

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 24, 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:

- Staff meeting with directors
- General discussion meetings with HR Director, Police Chief, and Fire Chief
- Employee Appreciation luncheon

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Conference call with City staff, FL Public Service Commission, Volusia County staff, and North Penn Utilities Corporation and their legal representatives regarding North Penn's application for expansion of certificate (new wastewater line extension charge)
- Rotary meeting
- PACE prospective board member lunch meeting
- United Way allocations meeting
- Rotary new membership luncheon
- Annexation discussion with Destination Daytona family members, their legal representatives and senior City staff.

Community Development

Planning

- The Department was informed by Cardno, our consultant tasked with preparing the EPA grant in the amount of \$400,000, that the grant guidelines have been published in the Federal Register. The due date for the proposal to EPA is December 15, 2014. Cardno has indicated that the grant application appears to be a strong application. The City's NW and SW quad areas of the airport and three former gas stations on US1 north have been submitted as potential sites. One site was nominated by a property owner through his legal representative. Letters of support have been received from nonprofits that deal in development (VCARD), economic development (MainStreet, Team Volusia), small business support (Chamber), housing (Habitat) and a number of local nonprofits such as Citizens for Ormond Beach, Lion's Club and Rotary.
- Inspectors from the Building Division went for a ride-along with Volusia County Code Enforcement during Biketoberfest. Our personnel introduced themselves to vendors and property owners and made notes of issues that will need to be addressed during Bike Week in 2015 since the City will be the inspectors and enforcement entity. Materials are being prepared to educate and inform the host license holders who will need to convey the information to individual vendors.
- The Planning Director attended the Technical Coordinating Committee meeting of the TPO. FDOT, when analyzing all intersections that require new or improved signalization, will consider the use of roundabouts as the first screening criteria. FDOT has decided that roundabouts have the potential to improve safety, reduce delay (which contributes to LOS degradation), reduce operational maintenance, and improve aesthetics.

- The Utilities Engineer, Planning Director and departmental staff, and Zaxby's representative met to discuss a city well protection easement that was discovered on 1287 West Granada which is to be the future site of Zaxby's.
- The Planning Director, City Attorney and Attorney Larry Bartlett met to discuss the preliminary non-conforming determination finding by the Planning Director for the Ocean Holiday Club, Ormond Ocean Club North, Shoreham, and Bent Palm located on Ocean Shore Boulevard.
- Planning staff, City Manager, and City Attorney met with representatives from Destination Daytona to discuss the upcoming annexation that will occur in early 2015.
- Staff will be taking the land use plan amendments related to the ISBA agreement back to the Planning Board (PB) since the notice requirements used previously were for an expedited amendment process. DEO has now indicated the land use plan amendment must go through the small scale amendment process while the text amendments to the Comprehensive Plan will go through the expedited. Consequently, there will be two DEO submittals. The expedited will be on the December 2nd CC agenda. The small scale will be on the 2nd CC agenda for January. This is done for two reasons: 1) text amendments must be adopted first because the Comp Plan authorizes the amendments; 2) change in direction regarding process by DEO requires us to go back to the PB in November and VGMC needs 30 days after PB for review/action on small scale amendments.

Building Inspections, Permitting & Licensing

- 250 inspections performed.
- 5 business tax receipts issued.
- 81 permits issued with a valuation of \$3,220,654.00

Development Services

- The SPRC did not meet this week. The following developments are being reviewed:
 1. 1 East Tower Circle (Ameritech Die & Mold) 1st submittal.
 2. 875 Sterthaus (Ormond Renaissance Condo), 2nd submittal..
 3. Ormond Crossing Phase A Plat and Construction – Extensive review comments were forwarded to Tomoka Holding.

Economic Development/Airport

Economic Development

Ormond Crossings

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

Airport Business Park

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

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

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

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

Prospective Business Attraction/Retention/Expansion

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

Airport Operation and Development

- Staff attended the annual FAA Airports District Office (ADO) Workshop in Orlando on Wednesday, October 22nd. Topics included a review of the FY2015 Airport Improvements Program (AIP), new procedures and policies for AIP grant applications, airport planning topics, construction specifications, and an update on current FAA Advisory Circulars.
- Staff has been notified that the FDOT Aviation and Spaceports Office is in the process of developing the Pavement Classification Number (PCN) Program for all eligible public-use airports in Florida. In 1977, the International Civil Aviation Organization (ICAO) developed the Aircraft Classification Number and Pavement Classification Number (ACN-PCN) system. The FAA has emphasized that implementation of the PCN reporting system is now mandatory for all projects funded with federal grant monies through the Airport Improvement Program (AIP). Also, the FAA Airport Master Record and Airport Facility Directory (AFD) indicated that the PCN report has become a vital component of the Master Record. To ensure compliance with this recent requirement from the FAA, staff has completed the process needed for the airport to participate in this program. There is no cost for participation.
- Staff is working to finalize a draft proposal and scope of work from Passero Associates, LLC regarding a project to design and construct improvements to the airport’s security infrastructure. The proposed improvements will address recommendations from the Statewide General Aviation Airport Security Assessment report provided to the City in June of this year by the Florida Department of Transportation (FDOT). This project will be submitted to the Florida Department of Transportation for 100% funding consideration under the SAFE program.
- Austin Outdoor will conduct a bi-annual application of herbicides at the airport within the next seven to ten days, depending upon weather conditions. Staff will be provided with sufficient notice to advise airport tenants and users at least one day prior to the herbicide application.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (#5,781 -5,792)-(181-255).
 - Approved 34 Purchase Requisitions totaling \$1,090,477.86.
 - Issued 48 Purchase Orders totaling \$62,077.01.

- Processed 4,011 cash receipts totaling \$399,449.07.
- BID 2015-04, Nova Community Park Pavement Improvements, Pre-Bid Meeting took place on October 16, 2014.
- Prepared 134 Accounts Payable checks totaling \$121,710.35 and 34 Accounts Payable EFT payments totaling \$249,289.00.
- Processed 1,254 utility bill payments through ACH totaling \$77,020.11.
- Processed and issued 5,290 utility bills with billed consumption of water of 25,975k.
- Issued 840 past due notices on utility accounts.
- Auto-called 96 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Power & Light Tree Trimming
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended weekly staff meeting.
 - Completed Employee Newsletter for November 2014.
 - 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: 1
 - Hazardous: 3
 - EMS: 85
 - Motor Vehicle Accidents: 14
 - Public Assists: 40
- TOTAL CALLS: 147

- Aid provided to other agencies: 21 calls – Daytona Beach (9), Flagler County (2), Volusia County (10)
- Total staff hours provided to other agencies: 33
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 85

Training Hours

- NFPA 472: Hazardous 3
- NFPA 1001: Firefighting 53
- NFPA 1002: Driver/Operator 3
- NFPA 1021: Officer 2
- NFPA 1500: Safety/Equipment 48
- NFPA 1620: Pre-Fire Planning 12
- EMT/Paramedic 24

- TOTAL TRAINING HOURS: 145

Station Activities

- Conducted 203 fire hydrant inspections
- Visited children at Young Minds Pre-School and Salty Kids Pre-School for Fire Prevention Month.
- Held a pinning ceremony for recently promoted personnel.

Significant Incidents

- 10/13/14, 6:01 PM: Walnut Ln. – Structure Fire – Provided aid to Volusia County – responded to a vehicle fire with structural endangerment – upon arrival found a three car detached garage fully involved with roof burnt away and an RV in close proximity completely consumed by fire – no hydrants in neighborhood – Ormond Beach provided a Tanker to supply water – small storage building and wooded area was protected until fire extinguished – Ormond Beach Units on scene: Bat90, E93, E94, T94 – cleared scene at 8:17 PM.
- 10/17/14, 12:03 AM: Hunters Ridge Blvd. – Motorcycle Accident – Provided aid to Flagler County - upon arrival found one patient lying in roadway – patient was transported as a trauma alert – an Ormond Beach Firefighter Paramedic assisted EVAC during transport.
- 10/18/14, 5:49 PM: W. Lindenwood Circle – Brush Fire – Upon arrival found a 50' x 100' fire in woods on north end of Sanchez Park – fire was slow moving and heading towards river – extinguished with 250 gallons of water.
- 10/19/14, 10:56 PM: Seminole Ave. – Medical Call – Responded to a gunshot wound – a firefighter paramedic assisted EVAC with patient care during transport.

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-seven (27) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Police Department - Police Officer was advertised on 09-12-14 on the F.P.C.A. web site and the City web site with a closing date of 10-10-14. Eighteen (18) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
- Screening/Interviews Scheduled
 - Police Department – Records Clerk was advertised on 09-25-14 on the City web site with a closing date of 10-10-14. Fifty (50) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were scheduled for 10-28-14 with fourteen (14) applicants.
- Background/Reference Checks/Job Offers
 - Engineering/Joint Permit Center – Permit Technician was advertised on 08-25-14, In-house and on the City web site with a closing date of 09-05-14. Thirty-six (36) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 09-24 & 25-14 with six candidates. A candidate was selected and successfully completed the pre-employment screenings and will begin employment 11-04-14.
 - Leisure Services/Nova – Part time Recreation Leader was advertised on 08-25-14 on the City web site, ERAU Student Job Center, Daytona State College Student Job Board and Bethune Cookman College Student Career Center job board as open until filled. Sixteen (16) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to

the department for review. Interviews were held on 09-25-14 & 10-02-14 and a candidate was selected and will begin pre-employment processing.

- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 09-30-14: 6.44% (excluding retirements).
 - Human Resources Department – 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 was held on 10-22-14 at the 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 the employees for all that they do to serve the citizens of Ormond.

Risk Management Projects

- Mayor's Health & Fitness Challenge 2015 Team & event planning meetings.
- Continued activities for weight loss challenge
- Met with Fire and Police Departments regarding universal precautions and exposure control.
- Mentored local risk manager.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Selection committee meeting scheduled for Oct 27, 2014.
 - Community Development – Electronic Plan Review – Working with Planning Department on implementation details.
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide continuing with City Hall, Fire, Public Works, and Leisure Services.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 19 New work - 46 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,555	Inbound E-Mails Blocked	10,579
Delivered Inbound E-Mails	12,797	Quarantined Messages	179
Percentage Good Email	54.3%	Virus E-Mails Blocked	200

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 136 Corrections: 0
 - Map/Information Requests: 22
 - Information Requests from External Organizations: 4

- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 20,670 (91.9%) potable 20,088, Irrigation 573, Effluent 9
- Notable Events: None.

Leisure Services

- **Administration**
 - Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager meeting
 - City Commission meeting
 - Florida Historical Marker Dedication at The Casements
 - Employee Appreciation Day held at Greg Smith Field House
 - Park Visits
 - Senior Games Kick-Off Celebration
 - Meeting with Ormond Rowing Club representative
 - Community Garden Committee meeting
 - Harvest Moon Centennial Ball held at Casements
 - One on One meetings with staff
- **Athletics**
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, and 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 and 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, and 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 and Recreational Teams practiced this week and had games on Saturday and Sunday.
 - City Youth Flag Football continued games this week, Monday – Thursday at the Sports Complex at 5:45, 6:45, and 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 finished its Soccer Season on Tuesday at Soccer Field #3.
 - The OBYBSA Recreational Baseball and Softball Program continued games this week for their Fall Game Season, which will run through the end of October. This is held at the Nova Fields, as well as the Softball Quad and T-Ball Fields at the Sports Complex.
 - Pride Football held bowl games this weekend on Saturday at Championship Field #7 at the Sports Complex.
 - Youth Volleyball continued play this week on M and TH at the Nova Gymnasium. Fifty (50) participants, including 1 boy, are skill training and scrimmaging nightly. Season will end in early November.
- **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.
 - Continue mowing of baseball fields, 3 times a week.
 - Continue mowing of the soccer fields, 2 times a week.
 - Continue mowing of the softball fields, 2 times a week.
 - Continue mowing, edging and trimming the T-Ball fields.
 - Replacing sprinklers as necessary.
 - Mowing SONC softball field week
 - Mowing OBMS weekly.
 - Daily clean up of Limitless Playground by the softball Quad.
 - Cleaned all sports parks of debris/trash from the events during week.
 - Lady Renegade's softball teams continue workouts. Prepared fields for them to use nightly.
 - OBGS practicing at Nova, fields 1-4.
 - OBGS 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 have begun practice on the Quads. Prepped for them on Fridays.
 - Girl's rec softball has begun their fall season. Games or practice nightly on Quad #2.
 - The Boy's Mustang, Bronco, and Pony leagues have started their fall seasons. Prepped fields for them Monday – Friday.
 - OB Pride football has begun to practice on fields 11 and 12. Put out benches and trash cans for them, repainted fields weekly.
 - Competitive and Rec soccer are practicing nightly, Monday - Friday
 - Competitive soccer teams had their games on Saturday, using fields 1, 4, 6, 8 and 10. Prepped and painted for game ready.
 - Fall season of Co-ed softball has started. Prepped softball field 7 for them to use, Monday – Thursday nights.
 - Flag football has begun. Playing games nightly, Mon – Friday. Repaint fields for them weekly.
 - Fall T-ball season has begun. Prep fields daily for practice and get all 4 games ready for Thursday evenings.
 - Pop Warner football had their home games, 8 of them, on Saturday. Cleaned up trash and prepped and painted field for them.
 - Challenger soccer has begun playing on Tuesdays, using field 3a. Prep and paint for them.
 - Seabreeze JV football played Monday. Had field game ready for them. This was the last home game for them.
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Grand Squares Dance Friday and Saturday from 6:00pm to 10:00pm
 - 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 on stage rehearsal. CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Kopy Kats held on stage rehearsal. CMT held regular classes.
 - Friday: CMT held regular classes
 - The Performing Arts Center is preparing to host the following events:
 - Glenn Leonard's "Hitsville Live" Show for October 24th has been cancelled.
 - Elton John Tribute Show for October 31st has been cancelled.

- South Ormond Neighborhood Center
 - Splash Pad open
 - Open park and playground (sunrise until 10pm)
 - Fitness room open (center hours)
 - Open gym (1:00 pm through 8:45 pm weekdays/center hours weekends)
 - Faith Ministries Service (rental) in Activity Room on Sunday 11am – 1pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Senior Games meeting
 - Employee Appreciation Day event operations, set-up and breakdown
 - Accepting and tracking applications for holiday parade (ongoing).
 - Preparing sponsor letters and flyers for parade (ongoing).
 - Assisting with City Commission workshop
 - 31st Annual Senior Games Kick-off celebration held on Friday, Oct 25th.
 - Assisting with various tasks for upcoming events: Veterans Day and Holiday Parade.

- Gymnastics
 - This is the fourth week of the October/November classes
 - VertiFit Aerial Arts (rental) program continued

- 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 continued to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
 - Challenger Soccer Held its final practice on Tuesday from 5:00-6:00pm at the Sports Complex on Hull Road.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.

The Casements

- Classes met this week including Pilates and Yoga.
- Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 12pm.
- The Ormond Beach Art Guild exhibit continues in The Gallery.
- The Herb Society met in Bailey Riverbridge on Saturday morning.
- Rockefeller Revisited was held in The Casements on Saturday evening.
- The Florida Historical Marker Dedication was held on the North Lawn Wednesday morning at 9:30am.
- A Guild general meeting was held in the Gallery on Wednesday morning from 10am to 1pm
- Decorating for the Harvest Moon Ball started on Wednesday afternoon.
- A Greek cooking class was held in The Casements kitchen on Wednesday evening.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
- A Greek cooking class was held in The Casements on Thursday evening.
- The Casements set up was completed for the Harvest Moon Ball on Friday evening.

Building Maintenance

- Weekly preventative maintenance of City owned vehicles
- Weekly lighting inspection of airfield runways, taxiways and signage
- Weekly inspection of D.O.T. and facility lighting at various City locations

- Preventative maintenance checks on 19 air conditioning systems City Wide
 - Repaired north doors by N.I.D. at Police Station
 - Searched for deficiencies and called manufacture for ideas vent in Evidence
 - Installed Reflective tape on new gates at Police Station
 - Requested more reflective tape for New Gates at Police Station
 - Lower temperatures in Field House at OBSC
 - Checked on new gates at Police Station
 - Purchased new locksets for Ames Park Restrooms
 - Unlock upstairs for security alarm contractor at MacDonald house
 - Atrium A/C unit not working found during PM at City Hall
 - Tightened drive belt in Vent Hood at Evidence Police Station
 - Call Out ~ Gate not operating at Breakaway Trails
 - Cut keys for electrical room at Public Works
 - Cut more keys for new Field House at OBSC
 - Call out gate at Fleet
 - Located source of water leak backstage at PAC
 - Assisted contractor with Gate Diagnosis at Fleet
 - Repaired one threshold lamp at Airport runways
 - Flags back up for Fallen Officers Day
 - Met contractor for ceiling tiles at Nova Gym
 - Picked up new faucet and supplies for the Lab Cab
 - Installed cabinets in lab area at WWTP
 - Met contractor for new door at Seminole Lift Station
 - Met Volusia County Health Inspector at Andy Romano
 - Repaired splash pad main drain cover at Andy Romano
 - Met contractor for sally port door at PD
 - Met contractor for generator room leak at WTP
 - Met the state inspector for elevator yearly certificate for city buildings
 - Repaired two wall lights at city commission
 - Moved boxes of materials up to second floor storage at city hall
 - Installed hanging silk ropes at nova gym
 - Called and solved electrical problem at sports complex due to F.P.L problem
 - Replaced shut offs under sink in lab area at W.W.T.P
 - Repaired hose bib at the nova playground area
 - Replaced lamps in fixtures in restroom area at city hall
 - Installed new thermostat on water heater at F.H. 91
 - Removed old refrigerator from third floor at airport tower
 - Called door service tech. for F.H 92
 - Relocated Splash Park filters to Fortunato storage closet
 - Replaced sink faucet at O.B.P.D
 - Installed five new soap dispensers at O.B.P.D
 - Repaired loose faucet in men's room at Fortunato park
 - Inspection of the Water Wheel and sump pumps at The Casements
 - Prepare invoices and receipts for City Facilities
 - Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Parks Maintenance
 - Cleared brush from around monitoring wells at the old landfill
 - Picked up brush pile from clearing around lake at Central Park I
 - Blew off sidewalks and gazebos in various city parks
 - Removed graffiti from women's restroom at Central Park II

- Blew off all walking trails at Riverbend Nature Park
- Replaced soap dispensers at Nova baseball restrooms
- Cleared brush from around the lake at Central Park I
- Serviced shower valves at A.R.B.P.
- Pressure cleaned Woodmere entrance sign
- Repaired rotted deck board on the trails bridge
- Citywide safety inspections of parks and equipment.
- Weekly inspections of park facilities for reservations
- Lower flags for Fallen Firefighters Day

Police Department

Administrative Services

- Chief Osterkamp presented five and ten year service awards to employees at the weekly staff meeting as part of Employee Appreciation Day.
- Command staff met with GIS staff regarding remapping of current patrol zone configurations.
- Command staff attended the annual Employee Appreciation Day luncheon, hosted by the City Manager.
- Command staff assisted with the Citizen Police Academy DUI training/familiarization class.

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 and 11 teams.
- Practice was held for the boys 14 under basketball team at the South Ormond Neighborhood Center.
- Tutors R Us continues at the South Ormond Neighborhood Center. Currently there are 24 participants in grades 1 – 9.
- Science on Patrol at OBMS continued. There are 28 youths in grades 6 through 8 participating in the program.
- The weekly YDC meeting was held, and attendees reviewed upcoming community service projects and worked on a calendar of events for the next few months.
- An application for toys for the Margarita Ball was completed. OBPAL will be serving as hosts on November 21 during the Margarita Ball.
- Officers Brennan and Stokes are in Orlando attending a Crime Prevention Seminar.

Community Services & Animal Control

- Animal calls responded to: 35
- Animal Reports: 6
- Animal Bites: 1
- Animals to Halifax Humane: 6 dogs, 2 cats, 1 wildlife
- Went over Community/Animal Services duties with new Officer.

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 17
- Inactive: 10
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 2

- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Suspicious Incident: 1
- Weapons Complaint/Shooting: 1
- Vandalism: 1
- Threatening Phone Calls: 1

Narcotics

- Conducted several trash pulls and surveillance within the City of Ormond Beach.

Comments:

- Detectives continue to investigate a shooting that occurred at a residence on Rockefeller Drive. The victim is recovering from non-life threatening injuries. The suspect is known.
- Carbreak: A suspect has been identified in a burglary to a vehicle on Cambridge Court in which a purse was taken and the victim's credit cards were used.
- Residential Burglaries: Investigation continues into the residential burglaries around the Hand Avenue area.
- Auto Theft: Two suspects have been identified in the theft of a vehicle at 234 Deer Lake Circle.
- Biketoberfest: Detectives patrolled the event areas during Biketoberfest and found no illegal gambling games. There were also no reported motorcycle thefts within the City limits during the event.

Records

- Walk - Ins / Window 109
- Phone Calls 118
- Arrest / NTA'S 26
- Citations Issued 146
- Citations Entered 146
- Reports Generated 149
- Reports Entered 141
- Mail / Faxes / Request 43

Patrol

- Total Calls 1,902
- Total Traffic Stops 296

Operations

Crime Opportunity Report Forms: 124

- 10/16/2014
 - Child Neglect Arrest, 205 East Granada Boulevard. Young juvenile found wandering the street around the bridge. Juvenile was alone and was trying to get to Walgreen's to find food. Juvenile's mother was located at the Farmers Market working a booth. After an extensive investigation with patrol, CID, DCF, and the on call state attorney the mother was arrested for child neglect.
 - Stolen Vehicle, 873 Peninsula Drive. Reportee advised that she brought her vehicle to a mechanic in Holly Hill and in return she got a loaner car. Reportee's friend gave the loaner car to another friend to go to the store and the vehicle was never returned.

- DUI Arrest, Two vehicle crash at State Road 40 and Oak Avenue. After further investigation the driver of one of the vehicles was arrested for DUI.
- DUI Arrest, 485 South Atlantic Avenue. Suspect was stopped for erratic driving on his Harley and subsequently arrested after failing field sobriety tests.
- 10/17/2014
 - Warrant Arrest, 373 Pine Road #B, Parole and Probation requested we attempt to locate a suspect at 373 Pine Road #B regarding an open felony warrant. He was located and arrested on the open warrant.
 - Grand Theft, 96 South Beach Street. The victim states that someone removed a window screen from the residence overnight but did not gain entry. Victim also states that someone removed several Swarovski crystal figurines valued at \$6,000 from the residence over the past ten weeks while he was out of town. The victim suspects two past tenants of taking the figurines
 - Trespassing Arrest, 133 South Halifax Drive. The complainant called the police to report a female acquaintance was breaking picture frames in his home. The complainant advised his female friend that he did not want her back on the property and would have her arrested for trespassing if she returned. She returned later in the evening and was arrested for trespass after warning.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped after she left the store with \$255 worth of unpaid merchandise.
 - Carbreak, 867 South Atlantic Avenue (Oceans East Resort). Victim reports that some time over the past few days someone entered her unlocked vehicle and removed several items (clothing, knives, rings and a leather jacket).
 - Trespass Arrest, 1670 West Granada Boulevard (Racetrac). Suspect, who had previously been trespassed from the Racetrac, was found on the property and was placed under arrest for trespass after warning.
 - Warrant Arrest, 1670 West Granada Boulevard (Racetrac). Suspect was located at the Racetrac gas station and an employee wanted her trespassed from the property. She was found to have three open warrants for Failure to Appear for Trespass, Soliciting without a Permit and overnight camping. Suspect was taken into custody and issued a trespass warning from Racetrac management.
 - Carbreak, 4 Lake Vista Way. A wallet and phone were taken from a unlocked vehicle
 - DUI Arrest, South Yonge Street /Midway Avenue. Suspect was stopped for a traffic violation and was suspected of being intoxicated. Field sobriety tests were conducted and the female was placed under arrest for driving under the Influence.
- 10/18/2014
 - Burglary-Residence, 547 Bryant Street. Some unknown person entered the enclosed front porch of 547 Bryant Street and removed a new bicycle.
 - Warrant Arrest, 795 Hand Avenue. Units responded to 795 Hand Avenue regarding a wanted female subject at that residence. The female subject was arrested on the open warrant and turned over to the branch jail.
 - Warrant Arrest, 795 Hand Avenue. Units responded to 795 Hand Avenue regarding a wanted female observed a male subject flee from the house on foot. He was ordered several times to stop by pursuing officers but the suspect failed to obey the officer's commands. Officer deployed his taser and the subject was taken into custody on several open arrest warrants.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught shoplifting \$232 worth of items.
 - Battery-Domestic Violence Arrest, 22 Mayfield Circle. The victim allowed her sister and his family to stay at the residence for a few weeks. She was involved in an argument with her brother over money when he grabbed her throat and pushed her. He was arrested for domestic violence battery and transported to the branch jail.
 - Battery- Domestic Violence, 801 South Nova Road (Rockin Ranch). A witness advised that the suspect was upset with his wife and grabbed her by the arm and yanked her out of the

bar. The victim verified the story and the suspect was arrested for domestic violence battery and transported to the branch jail.

- Battery-Domestic Violence, 801 South Nova Road (Rockin Ranch). While units were on scene for another domestic dispute call, Ofc. Garcia witnessed an intoxicated female walk up to and punch a male in the chest. It was learned that the male that was assaulted was her brother. The female was arrested for domestic violence battery and transported to the branch jail.
- 10/19/2014
 - Stolen Vehicle, 1340 West Granada Boulevard (Lowe's). Victim claims that he let the suspect borrow his 2005 Cadillac Escalade and that she failed to return the vehicle.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was witnessed stealing fishing equipment by Loss Prevention at Wal-Mart. She left on foot and entered the Publix in Ormond Town Square parking lot where she was detained and subsequently arrested for retail theft/shoplifting.
 - Battery-Domestic Violence Arrest, 361 West Granada Boulevard (Taco Bell). A witness called to report that a female in a blue passenger vehicle was being attacked by her boyfriend. Victim advised that her boyfriend starting physically attacking her during an argument. She stated that they pulled into the Taco Bell when he grabbed her throat and was yelling threats at her. She stated that just prior to the altercation he had struck another vehicle in the rear but did not know the location. Both the victim and the suspect appeared to be under the influence of a narcotic substance. Suspect was arrested for domestic violence battery and on an open warrant out of Jacksonville for prescription fraud.
 - Aggravated Assault (Shooting), 222 Seminole Drive. Received a call that a roommate shot another roommate at this location. Upon arrival, suspect was standing in the roadway claiming he shot the victim in self defense. The victim was found in the residence with a gunshot wound to the abdomen. He was transported to Halifax Medical Center. The case has been turned over to the State Attorney's Office to make a determination as to whether or not a criminal charge is warranted.
 - Battery-Law Enforcement Officer Arrest, 372 South Yonge Street (Ormond Inn). Received a call of a female trespasser knocking on door of the motel. Units arrived on scene to find the suspect intoxicated and refusing to leave. After being trespassed by the property manager, the suspect still refused to leave the property. When units attempted to take her into custody under a Meyers Act the suspect began kicking and swinging in an attempt to fight officers. She was taken to the ground to be secured at which time the suspect bit an officer on the hand.
- 10/20/2014
 - Grand Theft, 39 Waterbluff Drive (Ormond Lakes). Family friend took a Samsung Galaxy cell phone from the home while visiting.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of toys and personal care items. The suspect, who had her two-year-old son with her at the time, was arrested for retail theft. The child was turned over to another adult after DCF was notified.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of food and was arrested for retail theft.
 - Burglary – Residence, 705 Riverside Drive. Elderly resident reported small collectible items missing from her home over the past two years. Suspects are known, but the victim didn't want them contacted and refused to prosecute/cooperate with the investigation.
 - Warrant Arrest, 31 Tomoka Meadows Boulevard. Suspect was arrested on a violation of probation warrant and transported to the branch jail.
 - Disorderly Intoxication Arrest, 247 East Granada Boulevard. Suspect was reported for hanging around Starbucks and being disorderly. He was reported to be heavily intoxicated and bothering customers. When officers made contact the suspect was advised he was going to be taken into protective custody under the Marchman Act. Once placed inside of a patrol car for transport he started kicking the back door and window. He was warned two times to

- stop kicking the door and window but he refused to cooperate and continued kicking. Pepper spray was used to get the subject to calm down and discontinue his aggressive behavior.
- Domestic Violence–Battery Arrest, 250 Selden Avenue. Officers responded to a report of a domestic disturbance at the residence. The investigation determined that the male subject slapped his girlfriend in the face. He was placed under arrest for domestic violence battery and transported to the branch jail.
 - 10/21/2014
 - Carbreak, 34 Tomoka Meadows Boulevard. Unlocked vehicle entered overnight. Employee fleet fuel card taken.
 - Carbreak, 77 Tomoka Meadows Boulevard. While investigating the above incident, officer discovered discarded property removed from another vehicle at this location. The vehicle had been left unlocked and a book bag and portfolios were removed but recovered in the area.
 - Grand Theft, 1 Morning Dew Trail (The Trails). Victim stated that someone let her younger (adult) brother and his friends into the home at which time they allegedly took several pieces of china and collectible items.
 - Stolen Tag Decal, 421 Chelsea Place. License tag was removed/taken from a vehicle left stored at a home for sale.
 - Trespassing Arrest, 1521 West Granada Boulevard (Wal-Mart). Nuisance transient was found on the property after having been issued a trespass warning. He was arrested for trespass after warning and transported to the branch jail.
 - 10/22/2014
 - Warrant Arrest, 795 Hand Avenue. Suspect was contacted at the residence and was found to have an open warrant. The warrant was issued for violation of probation reference to fraud. Suspect was taken into custody and transported to the branch jail.
 - Burglary–Residence Arrest, 396 South Yonge Street. Victim discovered that the upstairs residence was broken into. While waiting for the police to arrive on scene, a neighbor advised the victim that his son and his girlfriends' son came home with property that he believed to be stolen. The neighbor made both juveniles show the victim the items they had come home with. The victim identified the property as being his. Both juveniles were arrested and transported to Division of Juvenile Justice.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 101
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 108
 - Number of Written Warnings Issued: 9
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 9
 - Number of Crashes with Serious Bodily Injuries: 2
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 10/17/2014; Crash with serious bodily injury at East Granada Boulevard / North Halifax Drive.
 - 10/18/2014; Crash with injuries, motorcycle versus motorcycle North Yonge Street / Wilmette Avenue.
 - 10/19/2014, Five vehicle crash with serious bodily injury. Female passenger on motorcycle received broken ankle and shoulder and concussion.
 - 14-10-00420: Crash with Injury; Williamson Boulevard / West Granada Boulevard; Three vehicle crash, minor injuries. Inside westbound lane closed for approximately 45 minutes.

- Traffic Complaints Received:
 - Intersection of West Granada / Nova Road - Motorists not stopping before turning right on red and motorists not looking to the right for pedestrians prior to making the turn - Sent out as Extra Patrol to the Traffic Unit.
 - Intersection of West Granada / Nova Road - Motorists are making U-Turns with the turn signal, but at the same time motorists that have the red signal are turning right without consideration for ones making a permitted U-Turn with a green signal - Sent out as Extra Patrol to the Traffic Unit.
 - Intersection of Lincoln Avenue / North Yonge Street – Stop Sign violations on Lincoln Avenue - Sent out as Extra Patrol to the Traffic Unit.
 - Intersection of Lincoln Avenue / North Yonge Street – Northbound traffic making U-Turns and interfering with southbound traffic and people making a right turn off of eastbound Lincoln Ave - Sent out as Extra Patrol to the Traffic Unit.
 - Intersection of West Granada Boulevard / North Yonge Street - Westbound traffic is not yielding to U-Turn traffic when making a right on red - Sent out as Extra Patrol to the Traffic Unit.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Public Schools in Ormond Beach
 - Reason for this STEP: School Zone
 - Number of times worked: 0; Total Hours Spent: 0
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Not worked by the traffic unit this week

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: John Anderson Drive / Royal Palm Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Wilmette Avenue / Wilmette Circle
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.3
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-1500 Block North United States Highway-1
 - Reason for this STEP: Heavy motorcycle event traffic
 - Number of times worked: 4; Total Hours Spent: 5
 - Citations Issued: 10; Written Warnings Issued: 0
 - Comments: Biketoberfest

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100- 800 Block South Atlantic Avenue
 - Reason for this STEP: Heavy motorcycle event traffic
 - Number of times worked: 4; Total Hours Spent: 4
 - Citations Issued: 9; Written Warnings Issued: 0
 - Comments: Biketoberfest

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 0 Cases initiated
- 32 signs have either been removed or sign cases created.
- 25 tree removal permit requests.
- Administrative staff assisted with ninety (90) telephonic inquiries.

Public Works

• Engineering

Project Summary

Construction Projects:

- John Anderson Drive – The contractor completed final paving operations and is installing the final thermoplastic striping. The final punchlist for the project was issued with the substantial completion notice. The contractor will be installing yard drains and exfiltration piping on the east side of John Anderson Drive north and south of Neptune in an attempt to draw down the water table that appears to be perched and creating a wet area along the edge of the road.
- Traffic Signal Maintenance (Mast Arm Painting) – Due to the delay that was caused by the FDOT requiring a permit, the contractor has requested they be allowed to start the project in January as they are completing another job. Since the delay was of no fault of the contractor staff has agreed to postpone starting the project until early January.
- Airport Business Park Overhead Utilities Conversion/Hardening – FPL anticipates project completion this week; all underground cable is installed, and the contractor will begin switching and energizing the new system this week; FPL is currently coordinating an outage to one customer (8 West Tower Circle) to transfer service from overhead transformer to the new underground transformer.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Final friction course of paving has commenced this week. Weather permitting, paving operations are anticipated to be completed by November 7.
- Ormond Beach Sports Complex Roadway Improvements - Project is complete other than minor sod restoration. Final project close out and as-builts are being prepared.
- 2014 Roadway Resurfacing - North Yonge Street was milled. Milling operations are being mobilized on the peninsula to begin work on Milsap Road and Marvin Road.
- Granada Medians (West of I-95) – The contractor has completed approximately 80% of the irrigation system installation and has begun installing the reclinata palms and crape myrtles, west of Hunters Ridge.
- Reforestation Street Tree Planting – Construction began this 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.
- OBSC Baseball Irrigation-Fields 1-3 – the project is complete.
- 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 70% complete rebuilding this structure.
- Fiber Optic Network Expansion – The contractor has begun work on the return path from Fire Station 93 to City Hall, they are currently working on the segment along North Beach Street.

Design Projects:

- Nova Community Park Skate Park Expansion – Groundbreaking for this project is scheduled for Monday, November 3, at 4:30 pm. The final design package is being prepared for permitting.

- 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 were approved for advertisement at the October 21 City Commission meeting.
- Fleming Avenue Drainage – A survey is being authorized to survey the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming. Staff also is requesting a proposal from Zev Cohen to perform a drainage study of the area to analyze the system and see if any improvements are recommended.
- Water and Wastewater Master Plan Update – Staff made field visits to several area treatment facilities to see new technologies in service that may be included as recommendations in the Master Plan. It is expected that the draft report will be submitted in October.
- Nova Recreation Park - Bids are scheduled to be received October 29.
- Downtown Streetscape Planting (Orchard to A1A) – The project was advertised for bidding. A pre-bid meeting is scheduled for October 30, and bids are due on November 13.
- North US1 Landscaping (Airport Road to I95) – Staff is preparing the design plans for FDOT review and permit.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and has requested material proposals from RCP Shelters.
- Downtown Stormwater – consultant project design is in process.
- Ph II 2-Inch Watermain Replacement - Mainland – A public meeting is scheduled for November 6, 6:00 pm at the Senior Center to discuss the project with the affected residents. Notifications are being prepared. Staff and the Design Consultant will be making the presentation.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Final plans are anticipated to be completed by the end of October.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Final plans are anticipated to be complete by the first week of November.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- South Peninsula Reclaimed Water Extension – Bid documents were approved at October 21st Commission meeting. Bid advertisement will follow.
- Environmental Learning Center – Staff held the design kick-off meeting and will be scheduling the public meeting to introduce the project and receive public input on programming ideas. The consultant is proceeding with design layouts for the facility.
- Laurel Oaks Stormdrain Extension - The stormdrain discharge from Fleming Avenue to the Laurel Oaks pond is currently routed through a drainage canal between two homes. The canal has required continuous maintenance due to erosion, therefore, staff is designing a project for competitive bidding which will eliminate that section of the canal by extending the stormdrain up to the pond.
- Sports Complex Restrooms - Following approval by the City Commission to allocate funds for installing utility service to proposed restrooms located near the new football/soccer field on the east side of the complex, the design plans for the watermain extension off of Hull Road are in process, and the VCHD permit is being prepared.
- Laurel Creek Culvert Replacement - Prepared a proposed culvert replacement design for the FPL North sub-station crossing, which is currently undersized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL, as they will fund the culvert replacement.

Department Activities

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
 - Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
 - Hand Avenue - A purchase order has been processed for contractor work to repair damages to the bridge handrail and sidewalk caused by a large tree which fell during a recent storm event.
 - Researched and provided Wastewater Treatment Plant yard piping as-built drawings to consultant (QLH) per request.
 - Onsite meeting at OBSC with City facilities maintenance staff to locate irrigation piping and valves.
 - Modified the North US1 Landscape plans per project manager's comments.
 - Began creating a watermain installation plan set for the proposed OBSC East Field Restroom project.
 - Researched and completed a property line stakeout at 6 Creekview Way relating to a failed pep tank replacement per Wastewater Division request.
 - Modified the Laurel Oaks ditch piping plan drawings per project manager's comments.
 - Created additional PDF red line markup plan sets of the Saddlers Run Lift Station Rehab per Utilities Division request.
 - Created Orchard Street FPL substation culvert replacement plan set.
 - Researched and located as-built drawings of the Saddlers Run 3" forcemain and wet well installation per Utilities Division request.
 - Updated the Nova Recreation Paving Plan drawing set.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Assisted Stormwater setting a basin at Fairway & Putting Green
 - Poured concrete around basin at Fairway & Putting Green
 - Patched area with asphalt for the Water Department at A1A & Magnolia/Valencia
 - Asphalted potholes on Pineland Trl.
 - Dug out and formed driveway for a pour on 400 block of Parque
 - Attended Employee Appreciation at Sports Complex
 - Asphalted area on Hidden Hills Blvd.

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
- Removed stumps on Heritage Cir.
- Removed trees on Tomoka Oaks, and at Riviera Park
- Trimmed trees around camera at Fleet Maint., City Hall, 200 block of S. Ridgewood, 100 block of Rio Pinar, and 100 block of Amsden Rd.
- Assisted contractor with trimming on Orchard St.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.

- 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 (300 block of S. Atlantic), and on various DOTstate roads (A1A – Granada to Sandcastle, and Sandcastle to Harvard)
- Picked up recycled concrete from Chips

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Police Station, installed “No Trespassing” signs
- South Ormond Recreation Center, installed sign out by pond
- Various Locations, washed and installed “No Parking” signs, where needed, and checked for any roads that might be slippery

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
- 89 Fairway – inlet repair
- Winding Woods – repaired sinkhole
- 610 Santa Ana – repaired pipe and sinkhole

Vactor

- Public Works Yard – conducted maintenance on Vactor truck
- 293 Melrose – cleaned out basin

Mowing

- Reachout Mower – on Arroyo Pkwy, and on Division & Hand
- Slope Mower – SR40
- Brush Hog Mower – SR40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

26,217

PM Services completed for the week:

Emergency—Vehicles and Equipment

13

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 14,638 unleaded and 5,847 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,497 gallons of unleaded and 1,184 gallons of diesel.
- Fleet completed 65 work orders this week.

• Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Meeting scheduled to review modified bid documents.
- Breakaway Trails Lift Station Control Panel Replacement – Design phase to be included with work budgeted for additional facility improvements proposed for current fiscal year.
- Concentrate Piping Connection to Reuse Storage Tank – Operation and Maintenance Manuals were received.
- 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 – Contracts are being prepared
- Dual Check Valve Assembly Installation Services – Contractor started work.
- Dual Check Valve Assembly Procurement – Parts are being distributed to the Contractor. A purchase order is being requisitioned for devices to be installed in the north peninsula reuse service area later in the fiscal period.
- 2581 John Anderson Drive, 35 Rivocean Drive & 36 Valhalla Drive Water Service Replacement – Volusia County Use Permits were approved/ received.
- 110 Capri Drive Water Service – Permit application submitted to Volusia County.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A purchase order to repair Pump #3 is being prepared. A sole source memo was generated to utilize TAW for bearing repairs to pump 3. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being used.
- Rima Wells Auxiliary Power Generator – An onsite meeting was held with BFA next to discuss well auxiliary power fuel system design and safeguards to prevent or contain fuel spills near wells served by generator power. This information will be incorporated in the final design.
- Saddler's Run Lift Station Rehabilitation – The engineer is incorporating 90% plans and specifications comments in the bid documents. An estimate of probable cost was requested.
- SR 40 (Tymber Creek Road to SR Perrot) Resurfacing – Manhole lining repairs are completed.
- Storage Tank Repairs and Maintenance - A revised proposal was received for modified scope of work requested by staff. A work authorization to Hazen & Sawyer was prepared for November 5 City Commission consideration.
- Wells 18SR and 19SR – Awaiting procurement of pump assemblies and scheduling installation.
- SPRC – Ameritech Die and Mold – Plans were received for review. North Peninsula Force Main – Recommendation to award project to McMahan Construction for \$1.2 million on council agenda 11-6-14. Copies of plans and permits were received. Ormond Renaissance – Revised plans were received for review. River Oaks – Awaiting completion of final outstanding items. Mudslinger's Café – Utility information was provided to the designer. YMCA Pool Expansion – Site plan was approved by SPRC. Zaxby's – The proposed building encroaches into an easement that prohibits construction. A meeting is scheduled to resolve the conflict.

Departmental Activities

• Water Distribution

- Exchanged 6 water meters per Finance Department work orders.
- Responded to or repaired 19 water service leaks.
- Assisted 13 customers with misc. concerns.
- Replaced 11 water meter boxes.

- Replaced 5 water services due to low pressure to include contractor performed directional drill of 2" casing for water service replacement under county roadways.
- Responded to 8 water pressure and/or water quality grievances.
- Performed accuracy testing on 4- 3", 4" and a 6" commercial water meters, two meters needed to be rebuilt and retested. Scheduled 4 commercial meters for future testing.
- Completed maintenance activities on 10 fire hydrants in utility map book area C3.
- Performed annual pressure testing on 3 City owned backflow preventers. Installed 2 PVB's on irrigation in The Trails subdivision.
- Performed scheduled maintenance on 6 water distribution system valves as part of the valve maintenance program.
- Assist a plumbing contractor with a water main shutdown in the Town Square Shopping Center.
- Performed landscaping repairs due to utility excavations on Andrews St, Putnam Ave, Rio Pinar Dr, N. St. Andrews Dr, Fiesta Dr, Marie Cir.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 111 regular and 4 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 37.347 million gallons for the week ending Oct. 19, 2014 (5.335 MGD)
 - Backwashed 9 filters for a total of 402,000 gallons backwash water.
 - Produced and hauled 67.5 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 37.98 Million Gallons.
 - Produced 19.65 Million Gallons of Reuse.
 - Produced 18.33 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.43 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 124.71 (14%-18% Solids).
 - Completed FDEP Quarterly Sludge Testing.
- Wastewater Collection – Reuse
 - Crews responded to 3 trouble calls Breakaway/Hunters Ridge PEP System service area and 5 in Town.
 - Televised 18, cleaned 5 and root controlled 2 sewer laterals.
 - Repaired 4" sewer lateral at 13 Sand Castle, 490 Parque Dr.
 - Crew checked eight manholes for infiltration in 1M system.
 - Cleaned 826' of sewer main at 943 Village Dr. due to broken sewer lateral.
 - Checked eight trouble spots on mainland and cleaned four sewer lateral services.
 - Crews replace three collapsed PEP tanks in Breakaway Trails Subdivision (70 & 65 Circle Creek Way and 6 Lake Vista Way). Five total collapsed PEP System tanks were replaced after this recent high rain period.
 - Repaired broken 1" reuse service at 89 Deep Woods Way.
 - Replaced broken back lid with 18" riser and lid at 87 Deep Woods Way.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 9 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 9 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 20/11psi. Foxhunters Flat (2 inch) 18/10 psi & Shadow Creek Blvd. (4 inch) 4/4 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - R.A.S. Pump #4 – repair volute drain line – all OK.

- 4M – follow up from call out – higher than normal flow noted - checked station and surrounding manholes – pump #2 soft start beginning to fail causing intermittent high levels – replacement soft start ordered – will install when received.
- Recycle Room – sump pump not working as intended – adjusted floats – cleaned check valve – all OK.
- Chlorine Pump #3 – leakage at wet end – found pump leaking and not repairable – replaced with new inventory – all OK.
- Final Tanks – assist operations with equipment takedown from quarterly tank cleaning task
- Alum Pump #1 – line broken – blow out discharge line – repaired – all ok.
- 1P – call out – repair vacuum leaks both pumps – blockage noted in vacuum manifold - disassembled - cleaned vacuum solenoids – all ok.
- Influent Room – deraggrd pumps as needed.
- SCADA/WIN911 monitor/response: 4M - WIN911 – high level – found wet well high – found flows extreme – found all 3 pumps working fine – no spills or overflows to report at this time – all OK; McDonald's - WIN911 – high level – found wet well high and controller not responding – reboot controller – all OK; 3P - WIN911 – phase voltage loss – found FPL power failure – most of south beachside shut down - checked 1P, 2P, 4P to see if affected – all Ok; 8M1, 4M1 - WIN911 – multiple stations – phase voltage loss – power back on upon arrival – temporary power outages due to heavy thunderstorm – all OK; 1P - WIN911 – high level – found no high level – found vacuum system problematic – attempt to seal assorted leaks – will follow up during regular hours.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Carrousel Surface Aerators #1N, #1S, #2N, #2S;
- Quarterly PM's: Screw Pump #1
- Annual PM's: Fermentation Submersible Mixer #11; Clarifier #2.
- Lift Station PM's: 15 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 58 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Scrubber #1- replaced pump motor
- Standish Booster station - replaced leaking ¼” ball valve on pump #2.
- Wells 39, 40,41R - Installed time operated switches for building lights.
- Well 39R – vegetation control.
- Riverview booster station - found tripped overloads on pump #2 – reset and monitored – all ok.
- Lime slurry pumps to claricones - replaced all feed hoses.
- Well 10 D – faulty low voltage transformer - replacement unit ordered.
- Scale inhibitor pump - replaced feed hose.
- Monthly PM's – all booster stations; reuse pumping stations Scrubber #1.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: FDEP performed an audit of the IP program. The audit included the review of the program files and industry permits. A report from the FDEP is forthcoming.
- 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.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Ongoing communication with FDEP is underway to address staff review comments concerning draft permit conditions forwarded by the Department. Short Form Consent Order was executed by FDEP and City. Penalty fees being processed for forward to the Department.

- 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 (Dual Check Valve) Device Installation Project: Contractor to begin installation services in upcoming week in the Western Ormond Beach Reuse Service Area. Staff forwarded an expansion tank detail to be included in the HOA newsletter for additional customer information.
 - Triennial Lead and Copper Sampling: Staff is preparing letters to residents who participated in the event. The Utility maintained compliance with this important EPA program.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for October 21, 2014, City Commission Meeting
- Staff attended Employee Appreciation Day Event on October 22, 2014
- Agenda packet preparation and creation for November 5, 2014, City Commission Meeting

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.