

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 22, 2014

---

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- Discussion with senior staff on US1
- General discussion meetings with Planning Director, IT Manager
- Discussion with City Clerk on the agenda process
- Discussion on citizen's water consumption concerns with Accounting Manager

Spoke to, attended and/or met with:

- As requested, individual meetings with Commissioner Boehm, Commissioner Stowers and Commissioner Kent, discussed the agenda and various topics
- Interviews conducted with three Human Resources Director candidates, held luncheon for the candidates to meet department directors
- United Way board meeting
- Shade meeting and City Commission meeting
- Budget presentation made at the Ormond Beach Chamber Lunch and Learn
- County Council meeting on August 21
- General discussion with Wayne Grant, Ormond Beach Observer
- Participated in the ALS Ice Bucket Challenge
- FPZA lunch discussion on beach parking and long term considerations

### **Community Development**

#### **Planning**

- The Planning Director along with other directors attended a lunch with the three candidates for the open Human Resources Director position.
- The Planning Director, City Manager, and City Attorney met with Peggy Farmer and the property owners involved in Volusia County's Itinerant Merchant License (IML) at the Iron Horse.
- The Planning Director attended the Volusia County Council meeting in which the ISBA agreement was acted upon.
- Planning Staff met with the architect of the Renaissance Condominium to discuss the 3D modeling of the project which is required to ensure compatibility between low rise and high rise buildings.
- It was reported in the May 30, 2014, Weekly Report that the Tomoka Christian Church completed the following projects on site without permits or proper approvals from the City:
  - a) An addition of parking that was not shown on the site plan and does not meet the standards for grass parking;
  - b) Two storage sheds one of which had electrical connections with no permits;
  - c) Two storage conex containers that have been added to the site;
  - d) Grading & filling of this area that was used to stabilize the surface for the container placements.

Staff attempted to work with the Church and on June 13, 2014, the Church was given 60 days to make the necessary corrections. As of this reporting period, compliance has not been obtained from the church. The Department requested the Neighborhood Improvement Division to proceed with the code enforcement process.

#### Building Inspections, Permitting & Licensing

- 228 inspections performed.
- 2 business tax receipts issued.
- 1052 permits issued with a valuation of \$1,851,278.00

#### Development Services

- The SPRC received the following for review:
  - 550 West Granada site redesign
  - Discussion of Zaxby's re-submittal
  - Two miscellaneous concepts/submittals as follows:
    - a) Vacation of ROW and alley within the property at 1480 N. US1. Comments due on or before September 2<sup>nd</sup>.
    - b) Re-submittal of temporary MRI building. The property has been modified from 53 North Old Kings Road to 801 West Granada Boulevard. Comments due on or before August 26<sup>th</sup>.

#### Economic Development/Airport

##### Economic Development

##### Ormond Crossings

- Tomoka Holdings is in the process of designing marketing material and a website to generate investment in the Ormond Crossings project. A copy of the material will be provided to the Commission when the project is completed.
- Tomoka Holding has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. A staff meeting to review and comment on the plans is scheduled for September 3.

##### Airport Business Park

- Ameritech, Inc, currently located at 6 East Tower Circle, is planning to construct an 18,000-23,000 square foot manufacturing facility to accommodate their growth. The site plan review is underway and construction should be underway later this year.
- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park.
- Staff is preparing an analysis for the reuse of the former City Nursery property adjacent to the Airport Business Park. A preliminary survey is underway and an appraisal will be conducted in August to determine the value of the undeveloped land that has a large percentage of wetland/floodplain restrictions. The findings will be presented to the Aviation Advisory Board and the City Commission in September/October.

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

- Staff met with the Chamber Tourism Committee to finalize the layout of the marketing brochure. The final draft will be presented to the full Chamber Tourism Committee prior to production. Production of the brochure is expected in September.
- Staff met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in October.
- Staff prepared a proposal for a potential development project presented by Team Volusia and Enterprise Florida.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers.
- Staff is working on revisions to the City's Economic Development Marketing materials and website, which will be completed in August.
- Staff is working with an out of state manufacturing firm to relocate to Ormond Beach. The company requires approximately 25,000 sf and would hire 40-50 employees.
- Family Dollar Store, located at 274 West Granada Boulevard, has been recently vacated. Staff has identified the property owner and property management company to discuss the future leasing opportunities.

Airport Operation and Development

- A grant agreement between the city and the FAA was approved by the City Commission at their meeting on August 19<sup>th</sup>. This grant agreement will provide primary funding for two projects at the airport; an airport master plan update project and an airport master drainage plan project. The City Commission also approved a work authorization for AVCON, Inc. to conduct a focused environmental assessment project to address development of the western quadrants of the airport. This assessment is required by the FAA but will be funded primarily by the Florida Department of Transportation, under a Joint Participation Agreement approved by the City Commission on June 17<sup>th</sup>.
- Austin Outdoor finished clearing foliage and tree trimming near the main entrance to the airport.
- Staff compiled and submitted the monthly Active Aviation Grants Status Report to the FDOT this week.
- The Automated Weather Observation System (AWOS) is not currently providing ceiling and altimeter data. Staff has issued a Notice to Airmen (NOTAM) advising pilots that this information is unavailable, and will arrange to have the AWOS serviced as soon as possible.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 33 Journal Entry Batches (# 4,858 – 4,957).
  - Approved 25 Purchase Requisitions totaling \$1,166,401.36.
  - Issued 13 Purchase Orders totaling \$74,259.80.
  - Prepared 124 Accounts Payable checks totaling \$195,167.18 and 35 Accounts Payable EFT payments totaling \$383,084.69.
  - Prepared 35 Payroll checks totaling \$26,532.32 and 345 Direct Deposits totaling \$390,209.23.
  - Transferred IRS 941 payment of \$148,676.06.
  - Processed 3,820 cash receipts totaling \$554,616.66.
  - Processed 1,262 utility bill payments through ACH totaling \$77,539.83.
  - Processed and issued 4,543 utility bills with billed consumption of water of 42,955k.
  - Issued past due notices on utility accounts 972
  - Auto-called 122 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
  - Press Releases
    - Residential Structure Fire – 67 Ocean Shore Blvd.
    - REEL in the FUN Fishing Tournament (9/6)
    - Taekwondo/Karate Class (Begins 9/10)
    - Florida Licensing on Wheels (9/2)
    - Movies on the Halifax (9/5 – Goonies)
    - Meeting with the Manager (9/8)
    - Walking with the Manager (9/5)

- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ads for Ormond Observer.
  - Attended staff "meet and greet" with HR Director candidates.
  - Attended weekly staff meeting.
  - Attended quarterly Neighborhood Improvement Advisory Board meeting.
  - Met with staff and photographer for State of the City.
  - Attended Volusia/Flagler Public Information Network meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### Weekly Statistics

- Fires: 1
- Fire Alarms: 3
- Hazardous: 2
- EMS: 86
- Motor Vehicle Accidents: 4
- Public Assists: 36

TOTAL CALLS: 132

- Aid provided to other agencies: 19 calls – Daytona Beach (10), Daytona Beach Shores (1), Volusia County (8)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 63

#### Training Hours

- |                                |     |
|--------------------------------|-----|
| • NFPA 1001: Firefighting      | 95  |
| • NFPA 1002: Driver/Operator   | 2   |
| • NFPA 1500: Safety/Equipment  | 42  |
| • NFPA 1620: Pre-Fire Planning | 8   |
| • EMT/Paramedic                | 9   |
| • TOTAL TRAINING HOURS:        | 156 |

#### Station Activities / Operations

- Updated 12 pre-fire plans
- Attended Volusia County Operations Training Committee Meeting.

#### Significant Incidents

- 8/15/14, 2:32 AM: Ocean Shore Blvd. – Structure Fire – Upon arrival found two story vacant residential home with smoke showing from second story – crews attacked fire through front doorway – heat and smoke intensified and crews pulled out to attack from outside – aerial operations began once fire was through roof – fire was confined to building – no victims found – scene turned over to State Fire Marshall – cleared scene at 11:22 AM.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Human Resources - Employee Relations Assistant
  
- Approved/Active Recruitment
  - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled. Nineteen (19) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
  
- Screening/Interviews Scheduled
  - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was re-advertised 05-15-14 on the News Journal web site, the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and is open until filled. This position was re-advertised when the selected candidate declined the position. Nine (9) applications have been received, entered on the applicant tracking sheet with qualifications and sent to the department for review. Interviews have been scheduled.
  - Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal on-line, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open until filled. Three (3) candidates were interviewed on 05-12-14 but a selection was not made. Position was re-advertised on the F.P.E.L.R.A. web site, the S.H.R.M web site and LinkedIn as open until filled. Interviews were scheduled with five (5) applicants for 08-01-14. The interview panel recommended three (3) candidates be interviewed by the City Manager and interviews were conducted on 08-18-14.
  - Police Department/N.I.D. – Office Assistant III candidates were reviewed from L.S. recruitment and three (3) candidates were interviewed 08-13-14 and 08-14-14. The department asked that the position be advertised for one week to receive a larger pool of applicants and the ad was put on the City web site and in-house starting 08-18-14 to close on 08-22-14.
  
- Background/Reference Checks/Job Offers
  - Leisure Services/Administration – Office Assistant III was advertised 06-10-14 on the City web site with a closing date of 06-27-14. A candidate was selected and successfully completed the pre-employment processing prior to starting employment on 08-18-14.
  - Police Department - Police Officer was advertised through 07-03-14. Interviews were held on 07-30-14 and four (4) candidates were recommended to the Chief. Interviews with the Chief were held on 08-04-14 and 08-05-14. Conditional offers were made to three (3) candidates and backgrounds started.
  
- Promotions/Transfers
  - Fire Department – Firefighter/EMT position is being filled with an in-house candidate effective 08-25-14.
  - Finance Department – Customer Service Supervisor was advertised in-house and closed on 08-11-14. Four (4) employees applied for this position and interviews were conducted on 08-14-14. A candidate was chosen and will transfer effective 09-08-14.
  
- Terminations/Resignations/Retirements
  - FY Vacancy Ratio – M/E 07-31-14: 5.28% (excluding retirements).
  - Finance Department – Senior Accountant/Budget Analyst effective 09-05-14.
  - Police Department – Police Officer effective 10-01-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July, 2014 monthly report reflects savings of \$94,730.89 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,572 residents have utilized the program during that time.

City Events/Employee Relations Update

- Nationwide 457 Deferred Compensation – The Representative will be available to meet with employees on 08-22-14 in the H.R. Training Room.
- ICMA-RC 457 Deferred Compensation – The Representative will be available to meet with employees on 08-25-14 in the H.R. Training Room.
- One Blood – A Blood drive will be held in the City Hall parking lot on 08-25-14 from 8:30 AM to 1:30 PM.
- New Employee Orientation –Orientation is scheduled for 08-25-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Risk Management Projects

- The Mayor's Health & Fitness Challenge 2015 event planning meetings.
- Restitution and subrogation file management.
- Attended Insurance Program Committee meeting and Claims Committee meeting.
- Attended Wellness Council meeting.

Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Proposals being reviewed by committee members. RFP Committee meeting held 7/30/2014
    - Community Development – Electronic Plan Review – Contract Negotiations with Legal Dept
    - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide starting with City Hall. Legal Department installs completed this week.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 21 New work - 71 completed - 37 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,681	Inbound E-Mails Blocked	13,508
Delivered Inbound E-Mails	12,089	Quarantined Messages	84
Percentage Good Email	47.1%	Virus E-Mails Blocked	1,726

- Notable Events:
  - IT Manager attended sessions at the Annual Florida League of Cities (FLC) conference. Attended the Resolutions Committee meeting as a voting delegate representing Florida Local Government Information Systems Association (FLGISA) as the organization's President.
  - Very high number of virus emails detected and removed from incoming email system. Nearly 10 times the normal average.
  - Resolved the email delivery issue with accounts at Microsoft services such as outlook.com, and msn.com by moving the external ip address of our exchange server. A difficult coordinated task with our internet provider and external directory services known as DNS.

- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 3 Corrections: 1
  - Map/Information Requests: 6
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 20,052 (89.1%) potable 19,499, Irrigation 544, Effluent 9
  - Notable Events: The land management corrections within NaviLine have been completed. All issues with the land management records have been addressed.

### Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Public Works Meeting
  - Assistant City Manager's Meeting
  - Sports Complex Walk Thru
  - Met with Landscape Contractor for Weekly Updates
  - Weekly Professional Janitorial Meeting
  - Park Visits
  - Andy Romano Beachfront Park Monitoring
  - Human Resources Director Candidates Luncheon
  - Supervisory Staff Meeting
  - City Commission Meeting
  - Nova Rec Skate Park Proposal Review
  - Ormond Beach Field House Dedication
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - The Ormond Beach Golden Spikes 13's and 14's teams continue training this week Tuesday through Thursday nights at the Sports Complex at 6pm.
  - The Ormond Beach Pride Tackle Football Program continued practices this week, Monday through Saturday at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm. They currently have four teams.
  - The City's Coed Adult Softball fall season started games this week Monday through Thursday at 6:20, 7:30 and 8:40pm. Eleven teams are signed up, which is our biggest fall in many seasons. The season will run through early November.
  - The Ormond Beach Soccer Club competitive teams continue practices this week on Fields 1-4, as well as 9 and 10. They also started games this Saturday at the Sports Complex on Soccer Field 1. Recreational practices will start in September.
  - Freedom Sports once again ran tournaments at the Softball Quad this weekend on Saturday (men's) and Sunday (coed) at the Sports Complex.
  - Pop Warner Football hosted their Opening Day games at the Sports Complex on Championship Field 7 from 9am to 7pm.
  - The City Youth Flag Football had their Skill Assessment Day on Saturday at Softball Field 7 at 9am (PeeWee), 11am (Junior) and 12:30pm (Seniors). Practices will start after Labor Day and games on September 22.
- Athletic Field Maintenance
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park

- Cleaned handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on daily basis
- Made fuel runs for equipment
- Cleaned restroom, offices and lunch area of Maintenance Building
- Continued mowing of baseball fields, three times a week
- Continued mowing of the soccer fields, two times a week
- Continued mowing of the softball fields, two times a week
- Continued mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Mowing SONC softball field weekly
- Mowed fields at Ormond Beach Middle School weekly
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks of debris/trash from the events during the week
- Lady Renegade softball teams continue workouts; prepared fields for them to use nightly
- The Ormond Beach Golden Spikes are using Baseball Field 2 and 3 to practice at night.
- Added insecticide to all tanks of spray to try and keep the harmful insects under control.
- Put out goals on Soccer Fields 1-3, and 9 and 10 for OBSC practices.
- Digging up "Bullhead" weeds on Quads; laying new sod where we cut them out.
- Ormond Beach Pride Football has begun practice on Fields 11 and 12; put out benches and trash cans for them. Goal post frames have been installed on both fields; uprights will come next.
- Began treatment of pre-emergent fertilizer, 15-0-15 with Ronstar on Softball Fields 1-5 and T-Ball Fields.
- Began laying out and prepping soccer and football fields.
- Began work on a border around the backstops and dugouts of T-ball fields to help keep the grass out of the fence lines.
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 9:00am to 1:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: CMT and Kopy Kats held regular classes.
    - Tuesday and Wednesday: CMT held regular classes.
    - Thursday: CMT and Kopy Kats held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center is preparing to host the following events:
    - National Gym Association Southern Cross Naturals Bodybuilding Competition, Saturday 10:00am to 6:00pm
  
- South Ormond Neighborhood Center
  - Splash Pad open (10am to dusk)
  - Open playground (sunrise to 11pm daily)
  - Open gym (1pm to close weekdays and Center hours on weekends)
  - Fitness room open (Center hours)
  - Activity Room rental Saturday
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Continued training new employee for Community Events Leader position and new Community Events Technician
  - HR Director Candidates Luncheon Monday

- Preparation and execution of Field House dedication taking place on Friday
- Contacting volunteers for judges and judges' assistants for annual fishing tournament and other event tasks
- Continued the advertising and promotions for the kids' fishing tournament including flyer and document updating
  
- Gymnastics
  - Revamp of social media advertising continues
  - The Coordinator continues to work on increasing enrollment
  - Second week of August session
  - Tumbling tots working on balance coordination
  - Developmental class working on bars
  - Levels classes concentration will be on upper skills including back walkovers, back handsprings, and round off back handsprings
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise continues to meet at various times throughout the week.
  
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 3:30pm Monday through Friday and on Saturday from 10am to noon.
  - The Ormond Beach Herb Society met in Bailey Riverbridge on Saturday morning.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Christmas Gala Committee met in Room 203 on Thursday morning.
  - Docent training took place in the Preservation Room on Thursday afternoon.
  - The Guild Crafters met in Room 203 on Thursday afternoon.
  
- Building Maintenance
  - Weekly inspection of airfield runway, taxiway lighting and directional signage
  - 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
  - Daily inspection of Andy Romano and SONC splash pads
  - Weekly inspection of DOT and facility lighting at various City locations
  - Assisted with vendor recycling pick-up at Public Works
  - Attended staff meeting at Leisure Services Office
  - Moved thermostats to new location after drywall was hung at Gymnastics Center
  - Cut and delivered keys for 164 W. Granada Blvd to second floor at City Hall
  - Picked up A/C parts at vendor for Police Station at Pistol Range
  - Researched door weather stripping for purchase at OMAM
  - A/C in Utilities blowing hot at Public Works
  - Reprogrammed thermostat at The Casements
  - Made keys for padlock at main gate at OBSC
  - Assisted with installation of two A/C units at The Casements
  - Got three keys to chairlift made at The Casements
  - Provided three padlocks at The Casements

- Installed weather stripping at OMAM
  - Kitchen A/C unit not operating, Gallery A/C not cooling as it should OMAM
  - Installed grab rail for the stage at the PAC
  - Installed new molding in the stage hallway area at the PAC
  - Replaced basketball backboard padding at SONC
  - Removed extra building material from the stage renovation at PAC
  - Built a box for stage lighting at the PAC
  - Checked The Trails bridge walkway for rotted floor planks
  - Repaired soccer water cooler at Sports Complex
  - Repaired outside ladies room toilet at SONC
  - Replaced flapper in men's room toilet at Central Park I
  - Repaired men's room faucet at Sanchez Park
  - Replaced men's room toilet roll holder at Fleet
  - Replaced four lights on the stairway paintings at The Casements
  - Repaired 2<sup>nd</sup> floor ladies room sink drain at The Casements
  - Repairrd window screens at Bailey Riverbridge
  - Met roofing contractor at Nova Gym
  - Met CSG for installation of fire alarm pulls at the Gymnastics Center
- Parks Maintenance
    - Removed graffiti from men's restroom at Cassen Park
    - Sprayed for weeds at various park playgrounds
    - Changed dog waste station bags Citywide
    - Cleaned up concrete spill under Fortunato bridge approach
    - Removed graffiti from men's restroom at Fortunato Park
    - Installed memorial bench at Cassen Park and Central Park II
    - Repaired door closer at Sanchez Park
    - Sprayed for weeds in workout stations at various City parks
    - Citywide safety inspections of parks and equipment
    - Weekly inspections of park facilities for reservations
    - Call Out =0

### **Police Department**

#### Administrative Services

- Lieutenant Godfrey attended the meet and greet luncheon for the Human Resources Director candidates.
- Lieutenant Godfrey and Sergeant Bandell met with administrative staff of Pine Trail Elementary regarding parking issues at the school.

#### Community Outreach

- The fall sessions of Science on Patrol at Ormond Beach Elementary School will begin in October and schedules are being reviewed for Ormond Beach Middle School.
- The O.B.P.A.L annual golf tournament Golfing for Youth is scheduled for November 8<sup>th</sup> at River Bend Golf Club. This year's hole in one prize is sponsored by Bruce Rossmeyer's Daytona Harley Davidson.

#### Community Services & Animal Control

- Animal Calls: 51
- Animal Reports: 10
- Animal Bites: 1
- Animals to Halifax Humane: 3 Dogs: 1 Cats: 2
- Wildlife: 2
- 3 CSO's attended FACA training on Animal Fighting and Cruelty Investigations.

- CSO's assisting in school zone traffic.

Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 8
- Inactive: 10
- Fraud: 10
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Carbreak: 7
- Grand Theft: 2
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Assaults: 0
- Police Information: 1
- Robbery: 0
- Death Undetermined: 1
- Suicide: 1

Narcotics

- One Search Warrant
- Narcotics Arrest
- Training

Comments:

- Arson: Investigators assisted State Fire Marshals regarding the suspicious fire on Ocean Shore Boulevard.
- Death Investigation: An elderly man was found in his garage with an apparent self inflicted gunshot wound.
- Grand Theft: Two subjects entered the Bone Fish Grill to pick up an order to go. When the employee went to the kitchen to get their food the subjects stole a phone from the employee's purse. The subjects have been identified.
- Fraud: Investigators have identified a subject who has been using forged doctor's notes to obtain prescription medication.

Records

- Walk - Ins / Window 114
- Phone Calls 138
- Arrest / NTA'S 24
- Citations Issued 72
- Citations Entered 92
- Reports Generated 161
- Reports Entered 150
- Mail / Faxes / Request 62

Patrol

- Total Calls 1,818
- Total Traffic Stops 174

Operations

Crime Opportunity Report Forms: 174

- 8/14/2014
  - Trespass Arrest, 353 West Granada Boulevard. (Winn Dixie). Suspect was issued a prior Trespass Warning on this date by dayshift. Subject was seen by management back on the property. The subject was placed under arrest.
  - Structure Fire, 67 Ocean Shore Boulevard. Beach Patrol was driving in the area and noticed smoke at the back of the residence. Made contact with the resident who resides in a guest house on the property. He advised that the house was vacant. House became fully engulfed.
- 8/15/2014
  - Battery Arrest, 325 Clyde Morris Boulevard #400 (Advance Pain Management). Suspect was arrested for battering a doctor and a staff member. He was a new patient at the office and walked back to the exam rooms and held the doctor against the wall with his fist to the doctor's face. The other staff member wrestled the suspect to the ground and he was battered in the process.
  - Theft, 814 South Atlantic Avenue (Bonefish Grill). The victim works at Bonefish and on 08/12/2014 she left her phone in the hostess stand which she normally does. When she was getting food to go for the suspect and returned to the hostess stand, the phone was missing. The phone was traced to the area of 106 Hilldale Avenue. The resident was contacted at the home but officers felt comfortable that the resident has nothing to do with the theft. The suspects have been taking selfies and the pictures are uploading to the victims Google account.
  - Burglary-Residence, 609 North Ridgewood Avenue. Time lapse since December 2013. An empty house was entered and copper pipes were taken from inside the walls.
  - Warrant Arrest, 206 South Nova Road. Officers were alerted that the suspect was at Babe's Blue Room and that he had a local warrant. Suspect was contacted and detained.
  - Felony Vandalism Arrest, 955 South Nova Road #14. 3 Subjects attempted to break into a trailer. They also damaged it and a motorcycle. Suspect was arrested at the scene.
  - Narcotics Arrest, 109 Briargate Look. Two juveniles in a Ford truck that was suspicious. One was released to parents. The second was arrested for narcotics. There was also a loaded rifle in the vehicle.
- 8/16/2014
  - Carbreak, 839 South Atlantic Avenue (Andy Romano Park). A locked vehicle that had the windows cracked was entered. A wallet and an iPad are missing. A credit card was used in Daytona Beach later that day.
  - Burglary-Residence, 26 Oakwood Park. House is in foreclosure and the tenant was in the process of moving out. She has not been to the home in three days and when she went today she found that a laptop and jewelry are missing. Possible entry through an unlocked sliding door.
  - Carbreak, 839 South Atlantic Avenue (Andy Romano Park). A locked vehicle was entered by breaking the lock from the outside. An iPad and cell phones were taken.
  - Criminal Mischief/Felony, 18 Riverview Drive. The residents took in an 18 year old male to get him off the street. They had an argument and he did over \$2,000 in damage before taking off on foot.
- 8/17/2014
  - Warrant Arrest, 50 Block North Beach Street. A vehicle was stopped for passing on a double yellow. The suspect had three open warrants for grand theft out of Hillsborough County.
  - Warrant Arrest, 50 Block North Beach Street. Separate incident. A vehicle was stopped for passing on a double yellow. The driver identified himself verbally as someone else which came back as a valid person with a valid driver's license. Ofc. Pearson did further investigation because the driver could not tell him the address that was on the drivers license and eventually found his real name. He had a warrant out of Flagler County for driving on a suspended license. A search of the vehicle found narcotics in the center console.

- Carbreak, 373 Riverside Drive. Unlocked vehicle was entered overnight. A GPS was stolen.
- Carbreak, 250 Riverside Drive. Two unlocked vehicles were entered overnight. One was not missing anything. The other was missing sunglasses, prescription narcotics, cell phone headset and an iPhone charger.
- Carbreak, 333 West Granada Boulevard (Gold's Gym). Car window was smashed out and a briefcase was taken.
- Aggravated Battery, 839 South Atlantic Avenue (Andy Romano Park). A patron was standing in a parking space to hold it for someone. Suspect drove her vehicle into the victim at a slow speed. Victim did not want to press charges.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was stopped by loss prevention for shoplifting a felony amount of merchandise.
- Battery Arrest, 14 Byron Ellinor #B Drive. Suspect got into a physical confrontation with a female. After officers contacted him he resisted. Taser deployed.
- Aggravated Assault – Domestic Violence/Affidavit, 19 North Yonge Street. Adult male and female who live together got into a verbal confrontation. During the confrontation the female picked up a garden tool and threatened the victim with it. She fled the area and was not located.
- 8/18/2014
  - Carbreak 201 South Halifax Drive. Occurred while transporting children to school in another vehicle. Unlocked vehicle, GPS taken.
  - Fraud, 2001 West Granada. (Walgreens) Suspect paid for cigarettes with a hundred dollar bill, while the clerk was distracted, he retained the bill, received the change and the cigarettes.
  - Stolen Vehicle, 411 Triton Road. Honda Accord taken sometime overnight. Keys were not with the vehicle, they were maintained by the owner.
  - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was issued a Notice to Appear for retail theft.
  - Shoplifting Arrest, 1458 West Granada. (Bealls) Suspect was arrested for retail theft.
- 8/19/2014
  - Stolen Vehicle, 209 Kenilworth Avenue. Occurred overnight, owner maintained the only key and there was no glass breakage in the driveway.
  - Carbreak, 1634 North US Highway One (Super 8 Motel.) Passenger side door handle damaged, nothing taken from the cab of the U-Haul or from the unsecured rear compartment.
  - Fraud, 530 South Atlantic Avenue. (BP Station) Victim stated that she purchased fuel at the pump yesterday and there have since been fraudulent charges made on her card. Her bank advised they had received four other reports from other customers.
- 8/20/2014
  - Stolen Vehicle, 272 South Washington Street. A vehicle was stolen over night. The vehicle was unlocked with a spare set of keys in the center console.
  - Stolen Vehicle, 52 North Yonge Street (Advanced Discount Auto Parts). A Jimmy Johns sandwich shop delivery driver was dropping off subs to the business. As soon as she went inside the suspect jumped in the running vehicle and fled the scene southbound.
  - Grand Theft, 13 Fishermans Circle #1 (Fishermans Landing). A resident was expecting a package from UPS a few days ago. UPS shows it as delivered but to the wrong address. Nobody has come forward to turn the package over to the rightful owner. The apartment that it shows delivered to was investigated and the resident was ruled out as a suspect.
  - Grand Theft, 500 Shadow Lakes Boulevard (Shadow Lakes Apartments). All of the patio furniture was stolen over night from the outside lounge area.
  - Warrant Arrest, 1634 North US 1 #127. Suspect was arrested on a local felony warrant
  - Carbreak, 5 La Jolla Court. Suspect with blue shorts and a white t-shirt entered an unlocked vehicle and took the victim's wallet, the victim chased him off. We did not locate the suspect.
  - DUI Arrest, Hernandez Avenue and South Yonge. Suspect was arrested for DUI. A search of his person located some white powder that tested positive for cocaine.

- Carbreak, 120 River Bluff Drive. Suspect(s) from the La Jolla carbreak also entered this vehicle. K-9 indicated from the track that it appeared someone was going house to house on both sides checking cars.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 40
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 43
  - Number of Written Warnings Issued: 5
  - Number of Parking Citations Issued: 9
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 7
  - Number of Crashes with Injuries: 3
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
  - Parking Complaint - 1298 Gallatin Road
  - Speeding Complaint - Warwick Avenue
  - Speeding Complaint - Warwick Avenue & North Ridgewood Avenue in the afternoon.
  - Parking Complaint - 136 Valencia Drive
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 100-400-Block Clyde Morris Boulevard
  - Reason for this STEP: Speeding
  - Number of times worked: 2; Total Hours Spent: 2
  - Citations Issued: 6; Written Warnings Issued: 0
  - Comments: High speeds on this roadway again.
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Tomoka Elementary School
  - Reason for this STEP: School Zone
  - Number of times worked: 4; Total Hours Spent: 3.75
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: First Week of School
- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Ormond Beach Elementary School
  - Reason for this STEP: School Zone
  - Number of times worked: 4; Total Hours Spent: 1.50
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: First Week of School - Handled by Community Service Officers
- 4. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Ormond Beach Middle School
  - Reason for this STEP: School Zone
  - Number of times worked: 4; Total Hours Spent: 1.75
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: First Week of School
- 5. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Pathways Elementary School

- Reason for this STEP: School Zone
- Number of times worked: 4; Total Hours Spent: 0.75
- Citations Issued: 0; Written Warnings Issued: 0
- Comments: First Week of School - Handled by Outreach
  
- 6. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Pine Trail Elementary School
  - Reason for this STEP: School Zone
  - Number of times worked: 4; Total Hours Spent: 2
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: First Week of School - Handled by Outreach
  
- 7. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Osceola Elementary School
  - Reason for this STEP: School Zone
  - Number of times worked: 0; Total Hours Spent: 0
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: First Week of School - Handled by Patrol
  
- 8. Strategic Traffic Enforcement Program (STP) Information:
  - Location: East Granada Boulevard / Riverside Drive
  - Reason for this STEP: Self Initiated
  - Number of times worked: 2; Total Hours Spent: 4
  - Citations Issued: 5; Written Warnings Issued: 0
  - Comments: Laser for Speeding
  
- 9. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 0 Block West Granada Boulevard
  - Reason for this STEP: Self Initiated
  - Number of times worked: 2; Total Hours Spent: 1
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
  
- 10. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 800-Block North United States Hwy 1
  - Reason for this STEP: Self Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 2; Written Warnings Issued: 0
  - Comments: None
  
- General Comments:
  - First Week of School
  - 2014 DUI - Labor Day Impaired Driving Crackdown - August 13 - September 1 - Variable Message Board set up on the north side of City Hall with related message.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 14 Cases initiated
- Zone 2: 11 Cases initiated
- Zone 3: 11 Cases initiated
- Zone 4: 5 Cases initiated
- 23 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with fifty-nine (59) telephonic inquiries.

## Public Works

- Engineering

- Project Summary

- Construction Projects:

- John Anderson Drive – The contractor has started final paving operations and should be complete this week. Final thermoplastic striping will be completed after pavement cures in two weeks along with the specialty pavement work at Neptune, Amsden, Standish, Halifax. Drive After this stop signs will then be installed at these intersections.
  - 2 Inch Water Main Replacement – Mainland – As-Builts were resubmitted and are being reviewed.
  - 2-Inch Water Main Replacement – North Peninsula – Staff is resolving final pay quantities; final closeout paper work will be completed shortly.
  - Downtown Underground Utilities Conversion – A deductive change order is being prepared based upon Carter Electric's final quantities; closeout of the project is being completed. The final contract cost was \$9,211 under contract amount after adjustment of final unit quantities.
  - Audible Pedestrian Signals – Staff and their CEI Consultant is closing out the project. Final documentation is being uploaded to LAPIT.
  - Traffic Signal Maintenance (Mast Arm Painting) – Revised MOT plan has been approved by FDOT dependent upon signed and sealed plans; the City is awaiting issuance of a permit to commence the project.
  - Airport Business Park Overhead Utilities Conversion/Hardening – FPL has completed the installation of the main distribution conduit. Adjustments were required based upon conditions encountered in the field. The remainder of the conduit installation has been installed, conductor installation and connection is currently being completed.
  - Granada Blvd. Resurfacing – Tymber Creek to Perrott – Utility adjustments are nearing completion; FDOT has begun paving the friction course.
  - Ormond Beach Sports Complex Roadway Improvements- Road subgrade continues to be worked for soil stabilization along the perimeter road. Parking lot area in front of the airport tower which interfaces with the new perimeter roadway was redesigned for adjustments in final grading to improve positive drainage away from low areas and correct survey control inconsistencies which were resolved by the land surveyor. Part of the existing parking lot pavement near the airport tower, was demolished and is being prepared for new pavement.
  - Nova Recreation Center Roof Repairs- The Gymnastics Center interior walls were painted and the interior improvements were finalized and cleaned up. The interior improvements with the new sheet rock walls and insulation has improved the interior look and made a noticeable improvement in increasing the effectiveness of the air conditioning system.
  - City Hall Chiller Replacement – On Saturday morning starting at 6:30 am, D.G Meyer will be replacing the chiller unit behind City Hall. This work should be completed within several hours and the new chiller will then be placed into service. Thus air conditioning will not be available to City Hall during this time. Service will be restored once the work is completed Saturday morning. ***During this replacement a crane will be utilized which will require a lane closure on SR40 for several hours.*** The FDOT has been notified and once the chiller unit is installed the lane closure will be removed.
  - 2014 Roadway Resurfacing- Bid award has been approved by the Commission. Contracts are being prepared for execution.
  - OBSC Multi-Purpose Building – Construction is complete. The Certificate of Occupancy has been issued. A grand opening is scheduled for Friday at 5:30 pm.

- Design Projects:

- Nova Community Park Skate Park Expansion – AM Weigel has submitted their Guaranteed Maximum Price Proposal; a work authorization to AM Weigel is being submitted for approval by the City Commission.

- City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6<sup>th</sup> workshop. Staff is proceeding with preparing alternate designs based on comments from the meeting.
- Beach Ramp Beautification – Staff secured a Volusia County Use-Permit to construct the improvements and is currently soliciting written quotations from contractors to issue a Purchase Order.
- Riverside Drive Drainage Improvements – Staff is finalizing meetings with affected residents. Final revisions are being made to the bid documents; due to several home/lot owners not being in town this has delayed the ability for staff to acquire necessary easements. Once easements are secured, staff will proceed to bid out the project.
- Fiber Optic Network Expansion – FDOT utility permit, as well as City of Ormond Beach Engineering Permits for this project have been issued. The contractor has submitted for Volusia County Use permit approval. A pre-construction meeting is anticipated in early September.
- Granada Medians (West of I-95) – The contractor is working on installation of the irrigation mains.
- Water and Wastewater Master Plan Update – Staff made field visits to several area treatment facilities to see new technologies in service that may be included as recommendations in the Master Plan. It is expected that the draft report will be submitted in September.
- Nova Recreation Park- Project quantities and cost estimates are being developed for the various pavement improvement areas. Project bidding manual is being developed. Staff investigated in place traffic calming devices for consideration of expanding on traffic calming design with the current plan which is being developed with the pavement improvements. The drainage and grading plan for the three primary existing shell parking areas has been completed, including the area in front of the maintenance sheds, north of the gymnasium.
- Reforestation Street Tree Planting – The bid award was approved at the June 17<sup>th</sup> City Commission meeting. Contracts are being executed. Notices were sent to residents informing them of the upcoming work.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk after the overhead utilities are removed. The proposed design was re-submitted for FDOT review in June 2014.
- Police Department Fencing – A preconstruction and field meeting were held and the contractor has ordered materials and will start work upon delivery.
- Downtown Stormwater – A kick-off meeting was held August 4, 2014; Sliger and Associates is beginning survey work for Zev Cohen and Associates to begin design.
- Ph II 2-Inch Water Main Replacement – Mainland - Design of 60% plans is in progress. Consultant is implementing design review comments and staff is working with the consultant to best plan locations for the watermain replacement on a per roadway basis to avoid impacts to existing trees, landscaping and ornamental driveways.
- Ph II 2-Inch Water Main Replacement – North Peninsula - Survey work has commenced, McKim and Creed anticipates submitting 30% plans for City review the week of August 11.
- Ph II 2-Inch Water Main Replacement – South Peninsula - 30% plans have been transmitted to the City for review.
- Stormdrain Rehabilitation Project FY 2014/15- Preparing project scope and specifications to ready the project for advertisement at the beginning of the upcoming fiscal year.
- Ormond Sports Complex Field 9/10 – A meeting with FPL was held August 7, 2014 by Dickens and Associates who are in the process of preparing a conceptual plan for the project. The FPL meeting assisted in determining final design; Dickens is beginning calculations and design this week.
- Seton Tr Sewer Connection- Quotes have been received for directional drilling a gravity line along the roadway from the customer's home to the existing gravity sewer on Seminole Avenue. Staff is determining project cost allocations and determining the benefit of City crews to perform the tie-in to the existing sanitary sewer and provide stub-out to the property line, with the directional drill being the only contracted component of the project, versus having a contractor complete all the work.

- South Peninsula Reclaimed Water Extension – Quentin Hampton has submitted 90% plans this week for City review.
- Environmental Learning Center – With approval of the design work authorization, the consultant has begun the site survey and environmental survey.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
  - Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going).
  - Franchise Utilities- FPL is installing a new power pole and interrupter device on N. Thomson Creek Road and is directional boring conduit along Booth Road.
  - Rima Well Site Cleanup- Staff is coordinating a second phase of on-site subsurface testing to satisfy FDEP requirements and to bring closure to the diesel spill clean-up.
  - Nova Road Landfill- The semi-annual ground water monitoring report was completed, reviewed and submitted to FDEP. Work continues on designing an improved gas ventilation system for the Class III landfill closure and ongoing site assessment study.
  - Continued developing the Nova Rec Paving Project design plans per project manager's comments.
  - Created drawing showing the locations of the different milling and resurfacing depths for the John Anderson Dr Improvement project.
  - Researched and provided as-built drawings of the Multi Use Field located at the Airport Sports Complex for proposed lighting design per consultants' request.
  - Provided sanitary sewer service information for 751 S Yonge St per Realtor request.
  - Modified the drawing and researched reuse main location for the Street Tree Planting Project.
  - Prepared an exhibit drawing for the Downtown Stormwater Improvement Project reflecting the easements requested from property owners.
  - Created standard detail drawing per the Water Div request.
  - Completed tree/right-of-way locate at 121 Colina Place and 8 Pine Valley Cir per Streets Div request.
  - Researched ownership and maintenance responsibilities for the conservation area shared by the Misners Branch and Winding Woods HOA per Streets Div request.
  - Completed 30' sight triangle stakeouts at N & S Capri Dr/Hand Ave intersections per NID request.
  - Completed tree/right of way locate at 284 Oleander Pl per NID request.
  - Researched, located and provided copies of multiple as-built drawings for the N Ocean Shore forcemain per Wastewater Div request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Repaired concrete on 100 block of Roberta Rd.
        - Pulled form and backfilled on Whispering Pines Trl.
        - Asphalted potholes on Timberline Trl.
        - Cleared off areas at City Hall
        - Debris cleanup on the Granada Bridge
        - Picked up litter at various bus stops
        - Poured concrete for a basin & gutter at S. Forty & Saddlecreek
        - Poured concrete for bench slabs at Central Park III
        - Formed a sidewalk & driveway on Riverview Dr.
        - Removed a broken sidewalk on Melrose 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
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Picked up a limb on 300 block of Riverside Dr.
- Picked up a fallen tree on Pine Valley Cir.
- Removed stumps on Main Trl.
- Trimmed trees on Moreland Blvd., at Riverbend Park, at the corner of Idlewood & Atwood, on Amsden Rd., at the corner of Linden & Royal, and on Pine Rd.
- Removed a palm tree at Plaza Grande & Cordova

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed various DOT (Department of Transportation) locations on SR40, west of Nova and at Granada & Nova
- Assisted the concrete crew on SR40 and various other locations
- Assisted with the loader lifting turf bags for the infields at various ball fields

#### Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs for upcoming jobs, ordered materials for stock and put away stock that was received
- Sign Shop, fabricated signs & decals for various locations
- Various Locations, checked on road striping that might be needed and on jobs that had been contracted out

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds (on Lakebridge, and on Northbrook)
- Fleet – trained on new slope mower
- Riverview Dr. – pipe repair
- Tomoka Ave. – pipe repair
- S. Ridgewood Ave. – pipe repair
- Deland – pick up new grates
- 67 N. Oceanshore Blvd – assisted Fire Department pumping out water from basement after fire

#### Vactor

- Various Citywide Locations – cleaned basins (on Riverbluff, on Arroyo Parkway & and Oak Fores

Mowing

- Reachout Mower – SR40 at Breakaway Trails, going east and at Northbrook and Domicilio
- Slope Mower – various locations
- Walk-behind Mower - Clyde Morris medians

Street Sweeping/Streetsweeper

- 129.0 miles of road cleaned (This is for 4 days)
- 20.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
24,734

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
10	3

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has gallons of 11,268 unleaded and 8,194 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,047 gallons of unleaded and 765 gallons of diesel.
- Fleet completed 56 work orders this week.

- Utilities

Projects Summary

- A-1-A Force Main – High pressures adversely affecting the Spanish Waters and Ormond Mall Lift Stations are reduced as a result of force main being cleaned using poly pigs to correct this deficiency.
- Annual Supply of Chemicals for Water Wastewater – Bids were evaluated and a City Commission agenda item recommending award to various vendors is prepared for the September 15 City Commission meeting.
- Backflow Prevention Device Testing, Certification and Repair Services – Modifying bid documents to add desirable conditions referenced in Volusia County recent bid documents for a similar project scope.
- Breakaway Trails Lift Station Control Panel Replacement – Discussed the requirements with the design engineer.
- Concentrate Piping Connection to Reuse Storage Tank – SCADA programming is being performed – meter is installed and system is ready for testing.
- Division Avenue Well Field Raw Water Piping – An amended work authorization for McKim and Creed to perform additional survey and design services is being prepared.
- Cross Connection Control (CCC) Program Management Services – The bids are being evaluated to confirm bidder qualifications.
- Dual Check Valve Assembly Installation Services – Notice to proceed will be issued after meetings with the homeowner’s associations are held.
- Dual Check Valve Assembly Procurement – Parts were received.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – Plans were received for review for the south peninsula portion of the project.
- 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit Application is being reviewed by the County.
- Nassau Circle Water Service Replacement – Operations staff is preparing to replace the services.

- Ormond Beach Wastewater Plant Operating Permit Renewal – Information requested at the meeting with FDEP was collected and a response to the RAI was prepared. Staff awaiting receipt of a short form consent order for previous plant exceedances now corrected.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Contractor indicated that they will proceed with impeller replacement after Pump #3 is repaired. A quotation to repair Pump #3 was received. A purchase order is being prepared. Warranty discussions underway regarding hypochlorite storage tanks.
- Rima Wells Auxiliary Power Generator – Additional information is needed for the leak detector. Specifications and final plans were received for review.
- Saddler's Run Lift Station Rehabilitation – The designer is preparing the 90% plans and specifications.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Utility Technicians, Inc. will be contacted for a schedule to line the manholes. Manhole top major rehabilitation activity completed.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Revised as-built drawings were prepared by the contractor for review.
- Storage Tank Repairs and Maintenance - A revised proposal is being evaluated.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Deer Creek Phase 2 – Waiting for verification that the leaking lateral was repaired. Waiting for preliminary as-built drawing comments to be addressed. Ormond Crossings – Received plans for review. Valiant Diner – Revised water service connection plans were reviewed. Zaxbys – Received FDEP collection system permit.
- Water Distribution
  - Exchanged 6 water meters per Finance Department work orders.
  - Responded to or repaired 16 water service leaks.
  - Performed accuracy testing on 11 each - 1½” commercial water meters, all tested within accuracy limits. Scheduled 5 commercial customers for meter accuracy testing. Also, tested a residential ¾” water meter per the Finance Department.
  - Assisted 21 customers with misc. concerns.
  - Replaced 11 water meter boxes.
  - Responded to 16 water pressure and/or water quality grievances.
  - Replaced 6 water services due to aged pipe causing low pressure, 2 each -2” pipe casings were installed by the directional bore contractor for water service replacements under roads.
  - Completed maintenance activities on 33 fire hydrants in Utility map book area C1.
  - Installed and performed pressure testing on 8 City owned backflow preventers, 1 of which needed repairs. Installed 4 new devices on irrigation system serving medians in the Trails subdivision.
  - Repaired a 2” water main on Bosarvey Dr.
  - Performed scheduled maintenance on 10 Water Distribution system valves as part of the valve maintenance program.
  - Replaced the 3” control valve serving the water meter at 2100 Ocean Shore Blvd.
  - Installed a temporary flushing device on SR 40, located near Hunters Ridge Subdivision.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 91 regular and 2 emergency utility locates for the previous week.
- Water Treatment
  - Delivered 40.86 million gallons for the week ending August 15, 2014 (5.83 MGD)
  - Backwashed 10 filters for a total of 480,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 33.23 Million Gallons.
  - Produced 22.30 Million Gallons of Reuse.
  - Produced 10.93 Million Gallons of Surface Water Discharge.

- Influent flows average for week @ 4.75 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 18.25 (14%-18% Solids).
- Submitted quarterly Chronic Bioassay results to FDEP.
- Wastewater Collection – Reuse
  - Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 2 on conventional collection system.
  - Televised 6 and cleaned 41 sewer laterals.
  - Crews installed 135' of six inch sewer pipe for 151 Windward Cir.
  - Professional Piping Services began cleaning the 10" & 12" sewer force main on Ocean Shore Blvd. Twelve inch force main has been completed and 10 inch is underway and expected for completion by Friday afternoon.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters and Ocean Mist Hotel @ 38 psi, Ormond Mall @ 0 psi.
  - Pumped out PEP tank at 23 Fox Fords Chase.
  - Repaired broken cleanout at 39 Indian Springs.
  - Rewired J-box at 15 Crescent Lake Way.
  - Replaced PEP System pump at 62 Circle Creek Way.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 32/30psi. Foxhunters Flat (2 inch) 26/21 psi & Shadow Creek Blvd. (4 inch) 6/2 psi.

#### Wastewater Plant – Lift Stations

- Chlorine Tanks – relocated spare chlorine tank from Water Plant to Waste Water Plant – set up at Waste Water Plant for clean out & assembly as temporary chlorine storage tank.
- Il Villagio – performed diagnosis of pump blow by at wet well base elbow – both risers found to be flowing well – pulled pumps to check volutes, pulled check valves – pressure at 18psi static – will return for further diagnosis & repair at a later date.
- Digester Blower #3 – replaced worn drive belt at blower unit.
- Spanish Waters – assisted Collections Division as needed with A1A Force Main specialized cleaning - pigging.
- Swing Zone blower #1 – communication failure – rebooted VFD - all ok.
- SCADA monitor/response: 5M – low starts & high run hours – cleaned transducer - adjusted settings – will monitor for possible replacement; 10M – high level – found wet well high – found both pumps tripped at motor starter overloads – performed electrical & mechanical tests - all ok – possible storm related; 1P - high level – found no high level – possible SCADA issue – will monitor.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Effluent Transfer Pumps #1, #2, #3; Swing Zone Blowers #1 - #2; R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps #1, #2; Digester Blowers #1, #2, #3; Decant Pump.
- Semiannual PM's - Decant Pump.
- Lift Station PM's: 18 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 67 work orders completed and closed for this section for this week.

#### Water Plant – Well Fields – Booster Stations – Reuse System

- Chlorine tank - assisted with loading and transporting to waste water plant.
- Altitude valve - Installed new spring on pressure diaphragm.
- Well 23H - repaired Bermad valve and returned to service.
- Well 4D - Pulled flow meter for repair.
- Granada Booster station - Installed new pump and motor.
- Wells 35 and 39R – staged material for contractor repairs on 8/19/14.
- Thickener pumps – not operating – reset tripped overloads – performed inspection – will monitor.

- Lime cone #1 – automatic plug valve not operational – will replace when received – currently operated in manual mode.

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: Staff issued a new permit to an existing IPP user. The permittee implemented a new pretreatment system, which required a modification of their permit.
  - Sewer Collection System Programs: Staff in process to establish collection system programs including Fats, Oils & Grease reduction program and a program to eliminate wipes and other items which disrupt the City's sewer system. Programs seek to eradicate sanitary sewer overflows caused by blockages in the system. Staff began documenting locations of assisted living facilities for educational and best management practices outreach.
  - Annual Reuse Report: Prepare revised report based on updated information due to the discovery of an inoperative bulk reuse meter.
  - Wastewater Treatment Facility: Establish a sampling regiment to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes.
  - Preparing notification to FDEP regarding upcoming short form for consent order conditions and penalty adjustments for consideration.
- Water Supply/ Treatment and Distribution System Regulatory Activities
    - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
    - Backflow Device Installation Notice: Staff drafting a notice to residential customers affected by the future installation or refurbishing of existing backflow prevention devices in the City's Reuse Service Area. Also planning an information session with the effected Homeowners Associations to allow for residents concerns to be heard.
    - Cross Connection Control Program: Reviewing the bids for the management of the CCC program data for award.
    - Diesel Fuel Release Remediation: Engineering and Utilities Divisions staff to continue collaborations with consultant and FDEP for remaining source removal alternatives.

#### Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the August 19, 2014, City Commission Meeting
- Staff attended and provided support for the August 21, 2014, Neighborhood Improvement Advisory Board Meeting
- Staff attended and provided support for the August 22, 2014, Police Officers' Pension Board Special Meeting
- Agenda packet preparation and creation for the August 27, 2014, Budget Advisory Board Meeting
- Agenda packet preparation for the September 15, 2014, City Commission Meeting

#### Status of Department Projects

- Municode republication of *Code of Ordinances*
  - Project Status: Received confirmation from Municode that project is in "Initial Organization" stage involving comprehensive review of code materials