

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 25, 2013

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:

- One on one meeting with City Attorney
- Continued preparing and administering performance evaluations with directors
- Finalized Above & Beyond awards for Employee Appreciation Day luncheon
- Employee Appreciation Day luncheon
- Discussed Chamber Leadership 2014 with Risk Manager
- Field Day with Fleet Maintenance

Spoke to, attended and/or met with:

- Rotary board meeting
- Provided deposition for APEC
- Conference call regarding speaking engagement for FGFOA conference in 2014

Community Development

- Planning Services
 - The Planning Director attended the US 1 Corridor Improvement Program Phase II Working Group Meeting at the Volusia TPO Office. Discussed was the Action Plan section which focused on bicycle and pedestrian mobility along US 1.
 - Staff has learned from the TPO that a Trail Study will be performed for the East Coast Greenway segment through Ormond Beach. Two corridors will be studied. The first corridor will be the Thompson Creek corridor which was approved by the City Commission for a trail development two years ago and the second corridor will be N. Beach Street. The existing Tomoka State Park Trail from Inglesa Avenue to the entrance of the Park has been so popular with visitors that the new Tomoka State Park Management Plan supports trail development in the park north of the entrance to Highbridge.
 - Staff attended a Webinar regarding "Parking Reform Made Easy: How to Make Smarter Parking Requirements." Typically, the City's parking requirements are calculated and expressed in the LDC to provide sufficient parking for the related user. This means building more parking than what is typically consumed or needed. In this traditional parking requirement approach, there are rarely problems of insufficient parking. Instead, there are more typically problems associated with too much parking and the parking "problem" caused by the new development is solved before the development opens its doors OR the City thwarts development by requiring expensive on-site parking when it is not initially required. One parking space is estimated to cost an applicant about \$3,500. In the Downtown as part of the Form Based Code, a market based approach to parking was taken rather than using the traditional parking requirements.

A market-based approach to parking removes or reduces parking. In downtown, parking was reduced for the first 2,000 square feet of space and can be reduced another 25% due to the existence of transit. By reducing parking to a minimum, a timing issue evolves but a major delayed financial benefit also exists for a business because they were not required to spend on predicted solutions before the problem was apparent, and they'll probably be more efficient uses of capital once the solutions are implemented. Why more efficient? Partially because they simply occur later (**a dollar spent years from now will be cheaper than a dollar spent today**), and partly because the solutions will be much better matched to the problems (i.e., a retail use won't build 3 spaces when only 2 were needed, they'll build 2, thus saving that 1 space's cost). A business would rather spend capital later on parking and have 100% usage than spend capital earlier and have 20% usage. The former is cost efficient and effective while the latter is not cost effective or efficient. Implementing regulations that are both cost efficient and effective are important economic development incentives that do not cost the city any money.

Staff will be analyzing the citywide parking requirements to see if the market based approach that is used in the downtown is appropriate citywide.

- Building Services
 - 74 permits issued with a valuation of \$1,443,634.00
 - 225 inspections performed.
 - 7 business tax receipts issued
- Development Services
 - The 1539 SUNOCO Development Order was approved.

Economic Development

Economic Development

Ormond Crossings

- Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development. Discussions with Tomoka Holdings on construction of utilities and roadways into the Commerce Park are forthcoming.

Airport Business Park

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project.
- Staff met with an out of town manufacturer interested in a large building or vacant land for relocating their operation. Further discussions with the company are expected in the near future.

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

- The Chamber Tourism Committee met to discuss a marketing brochure and the sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract.
- Staff met with CEO Business Alliance staff to discuss business prospects and economic development programs to assist communities in recruitment strategies.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse of the former furniture store next to Kalin Furniture for an office complex. Final completion is expected in late October of 2013. Staff met with DuvaSawko management to discuss plans for a grand opening for mid November.
- Staff is work closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun.
- Staff was invited to speak to the East Coast Chapter of the Florida Medical Manufacturers Consortium, which was arranged by Command Medical. The members of the consortium met at the River Bend Golf Course for their luncheon and presentation program.

Airport Operation and Development

- The FAA has issued a Notice to Airmen (NOTAM) prohibiting Instrument Flight Rules (IFR) approaches to the airport at night, due to certain obstructions within the approach paths to the airport. The airport's published approaches will be changed to reflect the night IFR restrictions in the next FAA publication cycle. Staff continues to work with the City's GIS Division and AVCON, Inc., to develop a project to clear these obstructions in the vicinity of the airport. Preliminary cost estimates have been provided to FDOT for consideration of state funding for this project.
- Staff completed work with FDOT this week to finalize a Joint Participation Agreement for the design engineering phase of the Taxiway "G" Construction and Airfield Electrical Improvements Project. Staff will present the JPA to the City Commission for approval in November.
- Staff worked with Hoyle, Tanner and Associates, Inc., to compile and submit documentation required to finalize FDOT closeout of the Taxiway Alpha project. Documentation included the attorney certification for compliance with Chapter 287.055 F.S. and Chapter 287.057 F.S., plans and specifications certification, project completion and agency certification, a copy of Change Order #2, the final contract adjustment engineer's report, verification of project site visits, the monthly construction summary reports, record drawings, and a copy of the revised ALP.
- Staff has prepared and submitted a Consent Agenda item for the November 5th meeting of the City Commission, regarding an application from Aerospace Holdings, LLC, for Category 8 FBO status at the airport.
- Staff has prepared and submitted a Disposition item for the November 5th meeting of the City Commission, regarding staff's intent to publish a RFQ seeking qualification submittals from consultants to provide airport design phase engineering services required to generate construction plans, specifications, and permit documents for airport improvement projects.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the appraisal rates and has recently prepared rate proposals for the tenants review. Staff is preparing the documents and material for City Commission review on November 19.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 33 Journal Entry Batches (#5471-5489, #193-255).
 - Approved 27 Purchase Requisitions totaling \$156,786.26.
 - Issued 30 Purchase Orders totaling \$331,910.16.
 - Prepared 134 Accounts Payable checks totaling \$529,704.95 and 27 Accounts Payable EFT payments totaling \$425,825.47.
 - Processed 3,545 cash receipts totaling \$359,453.75.
 - Processed 848 utility bill payments through ACH totaling \$52,480.06.
 - Processed and issued 5,973 utility bills with billed consumption of water of 49,485k.
 - Issued 583 past due notices on utility accounts.
 - Auto-called 190 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - South Beach Street Road Closure (10/23)
 - Walking with the Manager (10/29)
 - John Anderson Drive Road Closure (10/23)
 - Skate Park Meeting (10/29)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for November 2013.
 - Attended Mayor's Health and Fitness Challenge Meeting.
 - Attended Employee Appreciation Day.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 9
- Hazardous: 2
- EMS: 76
- Motor Vehicle Accidents: 9
- Public Assists: 39

TOTAL CALLS: 139

- Aid provided to other agencies: 13 calls – Daytona Beach (6), Volusia County (7)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 37
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 60

Training Hours

- NFPA 1001: Firefighting Training 22
- NFPA 1021: Officer Training 21
- NFPA 1500: Safety/Equipment Training 49
- NFPA 1410: Hose Evolutions 3
- NFPA 1620: Pre-Fire Plan Inspections 12
- EMT/Paramedic Training 23
- TOTAL TRAINING HOURS: 130

Station Activities

- Updated 27 pre-fire plans
- Conducted 155 fire hydrant inspections
- Provided tour of Station 91 to group of Tiger Cubs
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Grace Academy	50
Temple Bethel	175
Kidsko	140

Significant Incidents

- 10/17/13, 12:08 AM: 471 Airport Rd. – Structure Fire – Upon arrival found main part of house involved in heavy flames and fire venting through roof with partial roof collapse – aerial operations set up with defensive exterior attack only – manpower requested – two engines assisted from Volusia County – residents were not home – animals exited house safely – State Fire Marshall investigating.
- 10/19/13, 2:31 PM: Nova Rd. – EMS – Pediatric patient transported as a trauma alert after burning torso while playing with butane lighter.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works/Utilities (Water) - Treatment Plant Operator “C” was advertised 09-22-13 on the City’s web site with a closing date of 10-11-13. Sixteen (16) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Police Department – Police Officer was advertised 09-22-13 on the Florida Police Chief’s web site and the City’s web site with a closing date of 10-18-13. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/Community Events – Part time Community Events Technician was advertised 09-22-13 on the City’s web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
 - Leisure Services/Gymnastics – Part time Recreation Leader was advertised 09-27-13 on the City’s web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City’s web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
 - Leisure Services/P.A.C. – Part time Recreation Leader-Theater Tech was advertised 09-27-13 on the City’s web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.

- Public Works/Utilities Wastewater – Maintenance Worker II was advertised 09-27-13 on the City's web site with a closing date of 10-11-13. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services/Athletic Fields – Maintenance Worker II position was advertised 10-01-13 on the City's web site with a closing date of 10-11-13. Twenty-six (26) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services/PAC – Part time Custodian was advertised on 10-18-13 on the City's web site and will remain open until filled.
- Leisure Services/Special Populations – Part time Therapeutic Aide was advertised on 10-18-13 on the City's web site and will remain open until filled.
- Screening/Interviews Scheduled
 - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and will be recruited through 09-03-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference. Twenty-one (21) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews began on 09-30-13. Second interviews with two candidates were scheduled for this week.
- Job Offers
 - Leisure Services/Nova Gym – The new part time Recreation Leader has successfully completed pre-employment processing and began employment on 10-18-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 9-30-13: 5.83% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September 2013 monthly report reflects savings of \$90,264.20 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,326 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 10-25-13. 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 was held on 10-23-13.
- Blood Drive is planned for 11-18-13.

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops titled, "Creating and Maintaining an Inclusive Workplace." So far, 26% of our employees have attended training.

Risk Management Projects

- Working on final edit of Safety Manual.
- Continued research about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Began accepting registration for Mayor's Health & Fitness Challenge event.
- Attended State Risk Management Conference.
- Coordinated Mayor's Mile.

- Planning for Wellness Day.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 27 New work - 70 completed - 37 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	39,831	Inbound E-Mails Blocked	27,586
Delivered Inbound E-Mails	12,110	Quarantined Messages	135
Percentage Good Email	30.4%	Virus E-Mails Blocked	199

- Notable Events:
 - Updated the SSL Certificate on the Click2Gov web server to secure online Utility and Permits transactions for the next 3 years. It involved a complicated time sensitive implementation to keep the web site and transactions uninterrupted and secure.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 0 Changes: 0 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 16,646 (74.0%) potable 16,150, Irrigation 495, Effluent 1
 - Notable Events: None.

Leisure Services

- **Administration**

- Supervisory Staff Meeting
- Facilities Maintenance/Parks Staff meeting
- Attended Employee Appreciation Day
- Monthly Athletic Turf Walk Through
- Weekly Gymnastics Center Meeting
- Interviews for Recreation Specialist Position
- Senior Games Kick Off Celebration
- Casements Centennial Gazebo Dedication

- **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 City's Coed Softball League continued this week with eight teams signed up for the fall season. Each team will play a minimum of 16 games through the beginning of November. Games are held during the week in the evening at either 6:20 or 7:30.
- The OBYBSA Recreational and Golden Spikes baseball/softball teams continued practices this week at the Nova fields and at the Wendelstedt Fields.

- The Ormond Beach Soccer Club's recreational and competitive teams continued practices for their upcoming fall season and tournaments.
- The OBSC Recreational Program continued their Saturday morning games.
- The Pride Football Program had home games on Saturday at the Sports Complex on Championship Field #7 at 9am and play different age divisions throughout the day.
- The City Youth Flag Football Program continued games this week nightly at 5:45 and 6:45 at the Sports Complex on Quad #3 and the Kiwanis Baseball Field.
- The OBYBSA Tee Ball Program continued its first ever fall season with games on Thursday night at the Sports Complex.
- Challenger Soccer continued this Tuesday at 5pm at the Sports Complex on Soccer Field #3.
- The City's Youth Volleyball Program is in week #7 at the Nova Community Park Gym. They play this week on Monday and Thursday at 5:30 for the novice group and 7pm for the experienced group. Currently 54 participants are signed up. This is a high for the fall season.
- The SHS Girls' and Boys' Soccer Programs are currently practicing at the Sports Complex soccer fields. Home games will start next month.
- Upcoming Programs: Men's Winter Softball League, Girls' Basketball League, Basketball Training League (5-7), Adult Kickball League, OBYBA Boys' Basketball Program.
- Athletic Field Maintenance
 - Mowed South Ormond softball outfield
 - Cleaned clean 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 at Nova
 - Cleaned new handball and basketball courts at Nova
 - Cleaned tennis courts at Nova
 - 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, three times a week
 - Continued mowing of the soccer fields, two times a week
 - Continued mowing of the softball fields, two times a week
 - Continued mowing, edging and trimming the Tee-Ball fields
 - Irrigation repairs as necessary
 - Daily clean up of Limitless Playground by the softball Quad
 - Mowed football fields at Ormond Beach Middle School
 - Cleaned all sports parks of debris/trash from the events over the weekend
 - Have competitive soccer leagues practicing Monday-Friday on fields 1-4, 9 and 10.
 - Prepping for the coed league games. They play Monday-Wednesday.
 - Painted and prepped the football field for Seabreeze JV on Thursday night.
 - Prepping softball, baseball, soccer and T-ball practices and games.
 - T-ball continues practicing and playing on Thursday nights on all four fields.
 - Boys and girls rec leagues are practicing and playing games on the Quads.
 - Flag football games have started using Quad #3 and baseball #4 outfields.
 - Prepared fields for rec soccer on Saturday.
 - Painted three soccer fields at SONC for a Saturday league.
 - Prepared fields at Osceola Elementary Friday for a YMCA T-ball league on Saturday.
 - Replaced hydraulic pump for irrigation on Soccer fields 7 and 8.
 - Treated new fields 11 and 12 soccer with lime and fertilizer for the sod to be laid.
- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm.

- Jim Miller's Big Band met on Thursday from 7:00pm to 9:00pm.
- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm.
- Chinmaya Church met on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and CMT held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and CMT held regular classes. Kopy Kats held on stage rehearsal.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following event:
 - Miss Volusia County USA and Miss West Volusia County USA Pageant, Saturday, October 26th, 5:00pm to 7:00pm, \$20

- South Ormond Neighborhood Center
 - Splash Pad open daily at 10am
 - Pride football Tuesday/Wednesday 6:00-8:00pm
 - Fitness room open center hours
 - Open gym center hours
 - Jazzercise Monday and Wednesday 5:45-7:00pm
 - YMCA Soccer Monday/Friday 5:30-7:00pm
 - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Preparing for Senior Games Event week, including the Kickoff Celebration on Friday, and the beginning of games on Saturday
 - Assisted with the Employee Appreciation Day Luncheon
 - Attended Senior Games Committee meeting
 - Attended holiday event(s) review meeting
 - Attended Tourism Board Committee meeting
 - Attended staff meeting
 - Preliminary planning activities for the following upcoming events:
 - Veterans Day and sale of event tickets
 - Holiday Concert
 - Santa on the Go, Letters to Santa, Santa Calling
 - Home for the Holidays Parade
 - Breakfast with Santa

- Gymnastics
 - The October/November session in progress.
 - Students are working hard on their routines.
 - Attended weekly meeting to discuss Gymnastics Center Program improvements.
 - Registration is now open for the October/November session.
 - Coordinator is working on building partnerships to build program offerings.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continues throughout the week.

- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Play Unplugged is again being offered for children ages 4-10 from 3:00-5:00pm every day. Each week different activities are planned including arts and crafts, obstacle courses, sports and board games.
- Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- Challenger Soccer, a soccer program for those with special needs, met for their final practice on Tuesday, October 22 from 5:00-6:00pm.
- Coed Youth Volleyball League will meet at various times throughout the week until November.

- The Casements
 - Yoga classes were held Tuesday in the Dance Room.
 - Pilates was held in the Dance Room on Monday, Tuesday and Wednesday
 - Tours continued Monday-Friday from 10am to 3:30pm and Saturday 10-11:30am.
 - The Centennial Dedication was held on the north lawn and The Casements Saturday afternoon.
 - The Herb Society held a meeting in Bailey Riverbridge on Saturday afternoon.
 - A wedding was held at in Ames Park on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Rockefeller Revisited furnishings were set up in The Casements on Monday morning.
 - A dress rehearsal for Rockefeller Revisited was held in The Casements on Monday evening.
 - The tent was erected in Rockefeller Gardens for Employee Appreciation Day (EAD) on Tuesday.
 - The Guild general meeting was held in The Gallery on Wednesday morning.
 - The EAD event was held in Rockefeller Gardens on Wednesday afternoon.
 - The final preparations for Rockefeller Revisited were made on Wednesday afternoon and Thursday morning.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - The Casements Camera Club met Bailey Riverbridge on Thursday evening.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday evening.

- Parks Maintenance
 - Repaired soap dispenser in men's room at Nova - Southside restrooms
 - Removed damaged park bench at Ormond Memorial Gardens
 - Replaced basketball nets at Central Park III
 - Removed graffiti from men's room at Cassen Park
 - Installed bronze plaque and large coquina rock for The Casements Gazebo Dedication
 - Trimmed low hanging limbs at Central Park I on walking trail
 - Replaced basketball net at Central Park I
 - Replaced damaged telescope on playground at Andy Romano Beachfront Park
 - Repaired broken picnic table brackets at the Magic Forest
 - Replaced broken mister in men's room at Fortunato Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = Stocked restrooms at Nova - Southside restrooms

- Building Maintenance
 - Weekly inspection of Airfield runway, Taxiway lighting and directional signage

- Daily routine maintenance of City vehicles and equipment as necessary
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of Andy Romano and SONC splash pads
- Returned ice machine to vendor - City Hall
- Increased time for "hold open" on exit gate at Breakaway Trails
- Troubleshoot exit gate at Public Works yard
- Assisted contractor with return vent installation at City Hall
- Assisted with window blind, mirror and picture installation at Senior Center
- Repaired A/C at Streets Division
- Cleared blocked A/C drain at Gymnastics Center
- Changed four air conditioning filters at Nova Gymnastics
- Repaired sink disposal at The Casements
- Evaluated faucets in facility for repair or replacement at Ormond Tennis Center
- Repaired drinking fountain at Riviera Park
- Repaired faucet in ladies' room at Cassen Park
- Repaired soap dispenser outside men's room at Nova
- Adjusted water pressure upstairs men's room at City Hall
- Repaired water cooler at Cassen Park
- Installed Emergency 911 signs on soccer, football, baseball and softball fields
- Repaired lights in gym bathroom at Police Department
- Repaired lights at The Casements
- Repaired tarpon pump in Rockefeller Gardens
- Installed digital light switch for new gazebo at The Casements
- Installed new mounting brackets for banners at The Casements
- Repaired up lights on Vining Court
- Reset timers for skate park and tennis at Nova
- Repaired chandelier lights at The Casements
- Replaced breaker for lighting control at POP Warner
- Installed motion sensors at Fleet
- Replaced soap dispenser in the men's room upstairs at City Hall

Police Department

Administrative Services

- Attended a meeting at the Florida Highway Patrol station in DeLand regarding the new roll out procedures for the DAVID system.
- Attended PAL Golfing for Youth Tournament.

Community Outreach

- The Golfing for Youth Tournament was held Saturday, October 19th. Thirty-nine players enjoyed a day of golf fun. The tournament raised \$5,000 to support youth programs. Details about sponsors and the tournament are included in an article in the Weekly Review.
- Six members of the Youth Directors Counsel assisted with registration and set up for the Golf Tournament.
- A meeting was held with Liviston Edwards, Recreation Manager, for the South Ormond Neighborhood Center last week. Details of the Halloween Safe Stop were reviewed and team facility assignments completed. The event will provide a family safe stop as families enjoy their October 31 trick or treat walk in the neighborhood.
- The Tutors R Us program continued at the South Ormond Neighborhood Center. Currently there are 20 youths registered for the tutoring program. The program will run six weeks.

- Science on Patrol at Ormond Beach Elementary School continued. Ten youths are participating in the six week program.

Community Services & Animal Control

- Animal Calls: 51
- Animal Bites: 0
- Animal Reports: 8
- Animal Licenses: 3
- Animals to Halifax Humane: 7
 - Dogs: 2
 - Cats: 5
- Wildlife: 1
- Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 7
- Inactive: 9
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 4
- Auto Theft: 5
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Undetermined Death: 1

Narcotics

- One Search Warrant
- Three Buy Walks

Comments:

- Death Investigation: A 46 year-old male was found deceased in his residence. The subject had a history of serious substance abuse problems and no foul play is suspected at this time.
- Grand Theft: Investigators have obtained an arrest warrant for the subject responsible for selling the air conditioner unit coils from Hayne's Brothers Furniture Store. During the investigation it was discovered that the same subject had pawned items from a residential burglary on Bostrom Lane. Investigators have obtained an additional arrest warrant for that incident as well.
- Grand Theft: \$10,000.00 worth of property was missing from a residence on Durrance Lane. Investigators are looking into several possible suspects who work at the property.

Records

- Walk - Ins / Window 90
- Phone Calls 82
- Arrest / NTA'S 23
- Citations Issued 286

- Citations Entered 142
- Reports Generated 124
- Reports Entered 122
- Mail / Faxes / Request 20

Patrol

- Total Calls 2,027
- Total Traffic Stops 582

Operations

Crime Opportunity Report Forms: 112

- 10/16/2013
 - Carbreak, 16 Fernmeadow Lane, vehicle was unsecure. Global Positioning System, Gym bag, Work out Gloves, Weight Belt, and Safety Glasses taken. Suspects in custody in for Daytona PD case.
 - Carbreak, 1 South Old Kings Road, forced entry, window smashed. Purse taken from floorboard.
 - Burglary (Residential), 2499 Durrance Lane, no forced entry to the home. Approximately \$10,000 in jewelry taken. Victim has several workers on his farm.
 - Stolen Vehicle (Attempt), 330 West Granada Boulevard, three suspects in a Hyundai drove into the parking lot. One got out and attempted to take a car. He fled when staff of the local business became aware.
 - Stolen Vehicle, 570 South Atlantic Avenue, apparently the same subjects from 330 West Granada Boulevard got into a vehicle at the business with the keys in it and drove off. Video available.
 - Grand Theft, 142 Pinion Circle, victim noticed the firearm, Ruger 9mm, missing from her dresser. She believes it was taken during a party last Saturday.
 - Burglary (Residential), 148 Central Avenue, entry gained by kicking in the back door. Television and other items missing including a Versa .380 handgun.
 - Violation of Injunction Arrest, 1000 Ocean Shore Blvd, suspect arrested for driving through St. Brendan Church property where the victim goes to school.
- 10/17/2013
 - Battery - Domestic Violence Arrest, 36 Byron Ellinor Drive #B, 14 year old male hit his mother in the leg with a broom and punched her in the nose while they struggled for the broom.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect arrested for shoplifting.
 - Resisting Without Violence Arrest, South Atlantic Avenue and Ormond Shores Drive, officers stopped a reckless driver on South Atlantic. During the stop the driver's father interjected himself into the stop and was arrested.
 - Warrant Arrest – N Yonge St/Lincoln Av, suspect arrested on warrant after traffic stop.
 - Assault-Domestic Violence, 30 Tropical Falls Drive, suspect arrested.
- 10/18/2013
 - Stolen Vehicle, 1520 West Granada Boulevard (Kangaroo), male went inside and had his vehicle taken.
 - Stolen Vehicle (Recovered), 1000 St. George's Road. (Bermuda Estates), stolen vehicle from Jon Hall Hyundai earlier in the day was located unoccupied.
 - Carbreak, 1930 West Granada Boulevard, victim had their car broken into while in a business.
 - Burglary (Residential), 20 Southern Trace, suspect broke the back window of the residence. He fled the scene. VCSO K9 and Air 1 Responded. Suspect was not located.
 - DUI Arrest, Orchard and West Granada Boulevard, off duty deputy called in a reckless driver, subject was stopped and arrested.

- Narcotics Arrest, 762 South Atlantic Avenue (Village Beach Emporium), suspect arrested for possession of controlled substances without a prescription.
- 10/19/2013
 - Burglary (Business), 354 West Granada Boulevard #561 (Self Storage), subject had three firearms taken from his storage unit.
 - Traffic Arrest, 200 Block South A1A, motorcyclist was stopped for an improper registration sticker. Subject became nervous and fled toward the beach and went into the water. Subject came out soon after and was arrested.
 - Warrant Arrest, 91 Mayfield Circle, suspect arrested
 - Traffic Arrest, Division Avenue and Orchard Street, suspect was driving without a license and arrested.
 - DUI Arrest, 300 West Granada Boulevard, suspect arrested.
 - DUI Arrest, Nova Road and Granada Boulevard, suspect arrested.
 - Battery - Domestic Violence, 142½ South Halifax Drive, suspect was arrested for cutting her husband's arm with a knife.
 - Traffic Arrest, Division Avenue / South Orchard Street, suspect arrested.
- 10/20/2013
 - Battery-Domestic Violence, 80 Tomoka Avenue, suspect assaulted his brother and grandmother and was arrested.
 - Burglary (Business), 621 South A1A (Casa Del Mar), guest had jewelry taken out of their room.
 - Stolen Vehicle, 845 North Ridgewood Avenue, owner brought home a female from the Biketoberfest festivities and found his vehicle missing when he woke up.
 - Warrant Arrest(s), 600 Block South Yonge Street, two suspects were arrested.
- 10/21/2013
 - Battery-Domestic Violence, 166 Summer Hill Court, suspect arrested.
 - Narcotics Arrest, Cassen Park, suspect found trespassing and arrested.
 - Carbreak, 31 Pleasant Drive, victim noticed his wallet missing from the center console.
- 10/22/2013
 - Battery-Domestic Violence, 1 Thomas Street, suspect arrested.

Traffic Unit

- Motorcycle Crash w/ Injury, US 1 SB near SR 40. Car changed lanes in front of a motorcycle, causing the motorcycle to evade and go down. The operator and the passenger received minor injuries and declined medical transport.
- Motorcycle Crash w/ Injury, N Beach Street NB near Dix Avenue. Cars slowed ahead to make a left turn. Motorcyclist was inattentive and locked its brakes too late, causing the motorcycle to go down. The operator received minor injuries and was transported to the hospital.
- Motorcycle Crash w/ Injury, N Beach Street NB near Hernandez Avenue. Motorcycle rear ended another motorcycle. Both went down. Both operators received minor injuries and declined medical transport.
- Crash w/ Injury (Police Vehicle), US 1 / SR 40. Police officer was northbound on US 1 with lights and siren activated, responding to an emergency call. While proceeding through the intersection, a westbound motorist on SR 40 struck the police vehicle in the passenger side, causing a right-angle collision. Officer and other motorist were transported to the hospital. Both cars were destroyed. FHP investigated the crash and issued a citation to the other motorist for failure to yield to an emergency vehicle.
- VMB deployed to US 1 / Rosewood for Biketoberfest.
- SMART deployed at 1510 North Beach Street SB for Biketoberfest traffic coming from "The Loop."
- Officers working on a Community Policing Project for Pathways Elementary [afternoon traffic].
- Working with Streets Division for new sign installation on Hand Avenue.

- THI investigations continue, 13-08-00455, 13-10-00160.
- Biketoberfest traffic enforcement conducted. High level of enforcement with relatively very low incidents.
- Traffic Citations 230
- Parking Citations 0
- Crash - No Inj. 10
- Crash - Injury 7
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - John Anderson Drive Detour
 - Arroyo Parkway
 - South Kings Road
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive
 - Hand Avenue Detour [7 UTC's issued after complaint from road crew.]

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 3 Case initiated
- 20 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with two walk-ins and fifty-nine (59) telephonic inquiries.

Public Works

• Engineering

Construction Projects:

- Tymber Creek Phase I – Met with contractor to discuss remaining utility relocation work. Contractor completed an offset of the sanitary sewer force main and installed a fire hydrant and is beginning installation of dry line irrigation. A temporary roadway lane was paved on the east side of Tymber Creek in order to shift traffic over to complete installation of the stormwater system and utility work. The contractor is anticipating constructing the new road widening from Peruvian Lane southward at which time the culvert/bridge widening will be completed.
- John Anderson Drive – Construction started September 16th from Dormont Drive to Standish Drive with the milling of the northbound lane in advance of installation of the new 16" Force Main. The construction phase has now moved from Ocean Terrace to Amsden Drive to continue on the force main installation. A road closure notice has been issued to that effect. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The Casements.

- Hand Avenue – The contractor's activities are focused on completing the road in the area of the new culvert crossing. The curbing and road base have been prepared for paving. The guardrail and sidewalk are being installed and once completed this last section of road will be ready for paving. Final inspections of the stormwater system are in progress. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- 2-inch Water Main Replacement – Mainland – Work continues on installation of new watermain along Cordova Avenue and Buena Vista Avenue. Clearance was given from VCHD for the new watermain on Oleander Place. Installation of the new watermain along Plaza Grande has been completed.
- 2-Inch Waterline Replacement – North Peninsula - The contractor is currently pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs; signed clearance forms for the first four cul-de-sacs were submitted to Volusia County Public Health Unit for their sign off. Work is progressing on River Drive.
- 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on Riverside Drive, Marvin Drive, Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Main installation is occurring on Magnolia Street and Pine Road. A proposed schedule has been posted on the City's website and will be updated monthly.
- Central Park Lake Interconnects – The contractor is completing the retaining walls and boardwalk across the canal. Roadwork restoration is expected underway and Hammock Lane is expected to be opened at the end of the month. Work will then commence on the Division Avenue interconnect.
- Cassen Fishing Pier and Guardrails Under Bridge – Engineered structural drawings have been completed for the guardrail foundations. The contractor is preparing the Building permit application for submittal.
- Wilmette Avenue Bypass Pump Station - Zev Cohen and Associates is completing shop drawing review; JD Weber is working with the suppliers to deliver the necessary elements; it is anticipated that delivery will occur in 10 – 12 weeks.
- South Ormond Neighborhood Center Bleacher Replacement - Staff is reviewing several options of bleacher replacement and refurbishment.
- Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 10/30/2013. The contractor is continuing work with the installation of conduit in Phase 2; as-builts have been submitted for the conduit in Phase 1. FPL completed a walk through with the City, contractor, and surveyor to discuss layout of the conduit, transformers, and other features in Phase 3 on Tuesday, October 15, 2013; the contractor has currently moved into Phase 3 for installation of primary conduit. A schedule has been set by FPL for new transformer installation / primary service switch over for Phase 1 of the project. This includes the following:
 - Transformer Installation/Outage at Ormond Beach Elementary & Emmanuel Church of the Living God - Saturday, October 26, 2013
 - Transformer Replacement/Outage at Ormond Beach Police Department - Tuesday, October, 29, 2013
 - Transformer Replacement/Outage at 152-158 West Granada - Wednesday, October, 30, 2013
- OBSC Multi-Use Fields – The contractor is installing the Bermuda sod on the playing fields and bahia sod over the now stabilized access roadway.
- 2013 Roadway Resurfacing- Final site restoration and striping are being completed.

- Downtown Median Landscaping – The irrigation system is 100% complete. All 21 medjool palms have been installed. The electrical infrastructure is 85% complete. Installation of the bedding plants and bark mulch are scheduled for Oct 22 – 24.
- Franchise Utilities - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
- Audible Pedestrian Signals – The construction contracts are currently in the signature process. The final draft of the CEI Contract with PSI as well as the construction contract with American Lighting and signalization has been received by the City and is being executed by the City.
- Ormond Beach Municipal Airport Taxiway Project- Staff working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion – City staff met with the County on Monday, October 14, to discuss changes to the park and scope of the project. A community meeting is scheduled for Tuesday, October 29, 2013.
- Downtown Banner – The FDOT has issued the construction permit. Staff has issued a Purchase Order to purchase the decorative poles. Staff is soliciting three written quotations to install the banner poles and associated equipment.
- City Welcome Sign – Due to concerns over the easement needed at the proposed site, staff is reviewing alternative designs for locating the welcome sign within the FDOT median on SR40.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – A meeting was held with Zev Cohen and Associates where their 30% plans were presented and discussed. Additional information is being gathered by City of Ormond Beach Public Works, and the consultant's surveyor, Sliger and Associates.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements - Wetland impact mitigation plan for the proposed perimeter road is being completed.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013, in request for a meeting.
- Corrugated Metal Pipe Rehabilitation- Award of bid for the cured in place pipe lining project has been submitted for resolution on November 19, 2013.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has directed FPL that the City wishes to proceed with the hardening project for the conversion of West Tower Circle, the FPL engineer/project manager is finalizing the agreement and final invoice for placement on the November 5 City Commission meeting. FPL's lead time of 10 – 12 weeks would put construction in Mid February / Early March.
- Granada Medians (West of I-95) – Staff met with the FDOT to discuss the proposed project and review a proposed conceptual landscape plan. Staff is reviewing and modifying the plan based on the meeting comments.

- Traffic Signal Maintenance (Mast Arm Painting) - Bid acceptance for the low bidder (Santa Clara Construction) is being placed upon the November 19 Commission meeting for acceptance.
- OBSC Multi-Purpose Building – The 3 month design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permit determinations have been requested.
- City Hall Chiller Replacement – Contacted the consultant that prepared the preliminary assessment report to request a scope of work once this is finalized then a cost will be submitted and a work authorization issued.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
 - Magnolia Wall measurement (Weekly).
 - Residential SWMP Permits review and filing (Weekly).
 - Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (ongoing).
 - Created additional sketch and legal description required for the proposed sanitary main at 1280 N US 1 (SR Perrott distribution facility) per Utilities Div request.
 - Continued developing the sketch and legal description for 275 Williamson Blvd annexation per Planning Dept request.
 - Completed the multiple sketch and legal descriptions required for 1999 W Granada and 33 Tymber Creek rezoning and submitted to Planning Dept per request.
 - Per FDOT comments, updated the construction plan set for the West Granada Median Landscaping project also researched design speed and FDOT details for same.
 - Researched and created exhibit drawing representing the easement discrepancy at 4 N Beach St relating to the Downtown Underground Utility Project.
 - Completed elevation survey shots along the newly constructed boardwalks at Central Park Ph 1 and 3 for verification of ADA compliance.
 - Created permit drawing for 3013 Anchor Dr for proposed watermain installation per Utilities Div request.
 - Created profile drawing representing the elevations shots taken at Central Park Boardwalks and supplied them to consultant per request.
 - Utility Service - Staff is researching the feasibility of serving potable water to customers located off of Calle Grande St., within an unincorporated area of Volusia County adjacent to the City of Ormond Beach.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured concrete slabs at the entrance to Fleet and at the Wastewater Treatment Plant
 - Removed forms at 220 Deer Lake Cir. and at 1404 Oak Forest Dr.
 - Asphalted a patch at 1415 Oak Forest Dr.
 - Patched potholes with asphalt at N. Halifax & John Anderson Dr., on Fox Run Trl, at Nova Recreation and at Fairview Ave. and US1
 - 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
 - Cleaned various citywide ROW (Right-of-Way) locations
 - Removed stumps on Deer Lake Cir., at Stonehaven & Main Trl., and at 150 Standish Dr

- Trimmed trees on Lincoln Ave., and on Sterthaus Dr.
- Removed trees at Sanchez Park.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads 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 at various ROW (Right-of-Way) citywide locations
- Assisted the concrete crew at Fleet and at Wastewater Treatment Plant
- Trimmed trees at Sanchez Park and on Old Tomoka Rd.
- Assisted tree crew with trimming on Sterthaus Dr.

Sign Shop

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

- Sign Shop, fabricated “City Hall Hour” signs
- 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, on-going training of new employee

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch Inspection – various citywide locations
- Pond Spraying – on SR40
- Hammock Ln. – cut asphalt & pipe repair
- Airport Rd. & N. US1 – picked up light tower
- Deland – picked up ring & cover
- Public Works Yard – cleaned up shop and vehicles and hooked up new cameras

Vactor

- Fleet – in the Shop to replace a hose

Mowing

- Reachout Mowing – on SR40, west

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

27,421

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

5

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 6,718 unleaded and 8,316 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,878 gallons of unleaded and 465 gallons of diesel.
- Fleet completed 39 work orders this week.

• Utilities

- Automatic Meter Reading Installation Project – Attended pre-proposal meeting and prepared a sketch to clarify parts to be provided by the City and Contractor for Addendum 1.
- Carousel Grit Removal – Pursuing 2nd lowest proposer for accomplishment of work – pending vendor insurance and registration submittals.
- Concentrate Piping Connection to Reuse Storage Tank – A bid number was assigned and a bid date and time established. A disposition memo was prepared for City Commission review at the November 5th meeting.
- Division Avenue Well Field Raw Water Piping – Project is being designed by McKim and Creed. Inquiry received concerning pipe sizes proposed for construction with the Central Park Lakes Interconnect project.
- Cross Connection Control (CCC) Program Management Services – Met to review the final version of the specifications. Comments on the final review were addressed.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project – Testing of the Airport Booster Pump Station for field adjustments is being scheduled.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: Water Distribution staff continuing support for new meter installation along with coordination and scheduling of necessary outages. Mainland – Received final clearance from FDEP for Zone H.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Requested a proposal from Quentin L. Hampton Associates.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Fuses are ordered and the motor for Pump #3 is awaiting authorization for check/repair by motor shop.
- Ormond Beach Wastewater Treatment Plant Expansion – Purchase orders for valves found compatible with existing actuator components and contractor installation activities are being prepared.
- John Anderson Drive Project – Revisions to piping at Lift Station 6P were received for review. Modified costs associated with same to be evaluated.
- Rima Wells Auxiliary Power Generator – Project is under design. Consultant visited the site to determine SCADA design requirements.
- Saddler's Run Lift Station Rehabilitation – Project under design by QLH.
- Sanitary Sewer Pipeline Repair – Liner material proposed by lowest bidder was determined to be acceptable. A Commission memo is being prepared recommending award of the project.
- SR 40 from Tymber Creek Road to Perrott Resurfacing – Awaiting construction commencement by FDOT contractor.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Contractor requested a schedule from the suppliers when the materials will be available. The schedule will be basis for eventual notice to proceed.

- Tymber Creek Road Phase 1 Utility Relocation Project – Utility conflict crossings are scheduled to be performed this week. Several hydrants and valve boxes scheduled for adjustments. The existing southbound lane is closed and traffic is diverted to a temporary lane.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC - SR Perrott– Prepared and forwarded draft easement and legal description to adjacent property to support sanitary sewer installation. River Oaks – Irrigation plans for reuse were reviewed. FDEP Wastewater Collection System permit was received. Sunoco at 1546 West Granada – Preconstruction meeting was conducted. Contractor wants to begin construction in two weeks. Huntington Woods – Plat approved by Flagler County.
- Water Distribution
 - Replaced 4 water services due to age of piping and low pressure
 - Repaired/replaced 7 meter boxes
 - Replaced 25 Broken/unreadable water meters
 - Connected 12 new water services/ meters on Oleander Place associated with the 2” water main replacement project
 - Responded to or repaired 18 water service leaks
 - Responded to 7 low water pressure and 4 discolored water complaints
 - Performed testing on 8 and repaired 1 city owned backflow preventers
 - Performed maintenance on 10 fire hydrants
 - Assisted 10 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Upgraded 2 water services from ¾” to 1” @ 1415 and 1503 Oak Forest Dr
 - Removed 3 water services due to construction at 1566 W Granada Blvd
 - Performed flushing in the following subdivisions: Il Villagio and Indian Springs, Oleander Place
 - Repaired the flushing device on Cumberland Ave.
 - Assisted Thad Construction with water main connections on River Rd. to include parts delivery to contractor for water and meter installation.
 - Rescinded the boil water on Chrysanthemum Dr.
 - Utility locate service for Water/wastewater/reuse: received notice of 75 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2” water main replacement projects located in the North & South Peninsula and mainland areas.
 - Continued utilities location assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.
- Water Treatment
 - Delivered to the City 36.944 million gallons for the week ending Oct. 20, 2013 (5.277 MGD)
 - Backwashed 7 filters for a total of 272,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, tested and cleared one boiled water notice.
- Wastewater Collection – Reuse
 - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
 - Televised thirty, cleaned five & root controlled four sewer laterals.
 - Repaired 6” force main at 1415 Oak Forest Dr.
 - Flushed reuse system: Ginger Cir, Holley Cir & Lynn Cir.
 - Removed wasp nest from irrigation box at 117 Atwood Lane.
 - Cleaned five air release valves on Ocean Shore Blvd. 10” force main.

- Located - cleaned 20 low pressure sewer valves in Hunters Ridge S/D.
- Suctioned 2" low pressure sewer lines due to high pressure in Westland Run with tanker truck for total of 2,000 Gal.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.60 Million Gallons.
 - Produced 15.94 Million Gallons of Reuse.
 - Produced 15.66 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.51 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 102.32 (14%-18% Solids).
 - Chlorine Contact Tanks and Equalization Basins were cleaned.

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:

- Agenda packet preparation and creation for the November 5, 2013, City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: Currently testing system set up and software installation

- Records Management System Upgrade
 - Project Status:
 - Continuing to identify potential issues with system upgrade to relay to vendor