

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 9, 2015

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with senior staff
- General discussion meetings with NID Manager, Economic Development Director, Planning Director, Finance Director and Police Chief.
- Continued preparation for State of the City
- Information to be presented at the Volusia Legislative Delegation

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm and Commissioner Stowers
- Spoke with Mr. Larry Shuman regarding code enforcement concerns
- Commission Workshop on the Draft Airport Master Plan Update and Commission Meeting
- LEAN 6 process with NID Manager, Legal Department, IT Manager and Mike Sibley of James Moore & Company.
- PACE Board meeting
- Peggy Farmer regarding US1 north corridor beautification project
- Employee of the Quarter/Year selection committee meeting
- Held Walk with the Manager

Community Development

Planning

- Recently, the Department received a query from Village of Pine Run (VOPR) regarding their permit for upgrades to the private wastewater treatment plant. They were told by the County that their building permit should be issued by the City. VOPR contractor and engineer told them that the permits were issued and they were only waiting for the County to "sign off." This is not exactly correct. Staff researched this and came to the following conclusions:
 - The parcel at 3231-00-00-0100, owned by the Village of Pine Run Utility Company is located in unincorporated Volusia County and is subject to the ISBA (Interlocal Service Boundary Agreement) that provides the City of land use, zoning, and permitting jurisdiction in the North US1 area, whether the property is in the City or unincorporated Volusia County.
 - There have been no building and/or site permits issued for parcel 3231-00-00-0100 by the City of Ormond Beach.
 - City staff has no knowledge if there were any permits issued or applied for with Volusia County. Again, at this point, Volusia County would not be the permitting agency for parcel 3231-00-00-0100. If there are improvements proposed on the Lakes of Pine Run Condo property or within the 32 lot subdivision, those properties are still located in unincorporated Volusia County.
 - All building and site plan submittals are required to be electronic using the Project Dox, ePlan permitting system.
 - VOPR questioned whether they were properly notified of the change in jurisdiction. The following was provided:

City of OB Public Hearing Board	Public Hearing Meeting Date	Public Hearing Subject	Type of Notification	Date of Notification
Planning Board	6/12/14	N. US 1 Interlocal Service Boundary Agreement between City and County	News Journal Ad	6/2/14
City Commission 1 st Reading	7/19/14	N. US 1 Interlocal Service Boundary Agreement between City and County	Not required	Not required
City Commission 2 nd Reading	8/19/14	N. US 1 Interlocal Service Boundary Agreement between City and County	News-Journal Ad	8/9/14
Planning Board	10/9/14	Text and Future Land Use Amendment (N. US 1 ISBA)	News-Journal Ad	9/29/14
Planning Board	10/9/14	Text and Future Land Use Amendment (N. US 1 ISBA)	Individual property owners- Regular Mail	9/24/14
Planning Board	11/13/14	Future Land Use Map Amendment (N. US 1 ISBA)	Individual property owners- Certified Mail	10/29/14
Planning Board	11/13/14	Future Land Use Map Amendment (N. US 1 ISBA)	News-Journal Ad	11/3/14
City Commission 1 st Reading	12/2/14	Text Amendments to Comprehensive Plan N. US 1 ISBA	News-Journal Ad	11/21/14
City Commission 1 st Reading	1/6/15	Future Land Use Map Amendment (N. US 1 ISBA)	Individual Property Owners- Regular Mail (notification for both meeting dates: 1/6 & 1/20)	12/5/14
City Commission 1 st Reading	1/6/15	Future Land Use Map Amendment (N. US 1 ISBA)	News-Journal Ad	12/26/14
City Commission 2 nd Reading	1/20/15	Future Land Use Map Amendment (N. US 1 ISBA)	News-Journal Ad	1/10/14
City Commission 2 nd Reading	1/20/15	Text Amendments to Comprehensive Plan for the N. US 1 ISBA	News-Journal Ad	1/10/14
City Commission 2 nd Reading	1/20/15	Future Land Use Amendment (N. US 1 ISBA)	Individual Property Owners- Regular Mail	12/5/2014
Planning Board	2/12/15	Zoning Map Amendments	News-Journal Ad	1/31/15
Planning Board	2/12/15	Zoning Map Amendments for N. US 1 ISBA MSA	Individual Property Owners- Regular Mail	1/28/15

Planning Board	2/12/15	Planned Business Development Zoning Map Amendments	Physical signs posted at four locations. One at Pine Tree Rd. and N. US 1 Highway.	1/29/15
City Commission 1 st Reading	3/17/15	Zoning Map Amendments for N. US 1 ISBA MSA	Individual Property Owners-Regular Mail (notification was for both meetings 3/17 & 4/7)	3/6/15
City Commission 1 st Reading	3/17/15	Zoning Map Amendments for N. US 1 ISBA MSA	News-Journal Ad	3/7/15
City Commission 2 nd Reading	4/7/15	Zoning Map Amendments for N. US 1 ISBA MSA	Individual Property Owners-Regular Mail (notification was for both meetings 3/17 & 4/7)	3/6/15
City Commission 2 nd Reading	4/7/15	Zoning Map Amendments for N. US 1 ISBA MSA	News-Journal Ad	3/28/15
N/A	3/24/2015	Land Development Code Amendment for Itinerant Activity in N US 1 ISBA	Neighborhood Meeting Notice Letters to Volusia County Itinerant Merchant Hosts	3/10/15
Planning Board	5/14/15	Land Development Code Amendment for Itinerant Activity in N US 1 ISBA	News-Journal Ad	5/2/15
City Commission 1 st Reading	6/2/15	Land Development Code Amendment for Itinerant Activity in N US 1 ISBA	News-Journal Ad	5/23/15
City Commission 2 nd Reading	6/23/15	Land Development Code Amendment for Itinerant Activity in N US 1 ISBA	News-Journal Ad	6/13/15

All mail correspondence for the property located at 100 Limewood Place was sent to: Village of Pine Run Utility Company, 100 Limewood Place, Ormond Beach, FL 32174. The certified mail receipt for the City of Ormond Beach Comprehensive Plan Future Land Use Amendment notification was also provided and signed by the VPOR.

- The Department is into the 3rd day of electronic plan submittal. While minor issues with the software continue to appear, they are corrected as soon as they are noted with Avolve. The interface between Naviline and ProjectDox has not yet been completed which requires staff to use both systems in the review and approval process. IT, Avolve and HTE are working on this post haste.
- The Planning Board conducted a public hearing for a small scale land use plan amendment and rezoning for 10 Magnolia Avenue. The proposal is to amend the land use and zoning from Low Density Residential (LDR) to Residential, Office, Retail (ROR) and R3 (Single-Family Medium Density) to B1 (Professional Office-Hospital) respectively. The proposed use is a multi-tenant office/commercial use.

Building Inspections, Permitting & Licensing

- 302 inspections performed.
- 11 business tax receipts issued.
- 113 permits issued with a valuation of \$1,016,364.00

NOTE: Private Provider inspection services conducted 58 inspections of the 302 inspections performed.

Development Services

- There were no significant SPRC activities reported this week.

Economic Development/Airport

Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holdings to discuss options for facilitating the development of the Commerce Park. Follow up planning sessions will be scheduled over the next several months.

Airport Business Park

- Staff has prepared a Growth Assistance Program Agreement for the 5-year reimbursement of property taxes projected to be paid by Concentrated Aloe as part of the construction of a 40,000 square foot manufacturing facility on Lot 2 at the Airport Business Park. The Agreement was approved at the September 9 City Commission meeting. The City's Site Plan Review Committee has received the final site plan for the construction of the building, provide their comments, and the applicant is preparing plan revisions. A closing on the property is expected in October.

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

- Staff has been working on the State of the City Address video presentation that includes the annual accomplishments of the economic development program.

Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm interested in relocating their entire operation to an available property at the Airport Business Park. The firm met with staff to discuss several available properties in Ormond Beach and possible economic development incentives associated with the relocation of the manufacturing operation to the City. The company is negotiating a purchase offer for one of the Business Park properties.
- Staff met with SKYO Industries to discuss their relocation schedule from New York to Ormond Beach. Manufacturing machinery is beginning to be shipped to 2 Sunshine Blvd. and operations will ramp up over the next several months. Staff accompanied SKYO marketing VP and a SKYO parts supplier to the VMA annual Showcase at Embry Riddle University.

Airport Operation and Development

- The Airport Master Plan Update draft report will be revised to incorporate direction received from the Commission at the October 6th workshop, and will be presented to the Commission for approval at the November 3rd meeting.
- Staff recently discovered that a portion of the airport perimeter security fence accessible from the Airport Business Park was vandalized, causing a breach in the perimeter. The breach has been secured, pending permanent repairs.
- The airport's Automated Weather Observing System (AWOS) is due for inspection. Staff is working with the FAA's Technician of Record for the AWOS to schedule and complete the inspection.
- Staff received documentation this week from the FDOT, confirming a request to extend the expiration date of the Joint Participation Agreement between the City and FDOT for the air traffic control tower systems upgrade project. The extension is needed in order to provide for installation of the new auxiliary power generator for the tower.
- Staff worked with the City's airport consultants from HTA and AVCON to review comments from the FAA about the proposed installation of ten new light poles in the Airport Sports Complex. Six of the proposed light poles will require further FAA study, and may require alterations to the installation as currently proposed.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Begin audit preparation.
 - Finalize year-end closing processes.
- Completed Projects - Weekly
 - Processed 51 Journal Entry Batches (#5604 – 5643) (3-329).
 - Approved 56 Purchase Requisitions totaling \$3,730,017.28.
 - Issued 17 Purchase Orders totaling \$1,824,378.60.
 - Processed 4,816 cash receipts totaling \$549,410.09.
 - Prepared 120 Accounts Payable checks totaling \$261,425.46 and 43 Accounts Payable EFT payments totaling \$352,706.57.
 - Processed 1,370 utility bill payments through ACH totaling \$68,028.79.
 - Processed and issued 6,149 utility bills with billed consumption of water of 29,388K.
 - Issued 441 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager (10/9)
 - Rockefeller Revisited (10/24)
 - Positive Rabies Result (County)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended meetings for State of the City event.
 - Attended weekly staff meeting.
 - Completed Employee Newsletter for October.
 - NIAB packet completion for October 15th meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 3
- Hazardous: 5
- EMS: 83
- Motor Vehicle Accidents: 7
- Public Assists: 37
- TOTAL CALLS: 137

- Aid provided to other agencies: 17 Calls: Daytona Beach (8), Volusia County (9)
- Total staff hours provided to other agencies: 27
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 8

- Total EMS patients treated: 63

Training Hours

- NFPA 1001: Firefighting 57
 - NFPA 1021: Officer 10
 - NFPA 1500: Safety/Equipment 33
 - NFPA 1620: 15
 - EMT/Paramedic 5
- TOTAL TRAINING HOURS: 120

Station Activities

- Updated 29 pre-fire plans
- Conducted 77 fire hydrant inspections
- Provided training for newly hired firefighter. Training consisted of technical rescue, ground and aerial procedures, safety and survival, water supply, attack lines, ventilation, equipment and city geography.
- Conducted fire extinguisher training to 40 employees of Command Medical.
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Osceola Elementary	90
Grace Academy	42

Significant Incidents

- 9/28/15, 9:47 PM: Sandpiper Ridge Dr. – Structure Fire – Provided assistance to Volusia County – upon arrival found single family home with visible flames showing – resident was out of home – area of ignition found in garage by air conditioning unit with fire extension into attic – crews cleared scene at 11:02 PM.
- 9/30/15, 2:45 PM: N. Nova Rd. / N. US-1 – Motor Vehicle Accident – Upon arrival found single vehicle in ditch – vehicle was submerged in water up to bottom of door – firefighters broke back window to gain access – one occupant removed – a firefighter paramedic assisted EVAC during transport.
- 9/30/15, 3:19 PM: 250 N. US-1 – Motor Vehicle Accident – Responded to a two vehicle T-bone accident with rollover – one patient extricated and transported as a trauma alert – two firefighters assisted EVAC during transport.

Human Resources

Staffing Update

Requisitions

- Information Systems Specialist (IT)

Approved/Active Recruitment

- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works) was re-advertised 9-24-15 on the City web site and internally and will remain open until filled.
- Police Officer (Police) was advertised 10-5-15 on the City web site, on National Testing Network, and internally and will remain open until filled.
- Treatment Plant Operator C, B, or A (Wastewater) was advertised 10-5-15 on the City web site and internally and will remain open until filled.
- Part Time Treatment Plant Operator (Wastewater) was advertised 10-5-15 on the City web site and internally and will remain open until filled.
- PT Maintenance Worker II (Leisure Services) was advertised 10-5-15 on the City web site and internally and will remain open until filled.
- PT Community Events Technician (Leisure Services) was advertised 8-4-15 on the City web site and internally and will remain open until filled.
- Part Time Center Leader at the Senior Center (Leisure Services) was advertised 5-7-15 on the City web site and will remain open until filled.

Interviews Scheduled

- Building Inspector (Planning)

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

- Police Officer (Police Department)
- Maintenance Worker II – Wastewater (Public Works)

City Events/Employee Relations Update

- Employee Appreciation Day will be held on 10-21-15
- Nationwide representative will be here on 11-19-15 to meet with employees.

Risk Management Projects

- Attend Leadership 2016 planning meeting.
- Attend Wellness Council General Board meeting.

Information Technology (IT)

• Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
 - Finance – Interactive Voice Response System – Contract approved by City Commission.
 - Community Development – Electronic Plan Review – Working with various vendors to finalize the external interface details and enhancing data flows.

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 18 New work - 42 completed - 30 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,531	Inbound E-Mails Blocked	13,497
Delivered Inbound E-Mails	13,787	Quarantined Messages	247
Percentage Good Email	45.2%	Virus E-Mails Blocked	654

• Notable Events:

- None.

• Geographical Information Systems (GIS)

- Addressing Additions: 9 Changes: 11 Corrections: 0
- Map/Information Requests: 11
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 65
- Reclaim Connections Located this week: 0: Total in system = 65
- Meters GPS Located this week: 0: Total in system = 23,071; 22,405 potable, 655 Irrigation, 11 Effluent
- Notable Events: None.

Leisure Services

• Administration

- Supervisory Staff Meeting
- Public Works Meeting

- City Manager's Staff Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Environmental Discovery Center Meeting
- City Commission Meeting
- Meeting at Speedway with Tallahassee Museum of FL History

- 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 OBGS 13's, 14's and 15's continued practice this week on Monday through Thursday night at 6pm at the Sports Complex on the Wendelstedt Fields.
 - Coed softball games continued this week Monday through Wednesday nights at 6:20 pm at the Sports Complex on Field 7.
 - Pride Football practices continued this week Monday through Thursday at the Sports Complex on Multi-Purpose Fields 11 and 12.
 - OBSC's competitive soccer continued their fall training this week Monday through Friday on Soccer Fields 1, 4, 9, and 10 at the Sports Complex. Recreational soccer practices also continued this week, with games on Saturday.
 - Lady Renegades are currently practicing at the Softball Quad at the Sports Complex Monday through Thursday at 6pm. They hosted another home tournament this past weekend.
 - The City's Flag Football Program continued games this week Monday through Thursday evening on Softball Quad #3 and the Kiwanis Field starting at 5:30 pm.
 - Pop Warner Football had their third home games of the season on Saturday at the Sports Complex on Championship Field #7.
 - OBYSBA Baseball and Softball continued their practices and continued their fall games this week at both the Sports Complex as well as the Nova Community Park fields. Games will run through the end of October/beginning of November.
 - Halifax Academy will play their second home game of the season on Friday night at 7 pm at the Sports Complex on Championship Field #7. They were rained out last Friday.
 - Daytona Jaguars cancelled their home game at Multi-Purpose Field #11 on Saturday at the Sports Complex due to opposing team not able to play. This is a rental.
 - NSA Softball is hosting a Youth Girls' Competitive Tournament this weekend at the Sports Complex on the Softball Quad on Saturday and Sunday.
 - River Bend Soccer starts practices this week at the Sports Complex on Soccer #6, on Thursday and Friday at 6pm.
 - The SHS Girls' Soccer Program has tryouts this week Monday through Wednesday on Soccer #6 at the Sports Complex.

- Athletic Fields Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks daily of debris/trash from the events during the week
 - Blew out dugouts and common areas
 - Painted all soccer fields at Sports Complex for Opening Day soccer games
 - Painted soccer fields at South Ormond for YMCA
 - Painted Championship Field #7 and installed carpets for Pop Warner football games
 - Repainted overflow parking area by Soccer #9 for parking lot

- Filled armadillo holes at Quad and Coed fence lines
- Measured out wood at backstop on Quad #4 to be replaced
- Added sand bags to all soccer goals
- Put new ties on soccer goals where needed
- Added clay to infields where needed

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held o Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held regular classes.
 - Tuesday: Kopy Kats and CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: Kopy Kats held regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.

 - The Performing Arts Center is preparing to host the following events:
 - John Denver Tribute, Friday, 10/9 7:30pm
 - Ormond Church, Sunday 8:30am to 12:30pm

- South Ormond Neighborhood Center
 - Splash Pad open 10am to dusk
 - Open park and playground sunrise to 11pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
 - Pavilion rental Saturday
 - PAL tutoring started this week anesthesia

- Community Events
 - Weekly administrative tasks, office work, and activities and follow up of tasks for upcoming scheduled events in October, November, and December
 - Assisting in the planning of 2015 Senior Games tasks
 - Tasks, assignments and meetings for the "State of the City" Luncheon
 - Preliminary planning for the Employee Appreciation Day Luncheon, food and infrastructure
 - Preliminary planning activities for the following upcoming events: Veterans Day, Holiday Concert, Santa on the Go, Letters to Santa, Santa Calling, Home for the Holidays Parade, Breakfast with Santa
 - Attended EDC meeting
 - Attending Walk with the Manager
 - Attended meeting for band music for holiday concert

- Gymnastics
 - Classes are going well and growing
 - October session in progress
 - Registration is open for the October/November session
 - Trial classes are being offered to attract potential students

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.

- Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes throughout the week.
- Challenger Soccer met on Tuesday from 5:00pm-6:00pm.
- Explore the Arts will be held on Wednesday in the Activity Room.
- Coed Volleyball continues its fall season and will meet at various days throughout the season.

- The Casements
 - A baby shower was held at Bailey Riverbridge on Saturday from 3:00 p.m. to 7:00 p.m.
 - A photo shoot took place at Ormond Memorial Gardens on Saturday from 4:00 p.m. to 6:00 p.m.
 - Wall Ministries met at Bailey Riverbridge on Sunday from 11:00 a.m. to noon.
 - Pilates classes met Monday through Friday at The Casements.
 - Yoga met on Tuesday morning at The Casements.
 - Guild tours were given at The Casements from 10:00 a.m. to 4:00 p.m. on the hour Monday through Friday. Saturday tours were held from 10:00 a.m. to noon.
 - The Ormond Beach Garden Club held a meeting at The Casements from 9:00 a.m. to noon.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - The Gaslight Parade and Antique Car Show committees met on Thursday at The Casements to plan for their events.
 - Community Events and The Casements staff met on Friday to plan for Holidays at The Casements.
 - Staff set up on Friday for the Sunrise Service Girl Scout troop's Tea on Saturday.

- Parks Maintenance:
 - Removed graffiti from signs and rock wall at Birthplace of Speed Park
 - Installed new bike rack behind Bailey Riverbridge on walkway going under the Granada Bridge
 - Installed new airplane playground fixture at Limitless Playground at Sports Complex
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Posting of park reservations at pavilions

- Building Maintenance:
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Weekly inspection of DOT and facility lighting at various City locations
 - Weekly lighting inspection of Airfield runways, taxiways and signage
 - Preventative maintenance on 14 electronic gates Citywide
 - Clean A/C unit in Building Maintenance foreman's office at Public Works
 - Installed new loop detectors on Fleet Gate
 - Cleared condensate line on A/C drain at Bailey Riverbridge building
 - Repaired men's room toilet at SONC
 - Installed pink ribbons on City buildings for Breast Cancer Awareness Month
 - Checked splash pad VFD breaker at Andy Romano Beachfront Park
 - Checked Sally Port fingerprint scanner at the Police Department
 - Repaired airport entrance sign
 - Replaced photo eye for airport lights
 - Replaced soffit LED light at Central Park I
 - Replaced flagpole light at City Hall
 - Repaired bay light in Streets Division
 - Installed playground fixture at Sports Complex

- Secured old nursery gate at the airport
- Met contractor at Riviera fountain
- Install a new lock on outside electric panel at Bailey Riverbridge
- Check exhaust fan for possible replacement at Andy Romano Beachfront Park
- Added pink dye to the fountain at City Hall for Breast Cancer Awareness Month
- Repaired soccer field lights at Sports Complex
- Installed new splash pad filter pump VFD at Andy Romano

Police Department

Administrative Services

- Staff attended a purchasing procedures workshop with Finance personnel.
- Staff attended VCSO Communications (dispatch) Users Group meeting.
- Preparation and planning for upcoming Biketoberfest event.

Community Outreach

- Nine members of the Youth Directors Council met on Monday to review upcoming community service projects. Two youths will be participating in the Youth Conference Committee meeting/training in October.
- Tutors R Us began Monday, October 5th at the South Ormond Neighborhood Center. Tutors Nitosha Bell and Janice Medlock will work one-on-one with students in elementary and middle school. Tutoring is offered Monday through Thursday from 3:00 PM – 6:00 PM.
- Science on Patrol at Ormond Beach Middle School began Tuesday, October 6th for students in grades 6, 7, and 8. The 10 week program is offered on Tuesdays and Thursdays from 3:45 pm to 5:30 pm.
- Conducted Crime Prevention presentation at The Trails club house reference series of Car Burglaries.
- Conducted Internet Safety presentation for parents at Pathways Elementary.
- DARE classes taught at Pine Trail Elementary, Pathways Elementary, Ormond Beach Elementary and Tomoka Elementary.
- “Soda Pop with a Cop” event at Chick-Fil- A, with a total of 275 participants not including officers. (105 Kids meals, 170 Adult sodas provided through the program).
- Conducted Class # 3 (Criminal Investigations) for the Citizen Police Academy.

Community Services & Animal Control

- Animal Calls: 45
- Animal Bites: 2
- Animal Reports: 6
- Animals to Halifax Humane: 1(Cat)
- Injured Wildlife: 1
- Pet Shot Clinic at Ormond Beach Police Dept., 10-11-2015 from 5 to 6 p.m.
- C.S.O. Newman is completing his Animal Control Certification Course.

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 17
- Inactive: 22
- Fraud: 8
- Burglary Residential: 1
- Larceny Car break: 5
- Grand Theft: 2
- Missing Persons: 1
- Recovered Missing Persons: 3

- Sex Offense/Rape: 1
- Assaults: 2
- Police Information: 1
- Death Undetermined: 1
- Vandalism: 1

Records

- Walk - Ins / Window 104
- Phone Calls 116
- Arrest / NTA'S 26
- Citations Issued 88
- Citations Entered 405
- Reports Generated 130
- Reports Entered 110
- Mail / Faxes / Request 31

Patrol

- Total Calls 1,600
- Total Traffic Stops 200

Operations

Crime Opportunity Report Forms Issued: 234

- 9/30/15
 - Warrant, 1546 West Granada Boulevard (Sunoco). Suspect was contacted in the Sunoco parking lot. A check revealed he was wanted on an outstanding warrant for possession of cannabis under 20 grams. The suspect was arrested and transported to the branch jail without incident.
- 10/1/15
 - Trespassing Arrest/NTA, Birth Place of Speed Park, 21 Ocean Shore Blvd Boulevard. Adult male transient was warned about smoking and being in the park after hours and was issued a trespass warning. Several hours later he returned to the park (while it was still closed) and was arrested for trespassing after warning, issued a Notice to Appear and released from the scene.
 - Grand Theft. McDonalds 100 South Nova Road. The manager reported an employee had been stealing money from the cash register over time and that approximately \$1,000 was taken. The suspect was arrested for grand theft following an investigation and transported to the branch jail.
- 10/2/15
 - Carbreak, 440 North Nova Road (Nova Community Center). The victim's car window was broken out and credit cards stolen.
 - Burglary In-Progress, 634 Tomoka Avenue. Elderly victim was sleeping in his living room when he was awakened by a noise. The victim reported he observed a white male standing in his kitchen. The male subject then fled the residence through the rear door. The victim advised that the keys to his GMC truck were missing from the kitchen table. Nothing else was noted missing.
 - DUI Arrest, 490 South Atlantic Avenue. Officer stopped a vehicle for unlawful speed and conducted a DUI investigation when the driver showed signs of impairment. The driver failed field sobriety tests and was subsequently arrested for DUI and transported to the branch jail.
- 10/3/15
 - Suspicious Vehicle/Narcotics (Arrest), 1000 block of John Anderson Drive. Received a call reference to a suspicious vehicle in the area. Upon officer's arrival in the area an unoccupied vehicle was located in the travel lane that appeared to have been involved in a recent crash. An area search was completed and a male subject was located nearby who denied being the driver of the vehicle found in the roadway but could not explain why he was in the area.

Further investigation revealed the subject was in possession of marijuana and on felony probation. The suspect was arrested for possession of marijuana under 20 grams and violation of his probation and transported to the branch jail.

- Battery/Dating Violence - 8 Setting Sun Trail. Victim came to the police department and advised that her ex-boyfriend punched her earlier that morning during an argument. The victim had injuries consistent with the allegations she was making. The suspect was found and contacted at his parent's residence and was taken into custody without incident and transported to the branch jail.
- Stolen Vehicle, 148 North Yonge Street. Victim had reported the previous day that he had loaned his vehicle to a known individual but they had failed to return the vehicle at the agreed upon time. The victim originally advised he would wait until his vehicle was returned to decide what he wanted to do. Victim called back and advised that his vehicle was never returned and now wanted it entered as stolen and charges filed. The victim's vehicle information was entered into NCIC/FCIC as stolen and a complaint affidavit completed against the suspect for auto theft.
- Narcotics Arrest, Nova Road/Hand Avenue. Officers made a routine traffic stop with a vehicle for an observed equipment violation. Upon making contact with the occupants, officers noted an odor associated with marijuana present. Subsequent investigation and search of the vehicle revealed the passenger was in possession of marijuana, a scale, and various small containers with residue commonly used for sale and distribution. The passenger was arrested and charged with possession of cannabis with intent to distribute and possession of drug paraphernalia and transported to the branch jail.
- 10/4/15
 - Battery/Dating Violence (Arrest), 205 South Atlantic Avenue (Best Western). Officers were dispatched to this location reference to a report of a female being thrown out of a vehicle. Upon arrival contact was made with the victim who advised she was pushed out of her boyfriend's vehicle during an argument. The victim had injuries consistent with the allegations. An independent eyewitness came forward and stated they had observed the incident and confirmed the victim's account of what had taken place. The suspect was located at the Mobil station at South Yonge Street and West Granada Boulevard. He was arrested and charged with dating violence and transported to the branch jail.
 - Panhandling/City Ordinance (Arrest), West Granada Boulevard and Williamson Boulevard. Officers were dispatched to this location regarding a report of several panhandlers obstructing traffic in the area. Upon officers arrival in the area the suspect was located panhandling in the roadway at this intersection. The suspect was intoxicated and was interfering with/disrupting the normal flow of traffic. The suspect was arrested and transported to the branch jail.
 - Traffic Stop/Narcotics (Arrest), 890 South Atlantic Avenue (Black Sheep Restaurant). The driver of a vehicle was stopped for a routine traffic violation. Upon making contact with the vehicle's occupants the officer noted a smell/scent associated with narcotics coming from the vehicle. A subsequent search of the vehicle revealed items of drug paraphernalia and prescription pills. The driver was arrested for possession of a controlled substance without a prescription and transported to the branch jail.
 - Carbreak, 440 North Nova Road. An unknown suspect broke out the driver's side window of a black Chevy Cruz. A purse, Nintendo game and other items were stolen.
 - Carbreak, 440 North Nova Road. An unknown suspect broke out the driver's side window of a 2013 Ford Focus and stole a wallet.
 - Carbreak, 440 North Nova Road, An unknown subject broke out the driver's side window of a 2005 Chevrolet van and stole a purse.
 - Narcotics Arrest (x3), West Granada Boulevard / North Nova Road. Officers spotted a vehicle that had fled from a traffic stop attempt on a previous date. The officer identified/knew the driver to have an active warrant for violation of drug probation and a suspended driver's license. The vehicle stopped when the officer initiated a traffic stop this date. The warrant and suspended driver license status were confirmed and the driver was arrested. Following the

driver's arrest K-9 Kane alerted to the vehicle for the presence of narcotics and a search was conducted. The search and investigation led to the additional arrests of a passenger in the vehicle for possession of methamphetamine and drug paraphernalia; and another passenger and vehicle owner for permitting an unauthorized driver to operate her vehicle.

- DUI Arrest, US 1 / North Nova Road. Officers received a report of an intoxicated driver that had just left the RaceTrac Gas Station on US1 traveling southbound. A responding officer encountered the suspect vehicle as it forced her off of the roadway travelling southbound in the northbound traffic lanes. The officer was able to turn around and make a traffic stop with the vehicle. A field sobriety investigation was initiated but the driver refused all field sobriety exercises. He was subsequently arrested for DUI and transported to the branch jail.
- 10/5/15
 - Car break, 1 Broadwater Drive, The victim was working as a landscaper in the area. He believes someone removed a chain saw from the bed of his open truck while he was away from his truck working.
 - Driving under the influence arrest, East Granada Boulevard and Halifax Drive. Driver was involved in a minor vehicle crash. During the crash investigation it appeared that the driver was impaired and a subsequent field sobriety investigation was conducted which indicated the driver was impaired. The driver was arrested for DUI and transported to the branch jail.
- 10/6/15
 - Retail theft/Drug Arrest, Wal-Mart 1521 West Granada Boulevard. Adult female hid \$73 worth of merchandise on her person and attempted to leave the store without paying for same. The suspect was taken into custody by store loss prevention personnel. When officers arrived the suspect was arrested and a custodial search was conducted which revealed non prescribed pills and paraphernalia. The suspect was charged with retail theft and possession of a controlled substance without a prescription and drug paraphernalia and transported to the branch jail.
 - Carbreak, 28 Queen Ann Court. At 11:34 pm the victim called to report that a black male had just entered his vehicle and witnessed him walk away. He stated that the male then entered a black 4 door car and drove over to King Edward Drive where the car stopped and four black males exited leaving the car running and doors open and started walking into driveways. The victim waited 15 minutes to call police and report the incident. The suspect vehicle and occupants were gone upon officers arrival in the area.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 23
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 35
 - Number of Written Warnings Issued: 5
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Fatal Injuries: 1
 - Crash Investigation General Information:
 - Fatal crash at United States Highway 1 and Rosewood Avenue. Northbound lanes of United States Highway 1 closed and traffic diverted onto Rosewood Avenue for approximately two hours; Investigator is Officer Goss.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- one 1: 8 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 2 Cases initiated

- Zone 4: 4 Cases initiated
- 32 signs have either been removed or sign cases created.
- 11 tree removal permit requests.

Administrative staff assisted with six (6) walk-ins and seventy-one (71) telephonic inquiries.

Public Works

- **Engineering**

- Project Summary**

- Construction Projects:**

- **Sports Complex Restroom Facility Construction** – Contractor has removed and reformed some areas of the new sidewalk to improve cross slope which, during surface finishing of the concrete, became slightly off.
 - **Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation** - Contractor resumed work to finish remaining lining of stormdrain on Northside Drive and begin sanitary sewer lining.
 - **2015 Roadway Resurfacing** - Reviewed As-Builts for Kent Drive grading improvements. Construction is complete and project is being closed out.
 - **Bermuda Estates Sidewalk** - Reviewed As-Builts. Construction is complete and project is being closed out.
 - **Ph II 2-Inch Watermain Replacement - Mainland** - The new main and previously existing dry line along Granada Blvd. from 1200 Granada Blvd to Mirror Lake Drive was flushed and chlorinated. Replacement service connections are being installed on the new mains for: Eagle Court, Creek Bend Way, Parkwood Drive, and Candlewood Circle. The Contractor is reinstalling a new watermain on Horseshoe Trail after several unsuccessful attempts were made to hold water pressure on the recently installed pipe and was unable to isolate the leak points. As-Builts are being prepared for clearance on Oak Avenue and Magnolia Avenue.
 - **Ph II 2-Inch Water Main Replacement – North Peninsula** – The contractor has taken samples for bacteriological testing on Ocean Aire Terrace, and is completing as-builts for this work. Work continues with the installation of services on Alamanda, Hibiscus, and Anchor Drive.
 - **Ph II 2-Inch Water Main Replacement – South Peninsula** – The contractor is working on the tie-in and pressure test of the new line on Tanglewood Circle as well as services on Wye Drive and Ormond Parkway. Next week work will continue on Wye Drive and begin on Lucky Drive.
 - **Environmental Discovery Center** – The contractor is currently working on site drainage, utilities (site and building) and pouring the finish slab.
 - **Nova Community Park Trail** – Contract award is scheduled for October 20th.
 - **North US1 Landscaping (Airport Road to I95)** – The bid award was approved at the September 9th City Commission meeting and the contractor is working to secure the required project bonding. Construction is scheduled to begin in November.

- Design Projects:**

- **City Hall Chiller Pump Replacement** – A work authorization was executed for mechanical engineering services to prepare bidding documents for the replacement of the pumps and controller for the City Hall Chiller system.
 - **West Ormond Community Center** – Met with consultant to discuss the scope of work. The consultant will be meeting with the School administration to discuss the project and then will submit a scope of work for staff's review.
 - **City Welcome Sign** – Staff is preparing final construction plans for the FDOT. A Community Aesthetic Feature (CAF) Agreement is scheduled for Commission approval at the October 20th meeting. The submittal package to FDOT will include structural and electrical engineering plans, 5 year accident data and a design variance for the sign in the median east of Williamson Boulevard.
 - **A1A Landscaping (Granada to Harvard)** – Staff is preparing the design plans for FDOT review and permit.

- OBSC Pavilion - Staff is seeking installation proposals.
- Downtown Stormwater – Final plans and specifications are scheduled for disposition for bidding at the October 20 City Commission meeting.
- Ormond Sports Complex Field 9/10 Lighting – A request has been made of FAA to further study the project and the impact of the proposed pole heights on the airport and air traffic.
- Water Treatment Plant Lime Silo Dust Arrestor – City staff met a final time with the consultant and their Structural Engineer for final revisions to the project design specifications.
- Water Treatment Plant Controls and Pump Upgrade – Additional information has been collected and transmitted to the consultant's electrical engineer.
- WWTP Sludge Thickener Improvements – Bids were received and are being reviewed. A recommendation to award is expected to go before the City Commission on November 2nd.
- Cassen Park Public Dock – The grant application to USFWS did not receive a high enough score from FFWC to be considered for funding. Another grant program is available in February which staff intends to apply for and will also apply to FIND in April. Staff is negotiating a scope of work proposal for the final design and permitting of the project.
- Woodridge Stormdrain Improvements - Staff is working with an engineering consultant to determine the feasibility of improving the stormwater drainage at the intersection of Woodridge Drive and North Beach Street, where two properties have been susceptible to flooding under heavy rainfall events. The drainage basin will be delineated and computer model simulation run for hydraulic analysis of existing conditions and proposed improvements.
- Forest Hill Connector Trail – Staff is working through FDOT coordination in order to initialize design of the project.
- FDOT Modifications to SR40 – I-95 Southbound On-Ramp – Staff has received preliminary plans from FDOT and provided initial comments specifically regarding utilities. FDOT has scheduled the Verification of Vertical and Horizontal (Vvh) utility locations for the upcoming week. A meeting to discuss the utility and coordination of utility modifications is scheduled for October 14 at City Hall.

Department Activities

Administration/Meetings/Customer Service/Other:

- Stormwater Modeling - Staff attended a consultant presentation of modeling stormwater flooding which makes it possible to see the flooding of large or small land areas and the spreading and receding of the floodwaters throughout the storm cycle.
- Completed topographic survey of the Lewis Street right-of-way for completion of the sidewalk connection.
- Completed topographic survey of Woodridge Drive to determine possible solutions for drainage issues.
- Completed elevation survey at Nova Ballfield #4 to determine low spots holding water.
- Completed Tree-in-the-Right-of-Way locate at 158 South Halifax Drive, per Neighborhood Improvement Division request.
- Added utilities and adjusted design of Shadow Crossings Force Main project.
- Added survey data and adjusted design for 391 Airport Road Water Service Permit.
- Began the drawing of Lewis Street for sidewalk connection for Downtown Landscaping project, based on collected field data.
- Created plan for sidewalk connection for Downtown Landscaping project.
- Met with FDOT to discuss moving palms on the North US1 Landscaping project.
- Revised drawings for North US1 Landscaping project.
- Started drawings for US1 Urbanization.
- Researched and completed the FDOT Safe-Sight-Triangle stake-out at the Old Tomoka Road/West Granada Blvd. intersection, per Neighborhood Improvement Division request.
- Updated the Sodium Tank Replacement project drawings, per comments.
- Researched and provided Airport Road As-Built drawings to Utilities Division, per request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Added asphalt to sides of basin on Timberlake Ln
- Asphalt portion of driveway at water tank on Leeway Trl
- Formed sidewalk, mixed & poured at Clubhouse entrance on Main Trl
- Poured 13' x 3' sidewalk on 1200 block of Vanderbilt Dr
- Formed & poured 14' x 4' sidewalk on 300 block of S Ridgewood Ave

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Trimmed low limbs on Fernery Trl, Hamlet Cir & Woodlands Blvd, Parkview Ln
- Removed Oak tree on 500 block of Hand Ave; Maple tree on Reynolds Ave & 200 block of Pine Cone Trl; 2 dead Oaks in Public Works parking lot

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT (Department of Transportation) roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches Citywide
- Cleaned up concrete spill at SR40 & Nova Rd
- Assisted Tree Crew with flagging on 500 block of Hand Ave
- Set up fence for Octoberfest on Nova Rd – Hand Ave to Division Ave

- Sign Shop

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

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Re-installed 2 Handicapped signs at Nova Rec
- Washed and cleaned signs citywide

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets – inspected and cleaned Citywide
- Basin hot spots -- inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Pond Maintenance/gates & pumps – Waterplant
- Pipe repair/gates & pumps – Fernway Trl & Forest Hills Blvd
- Installed carp gate on Bennett Ln

- Vactor

- Maintenance – Citywide
- Northbrook Dr

Mowing

- Reachout Mower – Railroad St, Tomoka Ave, Bennett Ln, Division Ave, Hand Ave; FDOT ponds
- Bush Hog – SR40

Street Sweeping/Streetsweeper

- 0 miles of road cleaned (0 days – Streetsweeper is down)
- 0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
27,206

PM Services completed for the week:

Emergency—Vehicles and Equipment
12

Non-Emergency Vehicles and Equipment
22

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 13,082 gallons of unleaded and 4,306 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,176 gallons of unleaded and 870 gallons of diesel.
- Fleet completed 56 work orders this week.

- Utilities

Projects Summary

- Division Avenue Well Field Raw Water Piping – Certification of Construction Completion and Clearance Request forms for the raw water, potable water and force main were received, signed and returned to the consultant for submittal to FDEP and FDOH.
- FDOT SR40 and I-95 Intersection – FDOT will obtain field information on existing utilities prior to the FDOT Meeting scheduled in early October.
- Hunters Ridge Low Pressure FM Upgrade – Utility location information was added to the plans. Received revised plans for review.
- Lift Station 8M1 – The City Commission approved advertising the project for bid at the October 6th City Commission meeting. Prepared legal advertisement for bidding to be advertised on October 11th. Awaiting Legal Department recommendation for resolving easement discrepancies.
- Oak Drive Water Main Replacement – Water distribution crew is scheduling work and material needs.
- 391 Airport Road – Field verification of phone and cable locations is needed to continue with the design.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #1 was removed by TAW/ Pentair to install a replacement impeller. A purchase order was issued for trouble shooting and re-programming influent pump motors 1 & 2 variable frequency drives for assisting automatic pump operations.
- Rima Wells Auxiliary Power Generator – A meeting was held on October 5, 2015 with the design engineer to review bid plans. Revised plans and specifications are being prepared to incorporate the meeting comments.
- Saddler's Run Lift Station Rehabilitation – Awaiting receipt of pumping equipment. Pump control panel was received.
- Sanitary Sewer Pipeline Repair – Ric-Man Construction (Contractor) is presently performing storm sewer rehabilitation. Sanitary sewer system lining activity will commence afterwards.
- Sodium Hypochlorite Storage Tank Replacement – A disposition memo was presented at the October 6, 2015 City Commission meeting to obtain approval to advertise the project for bids.

- Storage Tank Repairs and Maintenance – A meeting is scheduled with a consultant this week to discuss the requirements for a design proposal to prepare plans and specifications for elevated tank repair and coating.
- Wastewater Sludge Thickener Upgrades (CIP) – Bids are being evaluated.
- Water Plant Aerator Housing Rehabilitation (CIP) – Sixty percent plans and specifications were received from the consultant for review.
- Staff collaborating with Fire Department regarding responses to ISO Survey information request related to the water distribution and storage system capabilities.
- SPRC: Kingston Shores –The condo association proposes to install the water main on top of the electrical conduit instead of obtaining an easement from the state to relocate the line. Plans proposing this alteration were submitted for review. North Nova Retail – Obtained background information for water pipe relocation on Old Kings Road. N. Peninsula (A1A) Force Main – Resolution 2015-192 approved the inter-local agreement between Volusia Co. and City for terms related to acceptance of operation and maintenance responsibility and for transfer of the project improvements nearing completion.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 36.497 million gallons for the week ending Oct. 7, 2015 (5.214 MGD)
 - Backwashed 13 filters for a total of 613,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had three (3) Precautionary Boil Water notices this week.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 31.23 Million Gallons.
 - Produced 22.17 Million Gallons of Reuse.
 - Produced 9.06 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.46 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 135.63 (14%-18% Solids).
- Water Distribution
 - Performed scheduled accuracy testing on 1 each - 4" commercial meter.
 - Replaced or repaired 9 water meter boxes.
 - Responded to or repaired 12 water service leaks.
 - Replaced 6 water services due to aged piping.
 - Responded to 21 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 1 and repaired 1 city owned backflow prevention devices serving facilities.
 - Continued maintenance of fire hydrants within the city limits, 2 fire hydrants maintained.
 - Continued fire hydrant replacement program in Northbrook Drive area.
 - Performed valve maintenance on mainland valves in Northbrook and scheduled shutdown or water main break areas. Performed repair on 6 inch Sch 80 PVC at LPRO system at WTP.
 - Built and replaced meter box lid at 1051 Oceanshore Blvd.
 - Performed flushing activities in Northbrook, Tymber Crossings and Saddler's Run, Sawtooth and Misener's Branch.
 - Rescinded open boil water notices associated with the ongoing fire hydrant replacement project.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 117 regular utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.

- Televised 3, cleaned 2 and root controlled 1 sewer lateral(s).
- Disconnected 4" sewer lateral at 735 Garden Lane.
- Reviewed WWTP master lift station valve operations with foremen to illustrate sewer force main valve by-pass configuration.
- Raised clean out at 7 Waterfront Ct.
- Replaced broken reuse valve lid at N. Nova Rd & Tomoka Oaks Blvd.
- Rehab three pep tanks at 52 Creek Bluff Way, 72 Coquina Ridge Way and 2 Highwood Ridge.
- Installed 24" riser at 55 Saddlers Run Cir.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 0 psi, Ormond Mall @ 5 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 27/10 psi. Foxhunters Flat (2 inch) 24/10 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Clarifier #2, clean oil from catwalk, monitoring for possible cause.
 - McDonalds, Harley Davidson, perform daily inspection and cleaning until presence of petroleum is gone.
 - 4M1, replace RTU batteries.
 - Centrifuge #1, installed UPS outlet in control cabinet.
 - Carrousel #1, installed new NOX meter.
 - Influent Room – deragged pumps as per direction.
 - WIN911 monitor/response: 10M - phase loss, power restored upon arrival, performed operational inspection, ok; Wal-Mart – high level, pull pump #2 to clear blockage at volute, ok.
 - SCADA monitor/response: Saddler Run – high starts, clean probe; HOMAC – pump #2 stuck on, found bad controller, replaced with repaired inventory, ok; 8P – uneven starts, pull pump #2 to clear blockage at volute, replace 3 guide rails with new inventory.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2; Effluent Transfer Pumps #1, #2, #3.
 - Monthly PM's: Influent Odor Control Unit.
 - Semiannual PM's: Centrifuge #1, 2.
 - Lift Station PM's: 37 monthly and 2 annual performed.
 - Plant wide oil & grease route.
 - 71 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System
 - Ammonia storage - fabricated and installed new manifold, ran new feed lines underground.
 - Well 37R, installed new Bermad valve and performed start up with Fluid Controls technician.
 - Granada Booster Station, warranty work on pump coupling complete, installed and started up pump #2, Fluid Controls performed start up of Bermad valve.
 - South Lime Sludge pit, repair wash down hose.
 - Centrifuge #1, install UPS outlet in control cabinet.
 - Well PM's: 30.
 - Monthly PM's: Reuse High Service pumps station, Centrifuge 2, Disflo pumps.
 - Repaired hose on south pit.

- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Local Limits Evaluation – Samples were collected at strategic lift stations within the sewer collection system to evaluate the primary pollutants of concern. Staff is evaluating results to develop a plan of study for the limits.
 - Annual Reuse Report - Staff began compiling data necessary to complete the Annual Reuse Report to be submitted to the FDEP for the 2014-15 fiscal year. The report provides the State with the operation of the City's Reuse system including capacity and quantity distributed.

- Industrial Pretreatment Program – Staff is responding to the permit holder who is performing significant upgrades to their IPP system. The facility is submitting a new permit application to address the changes. The Utility will respond with a modified permit.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Reuse Service Area Dual Check Valve Installation – The contractor has discovered more valves are needed to complete the project. The project is scheduled to resume on November 9th in conjunction with the City's meter installation project. The same contractor is performing both projects.
 - Cross Connection Control Program – Staff is daily assisting commercial potable water customers with their questions and concerns relating to the compliance of their private backflow prevention devices.
 - SJRWMD Consumptive Use Permit (CUP) – Photographs were taken of the vegetation surrounding the Wetlands Monitoring Wells in Rima Ridge as required in CUP. The photographs are a portion of the Wetland Monitoring Report.
 - WTP Sanitary Survey – Staff is preparing the response to the Volusia County Health Department regarding the Sanitary Survey the department conducted of the City's entire potable water system. The response is to address the recommendations given by the department.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for October 6, 2015, City Commission Workshop - Airport Master Plan Update and City Commission Meeting
- Agenda packet preparation and creation for October 15, 2015, Neighborhood Improvement Advisory Board

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.