valve Assembly Procurement – Parts are stored for distribution to the Contractor upon issuance of the notice to proceed.
- 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit was received.
- 36 Valhalla Drive Water Service Replacement – Application for Use Permit is being reviewed by the County.
- 35 Rivocean Drive Water Service Replacement – Application for Use Permit is being reviewed by the County.
- 110 Capri Drive Water Service – Permit application prepared for execution.
- Ormond Beach Wastewater Plant Operating Permit Renewal – FDEP provided short form consent order for total nitrogen exceedances previously corrected. The consent order was acknowledged by the City Commission on October 7. A draft operating permit is being prepared by FDEP.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A purchase order to repair Pump #3 is being prepared. 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 – Final specifications, incorporating review comments is being prepared.
- Saddler's Run Lift Station Rehabilitation – The 90% plans and specifications are being reviewed.

- SR 40 (Tymber Creek Road to SR Perrot) Resurfacing – Contractor is in the process of scheduling manhole lining repairs.
- Storage Tank Repairs and Maintenance - A revised proposal was evaluated and scope of work modified per staff comments. City Commission memo recommending a work authorization to Hazen & Sawyer was prepared for the November 5 City Commission meeting.
- Wells 18SR and 19SR – Obtaining quotations for pump and motor assemblies.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. River Oaks – Awaiting completion of final outstanding items. Shoppes of Granada – Site clearing began. Rivergrille – Plans submitted for a new walkway. Riverbend – Connection to the City's force main is being performed.

Departmental Activities

- Water Distribution
 - Exchanged 12 water meters per Finance Department work orders.
 - Responded to or repaired 7 water service leaks.
 - Installed 3 new water meters and service on residential customers.
 - Assisted 12 customers with misc. concerns.
 - Replaced 9 water meter boxes.
 - Replaced 1 water service due to low pressure, directional drill 2" casing under pavement for water service replacement.
 - Responded to 9 water pressure and/or water quality grievances.
 - Performed meter accuracy testing on 5 - 1½" and 2 - 3" commercial water meters. All meters tested accurate. Scheduled 7 commercial meters for future testing. Rebuilt and tested for accuracy the spare large meters tops for future use.
 - Completed maintenance activities on 28 fire hydrants in Utility map book area C2-C3.
 - Performed annual pressure testing on 2 city owned backflow preventers. Installed 2 PVB's on irrigation in The Trails subdivision.
 - Performed scheduled maintenance on 36 Water Distribution system valves per ongoing valve maintenance program.
 - Utility locate services for water/wastewater/reuse/city power and fiber optic cables: received notice of 112 regular and 7 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 34.748 million gallons for the week ending Oct. 5, 2014 (4.964 MGD)
 - Backwashed 8 filters for a total of 306,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had no Precautionary Boil Water notices this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 45.88 Million Gallons.
 - Produced 17.49 Million Gallons of Reuse.
 - Produced 28.39 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 6.55 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 129.46 (14%-18% Solids).
- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in town.
 - Repaired 4" sewer service at 943 Village Dr.
 - Checked eight trouble spots on peninsula - cleaned four sewer lateral services.
 - Repaired broken 4" reuse service line at the Nova landfill.
 - Crews performing replacement of four failed pep tanks in Breakaway Trails Subdivision. 2 Lake Vista Way, 6 Creek View Way, 70 Circle Creek Way and 59 Deep Woods Way.

- Repaired two inch irrigation line on Coquina Ridge Way.
- Installed 18" riser on back lid at 26 Hunts Master Court.
- Installed well points around broken pep tank at 59 Deep Woods Way.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 9 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 9 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 28/10 psi; Foxhunters Flat (2 inch) 28/9 psi; Shadow Creek Blvd. (4 inch) 6/4 psi.
- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Digester Blower #1 – bushing installation at conduit for drive motor J box – scheduled further electrical repairs at control cabinet.
 - Plant wide – compiling equipment identification information list to enhance preventative maintenance record keeping – (Equipment#-Serial#-Manufacturer-Model#-Etc.)
 - Shop – rebuilt Alum pump for inventory.
 - OBMA2 – replaced isolation valve #1 with new inventory
 - Influent Room – de-ragged pumps as needed.
 - Pep Tank – installed new control panel/ wiring - Winding Creek Way.
 - SCADA/WIN911 monitor/response: Pine Trail – SCADA – pump #1 stuck on – Mix/Flush valve damaged – repaired –OK; 2P – phase loss – FPL power outage – support using generator – FPL replaced drop line from pole to junction box at meter; 4M – high level – found station pumping all it can pump – found wet well level near the high level mark – resident complaint of local alarm becoming nuisance – disabled local audible alarm only – all OK; 8M1 - high level – both pumps tripped at motor starters – reset both starters – pump #1 amp draw elevated – reversed pump – cleared - amp draw nominal – 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.
 - Lift Station PM's: 8monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 37 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Fleet - transported used oil and scrap metal for recycle.
- Parts washer - replaced leaking tank.
- Aerator pump room - installed new exhaust fan motor.
- Thickener vault pumps - demoed and installed new control panel.
- B.A.T. PEP tank – assisted electrician with wire pull.
- High Service Pump No. 8 VFD – installed reconditioned drive in cabinet - awaiting Rockwell start up.
- Wells 3, 4 B.A.T. – vegetation control.
- All wells – updating pump and motor data records.
- Monthly PM's – all Division wells

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 may prove harmful to the system.
- Industrial Pretreatment Program: FDEP performed an audit of the IP program. The FDEP representative and staff visited two of the permitted facilities for an inspection. The audit also included the review of the program files.

- Groundwater Monitoring Report: Staff evaluated data from the third quarter monitoring of the groundwater wells as part of the WWTP's permit. The report will be generated from the data for submittal to the FDEP.
- PEP Tank Brochures: Staff received the final draft of the 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.
- DMRQA-34: Staff submitted the final documents to the EPA for the DMRQA-34 program. The program helps ensure the quality of the laboratory data produced by the City's laboratory and the contract labs.
- 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 held a meeting with two homeowners associations for an information session in order to allow for residents' concerns to be heard. City staff from Public Works and Building Inspections represented the City along with the project manager from the City's contractor. Staff also fielded numerous phone calls concerning the letter which was sent to the residents.

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, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for October 7, 2014, City Commission Meeting
- City Clerk attended meeting with Legal Department to review sections of the Code of Ordinances as part of the re-codification project on October 10, 2014
- Agenda packet preparation and creation for Pension Boards Small/Mid Cap Manager Interviews on October 13, 2014

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.