

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 12, 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:

- General discussion meetings with Finance Director, Utilities Manager, Risk Manager, Police Chief, and IT Manager.
- Staff meeting with directors
- Reviewed agenda packet
- General agenda preparation and review

Spoke to, attended and/or met with:

- Rotary board meeting
- Phone discussions with citizens regarding their concerns
- Project work on ICMA Job Hunting handbook
- PACE board and member recruitment meetings
- Introductory discussion with the auditors regarding the annual financial audit
- General discussion with Wayne Grant, Ormond Observer
- Discussion with GG Galloway on the County's beachfront property purchase program.

Community Development

Planning

- The Planning Director, Building Official, Assist City Attorney, Ray Webb of KenCo and Dan Webster, KenCo's attorney met to discuss required submittals needed to close out three sign permits pursuant to the Volusia County License Board's findings.
- Staff met as a group to review the proposed land use and zoning amendments as it relates to the recently adopted ISBA.
 - Volusia County is of the opinion that the City has been delegated responsibility to enforce County's land development, zoning and building code rules since the ISBA has been approved. While the Department has been successful in not doing this, it is important that we not agree to do this. There is nothing in the ISBA, FS 171 Part II that provides for an ISBA or FS 163 that explicitly or implicitly states the extra-jurisdictional governing entity must enforce the county rules and regulations until the extra-jurisdictional government entity amends its Comprehensive Land Use Plan Map. We expect this to be in December 2014. Follow-up email from the County's Planning Dept. appears to concur with our interpretation.

Building Inspections, Permitting & Licensing

- 246 inspections performed.
- 5 business tax receipts issued.
- 66 permits issued with a valuation of \$677,313.00

Development Services

- The Department is ready to issue the final SPRC approval for 1298 West Granada Boulevard with the following conditions:
 - a. Provide SJRWMD Environmental Resource Permit prior to construction including the following:
 1. The release of the 1.02 acre Conservation Easement Parcel and the acceptance of the new conservation easement.
 2. The reference of the acceptable calculations for the flood storage compensation off-setting the proposed impacts.
 - b. Provide proposed utility easement along the front of the site, adjacent to the right of way of Granada Blvd.
 - c. Provide engineering permit submittal, including contractor and cost of site construction.
 - d. A pre-construction meeting is required.
 - e. At 50% of project construction, as determined by the site inspector, a landscape meeting, including a Chelsea Place Home Owners Association representative, to discuss the buffer to the Chelsea Place subdivision residences is required.
 - f. At 90% of project construction, as determined by the site inspector, a landscape meeting, including a Chelsea Place Home Owners Association representative, to discuss the buffer to the Chelsea Place subdivision residences is required.

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 Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Staff met with Tomoka Holdings and their engineering consultants to review the plans. Follow up comments and revisions are expected over next week.
- Staff met with Tomoka Holdings to strategize on options that would facilitate the extension of utilities and roads to open up the Commerce Park for industrial development. In addition, the Community Redevelopment Area agreement for the funding of Crossings Boulevard will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. Further discussion is expected over the next several weeks.

Airport Business Park

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

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 has been presented to the Chamber Board and is ready for production 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.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. Several business prospects from Enterprise Florida and Team Volusia have visited the property in the past several months.

- Staff is working on revisions to the City's Economic Development Marketing materials and website, which will be completed in September.
- 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

- Staff has completed and submitted to the FAA a required "AIP Grant Oversight Risk Assessment Sponsor Certification Checklist." The checklist is designed to assist the FAA with assessing current policies, procedures and infrastructure in place within the City's control environment. Topic areas covered by the checklist include the City's procurement process, grants oversight process, business continuity process and information technology infrastructure.
- Staff has received the environmental assessment report for the Taxiway "G" design project. The assessment was conducted by Zev Cohen and Associates, Inc., and indicates that construction of Taxiway "G" will not impact any wetlands. This finding represents a savings of \$20,000 to \$30,000 in potential wetland mitigation fees.
- Next week, Allen's Tree Service will begin clearing trees and vegetation on airport property, including portions of the Riverbend Golf Course that has been identified by the FAA as hazardous to air navigation. Staff will be supervising the clearing project. This work is expected to take approximately thirty (30) days to complete.
- Staff has requested and received a quote from AAA Fence, Inc., for clearing shrubs and overgrowth along the interior perimeter of the airport security fence. This clearing will facilitate regular inspection of the fence for maintenance and security purposes. Staff plans to schedule clearing on a quarterly basis until the fence line in all four quadrants of the airport has been cleared. A clear zone along the fence line will be maintained thereafter via bi-annual applications of herbicide.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 38 Journal Entry Batches (#5,211 – 5,309).
 - Approved 24 Purchase Requisitions totaling \$64,723.50.
 - Issued 34 Purchase Orders totaling \$131,362.01.
 - Prepared 95 Accounts Payable checks totaling \$193,906.53 and 33 Accounts Payable EFT payments totaling \$143,774.06.
 - Processed 5,825 cash receipts totaling \$654,354.81.
 - Processed 750 utility bill payments through ACH totaling \$47,077.38.
 - Processed and issued 6,202 utility bills with billed consumption of water of 35,546k.
 - Issued 691 past due notices on utility accounts.
 - Auto-called 76 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Legal Aid Clinic (10/2)
 - Florida Licensing on Wheels (9/23)
 - 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.
 - Completed ads for Legal Aid Clinic on October 2, 2014.

- Attended weekly staff meeting.
- Attended quarterly Local Mitigation Strategy (LMS) meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 3
- Hazardous: 2
- EMS: 87
- Motor Vehicle Accidents: 8
- Public Assists: 40

TOTAL CALLS: 142

- Aid provided to other agencies: 13 calls – Daytona Beach (5), Holly Hill (1), Volusia County (7)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 72

Training Hours

- NFPA 1001: Firefighting 72
- NFPA 1002: Driver/Operator 2
- NFPA 1500: Safety/Equipment 54
- NFPA 1620: Pre-Fire Planning 9
- EMT/Paramedic 13
- TOTAL TRAINING HOURS: 150

Significant Incidents

- 9/2/14, 6:47 PM: Pine Cone Trail – Structure Fire – Upon arrival found light smoke showing with occupants out of house – black smoke in front bedroom, burnt wall and smoldering mattress found – a burnt glue gun was plugged into wall – crews utilized a thermal imaging camera to check for fire extension in walls and ceiling – home was ventilated – no injuries.
- 9/5/14, 10:46 PM: Nova Rd. – Motor Vehicle Accident – Eight car accident in parking lot of Rockin Ranch – three patients with one trauma alert – a firefighter paramedic assisted EVAC with patient care during transport.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Planning/Building – Chief Building Inspector was advertised in-house and on the City web site on 09-09-14 with a closing date of 09-16-14.
 - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled. Twenty (20) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Human Resources - Employee Relations Assistant was advertised on 08-25-14, in-house, on the City web site and S.H.R.M. web site with a closing date of 09-10-14. Forty (40) applications have been received, entered on the applicant tracking sheet with qualifications.

- Engineering/Joint Permit Center – Permit Technician was advertised on 08-25-14, in-house and on the City web site with a closing date of 09-05-14. Thirty-six (36) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
- Leisure Services/Nova – Part time Recreation Leader was advertised on 08-25-14 on the City web site, ERAU Student Job Center, Daytona State College Student Job Board and Bethune Cookman College Student Career Center job board as open until filled. Seven (7) applications have been received, entered on the applicant tracking sheet with qualifications.
- Screening/Interviews 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. Seventy-four (74) applications and resumes were received, entered on the applicant tracking sheet with qualifications and scanned for the selection committee's review. 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 have been 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. The process was not successfully concluded, so recruitment will continue.
- Background/Reference Checks/Job Offers
 - 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.
 - Police Department/N.I.D. – Office Assistant III candidates were reviewed from L.S. recruitment, 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. The ad was put on the City web site and in-house starting 08-18-14 and closed on 08-22-14. Thirty-one (31) candidates were received, entered on the applicant tracking sheet with qualifications and made available for department review. Interviews were conducted on 09-10-14. Selection is pending.
 - Leisure Services/Gymnastics – A part time Assistant Gymnastics Instructor has been selected and began employment on 09-09-14.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 07-31-14: 5.28% (excluding retirements).
 - Police Department – Police Officer effective 10-01-14.
 - Planning/Building Inspections – Chief Building Inspector effective 09-12-14.

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.
- Human Resources Enrollment Team will be assisting employees one-on-one with the new online open enrollment process administered through Plan Source. Mandatory employee meetings have been scheduled beginning on Tuesday, September 16 and ending on Friday, September 19, for the 2014-2015 plan year.

City Events/Employee Relations Update

- New Employee Orientation –Orientation is scheduled for 09-25-14. 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

- Mayor's Health & Fitness Challenge 2015 event planning meetings.
- Restitution and subrogation file management.
- Attended Wellness Council and Wellness Team meeting.
- Assisted Fire Department with respiratory protection evaluation process.

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, demos being scheduled.
 - Community Development – Electronic Plan Review – Committee met to finalize evaluation of the options available.
WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide starting with City Hall. Community Development and Engineering installs continue.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 30 New work - 41 completed - 56 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	45,826	Inbound E-Mails Blocked	34,148
Delivered Inbound E-Mails	11,581	Quarantined Messages	97
Percentage Good Email	25.3%	Virus E-Mails Blocked	153
 - Notable Events:
 - Large number of Phishing emails related to helpdesk at sarasotagov.com. Email Alert sent to everyone as added proactive measure.
 - IT Manager attended the Volusia Technology Council meeting.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 1 Corrections: 0
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 20,356 (90.5%) potable 19,782, Irrigation 565, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - City Manager Staff Meeting
 - Public Works Staff Meeting
 - Improvement Plan Meetings
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Leisure Services Advisory Board Meeting
 - Park Visits
 - Assistant City Manager meeting

- Projects Meeting with Staff: ELC, Community Gardens
- Finalized 2014 Accomplishments and 2015 Goals Report

- 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 14's teams continue training this week on Tuesday and Thursday nights at the Sports Complex Kiwanis Field at 6pm.
 - The Ormond Beach Pride Tackle Football Program continued practices this week, Tuesday - Friday at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm.
 - The City Coed Adult Softball Fall Season continued games this week, Monday – Thursday, 6:20, 7:30, and 8:40pm. Season will run through early November.
 - Ormond Beach Soccer Club Competitive Teams and Recreational Teams practiced this week.
 - City Youth Flag Football continued practices Monday – Friday at the Sports Complex at 5:45 and 7pm nightly.
 - Lady Renegades continued practicing for their fall season, Monday – Friday evenings, at the Softball Quad, Sports Complex.
 - The OBYBSA Recreational Baseball & Softball Program started practices this week for their Fall Game Season, which will start next week & run through the end of October. This is held at the Nova Fields, as well as the Softball Quad & T-Ball Fields at the Sports Complex.

- Athletic Field Maintenance
 - Went to South Ormond Rec. to clean the park, tennis and basketball courts
 - Went to Osceola school to tend to the infields, tennis and handball courts
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned hand ball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, 3 times a week
 - Continue mowing of the soccer fields, 2 times a week
 - Continue mowing of the softball fields, 2 times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowing OBMS weekly
 - Daily clean up of Limitless Playground
 - Cleaned all sports parks of debris/trash from the events during week.
 - Lady Renegade's softball teams continue workouts. Prepared fields for them to use nightly.
 - OB Golden Spikes practicing at Nova, fields 1-4.
 - OB Golden Spikes using BB field 4 to practice at night. Prepped daily.
 - Seabreeze fall season is practicing on BB fields 2 & 3. Prepped daily.
 - OB Pride football has begun to practice on fields 11 & 12. Put out benches and trash cans for them, repaint fields weekly.
 - Finished laying out soccer fields for the fall season. Started with fields 9 & 10. Working on all fields now, 1 – 10, field 5 is closed.
 - Competitive soccer teams had their first games of the fall season, using fields 1, 4, 6, 8. Prepped and painted for game ready.
 - Fall season of Co-ed softball has started. Prepped softball field 7 for them to use, Monday – Thursday nights.
 - Flag football has begun practice. Working on getting 3 fields prepared for them.
 - The irrigation replacement has begun on baseball, 1-3. Field #1 is first.

- Hosted Lady Renegades over the weekend. Rain delayed Saturday and washed out Sunday, had to cancel.
- Seabreeze JV football had their first home game on Thursday at the Champions field. Painted and set up for game ready.
- OB Pride football had their first home games, 4 of them, on Saturday. Cleaned up trash and prepped field for them.
- OB Golden Spike 12 years old, played a double header at Nova, field 4, Saturday. Made the field game ready for them.
- OB Golden Spike 14 years old, had a double header scheduled for Sunday at the Airport Sports Complex. Made the field game ready for them.
- Replaced sod on soccer field 5 where it did not take.

- 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: Kopy Kats held regular classes. CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Kopy Kats held on sate rehearsal. CMT held regular classes.
 - Friday: CMT held regular classes
 - No events are scheduled at The Performing Arts Center.

- 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)

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Senior Games preparation - office tasks
 - Staff meeting

- Gymnastics
 - This is the second week of the September session
 - Tumbling tots continue to work 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.
 - Pickleball resumed their schedule of Monday through Saturday from 9:00am-12:30pm.
 - Challenger Soccer began on Tuesday from 5:00-6:00pm. The program will run for 6 weeks.
 - Youth Volleyball began on Tuesday from 6:00-8:30pm
 - Adult Jazzercise continues to meet at various times throughout the week.

- Ms. Debby's Dance and Acting classes meet Monday, Tuesday, Thursday, and Friday at various times.
- Riverbend Volleyball team hosted their home game at the gym on Tuesday 6:00pm

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday, Tuesday, Wednesday, Thursday and Friday. Saturday tours from 10am – 12pm.
 - The Casements Camera Club 34th annual exhibit continues in The Gallery.
 - The Guild Board meeting was held on Monday at 10am.
 - The Christmas Gala meeting was held Thursday at 10am.
 - Parade Board meeting was held on Thursday at noon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding ceremony was held in Rockefeller Gardens on Monday morning
 - The Guild crafters met in room 203 on Thursday afternoon.
 - A wedding was held in Ormond Memorial Gardens on Friday afternoon.
 - A wedding was held in Rockefeller Gardens on Saturday at 3pm.
 - A Greek Cooking class was held on Saturday from 8am – 1pm.
 - Staff began preparations for the upcoming Rockefeller Revisited event on October 18th.

- Building Maintenance
 - Weekly preventative maintenance of City owned vehicles
 - Weekly lighting inspection of airfield runways, taxiways and signage
 - Weekly inspection of D.O.T. & Facility lighting @ various city locations
 - Performed operational/safety inspections on 14 electronic gates city wide
 - Three inches of ice on evaporator @ reuse high service pump building in Fleet
 - Assisted vendor with new chiller issues @ City Hall
 - Picked up supplies from vendor Building Maintenance
 - Prepared chiller repair books for long-term storage @ City Hall
 - Picked up screens from vendor @ Riverbridge Church
 - Picked up and set up battery recycle tub @ Building Maintenance
 - Assisted contractor with repairs on VAV controller in IT Section @ City Hall
 - Assisted with installation of new t-stat old lab @ Water Plant
 - Replaced water pump gauges with oil filled chiller @ City Hall
 - Ordered and picked up pneumatic controller (used last spare) for VAV's @ City Hall
 - Responded to power issue at the P.A.C. and contacted F.P.L to correct the problem
 - Replaced photo eye switch at City Hall that controlled outside lighting
 - Replaced an outlet cover in the green room at the P.A.C
 - Reset the control time clocks at the public works facility
 - Installed a new receptacle cover at S.O.N.C
 - Replaced dishwasher at F.H. 94
 - Investigated power outage at baseball complex it was a F.P.L. issue
 - Replaced electronic rectifier on the lighting contacts at the sports complex
 - Repaired threshold on the double doors going into gymnasium at S.O.N.C
 - Assembled work desk for HR at City Hall
 - Secured loose mirrors in the Blue Room at the PAC
 - Installed corner molding for stage doors at the PAC
 - Replaced ceiling tiles at PAC
 - Replaced door knob and door closer at Maintenance Bldg at WTP
 - Replaced ceiling tiles in cafeteria at Senior Center
 - Installed fence and gate at Rima Ridge Well Station
 - Checked irrigation pumps for repair at 95 & Granada
 - Checked water coolers not working at Fire 91
 - Met Fire Alarm contractor at Memorial Art Museum
 - Met Massey Services for tenting requirements at The Casements

- Inspection of the Water Wheel and sump pumps at The Casements
- Prepared maintenance invoices and receipts for City facilities
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Parks Maintenance
 - Trimmed overgrowth around docks at Central Park I
 - Cleaned up downed tree debris at Mound Park
 - Replaced 911 responder sign at Central Park IV parking lot
 - Installed new memorial bench at the labyrinth at Central Park II
 - Trimmed overgrowth over sidewalk at Central Park IV parking lot
 - Delivered generators to Fleet Maint. for service
 - Repaired gate and latch to tennis courts at Central Park III
 - Removed graffiti from picnic table at Central Park I
 - Cleaned up glass from under the bridge approach at Cassen Park
 - Pressure cleaned fish cleaning station and east end of fishing pier at Cassen Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Command Staff attended a meeting with members of Finance regarding purchasing procedures.
- Staff members participated in a recruiting and interview panel with students attending the Daytona State College basic law enforcement academy class.
- Staff members participated in the first class of the 32nd session of the Citizens Police Academy.

Community Outreach

- On Wednesday, September 10th a Youth Directors Council meeting was held at the South Ormond Neighborhood Center. Upcoming programs for community service were discussed.
- A meeting was held with the tutors at Ormond Beach Elementary School on Thursday, September 4th. The schedule of lessons for the Science on Patrol program was reviewed. The curriculum for 2015 READ program was also reviewed and the tentative schedule was set. The schedule will be finalized once the school reviews the winter schedule of programs.
- An OBPAL staff meeting was held on Friday, September 5th. Items discussed included the November 8th Golfing for Youth Tournament, schedules for fall PAL programs and the start time for the 2015 season of the PAL basketball program.
- Practice was held for the boys 14 under basketball team at the South Ormond Neighborhood Center on Wednesday and Friday evenings.

Community Services & Animal Control

- Animal Calls: 51
- Animal Reports: 2
- Animal Bites: 1
- Animals to Halifax Humane: 3 (All Cats)
- Wildlife: 1
- LCSO Owen & CSO Champion attended a workshop discussion on hoarding and hoarders.

Criminal Investigations

- Cases Assigned: 36
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 2
- Inactive: 3
- Fraud: 8
- Burglary Business: 0

- Burglary Residential: 4
- Larceny Car break: 11
- Grand Theft: 9
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 1
- Suicide: 1

Narcotics

- One Buy Walk
- Three Buy Walk Attempts
- One Meth Lab Investigations
- Two Narcotics Arrest

Comments:

- Death Investigation: Two elderly subjects attempted to commit suicide by overdose. The elderly female was successful and the elderly male survived. Both subjects had medical issues and left suicide notes. The elderly male was transported to the hospital for treatment and held under the Baker Act.
- Carbreaks: Several car burglaries in zone three with no suspects at this time.
- Residential Burglary: Investigators identified the identity of the subject responsible for a residential burglary on Brookwood Drive.
- Grand Theft: Investigators identified a possible suspect in a recent grand theft at Wal-Mart from video surveillance.

Records

- Walk - Ins / Window 119
- Phone Calls 128
- Arrest / NTA'S 38
- Citations Issued 117
- Citations Entered 42
- Reports Generated 163
- Reports Entered 151
- Mail / Faxes / Request 31

Patrol

- Total Calls 1,789
- Total Traffic Stops 169

Operations

Crime Opportunity Report Forms: 95

- 9/04/2014
 - Shoplifting Arrest (x2), 1521 West Granada Boulevard (Wal-Mart). Two employees were caught under-pricing items for their benefit by loss prevention staff and management. This apparently has gone on for several months, but staff does not have a total dollar amount of loss as a result of these thefts. The two employees were arrested for the misdemeanor amounts tallied today. Wal-Mart will advise when they inventory the remaining amounts.

- Bicycle Theft, 19 North Yonge Street #65 (Granada RV Park). An unlocked EZIP bicycle, blue, with an electric motor was stolen from the lot overnight.
- Trespassing / Violation of City Ordinance, 1 North Beach Street (Bailey Gardens). Transient was sleeping / camping with his belongings scattered all over City property. He was issued a trespass warning from the park.
- Grand Theft, 1687 West Granada Boulevard (Calvary). Student had his iPhone stolen from the classroom.
- Fraud, Lorillard Place. Victim's identity was stolen to facilitate opening a Verizon Wireless account with a \$2,000 balance.
- Warrant Arrest, 822 Buena Vista Avenue. Fugitive was arrested for two writs of bodily attachment for failure to pay child support after the police department received an anonymous tip.
- Burglary – Residence, 129 Heritage Circle (Hidden Hills). Victim had been away from their residence since July. After a civil dispute, a vehicle was repossessed by a known subject from the victim's driveway while he was away. The victim claims that his home was entered by this subject, and the keys and bill of sale were removed from inside the home.
- Warrant Arrest, Eagle Drive and Riverbluff Drive. Adult male was arrested on an outstanding arrest warrant.
- Battery, 49 West Granada Boulevard, The Grind Gastro Pub and Tiki Bar. Officers responded to a call of a fight in the bar. A review of the business video showed one subject approach a group at the bar. It appears that he pushed one of them in the back enough to move him slightly. At that point one of the others at the bar shoved the first subject. It then became a mutual combatant situation. No injuries sustained. Several subjects wished to proceed with charges. Information was gathered for complaint affidavits and all the subjects left the area.
- 9/05/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard. (Wal-Mart) Two suspects were stopped by loss prevention personnel for shoplifting. One suspect met the criteria to be issued a Notice to Appear (NTA) and was released. The second suspect did not meet NTA criteria and was arrested and transported to the county jail.
 - Warrant Arrest, 1001 Old Tomoka Road. Suspect was arrested on an outstanding arrest warrant.
 - Warrant Arrest, 34 A Cypress Circle. Suspect was contacted at his residence and taken into custody for violation of probation.
 - Burglary-Residence (X2). 101 and 114 Ann Rustin Drive. Victim of the residence at 101 Ann Rustin reported that a 42" flat screen TV had been taken from her locked garage sometime within the last two weeks. She also reported a 55" flat screen TV was taken from the garage of her brother's home at 114 Ann Rustin.
 - Grand Theft-Arrest, 201 Live Oak Avenue. Suspect became involved in an argument with her mother over several items missing from the garage of the residence. The daughter admitted to stealing the items and having another suspect pawn them at Crown Jewelers. One of the items (bow and arrows) was located in pawn.
- 9/06/2014
 - Hit and Run Arrest, Nova Road and Shadow Lakes Boulevard. The driver of a vehicle involved in a crash fled the scene and parked her vehicle in a nearby apartment complex and then walked home. The driver was subsequently located and arrested for leaving the scene of a crash with property damage.
 - DUI Arrest; 1521 West Granada Boulevard. (Wal-Mart) Traffic stop was conducted for failing to maintain one lane of traffic. Stop resulted in suspect being arrested for driving under the influence and possession of various narcotics.
 - Narcotics Arrest; 400 Block of Lincoln Avenue. Suspect was contacted inside his vehicle that was parked along the tree line in an otherwise abandoned parking lot. Suspect claimed to be lost but was driving a vehicle registered to Warwick Avenue in Ormond. Subject was arrested for possession of cannabis and released with a Notice to Appear.
 - Shoplifting Arrest, 1521 West Granada Boulevard, and (Wal-Mart) Suspect was arrested for retail theft after concealing over \$400 worth of merchandise.

- Sex Offense Arrest, 137 Pine Cone Trail. Several neighbors observed a female in the garage laying on a motorcycle naked from the waist down engaged in a sex act. One of the witnesses was a 13 year old child. The female was arrested for the lewd act in front of a child under 16 and transported to the Volusia County Branch Jail.
- Narcotics Arrest, 137 Pine Cone Trail. The owner of the residence where the female was arrested for the sex offense was issued a Notice to Appear for possession of cannabis under 20 grams and possession of paraphernalia. All items in plain view in the residence were observed while investigating the reported sex offense.
- Warrant Arrest, 19 North Yonge Street #17. While investigating a disturbance at lot #15, the neighbor was contacted and a want and warrants check conducted. The results showed the suspect had an outstanding arrest warrant for failure to appear in reference to worthless checks. The subject was placed under arrest.
- Battery-Domestic Violence Arrest, 45 Pergola Place. Husband and wife involved in a physical altercation after the husband had been out drinking all day. During the incident the husband punched the victim in the face and then went into the child's room and would not let the wife in. She then kicked the door in to get to the infant child. Husband was arrested for domestic violence battery.
- Narcotics Arrest, 70 Ormond Lakes Boulevard. The occupants of a vehicle parked in the clubhouse parking lot were contacted by officers and found to be in possession of cannabis and paraphernalia. Both subjects were issued a Notice to Appear and released.
- Loitering and Prowling Arrest, 26 Mayfield Terrace. Received a report of a suspicious vehicle on Brookwood Drive. The suspect pulled into 28 Brookwood Drive and fled from the vehicle on foot. Several Ormond and Volusia County units arrived on scene. The suspect was observed running between houses and was chased between Brookwood Drive and Mayfield Terrace. AIR1 arrived on scene and directed units to the suspect after a lengthy foot pursuit. The suspect refused to cooperate with police commands and further resisted arrest. The suspect was eventually apprehended in front of 26 Mayfield Terrace.
- Narcotics Arrest, 300 Block South Beach Street. Suspect was stopped for a traffic violation. A strong odor of marijuana was noticed coming from the vehicle. A search revealed paraphernalia and marijuana under twenty grams. The driver was issued a Notice to Appear and released.
- 9/07/2014
 - Carbreaks (11), Zone 3, numerous car burglaries in the same residential neighborhood occurred during the same night. Most vehicles were left unlocked but others had windows broken out in order to gain entry.
 - Carbreak Arrest, 1622 North US Highway 1. (Exxon) In progress call, suspect was arrested for burglarizing vehicles in the parking lot, among other charges.
- 9/08/2014
 - Carbreak, 131 East Lindenwood Circle. Unlocked vehicle entered over the weekend. Glove box was ransacked.
 - Grand Theft, 151 Domicilio Avenue (OBMS). Student's iPhone taken during PE class. Serial number entered into teletype.
 - Grand Theft, 20 Tomoka Oaks Boulevard (Tomoka Oaks CC). 50 golf cart batteries are missing from the inventory. An employee has not shown up for work for two days and is not answering or returning calls from the business owner.
 - Burglary – Business, 99 South Atlantic Avenue (Oceanside 99). A brown 3-speed bicycle locked to a bike rack was removed from the garage area. Surveillance video captured a male subject entering the maintenance room, remove a pair of bolt cutters and use same to cut the bicycle lock. The suspect is then seen leaving the area riding the bike and carrying the bolt cutters.
 - Aggravated Assault with a Firearm Arrest, 17 Oriole Circle. Suspect approached a landscape worker, pointed a handgun to his head, and told him to stop making noise with the lawn gear or she would kill him. She then went back into her residence at 601-A Robin Road. She was talked out of her residence, unarmed, a short time later by a police department negotiator and was arrested. Two firearms were seized from the suspect following her arrest.

- Dating Violence (Aggravated Assault with a Knife and False Imprisonment), 194 Cambridge Court (Tymber Creek). 911 received a call of a fight involving a knife. Upon arrival, the primary aggressor was identified. The victim was his cousin, who claimed absolutely nothing happened, but there were two other witnesses who reported that the suspect tried to stab the victim and also swiped the knife toward his own girlfriend, threatening to kill her in the process. According to witnesses, the suspect then forced his girlfriend into her vehicle and they both fled the area prior to officer's arrival on scene. Charges are pending.
- Warrant Arrest, 242 Northshore Drive, Suspect was arrested on an outstanding arrest warrant for violation of probation.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was arrested for retail theft.
- Stolen Vehicle, 2000 St. Georges Road #207B. The victim let the suspect borrow his car to make a run to the store. The suspect instead took off with the vehicle. Suspect returned to the victim's home later in the day while the victim was away and used the door key on the key ring to enter the residence and remove a television.
- 9/09/2014
 - Grand Theft, 100 Osceola Avenue (Osceola Elementary). Twelve (12) Apple iPads in Otter Box cases disappeared from a media room sometime over the past week. An additional six (6) were stolen sometime since mid-July. The room is accessible by several people and there was no forced entry noted.
 - Carbreak Arrest, 1340 West Granada Boulevard (Lowe's). Victim observed two subjects standing next to her truck. One subject then removed her backpack blower from the bed of her pickup and flee the area. The suspects were stopped at a pawn shop in another jurisdiction a short time later. One suspect was arrested for narcotics possession and an outstanding arrest warrant. Further investigation revealed the second suspect attempted to pawn the victim's blower at the pawn shop. He was arrested for burglary of a conveyance, grand theft, dealing in stolen property, and child neglect, as the suspects had a child with them for the duration of their criminal acts.
 - Theft, 44 Foxcroft Run (Hunters Ridge). Victim wrote a check to Kohl's for \$25.76 and placed it in his mailbox. It was later stolen, changed to \$250.76, and cashed elsewhere.
 - Narcotics Arrest, 790 West Granada Boulevard (Walgreens). Suspect observed in drive thru by staff with a fraudulent prescription. He was stopped by officers and arrested after investigation.
 - Carbreak, 63 Ravenwood Court (Tymber Creek). Hoses and a propane tank removed from an RV parked within the subdivision's storage area sometime in August.
 - Grand Theft, 17 Fox Hollow Drive. Victims allowed family members to stay at their home and discovered items missing after they left.
 - Carbreak, Wilmette Avenue / North Beach Street. Lawn crew observed an unknown suspect remove two gas cans from their open trailer.
 - Grand Theft, 20 South Nova Road (Cellular Sales). Employee had his Samsung cell phone stolen. It was tracked to Crown Pawn Shop.
 - Aggravated Assault Arrest, 68½ Fairview Avenue. Suspect was arrested for threatening a roommate with a knife.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was arrested for attempting a fraudulent return of stolen items.
 - Battery – Domestic Violence Arrest, 454 North Ridgewood Avenue. Suspect was arrested for domestic violence battery on his girlfriend during an argument.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 53
 - Number of DUI Arrests:
 - Number of Uniform Traffic Citations Issued: 60
 - Number of Written Warnings Issued: 10
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: All Public Schools
 - Reason for this STEP: School Zones
 - Number of times worked: 4; Total Hours Spent: 4
 - Citations Issued: 0; Written Warnings Issued: 9
 - Comments: Traffic & Pedestrian Safety
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-900 block South Atlantic Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 2 ; Total Hours Spent: 3
 - Citations Issued: 10 ; Written Warnings Issued: 0
 - Comments: Traffic safety.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 4 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-five (75) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- John Anderson Drive – The contractor completed final paving operations and has placed temporary striping. Final thermoplastic striping will be completed after pavement cures, along with the specialty pavement work at Neptune, Amsden, Standish, and Halifax. Drive. After this, 3-way stop signs will be installed at these intersections. The inspector is preparing the final punchlist for the project.
- 2-Inch Water Main Replacement – North Peninsula – Staff is resolving final pay quantities; final closeout paper work is in process, the project is complete.
- Audible Pedestrian Signals – Final Certificate of Completion was submitted to FDOT this week, the project is complete.
- Traffic Signal Maintenance (Mast Arm Painting) – Revised signed and sealed MOT plan was submitted to FDOT. Work will commence when FDOT permit is issued.
- Airport Business Park Overhead Utilities Conversion/Hardening – FPL is making modifications to the switching order of transformers at the Airport Business Park in order to accommodate the changeover. Upon completion, conductors will be reconnected.
- 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 - The perimeter road stabilized base has been completed and crushed concrete is being installed. The perimeter swale has been rough graded. All stormdrain has been installed.
- City Hall Chiller Replacement – The Chiller unit has been installed and the contractor is completing final adjustments. A final inspection is scheduled.
- 2014 Roadway Resurfacing - Contracts have been prepared and are being executed. Residential notices have been prepared and will be distributed after the pre-construction meeting is held.
- Granada Medians (West of I-95) – The contractor is working on the installation of the irrigation system; including directional bores and tapping the reuse mains.
- Reforestation Street Tree Planting – Project notices were hand delivered to residents informing them of the upcoming work. Construction is scheduled to begin in the next few weeks.
- Beach Ramp Beautification – Cardinal Approach – Staff is preparing the Purchase Orders for the project. Construction is scheduled to begin in November.
- Police Department Fencing – Austin Outdoor is preparing the existing landscape and irrigation system for the new fencing. The fence contractor has secured required building permits. Materials are scheduled to arrive, and construction will commence in mid-September.
- OBSC Baseball Irrigation - Fields 1 - 3 - The contractor is working to install the new irrigation mainline loop around field #1.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement - The contractor is working to secure required building permits.
- Central Park Observation Platform Replacement - The contractor is working to secure required building permits

Design Projects:

- Nova Community Park Skate Park Expansion – The CMCG contract has been scheduled for City Commission approval at the September 29 meeting.
- City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6th workshop. Staff has prepared alternate designs based on comments from the meeting and will arrange individual meetings with the City Commission to review them.
- Beach Ramp Beautification – Harvard Drive – Staff is currently preparing design plans to secure a Volusia County Use-Permit to construct the improvements.
- Riverside Drive Drainage Improvements – Final revisions are being made to the bid documents; several home/lot owners have not been available, delaying the ability of staff to acquire necessary easements. Once easements are secured, staff will proceed with bidding the project.
- Fiber Optic Network Expansion – FDOT utility permit and City Engineering Permits have been issued. A minor RAI was received from Volusia County, the contractor will respond. A pre-construction meeting will be scheduled in September.
- 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 design plans and bidding package was finalized. Project is intended to be advertised for bidding in October, with construction overlapping the skate park expansion, to minimize schedule of overall construction activities at the park.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk now that overhead utilities are removed. The proposed design plans were approved for construction by the FDOT. Staff is preparing the bid documents for City Commission review.
- North US1 Landscaping (Airport Road to I95) – Staff is preparing the design plans for FDOT review and permit.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and has requested material proposals from RCP Shelters.

- Downtown Stormwater – Survey work is in process, it is anticipated the Consultant will begin design in September.
- 2-Inch Watermain Replacement Phase 2 – 60% design plans were completed and are being reviewed.
- Ph II 2-Inch Water Main Replacement – North Peninsula - 90% plans have been submitted for City review. A design review meeting was held.
- Ph II 2-Inch Water Main Replacement – South Peninsula - 60% plans have been submitted for City review, a design review meeting was held.
- Stormdrain Rehabilitation Project FY 2014/15 - Preparing project scope and specifications to ready the project for advertisement at the beginning of the new fiscal year.
- Ormond Sports Complex Field 9/10 – Consultant is completing plans and specifications for the project.
- Seton Trail 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 the benefit of City crews performing the tie-in to the existing sanitary sewer and provide stub-out to the property line, and contracting the directional drill component only, versus having a contractor completes all the work.
- South Peninsula Reclaimed Water Extension – Consultant submitted 90% plans, which the City has reviewed and approved. The consultant is proceeding with bid documents, which are scheduled for consideration at the October 7 City Commission meeting. Bid advertisement is planned for early October.
- Environmental Learning Center – With approval of the design Work Authorization, the consultant has begun the site survey and environmental survey. Staff visited the Vero Beach Environmental Learning Center to discuss programs with their Program Director.

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).
- Rima Well Site Cleanup - Follow-up testing of the soils and ground water near production well 39R indicates that the site has been satisfactorily cleaned and is free of diesel contaminant. A report is being prepared to submit to FDEP for acceptance and reactivation of the well.
- Nova Road Landfill – Staff met with FDEP to review the overall closure site for annual inspection.
- Franchise Utilities - FPL has begun construction activities on Amsden Road to install concrete power poles.
- Finished base drawings & started design for North US1 Median Landscaping project.
- Located fallen tree for Streets Department.
- Modified plans for Nova Recreation Park Paving project.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Finished forming basin and poured concrete on Melrose Ave.
 - Asphalted potholes on Plaza Grande, and on S. Ridgewood
 - Performed preventative maintenance on vehicles at the Public Works Complex
 - Cleaned concrete tools at the Public Works Complex
 - Concrete utility cut on 100 block of W Granada
 - Formed bulkhead around culvert pipe and poured for concrete at the Airport Sports Complex
 - Formed & poured concrete on 300 block of N. Ridgewood Ave.
 - Removed forms, did a stress cut and backfilled 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
- Trimmed trees around the fuel tank area at Fleet, on 100 block of N. St. Andrews, at 400 block of N. Ridgewood, at S. Ridgewood & McAllister, at Airport gate #10, and on Hammock Ave.
- Removed trees at the Performing Arts Center, and on Tomoka Oaks Blvd.,

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
- Repaired Streetscape at Billy's Tap Room on Granada Blvd.
- Assisted the concrete crew with traffic control at Melrose & US1
- Installed holiday flags for Patriot's Day on the Granada Bridge
- Repaired road with shell at Sanchez Park

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide locations installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock and put away stock that was received
- Sign Shop, met with representative from Stellar Pavement Marking regarding road striping jobs
- Neptune and John Anderson installed a "No Parking" sign

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
- Zones 1 & 3 – inspected basins
- Sunshine Safety Council – employee attended FDOT certification class

Vactor

- Various Citywide Locations – cleaned basins on beachside,

Mowing

- Reachout Mower – at the Water Plant, at Division & Hand, on Wilmette Ave., at Nova Recreation, at the Wastewater Plant, and at Breakaway Trails
- Slope Mower – US1

Street Sweeping/Streetsweeper

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

- Fleet
Mileage Traveled by all City Departments for the week
22,518

PM Services completed for the week:

Emergency—Vehicles and Equipment
6

Non-Emergency Vehicles and Equipment
19

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has gallons of 12,350 unleaded and 5,179 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,409 gallons of unleaded and 928 gallons of diesel.
- Fleet completed 56 work orders this week.

- Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for overcoming low flow deposition to reduce frequency of poly-pig cleaning.
- Annual Supply of Chemicals for Water Wastewater – A City Commission agenda item recommending award to various vendors is scheduled for consideration at 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 – The SCADA programmer is scheduled to visit September 22. Proposed HDMI screens were reviewed and a selection was made.
- Division Avenue Well Field Raw Water Piping – Additional surveying work is being performed for an alternate force main route for well setback.
- Cross Connection Control (CCC) Program Management Services – A City Commission agenda item recommending award to the low bidder was prepared for presentation at the October 7 City Commission Meeting.
- Dual Check Valve Assembly Installation Services – Notice to proceed will be issued after meetings with the homeowners associations are held. Received the performance bond.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – A meeting to discuss review comments was held with the Engineering Division and the consultant.
- 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit was received.
- Valhalla Drive Water Service Replacement – Plans are being prepared.
- Ocean Breeze Water Service Replacement – Plans are being prepared.
- Ormond Beach Wastewater Plant Operating Permit Renewal – FDEP is reviewing the Request for Additional Information response. 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 purchase order to repair Pump #3 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 reviewed. Final specifications, incorporating review comments, are being prepared.
- Saddler's Run Lift Station Rehabilitation – The designer is preparing the 90% plans and specifications.

- SR 40 (Tymber Creek Road to SR Perrot) Resurfacing – Awaiting receipt of schedule from the contractor to line the manholes.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Mylars and electronic copies of the as-built drawings are scheduled for receipt at the end of the week.
- 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 – The leaking lateral was repaired. Waiting for preliminary as-built drawing comments to be addressed. Ormond Crossings – Received plans for review. River Oaks – Awaiting completion of final outstanding items. SR Perrott – Recorded Utility Maintenance and Access Easement was received. Energizer – Meeting held with Process Engineers discussing additional permitting conditions for pre-treatment processes proposed at facility to improve water quality prior to discharge to the publicly operated treatment works for additional process flows.

Departmental Activities

- Water Distribution
 - Exchanged 23 water meters per Finance Department work orders.
 - Responded to or repaired 16 water service leaks.
 - Installed 7 new residential water services and meters.
 - Assisted 21 customers with misc. concerns.
 - Replaced 5 water meter boxes.
 - Responded to 9 water pressure and/or water quality grievances.
 - Replaced 1 water service due to aged pipe causing low pressure.
 - Performed meter testing on 5 commercial water meters, 1 meter needed repairs and calibration.
 - Completed maintenance activities on 19 fire hydrants in Utility map book area C1. Reset fire hydrant (Bostrom Lane) due to motor vehicle accident.
 - Performed annual pressure testing on 7 City owned backflow preventers. Installed 2 new backflow devices on irrigation system serving medians. Repaired piping to a backflow preventer that had been struck by a vehicle serving the irrigation at the South Ormond Neighborhood Center.
 - Performed scheduled maintenance on 25 Water Distribution system valves as part of the valve maintenance program.
 - Leak Detection: Installed loggers in Utility map grid A6, patrolled loggers for potential leaks in the grid area.
 - Repaired the flushing device on Ocean Aire Terrace North.
 - Well 39R: backfilled and graded outside and inside of fence, installed felt cloth and rock.
 - Performed flushing activities at Santa Fe Dr, Calle Grande, S. Nova Rd, Reflections Village, Sandy Oaks, Mallards Reach.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 90 regular and 1 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 37.482 million gallons for the week ending Sept. 7, 2014 (5.355 MGD)
 - Backwashed 12 filters for a total of 591,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Administered one Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.52 Million Gallons.
 - Produced 27.24 Million Gallons of Reuse.
 - Produced 4.28 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.50 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 142.35 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 on conventional system.
 - Televised & root inhibitor applied on 2 sewer laterals.
 - Cleaned 6,400 ft. of 8” sewer main in 8P system and 400 ft. near 310 Center St.
 - Televised 400 ft. of sewer main in 8P system and 400 ft. at 310 Center St.
 - Located sewer lateral at 1290 Gallaten Rd to install clean out.
 - Located clean out at 180 Willow Run - found under drive.
 - Repaired broken clean out at 33 Carriage Creek.
 - Repaired broken 1½ inch reuse service line and sewer lateral at 4 Forest View.
 - Installed 12” riser for pep tank and new 4” brass cleanout cap at 35 Deep Woods Way.
 - Located reuse service box at 5 Whipper-in Circle.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 4 psi, Ormond Mall @ 6 psi.
 - Took out basket after a week in manhole at 1688 Interchange Blvd. Found rags, wipes and latex gloves being released into our sewer system – will discuss findings with contributing facilities.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 18/9psi. Foxhunters Flat (2 inch) 10/8 psi & Shadow Creek Blvd. (4 inch) 4/4 psi.
- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Operations Building – repaired sprinklers – repaired & realigned paver blocks
 - Walmart – follow up call out – pulled pumps – cleared blockage at volute – ok.
 - Clarifier #3 – whining noise noted – found very slight rattle at drive chain guard box – adjusted mounting hardware accordingly – all OK.
 - Poly Blend #1 – no response – reboot controls - machine operational –OK.
 - Scum Well #1 – break down Vorti-Blend unit & Poly Tote – returned Vorti-Blend unit to shop for complete rebuild for future service inventory.
 - Alum Pump #1 – pump leaking at diaphragm – replaced with refurbished inventory – all OK.
 - Shop – major housekeeping conducted for organizational purpose.
 - Re-aeration Blower #1 – replaced power supply at control cabinet – OK.
 - Influent pump SCADA screen – Local PLC screen not operational - in contact with vendor for eventual repair.
 - SCADA monitor/response: 8M3 – high run times - pulled pump #2 to replace impeller & wear ring and clear blockage at volute – pulled pump #1 to clean volute and deragg impeller - all OK;
 - Saddlers Run – phase voltage loss – found FPL power operational – cabinet damaged by lightning – replaced Flygt controller, probe and motor starter components and pump #2; 9M, 4M1 & 7M – phase loss – storm related (FPL) – operational upon arrival.
 - Weekly WWTP 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: W.A.S. Pumps #1, #2; R.A.S. Pumps #1, #2, #3, #4, #5; Sand Filters #1, #2, #3; Carousel Surface Aerators #1N, #1S, #2N, #2S.
 - Quarterly PM’s: Bar Screens #1, #2.
 - Semi-annual PM’s: Bar Screens #1, #2.
 - Annual PM’s: Digester Blower #3; Fermentation Submersible Mixer #5.
 - Lift Station PM’s: 16 monthly and 2 annual performed.
 - Plant wide oil & grease route.
 - 70 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- LPRO scrubber blower #1 - replaced belt.
- Caustic acid system preventative maintenance project.
- Granada booster station – SCADA not responding - reset control breaker – fabricated new wash down hose - OK.

- Riverview booster station - replaced 6" pipe coupler - #1 booster pump.
- BAT well controller – replaced breaker feeding HOA common area irrigation timer.
- Lime transfer pumps – Found control panel air conditioning breaker tripped. Reset breaker – all ok.
- Shop – cleaning all areas – Cleaned trucks 358 and 376.
- Monthly PM's: Rima Wells 35, 36, 37, 38, 39, 40, 41; Shadow Crossing reuse pump; Riverview, Granada, Tomoka State Park Booster Stations.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- 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 obtained capture basket equipment for performing reconnaissance of areas of concern within the collection system. Staff is currently compiling results of non-disposable items (wipes, latex gloves, etc.) collected at select locations for illustration purposes for discussion with pertinent facilities for educational and best management outreach. In general, the reports have been positive and the facilities are complying with existing regulations.
- Wastewater Treatment Facility: Establish a sampling regiment to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes.
- Awaiting response from FDEP regarding staff correspondence for upcoming short form consent order conditions and penalty adjustments for consideration.
- Industrial Pretreatment Program: Staff is finalizing a pretreatment permit for issuance to a new facility. The permit is to assist the organization in regulating their discharge to the sewer collections system. Also, met with representatives of another facility which will be installing a pretreatment system and increasing their discharge to the City sewer collections system. This facility will be permitted as well once the new system is operational.

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 refurbish of existing backflow prevention devices in the City's Reuse Service Area. Also, staff contacted the affected Homeowners Associations to schedule an information session in order to allow for residents concerns to be heard.
- Cross Connection Control Program: Contacted the references of the bidder who is potentially going to be awarded the bid for the CCC management services. The references provided good responses and allowed for the bidder to proceed in the process.
- Water plant treatment staff began conversion to free chlorine this week. Appropriate notices advertised. Free chlorine disinfectant and flushing of the distribution system will occur between September 8 and 29.

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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Preparation and attendance for the September 12, 2014, Firefighters' Pension Board Special 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.