

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 23, 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:

- General discussions with HR Director, City Attorney, Utilities Manager, Economic Development Director, Planning Director, and Police Chief
- Staff meeting with senior staff
- Health benefits discussion with Assistant City Manager, HR Director and Finance Director
- Riverside church parking with Assistant City Manager, City Attorney, Planning Director and City Engineer

Spoke to, attended and/or met with:

- General discussion with Commissioner Partington
- As requested, agenda review with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- MainStreet 20th anniversary celebration
- City Commission meeting
- Employee Appreciation Luncheon
- Webinar on ICMA Collective Bargaining
- CFOB annual dinner
- Phone conversation with citizen regarding speeding on Riverside Drive
- Phone conversation with citizen various concerns on Bosarvey Drive
- Senior Games kickoff
- Meet and Greet for new United Way President Dennis Burns

Community Development

Planning

- The Department held a neighborhood meeting at the Chelsea Place Amenity Center to discuss the draft bike plan. ICI who is operating the HOA did an email blast announcing the meeting to all residents. Attendance was light but all those in attendance were in favor of better access to and from their neighborhood. Staff asked each person who attended to discuss and provide the handouts and business cards to adjacent neighbors. A handout was posted electronically to the neighborhood bulletin board. In addition, we have received emails from residents who did not attend who expressed support for the bike plan. Meetings will continue to be set up in the affected neighborhoods.
- The Director, City Engineer and Project Engineer conducted a field visit of Tomoka Elementary School to view safety issues expressed by parents whose children go to the school
- The Planning Director attended the Technical Coordinating Committee meeting of the Transportation Planning Organization. Of special interest is the corridor improvement study that was unveiled for ISB from A1A to I-4. Twelve foot bike paths, seven foot bike protected lanes, medians, lane width reductions, and landscaping were featured elements throughout the corridor.

There were seven individual segments – each having a different street profile due to ROW constraints.

- The Department processed 16 host licenses involving 125 individual vendor permits. \$26,900 was collected for the event. NID conducted inspections on Saturday and reports that J Discount #2 and Boot Hill Saloon Outpost did not participate in Biketoberfest. No violations were reported.
- The Department is pleased to announce the first site plan was approved using ProjectDox. The plan was submitted, reviewed, commented upon, revised, and approved – all electronically. An electronic batch stamp was used to approve the development (Concentrated Aloe).
- Cindy Berglund, Permit Manager, was selected as Employee of the Quarter. The Department is extremely pleased since through her tireless efforts, the Joint Permit Center continued to operate efficiently despite the turnover in permit technicians, ProjectDox is 90% operational and the Recognized Special Event Host Licenses and vendor permits for Biketoberfest went without a hitch.
- Demolition of 735 Garden Lane was accomplished and the Department noticed the lender for payment along with Legal to begin the steps for a lien should the lender fail to reimburse the City for the cost of demolition.

Building Inspections, Permitting & Licensing

- 336 inspections performed.
- 10 business tax receipts issued.
- 223 permits issued with a valuation of \$2,479,045

NOTE: Private Provider inspection services conducted 82 inspections of the 336 inspections performed.

Development Services

- The following SPRC activities occurred this week:
 1. 600 West Granada – Comments on conceptual plan
 2. Pineland subdivision

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. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Site Plan Review Committee made its recommendations and Tomoka Holdings is in the process of responding to the comments.
- Staff continues discussions with Tomoka Holdings regarding options for facilitating the development of the Commerce Park.

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 approved the final site plan for the construction of the building. A closing on the property is expected in early November.
- Staff assisted the VMA in their Manufacturing Champions Bus Tour for local school counselors. Staff guided the bus tour through the Ormond Beach Airport Business Park on October 23.

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

- Staff reviewed and revised the latest draft of the joint City and Ormond Chamber update of the Doing Business in Ormond Beach resource guide that will be republished in November.

- Staff presented an economic development update to the Citizens For Ormond Beach at their annual meeting.

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 is working with Economic Development Practitioners to complete the next promotional initiative for Rediscover US1: Americas Business Highway, which will focus on visiting restaurants that have pledged a donation to Food Brings Hope. The Rediscover US1 Restaurants runs from November 1 to November 21.

Airport Operation and Development

- Staff has received from the FDOT a Joint Participation Agreement (JPA) to provide state funding for the construction phase of the Taxiway "G" project, for which the City has already received and executed a funding agreement with the FAA. The JPA is scheduled for presentation to the City Commission at their meeting on November 17, 2015.
- Staff issued a Notice to Airmen (NOTAM) regarding a construction crane operating in the vicinity of East Tower Circle, in the Airport Business Park. The crane is expected to be in operation daily until Wednesday, October 28th.
- Staff has been provided with a copy of the FAA's approval letter for the planned rehabilitation of the VORTAC navigational aid facility stationed at the airport. The airport is required to notify the FAA a minimum of 45 days prior to the commencement of construction activities for this project.
- Staff has been contacted by FDOT for comment on a US1 & I-95 landscape project. This area is within the Class D airspace surrounding the airport, so staff has requested detailed information about the nature of this project, in order to determine if it will present any hazards to air navigation.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Begin audit preparation.
 - Finalize year-end closing processes.
- Completed Projects - Weekly
 - Processed 44 Journal Entry Batches (#5715 – 5718) (674 - 776).
 - Approved 21 Purchase Requisitions totaling \$427,867.68.
 - Issued 49 Purchase Orders totaling \$2,273,266.72.
 - Processed 4,207 cash receipts totaling \$480,330.48.
 - Prepared 135 Accounts Payable checks totaling \$706,612.25 and 37 Accounts Payable EFT payments totaling \$402,499.10.
 - Processed 1,346 utility bill payments through ACH totaling \$84,326.11.
 - Processed and issued 6,184 utility bills with billed consumption of water of 48,214k.
 - Issued 548 past due notices on utility accounts.
 - Auto-called 106 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Veterans Day Celebration (11/9)
 - Florida's Kopy Kats Presents "There's No Business Like Show Business" (November 6-8)
 - Rockefeller Revisited (10/24)

- 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.
 - Meet with director of Great Kids Explorer Club
 - Submitted nominations to the News-Journal for Super Volunteers giving back to their communities.
 - 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: 2
 - Fire Alarms: 1
 - Hazardous: 2
 - EMS: 91
 - Motor Vehicle Accidents: 9
 - Public Assists: 58
 - TOTAL CALLS: 163
-
- Aid provided to other agencies: 25 Calls: Daytona Beach (11), Holly Hill (1), Volusia County (13)
 - Total staff hours provided to other agencies: 35
 - # of overlapping calls: 44
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 2
 - Total EMS patients treated: 76

Training Hours

- | | |
|-------------------------------|-----|
| • NFPA 1001: Firefighting | 29 |
| • NFPA 1021: Officer | 4 |
| • NFPA 1500: Safety/Equipment | 24 |
| • NFPA 1620: | 32 |
| • EMT/Paramedic | 39 |
| • TOTAL TRAINING HOURS: | 128 |

Station Activities

- Updated 31 pre-fire plans
- Conducted 80 fire hydrant inspections
- Provided public education to the following schools for Fire Prevention Month:

| | <u>Children in Attendance</u> |
|-----------------------|-------------------------------|
| Pathways Elementary | 30 |
| Noah's Ark Pre-School | 80 |

Significant Incidents

- 10/15/15, 6:17 PM: Arabian Trail – Brush Fire – Large column of smoke reported in area – investigation found a five acre hayfield with several fires burning – cause of fire due to hay-baler overheating while cutting hay – Department of Forestry assisted with their tractor – one acre total burned.

Human Resources

Staffing Update

Requisitions

- Maintenance Worker II (Wastewater Collection/Reuse/Public Works)
- PT MWII – Athletic Fields (Leisure Services)

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.
- Information Systems Specialist (IT) was advertised 10-15-15 on the City web site 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 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.

Applications Under Review

- PT Maintenance Worker II (Leisure Services)

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

- Police Officer (Police)
- Building Inspector (Planning)

Terminations

- Permit Technician (Engineering) effective 10-30-15

City Events/Employee Relations Update

- ICMA representative will be here on 10-27-15 to meet with employees.
- Nationwide representative will be here on 11-19-15 to meet with employees.

Risk Management Projects

- Navigating Cyber Liability webinar
- Assist with Employee Appreciation Day

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 – Go-Live was Oct 1, a very good start. Working with the Vendor to resolve remaining operational issues with the Naviline and GIS interfaces.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.

- Networking System: - None.
- Work Orders: - 13 New work - 42 completed - 29 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 33,994 | Inbound E-Mails Blocked | 14,129 |
| Delivered Inbound E-Mails | 14,129 | Quarantined Messages | 279 |
| Percentage Good Email | 41.6% | Virus E-Mails Blocked | 89 |

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 13 Changes: 1 Corrections: 1
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 19: Total in system = 84
 - Meters GPS Located this week: 0: Total in system = 23,072; 22,406 potable, 655 Irrigation, 11 Effluent
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Assistant City Manager's Meeting
 - Janitorial Services Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Park Visits
 - Skate Park Meeting
 - City Commission Meeting
 - Employee Appreciation Day
 - Senior Games Kickoff Luncheon
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm daily.
 - The OBGS 13's, 14's and 15's continued practice this week Monday through Thursday night at 6pm at the Sports Complex on the Wendelstedt Fields.
 - Coed softball games continued this week Monday and Tuesday nights at 6:20 and 7:30 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 6 pm.
 - The City's Flag Football Program continued games this week Monday through Thursday evening on Softball Quad #3 and the Kiwanis Field starting at 5:45 pm.
 - Pop Warner Football held its "Team Party" on Wednesday evening at the Sports Complex on Championship Field #7.

- OBYBSA Baseball and Softball continued their practices and their fall games this week at both the Sports Complex and the Nova Community Park fields. Games will run through the end of October/beginning of November.
- River Bend Soccer continues practices this week at the Sports Complex on Soccer #6 on Thursday and Friday at 6 pm.
- The SHS Girls' and Boys' Soccer Program practiced this week Monday through Friday on Soccer #5 and #6 at the Sports Complex.
- The SHS JV Football Program had their final home game on Wednesday night at 7 pm at the Sports Complex.
- Freedom Sports hosted Coed and Men's Softball tournaments this weekend at the Sports Complex on the Softball Quad. This is a rental.
- 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 soccer fields at Sports Complex and South Ormond
 - Painted Championship Field #7 and installed carpets for Pride football games
 - Repainted overflow parking area by Soccer #9 for parking lot
 - Put new ties on soccer goals where needed
 - Moved additional goals onto concrete pads
 - Dragged, marked and painted all softball, baseball, t-ball and soccer fields on a daily basis at the Sports Complex and Nova
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm and on Friday from 6:00pm to 10:00pm
- 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 and regular classes.
 - Tuesday: Follies and CMT held regular classes.
 - Wednesday: Follies and CMT held regular classes.
 - Thursday: Kopy Kats held on stage rehearsal and regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - Citizens for Ormond Beach Dinner, Wednesday, 10/21 6-9pm
- South Ormond Neighborhood Center
 - Splash Pad open 10 am to dusk
 - Open park and playground sunrise to 11 pm daily
 - Fitness room Center hours
 - Open gym Center hours
 - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30 pm
 - Jazzercise Monday evening

- PAL tutoring this week
- Activity Room rental Saturday

- Community Events
 - Weekly administrative tasks, office work, and activities and follow up of tasks for upcoming scheduled events in October, November, and December
 - Assisted in the planning of 2015 Senior Games tasks
 - Set up, attend and break down for the Employee Appreciation Day Luncheon
 - Set up and break down of Senior Games kickoff luncheon
 - Preliminary planning activities for the following upcoming events: Veterans Day, Holiday Concert, Santa on the Go, Letters to Santa, Home for the Holidays Parade, Breakfast with Santa
 - Prepared for Senior Games events starting this Saturday
 - Prepared for "Peace in the Park" event this Saturday

- Gymnastics
 - October session in progress
 - Registration is open for the October/November session
 - Trial classes are being offered to attract potential students
 - Open Gym this evening from 6:00-8:00 pm

- 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 basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
 - Challenger Soccer held its final practice on Tuesday from 5:00-6:00 pm.
 - Coed Volleyball continues its fall season and will meet at various days throughout the season.
 - Explore the Arts was held on Wednesday from 4:00pm-5:00 pm.
 - The SPARC Halloween Party was held on Friday from 6:00pm-8:00 pm.

- The Casements
 - The Herb Society held their monthly meeting at Bailey Riverbridge on Saturday from 9am to noon.
 - A wedding was held at Ormond Memorial Gardens on Saturday from 10:30 a.m. to 11:30 a.m.
 - A wedding was held in Rockefeller Gardens on Saturday from 4:00 p.m. to 11:00 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 Casements Guild held a board meeting in the Preservation Room.
 - Staff and volunteers met on Monday from 6:00 p.m. to 7:00 p.m. to rehearse for The Casements' Rockefeller Revisited event on Saturday.
 - Guild docents gave a special tour of The Casements to 80 members of the Buick Driving Enthusiasts on Tuesday from 2:00 p.m. to 3:30 p.m.
 - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
 - Greek Cooking Classes met in The Casements' kitchen on Thursday from 4:00 p.m. to 8:00 p.m.
 - Casements Camera Club held their monthly meeting at Bailey Riverbridge on Thursday from 7:00 p.m. to 9:00 p.m.
 - A wedding rehearsal was held at Ormond Memorial Gardens on Friday from 4:00 p.m. to 5:00 p.m.

- On Friday staff finished setting up for The Casements' Rockefeller Revisited event on Saturday.
- Parks Maintenance
 - Installed new "Ames" park sign
 - Cleaned 34 coquina stones and plaques throughout various City parks
 - Installed new ADA ramp in playground at Fire Station 91
 - 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
 - Performed preventative maintenance on 11 A/C systems
 - Assisted contractor with multi-purpose room A/C repair at SONC
 - Dryer repair at Fire Station 91
 - Dishwasher repair at Fire Station 92
 - Washer repair at Fire Station 93
 - Refrigerator repair at Fleet
 - Purchased and installed new window unit for the tennis building at Nova
 - Escorted contractor for Phase II of A/C upgrade at City Hall
 - Call out for restroom repair at Central Park II
 - Repaired ticket booth at Wendelstedt baseball field
 - Inspect north roof for damage at City Hall
 - Assisted fire contractor with fire sprinkler inspections at City facilities
 - Repair men's toilet at Cassen Park
 - Met contractor for VFD programming at Andy Romano Beachfront Park
 - Repaired door to the maintenance shed at baseball area at Sports Complex
 - Repaired water cooler at softball
 - Repaired field lights at Sports Complex
 - Repaired restroom lock at Andy Romano Beachfront Park
 - Replaced exhaust for outside bathrooms at SONC
 - Repaired the outside water bubbler at SONC
 - Repaired east field electric box at The Casements

Police Department

Administrative Services

- Staff attended Award Committee meeting.
- Staff attended meeting with Finance Department to discuss purchasing procedures.
- Staff attended Employee Appreciation Day.
- Staff attend quarterly Police Athletic League board meeting.

Community Outreach

- Attended the Florida Crime Prevention conference.
- Conducted "Mommy, Me, and Safety" presentation for new mothers at Florida Hospital on Williamson Blvd. (e.g., tips for driving safely w/young passengers, ensure child is not left in the vehicle, securing home, etc.).
- Conducted a children's safety presentation at Children's Academy on Halifax.

- S.L.A.P. Self defense for Ladies and Assault Prevention was at full capacity again. Ormond Beach Observer reporter attended the class for a published article.
- Conducted # 5 (Active Shooter) for the Citizen Police Academy.
- Taught DARE at Pine Trail Elementary, Pathways Elementary, Ormond Beach Elementary and Tomoka Elementary.
- Attended Hunter's Ridge Fall Festival.
- Two members of the Youth Directors Council participated in the Youth Conference Committee training program in Orlando last weekend. The next YDC project is the Breast Cancer Walk on October 31st.
- Tutors R Us continues at the South Ormond Neighborhood Center. Tutors Nitosha Bell and Janice Medlock are working one-on-one with students in elementary and middle school. Tutoring is offered Monday through Thursday from 3:00 p.m. – 6:00 p.m. Currently, 20 youths are enrolled in the program. Enrollment for this program is accepted throughout the seven weeks of tutoring.
- Science on Patrol at Ormond Beach Middle School continued with 23 youths enrolled in the program. The 10 week program is offered on Tuesdays and Thursdays from 3:45 pm to 5:30 pm.
- Science on Patrol at Ormond Beach Elementary School began Thursday, October 15th. The class is offered to 4th and 5th grade students from 2:05 p.m. to 4:30 p.m. Twelve youths are enrolled in the program. Additional youths are completing applications to bring total enrollment to 14 students

Community Services & Animal Control

- Animal Calls: 32
- Animal Reports: 3
- Trap Neuter Release: 4
- Alarm Citation: 1
- CSO Attended the Temple Beth El's Community Helper Day

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 6
- Inactive: 1
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 2
- Missing Persons: 1
- Assaults: 1
- Police Information: 3
- Death undetermined: 1
- Vandalism: 2
- Civil complaint: 1

Records

- Walk - Ins / Window 102
- Phone Calls 116
- Arrest / NTA'S 24
- Citations Issued 268
- Citations Entered 315
- Reports Generated 166
- Reports Entered 142
- Mail / Faxes / Request 29

Patrol

- Total Calls 2,402
- Total Traffic Stops 454

Operations

Crime Opportunity Report Forms Issued: 301

- 10/12/15
 - Battery/Domestic Violence – 2 Oakbrook Drive. Adult niece and aunt involved in an argument claimed they were physically battered by each other. Both subjects provided conflicting stories as to what had occurred. There were no independent witnesses to the altercation and no visible injuries to either party. The two were separated and cross criminal complaints for domestic violence battery filed.
 - Battery/Domestic Violence – 30 Manderley Lane. Received a report reference to a physical altercation between adult daughter and mother. Victim (mother) was uncooperative with the investigation and refused to complete a sworn statement. There were no obvious signs of injuries to either party and the daughter agreed to leave the residence for the rest of the day. Cross complaint affidavits for domestic violence battery were filed.
- 10/13/15
 - Driving Under the Influence – Arrest, 100 block West Granada Boulevard. Officers came upon a Dodge pick-up truck stopped partially in the road and partially on the sidewalk in the 100 block of the eastbound lanes of West Granada Boulevard. The truck was still running and the driver was passed out sitting in the driver's seat. The driver was woken up and a DUI investigation conducted. The driver failed field sobriety tests and was placed under arrest.
- 10/14/15
 - Retail Theft, Wal-Mart, 1521 West Granada Boulevard. Adult male was observed by a loss prevention officer putting \$75 worth of merchandise in his shorts and then exit the store without paying for same. Subject was detained and arrested for retail theft/shoplifting and transported to the branch jail.
 - Retail Theft, Wal-Mart, 1521 West Granada Boulevard. Adult female was observed by loss prevention officers removing pricing stickers from lower valued merchandise and placing it on higher valued merchandise. She checked out at the cash register paying \$63 for \$190 worth of items. The subject was detained, issued a Notice to Appear for retail theft, issued a trespass warning by management personnel and released from the scene.
 - Warrant Arrest, 200 Block South Atlantic Avenue. During a routine traffic stop it was discovered that the driver was wanted on an open warrant out of Kentucky for theft. The subject was taken into custody on the open warrant and transported to the branch jail without incident.
- 10/15/15
 - Car Break, Lowe's 1340 West Granada Boulevard. The victim reported her 2005 Dodge pickup was entered and a firearm removed from the center console.
 - Arrest/Grand Theft Auto/Narcotics/Violation of probation, Wal-Mart 1521 West Granada Boulevard. Loss prevention personnel reported two persons acting suspiciously inside the store. Officers responded and made contact with an adult female and adult male couple. Loss prevention saw the two pull up in a vehicle they believed to be stolen as they are aware the car has changed colors/been painted three times in the past two weeks. Officers ran the license tag on the vehicle which came back stolen. The VIN number was also run with results listing the vehicle as being stolen out of Georgia. A subsequent search of the vehicle located narcotics and items of evidence indicating the couple were engaged in white collar type crimes in Ormond Beach and Daytona Beach. Both subjects were arrested for auto theft/possession of stolen property and narcotics violations and transported to the county jail.
 - DUI Arrest, West Granada Boulevard at South Ridgewood Avenue. An officer conducted a routine traffic stop during which it was suspected the driver was impaired. A DUI investigation was conducted and the driver subsequently arrested and transported to the branch jail. The driver

was charged with a traffic infraction, DUI and resisting arrest for struggling with officers and attempting to run from the scene once advised she was being charged with DUI.

- 10/16/15
 - Warrant (Arrest) - 263 Washington Place. Officers received a tip reference to a wanted person at this location. Contact was made with the suspect and a wants and warrants check made. The check revealed an open Volusia County warrant on the suspect for failure to appear as well as an open writ of bodily attachment. Both were confirmed and the suspect was arrested and transported to the branch jail without incident.
 - Burglary Business- 54 South Ridgewood Avenue (Kids Company). Owner advised that sometime overnight a possible known suspect entered the business and caused damage to same.
 - Stolen Vehicle (Motorcycle) - 51 South Atlantic Avenue (Royal Floridian Resort). Victim advised sometime overnight his 2011 Suzuki GSXR 1000 was stolen from the front parking area of the hotel. Hotel staff advised that there was no security video covering the area of the parking lot where the theft occurred. The motorcycle registration and tag information was entered into the teletype system as being stolen.
 - DUI Arrest, North US Highway One/Coquina Drive. An officer stopped a vehicle for a traffic violation at which time the officer believed the driver to be impaired and a DUI investigation was conducted. The driver was subsequently arrested for DUI and transported to the branch jail.
 - Warrant Arrest, 6 Brookwood Court. The resident was contacted by officers in reference to a suspicious incident. During the investigation it was discovered that the resident had open warrant for her arrest for violation of her pre-trial release for petit theft. The warrant was confirmed and the suspect was into custody and transported to the branch jail.
- 10/17/15
 - Warrant (Arrest) - 42 Lake Walden Trail. Officers were notified by Parole and Probation that the resident at this location had an open Volusia County Violation of Probation warrant and requested that she be taken into custody. The warrant was confirmed, the suspect taken into custody and transported to the branch jail.
 - DUI Arrest, West Granada Boulevard/Clyde Morris Boulevard. While investigating a crash at this location, officers noted that the driver of one of the involved vehicles was possibly impaired. A DUI investigation was initiated following the crash investigation and the suspect driver subsequently arrested for DUI and transported to the branch jail.
- 10/18/15
 - Stolen Vehicle, 1010 Oceanshore Boulevard (Coral Sands Overflow Parking). Victim reported sometime overnight his 1927 Ford Roadster was stolen from the motel parking lot. The vehicles VIN and license tag information was entered into the teletype system as being stolen.
 - Solicitor Complaint (Arrest) - West Granada Boulevard and I-95. Subject was observed by two officers holding a cardboard sign standing in the roadway begging for money and obstructing/interfering with traffic. Contact was made the subject who was also found to be intoxicated. Subject was arrested and transported to branch jail.
 - Shoplifting (Arrest) – 1521 West Granada Boulevard (Wal-Mart). Loss prevention personnel observed a subject attempting to leave the store with unpaid merchandise. The subject was detained and officers responded. The suspect was issued a Notice to Appear, was trespassed from the property by store management and released from the scene without incident.
 - Solicitor Complaint/Trespassing After Warning (Arrest) - 1520 West Granada Boulevard (Kangaroo Station). Officer received reports of solicitors/panhandlers in the area. Contact was made with a suspect who was previously trespassed from the property in July 2015. The suspect was arrested for trespassing after warning and transported to the branch jail.
 - Warrant – Arrest, 711 South Atlantic Avenue (Atlantic Cove Motel). An officer observed two suspicious females that were soliciting on motel property. The property manager detained the two subjects and contacted officers to have them trespassed from motel property. Upon running their names, one subject was found to have an open misdemeanor warrant for her arrest. She was taken into custody on the outstanding warrant and transported to the branch jail. The second subject was released from the scene without further incident.

- 10/19/15
 - Burglary-Residence, 754 Palmetto Avenue, Adult female reported someone had entered her home while she was at work. Officers responded and discovered an unsecured window on the northeast side of the residence the victim reported had been left closed and locked. The victim looked through her house and could not find anything missing.
 - Retail Theft/Arrest, Wal-Mart 1521 West Granada Boulevard. An adult female was seen by loss prevention personnel concealing miscellaneous items in her shorts. She passed all points of purchase and then attempted to exit the store at which time she was detained by loss prevention personnel. Officers arrived on scene and the suspect was arrested for retail theft/shoplifting and transported to the branch jail.
 - Retail Theft/Notice to Appear, Wal-Mart 1521 West Granada Boulevard. An adult female was seen by loss prevention to place several items of merchandise valued at \$78 into her bags without scanning same while in the self-checkout lane. The suspect attempted to leave the store when confronted but was detained by loss prevention personnel. Officers responded and the suspect was issued a Notice to Appear, issued a trespass warning by store management and released from the scene.
 - Car Break, 148 Cardinal Drive. Victim reported someone entered his unsecured vehicle parked in his driveway and removed his wallet.
 - Narcotics Arrest, 300 Block West Granada Boulevard. Driver was stopped for a traffic violation at which time he admitted to having marijuana in the vehicle during questioning by officers. A small amount of marijuana and a pipe used for smoking the marijuana were turned over to officers. The driver was issued a Notice to Appear for possession of marijuana under 20 grams and possession of drug paraphernalia and released from the scene.
- 10/20/15
 - Home Invasion Robbery, 55 Vining Court. Victim advised that two subjects forced their way inside his apartment, tied him up, pistol-hipped him and stole \$800. It took the victim approximately 30 minutes to untie himself and dial 911. During the investigation officers noted a large amount of marijuana in plain view within the victim's apartment. A search warrant for the apartment was obtained and the illegal narcotics seized. The two suspects, who were known to the victim, were located in Ormond-by-the-Sea and one suspect was arrested for armed home invasion robbery and transported to the branch jail. The victim, who sustained two lacerations to his head requiring medical treatment, was charged with possession of marijuana and transported to the branch jail after being treated at Halifax Hospital for his injuries.
 - Panhandling/City Ordinance (Arrest) – West Granada Boulevard and Williamson Boulevard. Suspect was located with a sign panhandling at the intersection and interfering with traffic. He was arrested and transported to the branch jail without incident.
 - Carbreak, 250 North Nova Road (Panera Bread). Victim reported she had left her purse in her car while at work and when she returned to her car she found her window broken out and her purse missing.
 - Battery Domestic Violence Arrest, 145 South Atlantic Avenue (The Cove Motel). Boyfriend battered his girlfriend when she attempted to break up a fight between him (boyfriend) and her adult son. The boyfriend was arrested without incident for domestic violence battery and transported to the branch jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 160
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 171
 - Number of Written Warnings Issued: 11
 - Number of Parking Citations Issued: 2
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 16

- Number of Crashes with Injuries: 9
- Number of Crashes with Serious Bodily Injuries: 1
- Crash Investigation General Information:
 - 15-10-00310: West Granada Boulevard/North Yonge Street. Vehicle turned left in front of motorcycle causing an angled crash. Both motorcycle operator and passenger were transported to Florida Hospital. No serious bodily injury.
 - 15-10-00335: North Nova Road/West Granada Boulevard. Two motorcyclists riding in single lane. One attempted to turn right on Granada and the other did not. Both motorcycles crashed. At fault driver suffered a broken leg.
 - 15-10-00388: West Granada Boulevard/North Beach Street. Three vehicle rear-end crash. At fault driver transported to Florida Hospital.
 - Motorcycle crash on A1A driver suffered broken ribs and ankle. His passenger broke her ribs and legs in two places.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 22 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and seventy-six (76) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Contractor resumed work to finish remaining lining of stormdrain on Northside Drive and begin sanitary sewer lining.
- Ph II 2-Inch Watermain Replacement - Mainland - Clearance packages have been prepared and are being processed, and site restoration continues on the new watermain along Granada Blvd., from 1200 Granada Blvd. to Mirror Lake Drive, Eagle Court, Magnolia Drive, Oak Avenue, and Creek Bend Way. Work continues on completing the watermain replacement on Parkwood Drive, Fairwood Circle, Knollwood Circle, and Horseshoe Trail.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The Contractor is continuing to install services on Pinta, LaPalma, and Linda. Ocean Aire Terrace North and South both successfully passed bacteriological testing, clearance paperwork is being prepared to submit to Volusia County Public Health Unit.
- Ph II 2-Inch Water Main Replacement – South Peninsula – The Contractor began installation of main line on Lucky Drive, and has begun installation of service laterals on Ormond Parkway.
- Environmental Discovery Center – The Contractor installed the concrete block walls of the building, creating door and window openings.
- Nova Community Park Trail – City Commission awarded contract at October 20th meeting.
- 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 design kick-off meeting was held and the mechanical engineer will begin design for replacement of the pumps and controls. The old pumps will be salvaged by the City so they can continue to be used as spares for other buildings as needed.

- 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 was approved by the Commission 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 – Proposals were received and a Purchase Order was issued to RCP Shelters for the pavilion. Fabrication lead time is 8 weeks.
- Downtown Stormwater – Final plans and specifications were presented for disposition at the October 20th City Commission meeting, and the project will be advertised for bidding on October 25th.
- Ormond Sports Complex Field 9/10 Lighting – The Consultant is finalizing 90% plans.
- Water Treatment Plant Lime Silo Dust Arrestor – The Consultant is finalizing 90% plans.
- Water Treatment Plant Controls and Pump Upgrade – The Consultant is finalizing plans and bid specifications.
- 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 – Staff is negotiating a scope of work proposal for the final design and permitting of the project.
- Woodridge Stormdrain Improvements – The consultant has submitted their engineering report staff is reviewing.
- Forest Hill Connector Trail – The City Attorney's office is finalizing revisions to the easement from the property owner at 290 Military Blvd.
- 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.
- Ormond Beach Sports Complex Traffic Calming - Preparing plans for installation of speed calming tables to be installed along Doug Thomas Way.

Department Activities

Administration/Meetings/Customer Service/Other:

- FDOT utility coordination- Staff met with FDOT and design consultants to discuss potential utility relocation needs for a proposed bike lane key hole/path on east bound Granada Blvd from Interchange Blvd. to I-95.
- Staff met at Pine Trails Elementary and presented potential solutions to resolve parent pickup traffic congestion on Airport Road.
- Provided as-built drawings of available utilities near the Ormond Green subdivision, per developer's request.
- Researched and provided as-built copies of City Hall HVAC drawings, per contractor's request.
- Researched and provided flow test and pipe size information for several fire hydrants near the Hudson Tool and Die plant, per contractor's request.
- Modified Lewis Street sidewalk construction plans, per project manager's comments.
- Created site plan drawings for the proposed pavilion at the Sports Complex.
- Researched and provided multiple (20+) sanitary as-built drawing copies as requested by the Wastewater Division to replace lost copies.
- Researched and completed multiple (1049-1065 North US1, and 1081-1089 North US1) property line stakeouts, per Neighborhood Improvement Division request.
- Completed property line stakeout at 8 Trail Stone, per Wastewater Division request.
- Completed the sketch and legal description for 155 Capri Drive, per Planning Dept. request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Dug out and asphalted island on 200 block of Pine Cone Trl
- Asphalt work near gutter on Riverside Dr at Marvin Rd
- Added asphalt to basin on Timberlake Ln; to water tank entrance to raise to grade on Leeway Trl
- Spread dirt in road to help erosion issue on Heritage Cir
- Asphalted around meter box on 600 block of E Ridgewood Ave; patch in roadway for Water Div
- Dug out driveway to 6", started forms on Trail Song Dr; installed rebar and prepped for concrete

- 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
- Stump grinding citywide
- Trimmed on 100 block of Kimberly Dr, 600 block of E Ridgewood Ave, around streetlight on 700 block of E Lindenwood Cir, Ormond Lakes
- Removed damaged Oak tree at Riverside Dr & River Beach Dr

- 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 roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Row trimming for Seton Trl, Bosarvey Dr & Florence St
- Spread 4 yds of fill dirt on ROW at Heritage Cir
- Cleaned debris off of walkway on N Center St
- Traffic control on Riverside Dr
- Trimming on SR40

- 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
- Washed & cleaned signs in various locations
- Replaced Stop Sign post, anchor, and street names on Woodlands Blvd & Hamlet Cir
- Installed new HIP stop signs in various areas

- 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

- Repaired basin on Canterbury Woods
- Picked up grate in Deland
- FDOT mowing on SR40
- Basin inspection in the Trails
- Pond maintenance on Arroyo Parkway, FDOT ponds, citywide
- Sod washout repair in Hidden Hills

Mowing

- Reachout Mower – Arroyo Parkway

Street Sweeping/Streetsweeper

- 18 miles of road cleaned (1 day)
- 3 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
24,862

PM Services completed for the week:

Emergency—Vehicles and Equipment
10

Non-Emergency Vehicles and Equipment
5

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 8,445 gallons of unleaded and 10,333 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,767 gallons of unleaded and 720 gallons of diesel.
- Fleet completed 41 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Obtained additional information concerning irrigation pump yard piping and forwarded to consultant – awaiting receipt of proposal.
- Division Avenue Well Field Raw Water Piping – Certification of Construction Completion and Clearance Request form for the raw water main was submitted to FDOH. Well 10D meter is being installed. Consultant is finalizing record drawings for the water main and force main.
- FDOT SR40 and I-95 Intersection – FDOT will provide depth and horizontal locations of our utilities where potential conflicts occur.
- Hunters Ridge Low Pressure FM Upgrade – Received revised plans for review.
- Lift Station 8M1 – Vendor (bidder) questions are being addressed. A pre-bid meeting is scheduled on October 27th. 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 – Design comments were addressed and plans were sent to Volusia County to obtain a right-of-way use permit.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Impeller is being replaced in Pump #1 at the factory and should be shipped to their installer at the end of this week. The additional component needed for motor control unit to operate the pump in automatic mode was purchased and programming needs are being addressed.
- Rima Wells Auxiliary Power Generator – A disposition memo was prepared for the November 2nd City Commission meeting.

- Saddler's Run Lift Station Rehabilitation – Control panels were installed and the pumps were received. A meeting was held at the site to discuss construction scheduling. Work will begin next week.
- 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 – Vendor questions are being addressed. A pre-bid meeting is scheduled for October 28th.
- Storage Tank Repairs and Maintenance – OM Engineering is preparing a proposal for engineering services to refurbish the elevated tanks at the Water Plant and Breakaway Trails.
- Wastewater Sludge Thickener Upgrades (CIP) – Bids are being evaluated.
- Water Plant Aerator Housing Rehabilitation (CIP) – 60% percent plans and specifications were received from the consultant for review.
- Water Plant Lime Silo Dust Arrestor Project – 60% plans review meeting performed, consultant modifying plans per operations staff comments and confirmed field measurements.
- Staff collaborating with Fire Department regarding responses to ISO Survey information request related to the water distribution and storage system capabilities for main potable system and separate irrigation and fire systems located in the western Ormond Beach service area.
- SPRC: Children's Workshop - Site plan was approved. 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. Huntington Green - Consumptive Use Permit received from St. Johns River Water Management District (SJRWMD). Huntington Lakes - Minor Modification of Permit No. 22838-42 received from SJRWMD. Pineland – Met with design engineer to review previous site plan comments. 600 W Granada Boulevard – Reviewed the conceptual plans for the site. Met with the developer and engineer to discuss conceptual design comments.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 39.264 million gallons for the week ending Oct. 18, 2015 (5.609 MGD)
 - Backwashed 14 filters for a total of 655,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.47 Million Gallons.
 - Produced 23.95 Million Gallons of Reuse.
 - Produced 5.52 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.21 MGD, plant designed for 8 MGD.
 - Hauled tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to or repaired 10 water service leaks.
 - Performed scheduled accuracy testing on 3 each 3 inch size, 1 each 4 & 6 inch size commercial water meters.
 - Installed 3 new residential water services
 - Repaired the 4" water meter serving Tomoka State Park Campgrounds, the 2" meter serving Fire Station 91, and a 3" meter serving 51 S. Atlantic Ave
 - Replaced or repaired 11 water meter boxes.
 - Responded to or repaired 11 water service leaks.
 - Replaced 2 water services due to aged piping.
 - Responded to 26 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
 - Pressure tested 5 city owned backflow prevention devices serving facilities.

- Continued maintenance of fire hydrants within city limits, 5 fire hydrants maintained in The Trails subdivision.
- Repaired leaking fire hydrants on Pine Cone Trail and Horseshoe Falls.
- Performed valve maintenance on mainland valves in the North Beach St and scheduled shutdown or water main break areas, 15 valves exercised. Assisted Wastewater Collections with sewer force main valve shutdown, 2 valves operated.
- Installed 2 new 2" isolation valves on Woodbourne Way.
- Landscape repairs due to excavations on Deer Lake Cir, Highwood Ridge Trail, Sea Harbor Dr. West, Buckthorn Look and Sea Turtle Cir.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 132 regular and 4 emergency utility locates for the previous week.
- Wastewater Collection - Reuse
 - Crews responded to 8 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town.
 - Inspected seven trouble spots on beachside and eleven on mainland. All good at this time.
 - Cleaned and televised service laterals at 5 recent disconnects.
 - Responded to mainline back up at 2 Rocky Ridge Trail. Televised main, presence of roots confirmed. Scheduled root cutter head installation on VacCon device to clean main.
 - Repaired broken service lateral at 201 Neptune Ave. Restored work area - awaiting sod delivery for completion.
 - Adjusted reuse valves at Oceanside and Tomoka Oaks golf courses to allow \pm 400 GPM of flow until tank volumes replenish.
 - Locate sewer & reuse services - 188 Windward Lane.
 - Replaced broken PEP tank at 7 Trailsong Dr. Completed 3 PEP system rehabs: 52 Creek Bluff Way, 72 Coquina Ridge Way & 2 Highwood Ridge Trail.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 2 psi, Ormond Mall @ 4 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 12/8 psi. Foxhunters Flat (2 inch) 7/2 psi & Shadow Creek Blvd. (4 inch) 2/4 psi.
- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Swing Zone Blower #1, SCADA system indicating loss of controls, scheduled for diagnosis and repairs.
 - Influent Room, deragged check valve #1, pump 2 limit switch not operational, replacement switch on order. Awaiting delivery of Pump #1 retrofit impeller from manufacturer.
 - Supplemental carbon source containment area, sump pump not operational, cleaned floats, ok.
 - 7M1 – Landscaping, trim trees, brush, bushes, dispose of all debris.
 - Harley Davidson, McDonald's LS, follow-up from contaminant intrusion, checked station.
 - Influent Room – deragged pumps as directed.
 - WIN911 monitor/response: 12M - phase loss, repaired, ok; 1P - high level, controls non-responsive, ran station on generator power until FPL power restored, ok; 6M – high level, found electrical problem at control cabinet, contractor scheduled for assistance.
 - SCADA monitor/response: 8P – high starts, clean probe; 12M –no starts #1, reset motor starter, ok; Harley Davidson, Saddlers Run, APB LS – high starts, clean probe, ok.
 - 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: Screw Pumps, #1, #2, #3; Poly Blend #1.
 - Lift Station PM's: 13 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 49 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Anti corrosion pump, rebuilt unit, began bench testing.
 - LPRO, train #4, install replacement EIM valve actuator, test and return to service.
 - 4% chlorine pumps, replace dial gears on units, replace one unit with bench stock due to non-functional sending unit.
 - Well PM's: 13.
 - Monthly PM's: Chlorine storage tank blowers 1, 2, and 3, Bird centrifuge
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
 - Annual Reuse Report - Staff began compiling data necessary to complete the report for the 2014-15 fiscal year. The report provides the state (FDEP and SJRWMD) with the operation of the City's reuse system including capacity and quantity distributed.
 - Industrial Pretreatment Program – Staff is responding to the permittee 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.
 - PEP Tank Brochures – Staff mailed the revised PEP tank brochures to the residents possessing the system. The brochure was designed to inform residents of details of the system and the shared system responsibilities of the City and customer. The utility phone number is provided for customer notifications of system malfunctions or alarms.
 - 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. Additionally, staff is organizing a set of non-compliant commercial backflow devices. The list will be culled through and subsequently given to the City's contracted device tester to bring those devices into compliance.
 - WTP Sanitary Survey – Staff submitted the response to the Volusia County Health Department regarding the Sanitary Survey the department conducted of the City's entire potable water system. Itemized responses were provided in recent feedback correspondence to address the department's recommendations and deficiencies denoted on the survey findings.

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 City Manager Staff Meeting
- Staff attended and provided support for October 20, 2015, City Commission Meeting
- Staff attended Employee Appreciation Day Event on October 21, 2015
- Agenda packet preparation for November 2, 2015, 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.