

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 19, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- General discussion meetings with Economic Development Director and Fire Chief
- Gateway signage discussion with staff
- Prepared VCOG/VLOC proposed funding scenarios for Commissioner Partington
- North Peninsula sewer discussion with staff

Spoke to, attended and/or met with:

- Agenda review meetings with Mayor, Commissioner Stowers and Commissioner Boehm
- United Way Executive Committee meeting
- Held Lunch with the City Manager
- Senior staff and I met with Irene Todora regarding flooding concerns on her property
- Attended the North East League of Cities dinner in Palatka on behalf of the Florida Business Watch group

Community Development

Planning

- The Planning Director met with representatives of the Highland Corporation to discuss the future of the Building Improvement Program as it pertains to other priorities in the CRA with a budget that no longer has excess carry-over.
- The Planning Director and the Department's Engineer met with the City Manager and Irene Todora regarding drainage issues at 340 Cumberland Avenue.
- Candidate interviews for the Chief Building Inspector took place with the Chief Building Official and Planning Director.
- A neighborhood meeting for the property at 1301 West Granada Boulevard, The Shoppes at Boulevard West, is scheduled for Thursday, September 25, 2014 at Mango Sun restaurant, located at 1185 West Granada Boulevard from 5:30 pm to 6:30 pm. The Planning Board members were notified of the neighborhood meeting.
- Due to short staffing of both an inspector and permit tech, a couple of temporary changes in the Building Division are being made. First, inspection request times have been set at 7:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m., instead of the two hour window formerly offered to contractors and homeowners. Given the workload we now encounter daily, it will not be possible to conduct the number of inspections in a two hour time frame. Secondly, the "Inspector of the Day" program which was initiated to provide over the counter permits from 2:30 p.m. to 3:30 p.m. daily will be suspended. Once the Chief Building Inspector and Permit Tech are hired, normal operations will resume.

Building Inspections, Permitting & Licensing

- 218 inspections performed.
- 9 business tax receipts issued.

- 84 permits issued with a valuation of \$1,747.390.00

Development Services

- The Department issued Development Orders for 1298 West Granada Boulevard (Shoppes on Granada) and 1287 West Granada Boulevard (Zaxby's).
- SPRC had no new site plans submitted this week.
- The SPRC met with the following consultants regarding:
 1. YMCA- meeting with Zev Cohen staff.
 2. 550 West Granada Boulevard – meeting with Ben Butera
 3. 240 Williamson Boulevard (bank)

Economic Development/Airport

Economic Development

Ormond Crossings

- Tomoka Holdings is in the process of designing marketing material and a website to generate investment in the Ormond Crossings project. Staff has provided comments and suggestions regarding the format and content of the draft material. When completed, a copy of the material will be provided to the Commission.
- 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 by October 3.
- 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 has worked with the Chamber Tourism Committee on the layout of the tourism brochure over the past several months. The brochure is completed and will be distributed throughout the city and to other tourism stops throughout the region. A copy has been placed in your mail packet and delivered to you.
- 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 worked with air traffic control tower personnel to update Operational Contingency Plan (OCP) documentation. The OCP establishes a network of facilities that support the Ormond Beach Air Traffic Control Tower for operational contingency planning.
- Staff has received the 100% Opinion of Cost from AVCON, Inc. in preparation for the bidding phase of the Air Traffic Control Tower Systems Upgrade project. This information will be evaluated in concert with input from the FAA order to determine the final equipment list needed to bid and complete construction for the project.
- Staff received inquiries regarding a low flying aircraft observed over the city on the evening of Thursday, September 11th. This aircraft was identified by the FAA as a BE90 (King Air) twin engine aircraft being utilized for mosquito spraying operations.
- Staff met with Allen's Tree Service this week to coordinate efforts to clear trees and vegetation on airport property that has been identified by the FAA as hazardous to air navigation. The City's Landscape Architect reviewed the project schedule and objectives for compliance with the work order and project directives issued by the City. This work is expected to take approximately thirty (30) days to complete.
- Staff met with representatives from Passero Associates, LLC to request a proposal to design and construct improvements to the airport's security infrastructure. The proposed improvements will primarily address recommendations from the Statewide General Aviation Airport Security Assessment report provided by the FDOT.
- The Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) will host an open house at the airport on Saturday, October 4th, from 10:00 AM until 4:00 PM. This event is open to the public and will feature fun, food, games and information about the CAP Cadet Program.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 41 Journal Entry Batches (#5,321 – 5,426).
 - Approved 32 Purchase Requisitions totaling \$671,791.88.
 - Issued 19 Purchase Orders totaling \$73,230.62.
 - RFP 2014-27, Uniform Rental and Cleaning Services, Evaluation Committee Meeting, September 17, 2014.
 - Prepared 173 Accounts Payable checks totaling \$371,111.69 and 49 Accounts Payable EFT payments totaling \$532,167.79.
 - Processed 4,244 cash receipts totaling \$404,388.34.
 - Prepared 27 Payroll checks totaling \$22,328.47 and 332 Direct Deposits totaling \$388,864.99.
 - Transferred IRS 941 payment of \$146,363.09.
 - Processed 1,301 utility bill payments through ACH totaling \$103,143.27.
 - Processed and issued 5,727 utility bills with billed consumption of water of 21,754k.
 - Issued 920 past due notices on utility accounts.
 - Auto-called 83 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Beatlebeat (9/27)
 - Girls Youth Basketball League (Registration)
 - 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.
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- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
 - Fire Alarms: 5
 - Hazardous: 4
 - EMS: 87
 - Motor Vehicle Accidents: 6
 - Public Assists: 35
- TOTAL CALLS: 141

- Aid provided to other agencies: 15 calls – Daytona Beach (3), Volusia County (12)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 63

Training Hours

- NFPA 1001: Firefighting 74
- NFPA 1002: Driver/Operator 6
- NFPA 1500: Safety/Equipment 47
- NFPA 1620: Pre-Fire Planning 32
- EMT/Paramedic 8
- TOTAL TRAINING HOURS: 167

Significant Incidents

- 9/13/14, 5:40 PM: Sugarberry Cir. – Structure Fire – Responded to a single story residential duplex structure with all occupants out of home – smoke and flames coming from screen porch area – LP gas grill tank blew flames out of valve and melted screen enclosure and part of soffit area – resident turned on grill and tank ignited – no injuries.
- 9/13/14, 9:29 PM: Riverside Dr. – Brush Fire – Found a small brush and grass fire – extinguished with 250 gallons of water – fire appeared to have started from a spot light shining on landscape.

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.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 07-31-14: 5.28% (excluding retirements).
 - 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.
- This week, the HR enrollment team has been assisting employees one-on-one with the new online open enrollment process. As of Thursday morning, 206 employees have been enrolled.

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 – Project approved at 9/15/2014 Commission meeting. Moving forward with implementation plans.
 - 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: - 35 New work - 46 completed - 59 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	37,988	Inbound E-Mails Blocked	25,392
Delivered Inbound E-Mails	12,489	Quarantined Messages	107
Percentage Good Email	32.9%	Virus E-Mails Blocked	227
 - Notable Events:
 - Open Enrollment – Assisted Human Resources by setting up computers, printers, and connectivity at the 3 locations for the online enrollment processing.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 1
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 20,460 (90.9%) potable 19,878, Irrigation 573, Effluent 9
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - City Manager Staff Meeting
 - Public Works Staff Meeting
 - Met with Landscape Contractor
 - Weekly Professional Janitorial Meeting
 - Met with Marine Science Center
 - Lyonia Environmental Learning Center Meeting
 - Park Visits
 - Assistant City Manager meeting
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, & F's at the Sports Complex. Play is at 1pm daily.
 - The Ormond Beach Golden Spikes 14's teams continue training this week on Tuesday & Thursday nights at the Sports Complex Kiwanis Field at 6pm.

- The Ormond Beach Pride Tackle Football Program continued practices this week, M - F at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm. They also hosted games on Saturday at Championship Field #7 at the Sports Complex.
- The City Coed Adult Softball Fall Season continued games this week, Monday – Thursday, 6:20, 7:30, & 8:40pm. Eleven (11) teams are signed up, which is our biggest fall in many seasons. Season will run through early November.
- Ormond Beach Soccer Club Competitive & Recreational Teams practiced this week. The recreational side has their Opening Day Games on Saturday.
- City Youth Flag Football continued practices this Monday – Friday at the Sports Complex at 5:45 & 7pm nightly. Fifteen (15) teams this season is 2 more than last year.
- Lady Renegades continued practicing for their Fall Season, M – F evenings, at the Softball Quad, Sports Complex.
- Challenger Soccer Program continued Tuesday at Soccer Field #3.
- The OBYBSA Recreational Baseball & Softball Program continued 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.
- SHS JV Football held their 2nd of 4 home games at the Sports Complex, Championship Field #7, on Thursday night at 6pm.
- Freedom Sports once again hosted a Men's Tournament at the Sports Complex, Softball Quad, on Saturday. This is a rental.
- 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.
 - Seabreeze fall season is practicing on BB fields 2 & 3. Prep daily.
 - The boys' Pinto BB teams have begun practice on the Quads. Prep for them on Fridays.
 - OB Pride football has begun to practice on fields 11 & 12. Put out benches and trash cans for them, repaint fields weekly.
 - Competitive and Rec soccer are practicing nightly, Monday - Friday
 - Competitive soccer teams had their games on Saturday, using fields 1, 4, 6, 8 & 10. Prepped and painted for game ready.
 - Fall season of Co-ed softball has started. Prepped softball field 7 for them to use, Monday – Thursday nights.
 - Flag football has begun practice. Working on getting 3 fields laid out and painted for them.
 - The irrigation replacement has begun on baseball, 1-3. Field #1 is first.

- OB Pop Warner football had their home games, 8 of them, on Saturday. Cleaned up trash and prepped and painted field for them.
- Challenger soccer has begun playing on Tuesdays, using field 3a. Prep and paint for them.
- 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 stage rehearsal. CMT held regular classes.
 - Friday: CMT held regular classes
 - The Performing Arts Center is preparing to host the following events:
 - Country Singer Bobby Meeks, Saturday, 2:00pm to 4:00pm
- South Ormond Neighborhood Center
 - Splash pad open
 - Open park and playground (sunrise until 10pm)
 - Fitness room open (center hours)
 - Open gym (1pm through 8:45 pm weekdays/center hours weekends)
 - Community Meeting Monday and (5:45- 7:00pm)
 - YMCA soccer (Mon. Wed. and Fri 5:30pm thru 7pm)
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Meet the Manager luncheon
 - Senior Games preparation - office tasks
 - Staff meeting
- Gymnastics
 - Classes are practicing the skills they have learned to date
 - Online Pre-registration for October/November session begins September 19th
 - New students may register beginning September 29th.
- 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 continued on Tuesday from 5:00-6:00pm.
 - Youth Volleyball meets twice a week on various days throughout their season from 6:00-8:30pm
 - Adult Jazzercise continued to meet at various times throughout the week.
 - Ms. Debby's Dance and Acting classes meets Monday, Tuesday, Thursday, and Friday at various times.
 - Cat Fancier's Cat Show will take place tomorrow and Sunday from 9:00am-4:00pm.
- 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.
- A Greek Cooking class was held on Saturday
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- Rockefeller Revisited participant meeting was held on Monday evening
- The MS Society held a meeting in Room 205 on Wednesday afternoon.
- The Casements Gala Committee met on Thursday morning.
- A wedding ceremony was held in Rockefeller Gardens on Saturday afternoon.
- The Guild crafters met in room 203 on Thursday afternoon.
- Cabinets were installed in room 204 on Thursday.

- 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
 - Checked chiller system for normal operation at City Hall
 - Repaired ice machine at the PAC
 - Replaced computer cable at the PD
 - Repaired water coolers at Fire 91
 - Repaired kitchen sink drain at SONC
 - Replaced toilet handle men's room at the Quad Airport Sports
 - Removed nonworking entrance lights at Nova Gym
 - Repaired wall pack light at Nova
 - Repaired door latch at the PD
 - Repaired toilet seat ladies' room at Fortunato
 - Flag detail for 9/11
 - Checked water leak at The Casements
 - Checked electric gate at Public Works
 - Troubleshoot and repair of DOT lights on Nova Rd
 - Removed display case at The Casements
 - Hang 13 blinds on 3rd floor at The casements
 - Remove rotted wood on wall at Seminole lift station
 - Install hardi-board on the sound wall at Seminole lift station
 - Remount railings to the sound wall at Seminole lift station
 - Assisted with DOT street light repair
 - Checked on roof leak at Nova
 - Replaced clothes dryer, ceiling tiles in the bunk and hallway areas at Fire Station 94
 - Hung Open Enrollment signs at PW
 - Checked restroom water leak at Sanchez Park
 - Met contract for roof leak at Nova Gym
 - Repaired gate 10 at the Airport
 - Pressure washed NE sidewalk at City Hall
 - Replaced spigot at splash pad shower at SONC
 - Adjusted gym door at SONC
 - Called contractor for a/c units in the VFD room at Waste Water
 - Checked gate operation at PW
 - Repaired outside urinal at Osceola Elementary
 - Checked a/c at and call contractor at Water Plant
 - 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, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall

- Parks Maintenance
 - Repaired parking stop at Bailey Riverbridge gardens
 - Replaced soap dispenser at Central Park II
 - Trimmed overgrowth from around docks at Central Park I
 - Secured two park benches on Hand Avenue
 - Repaired deteriorated bench at Riverbend nature park
 - Trimmed overgrowth from canoe launch on Division Avenue
 - Pressure cleaned approx. 20,000 square feet of sidewalks at various parks
 - Repaired broken soap dispenser at A.R.B.P.
 - Filled in various depressions at Ames Park
 - Flag detail for 9/11 remembrance day
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- “Coffee with a Cop” inaugural event launched by members of Outreach and Command staff.
- Conducted quarterly Corporals and Sergeants meetings to discuss emerging issues and general housekeeping issues.
- Citizen Police Academy students participated in simunitions exercise. Ormond Observer reporter also attended this training class.

Community Outreach

- OBPAL staff continued to work on the upcoming Golfing for Youth tournament to be held on November 8th at the River Bend Golf tournament. Sponsorships and door prizes have been received for the tournament.
- Practice was held for the boys’ 14 under basketball team at the South Ormond Neighborhood Center on Wednesday and Friday evenings.
- The weekly Youth Directors Council meeting was held, upcoming community service projects were discussed. T-shirts were selected for the Breast Cancer walk on October 25, 2014.

Community Services & Animal Control

- Animal calls responded to: 59
- Animal bites: 1
- Animal Reports: 7
- Animals to Halifax Humane: 4 (Cats: 3 Dogs: 1)
- Kittens fostered: 4
- Trap neuter release: 4
- Animal Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 8
- Inactive: 8
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 14
- Grand Theft: 5
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1

- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 2
- Suspicious Incident: 0
- Weapons Complaint: 0

Narcotics

- Daily trash analysis pulls
- One Buy Walk attempt
- One Portable Meth Lab Investigation/ Arrest

Records

- Walk - Ins / Window 116
- Phone Calls 121
- Arrest / NTA'S 23
- Citations Issued 68
- Citations Entered 0
- Reports Generated 135
- Reports Entered 126
- Mail / Faxes / Request 32

Patrol

- Total Calls 1,904
- Total Traffic Stops 150

Operations

Crime Opportunity Report Forms: 138

- 9/11/2014
 - Shoplifting Arrest, 1340 West Granada, (Lowe's). Suspect was arrested after being stopped by Lowe's Loss Prevention personnel for taking various tools.
 - Theft, 1058 North US Highway 1. (Kangaroo) Customer took a cell phone belonging to an employee.
 - Narcotics Arrest, 600 Block South Atlantic Avenue (traffic stop). Suspect was arrested on an open warrant for violation of probation, possession of listed chemical.
- 9/12/2014
 - Grand Theft, 151 Domicilio Avenue (OBMS). iPhone stolen from a student during class on 08/28/2014. Incident was captured on security video.
 - Carbreak, 85 Pine Trail. Occurred over a week ago. Lawn maintenance suspected. Victim did his own investigation by tracking the phone before calling to report the theft to police. The phone was last tracked to an address where the lawn service provider has another customer.
 - Carbreak, 1425 West Granada Boulevard (Starbucks). Window broken out sometime between 2:30-2:55 p.m. A GPS and briefcase were taken.
 - D.U.I. Arrest, S.R. 40 / US 1. Received several reports of a driver falling asleep at the wheel and driving erratically southbound on US 1. The vehicle was located and a traffic stop initiated at U.S. 1 and Jefferson Street. Following an investigation the driver was arrested for DUI (controlled substances).
 - Aggravated Assault w/Knife, 126 Benjamin Drive. According to witnesses, the suspect was intoxicated, yelling at traffic, and playing loud music in his home. The neighbor at the adjacent duplex asked the suspect to turn down his music at which time the suspect unleashed his dog and told it / allowed it to attack and bite the neighbor. The neighbor then

- armed himself with a bat to fend off additional attacks from the dog at which time the suspect armed himself with a knife and began chasing after the neighbor.
- D.U.I. Arrest, North Nova Road / West Granada Boulevard, two vehicle crash resulting in a D.U.I. arrest.
 - Battery - Domestic Violence Arrest, 690 South Nova Road. Subject was arrested for domestic violence battery during an investigation of a disturbance.
 - Warrant Arrest, 26 Riverside Drive, Suspect was arrested based on an outstanding arrest warrant for worthless checks.
 - 9/13/2014
 - Carbreak, 4 Fernwood Trail (The Trails). Two unlocked vehicles in the driveway were entered overnight.
 - Carbreak, 6 Pine Bluff Trail (The Trails). Unlocked vehicle in the driveway was entered overnight. Loose change stolen.
 - Carbreak, 3 Pine Bluff Trail (The Trails). Unlocked vehicle in the driveway was entered overnight. CD, wallet stolen.
 - Grand Theft, 200 Booth Road. \$6,000 worth of roofing aluminum was stolen from a vacant lot.
 - Carbreak, 125 Shady Branch Trail (The Trails). Unlocked vehicle in driveway entered overnight. Loose change stolen.
 - Carbreak, 28 Twelve Oaks Trail, Unlocked vehicle, missing small amount of cash.
 - Narcotics Arrest, South Orchard Street / Hammock Lane, Suspect was issued a notice to appear for possession of marijuana and drug paraphernalia and released from the scene.
 - 9/14/2014
 - Carbreak, 1 Willow Oak Trail (The Trails). Incident occurred sometime overnight. Unlocked vehicle, nothing taken.
 - Burglary – Residence, 8 Parkview Lane (Park Ridge). Window screen was cut and \$600 in cash was taken.
 - Battery-Domestic Violence Arrest, 154 Jamestown Drive. Husband and wife became engaged in a verbal dispute that turned into a physical altercation. Husband left the area with the couple's children and went to their home in South Daytona. He was detained there by SD officers until OB officers responded to make an arrest.
 - Battery-Domestic Violence Arrest, 168 Tomoka Avenue. Suspect was arrested after he shoved his girlfriend's son.
 - 9/15/2014
 - Burglary-Business, 717 South Nova Road, (Salon Euphoria), no forced entry to building. Suspect took a money bag containing cash and various customer checks.
 - Narcotics Arrest, 1608 North U.S. 1 (Scottish Inn). Officers responded to a report of a possible methamphetamine lab. Upon arrival, two females reported that the suspect just left the area in a black Honda with all of their personal belongings. The females reported the suspect tried to run them over in the parking lot as he fled. The females also informed officers that the suspect was manufacturing methamphetamine from the trunk of his vehicle. The vehicle and suspect were located at 1520 North U.S. 1 at the Mobile station where he was taken into custody and the mobile meth lab disassembled.
 - Stolen Vehicle-Recovered, 1546 West Granada Boulevard (Sunoco). Officer located a stolen vehicle parked in the rear of the parking lot.
 - Narcotics Arrest (x2), 5 South Yonge Street (Texaco). Suspect was stopped for a traffic violation and was found to have no Florida drivers' license and was in possession of narcotics. The passenger was found to be in possession of Cannabis following a K-9 alert. Both subjects were placed under arrest.
 - Resisting Arrest/ Possession Paraphernalia, 170 North Nova Road (Seven Eleven). Transient female was contacted three times throughout the shift for strange behavior and acting irrational. The clerk at the Seven Eleven wished for the female to be trespassing. Suspect refused to provide her name or information and resisted officers. She was placed under arrest and a search of her purse revealed narcotic paraphernalia.

- 9/16/2014
 - Battery-Domestic Violence (Strangulation) Arrest, 657 South Atlantic Avenue #103 (Driftwood Beach Motel). Suspect beat and choked his girlfriend as she was sleeping after he read text messages on her phone from another man. The victim left the motel and contacted police. Suspect left the room prior to officer's arrival but was located following a search of the motel's property and was arrested.
 - Burglary-Business, 713 South Nova Road (Classy Kids by Bobby). Burglary occurred sometime overnight. Suspects pried open rear door to business in order to gain entry.
 - Burglary-Business, 785 South Nova Road (A Second Blessing). Burglary occurred sometime overnight. Entry gained overnight via the rear door (prried open). Cash and costume jewelry taken from business.
 - Burglary-Business, 749 South Nova Road (Bamboo Garden). Burglary occurred sometime overnight. Entry gained via the rear door. Cash taken from business.
 - Dating Violence Arrest, Lincoln Avenue/Thompson Creek Road. Suspect and his ex-girlfriend were involved in an argument. Victim is pregnant with his child and he is aware that she is pregnant. Suspect pushed her down during an argument when she tried to leave the residence. Suspect was arrested for felony domestic violence battery.
 - Warrant Arrest, 451 Bryant Street. Suspect was arrested based on an outstanding warrant for grand theft and resisting arrest without violence.

- 9/17/2014
 - Warrant Arrest (Juvenile), 208 Central Avenue (PACE). Juvenile female arrested based on a pickup order/warrant.
 - Burglary – Residence, 579 Arroyo Parkway. Forced entry to the rear doors after several windows were attempted. Master bedroom was ransacked by the suspect(s) apparently looking for money / jewelry.
 - Battery/Child Abuse Arrest, 1521 West Granada Boulevard. Suspect was being disorderly at Wal-Mart and several customers started watching her. The suspect became upset with them and struck a 17 year old female.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 37
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 43
 - Number of Written Warnings Issued: 2
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: All Public Schools in Ormond Beach
 - Reason for this STEP: Assigned School Zones
 - Number of times worked: 0; Total Hours Spent: 0
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: According to CAD, none worked by OB Motors during this period.

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: Self Initiated

- Number of times worked: 1; Total Hours Spent: 1
- Citations Issued: 0; Written Warnings Issued: 0
- Comments: None

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

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 1200-Block North United States Highway 1
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block North United States Highway 1
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Clyde Morris Boulevard / Crossings Trail
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 9 Cases initiated
- 5 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and fifty-five (55) 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. The contractor has started the specialty pavement work at Neptune, Amsden, Standish, and Halifax Drive. After this, 3-way stop signs will be installed at these intersections. The final punchlist for the project was issued with the substantial completion notice.
- 2-Inch Water Main Replacement – North Peninsula – **The project's final completion cost was \$234,409.60 below the approved contract amount.** A certain amount of utility relocation work

was not required that was associated with the new turn lane constructed at Lynnhurst Drive and adjustment of final unit quantities resulted in additional savings.

- Traffic Signal Maintenance (Mast Arm Painting) – FDOT has requested one more round of changes to the MOT plans.
- Airport Business Park Overhead Utilities Conversion/Hardening – FPL is in the process of arranging installation of conductors and scheduling the switchover of properties.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Utility adjustments are nearing completion; FDOT has begun paving the friction course. Per last week's update meeting the contractors have until Mid December to complete work.
- Ormond Beach Sports Complex Roadway Improvements - Final grading of the perimeter road base material is being performed to prepare for asphalt paving. The perimeter swale has been rough graded. All storm drain has been installed.
- City Hall Chiller Replacement – The Chiller unit has been installed and the contractor is completing final adjustments. A final inspection will be scheduled once Carrier has completed insulating the internal chiller lines.
- 2014 Roadway Resurfacing - Held pre-construction meeting. Construction is tentatively scheduled to start mid-October.
- 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 – Approximately 45% of the work is completed. The irrigation mainline loop surrounding each field perimeter has been completed.
- 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.
- Fiber Optic Network Expansion – All permits have been received; the City will be scheduling a pre-construction meeting with the Contractor.

Design Projects:

- Nova Community Park Skate Park Expansion – The contract has been scheduled for approval at the September 29th City Commission 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 are arranging individual meetings with you 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; easements have been prepared and sent to property owners for their review.
- 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/October.
- 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 field work is complete, the consultant will begin design mid-September.
- Ph II 2-Inch Watermain Replacement Mainland – 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 public meeting is scheduled for October 9, 6:30-7:30 p.m. at The Casements. Notices are being prepared for the affected residents.
- Ph II 2-Inch Water Main Replacement – South Peninsula - 60% plans have been submitted for City review, a public meeting is scheduled for September 30, 6:30-7:30 p.m. at The Casements. Notices are being prepared for the affected residents.
- 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.
- South Peninsula Reclaimed Water Extension – Consultant submitted final design plans for City review. Bid advertisement is planned for 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 and plan to visit the Lyonia ELC this week.

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 – Gas monitoring was performed in accordance with the FDEP and was submitted for review.
- Franchise Utilities - FPL is continuing work to install new power polls along Amsden Road.
- Airport Business Park - Staff met with consultant for consideration of property line reconfiguration for the City owned property which was formerly used as a mulch site. This will enable the City to potentially sell one parcel in the future, with the remaining parcel being dedicated for access roads and utility easements.
- Residential Support - Met resident to investigate concerns of a possible foundation settlement.
- Nova Recreation Center - Staff met with roofing contractor and construction consultant to discuss concerns of leaking through the roof of the primary gymnasium, which was not part of the recent reroofing project. That section of roof, which is corrugated metal, is in decent condition and requires some routine maintenance to tighten fasteners and seal seams. The maintenance work has been completed and the roof will be monitored over the next several rainfall events to determine if further maintenance work is needed.
- Reviewed plans and created approved work in the right of way permit for Northbrook/Parkside/Shelbourne streets per FPL request.

- Reviewed plans and created approved wetland protection permit for 112 Riverside Drive.
 - Added centerline profile to Nova Rec Paving project design plans per project manager's comments.
 - Researched, located and sent proposed Runway Drive Extension digital plans set to consultant (Upham) per request.
 - Provided SWMP information and documents to consultant (Anderson/Dixon) for proposed residential home on North Halifax Drive per request.
 - Researched and provided property ownership, zoning, and utility information for property along Tomoka/Grover Ave. to realty company per request.
 - On-site meeting with homeowner at 12 Sugarberry Drive with Streets Division to discuss property maintenance behind residence.
 - On-site meeting at Nova Landfill with FDEP for landfill inspection.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured a concrete sidewalk on N. Ridgewood Ave.
 - Pulled forms & backfilled at Airport Sports Complex
 - Pulled forms & barricades on N. Ridgewood Ave.
 - Removed concrete gutter & replaced at Scottsdale & Linden
 - Performed prep work for construction of a loft in the Streets section of Public Works
 - Repaired the concrete & installed pavers on Alamanda
 - Asphalted potholes on Pineland Trl., and on 100 block of Central 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 on Deer Lake, Hammock Ln., 100 block of Rio Pinar, 200 block of S. Ridgewood, Pine Trl., and Watercliff St.
- Removed stumps at Grove & Central, and on Plaza Grande
- Removed a palm tree at Bailey Riverbridge Gardens
- Picked up a fallen limb on Sandpiper
- Performed prep work for construction of a loft in the Streets section of Public Works

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
- Removed holiday flags for Patriot's Day on the Granada Bridge
- Performed prep work for construction of a loft in the Streets section of Public Works
- DOT (Department of Transportation) weed control on Nova Rd., SR40, A1A and on Granada
- Trimmed ROW (Right-of-Way) area on S. Old Kings Rd. from Elite Fitness to pond

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, put away stock that was received and did end of fiscal year inventory
- Public Works Streets Section, performed prep work for construction of a loft
- Public Works Training Room, attended meeting to update health insurance for upcoming fiscal year
- Hernandez & Yonge, installed red dead-end markers

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, and also on Greenfern Cir.
- Public Works Training Room, employees attended meeting to update health insurance for upcoming fiscal year

Vactor

- Oak Brook Cir., assisted Water Division

Mowing

- Reachout Mower – at Sanchez, at the Airport, on Arroyo Pkwy and on SR40
- Slope Mower – on US1 & I-95, on SR40, and at Hunter's Ridge

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

31,894

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

19

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 10,000 unleaded and 3,975 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,350 gallons of unleaded and 1,204 gallons of diesel.
- Fleet completed 52 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 was approved at the September 15 City Commission meeting. Solar Salt for Water Treatment will be re-advertised for bids since no proposals were

received during original advertisement. Staff prepared pertinent bid packet and will be advertised on September 21st.

- 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. A meeting was held to discuss Change Order 1 to add additional SCADA monitoring for concentrate flow. Crom tank representative completed punch list items.
- Division Avenue Well Field Raw Water Piping – Additional surveying work for an alternate force main route for well setback nearing completion.
- Cross Connection Control (CCC) Program Management Services – 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 – Correspondence was prepared for providing meeting notice to affected customers to be held at Breakaway Trails Clubhouse on October 8 at 6:00 pm. Notice to proceed will be issued after meeting is held. Locations for backflow device installations were electronically sent to the contractor.
- Dual Check Valve Assembly Procurement – Parts are stored.
- 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.
- 36 Valhalla Drive Water Service Replacement – Plans were prepared and permit applications executed for eventual submittal to the County.
- 35 Rivocean Drive Water Service Replacement – Plans were prepared and permit applications executed for eventual submittal to the county.
- 110 Capri Drive Water Service Installation – Plans are being prepared.
- Ormond Beach Wastewater Plant Operating Permit Renewal – FDEP deemed the Request for Additional Information response to be complete. 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 regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review.
- Rima Wells Auxiliary Power Generator – Specifications and final plans were reviewed. Final specifications, incorporating review comments are prepared. A Bid Request Approval Form is being prepared.
- Saddler's Run Lift Station Rehabilitation – The 90% plans and specifications were received for review.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Contractor foreman is scheduled to visit the site on Friday to observe site conditions prior to scheduling manhole lining repairs.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Record drawings were received. Project is completed.
- Storage Tank Repairs and Maintenance - A revised proposal is being evaluated.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Ormond Crossings – Received plans for review. River Oaks – Awaiting completion of final outstanding items. YMCA Pool Expansion – Met with engineer to discuss site plan requirements. 1301 W. Granada – Reviewed plans. Georgian Inn – Met with engineer to discuss site plan requirements for a proposed gazebo. Granada Management LLC – Met with owner and developer to discuss revisions to the previously approved site plan.

Departmental Activities

Public Works – Utilities Division

• Water Distribution

- Exchanged 16 water meters per Finance Department work orders.
- Responded to or repaired 14 water service leaks.
- Installed 2 new water services and meter serving residential housing.
- Assisted 11 customers with misc. concerns.
- Replaced 16 water meter boxes.
- Responded to 11 water pressure and/or water quality grievances.
- Replaced 12 water services due to aged pipe causing leaks and/or low pressure.
- Performed meter testing on 5 commercial water meters, 1 meter needed repairs and calibration.
- Repaired a water main break on Putnam Ave (6") and Alamanda Dr (2").
- Completed maintenance of 53 fire hydrants - Utility map book area C1.
- Performed annual pressure testing on 4 city owned backflow preventers, all tested good. Installed 1 new backflow device on irrigation system serving medians.
- Performed scheduled maintenance on 12 Water Distribution system valves as part of the valve maintenance program.
- Leak Detection: Patrolled leak loggers in the utility map grid area A6. No leaks found at this time.
- Performed scheduled water meter accuracy testing on 2-3" and a 4" commercial water meters. All tested accurate. Scheduled 6 commercial water meters for future testing.
- Performed flushing activities at Winding Woods, The Trails (west), Hidden Hills, The Falls, Coquina Point, Aberdeen, and Chelsea Place subdivisions.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 85 regular and 3 emergency utility locates for the previous week.

• Water Treatment

- Delivered 37.365 million gallons for the week ending Sept. 14, 2014 (5.338 MGD)
- Backwashed 12 filters for a total of 591,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- We had no Precautionary Boil Water notices this week.

• Wastewater Treatment

- Domestic and Industrial Wastewater flow was 33.43 Million Gallons.
- Produced 23.50 Million Gallons of Reuse.
- Produced 9.93 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.78 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 134.30 (14%-18% Solids).

• Wastewater Collection – Reuse

- Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 1 in-town conventional sewer system.
- Televised 4 & root inhibitor applied on 3 sewer laterals.
- Cleaned, 4,500 feet of 8" sewer main.
- Cleaned 800 feet and televised 1,357 feet of sewer main in 8P System.
- Repaired 8" sewer main by damaged by contractor removing large tree stump at 251 Oak Drive.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 8 psi, Ocean Mist Hotel @ 4 psi, Ormond Mall @ 5 psi.
- Took out basket after a week in manhole at 350 south Ridgewood Ave. found no disposable items and latex gloves in the sewer system.
- Installed new PEP System at 2 Cottonwood.
- Low pressure sewer gauge readings: Westland Run (2 inch) 14/6psi. Foxhunters Flat (2 inch) 10/0 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.

- Utilities Maintenance Division

- Wastewater Plant – Lift Stations

- Temporary Chlorine Tank – finish plumbing and turn over for use.
- Saddlers Run – follow up from weekend call out – replaced pump #2 with new inventory – repaired motor starter #1 – all OK.
- 7M – call out – pull pump #2 - replace impeller & wear ring – all OK.
- Airport Business Park – deragged both check valves – all OK.
- 6M – SCADA – station found in Bypass mode – trouble shoot controller & transducer – possible bad card in control cabinet – working with Flygt personnel to order new card – will continue to monitor – station operational in bypass mode at this time.
- Digester Blower #1 – installed new replacement blower – unit out of service until electrical modifications complete.
- BAT L.S. – replaced breaker number two motor.
- SCADA/WIN911 monitor/response: San Marco, Spring Meadows, Shadow Crossings, 5M - irregular starts noted – repaired; 7M – high level –pump #2 high amp draw – clear blockage at volute – all OK; Walmart – high level – inspected station - found no signs of recent high level – FPL crews working nearby – brief power interruption suspected – all OK.
- 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: Poly Blend #1; Screw Pumps #1, #2, #3.
- Lift Station PM's: 18 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 58 work orders completed and closed for this section for this week.

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

- B.A.T. Lift station – assisted electrician with breaker replacement.
- Reuse High service pump station – PLC controls not operating properly – pressure switch wire connection at fault – repaired connection – all ok.
- Riverview booster station –not responding - reset controls – all ok.
- Chlorine generator - replaced drain hose on water softener.
- Thickener control cabinet –designing new controls for the transfer well.
- Monthly PM's: Division wells 4,5,6,7,8,9,10,11,12,15,16.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Sewer Collection System Programs: Staff began surveying the discharge near facilities suspected of disposing of prohibited items into the collection system, i.e. latex gloves. 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. Also, staff is monitoring specific sections of the sewer collections system to isolate areas where items are being flushed which are harmful to the system.
- 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. Received feedback from a recent permit renewal and began crafting a response.

- 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 refurbishment of existing backflow prevention devices in the City's Reuse Service Area. Also, staff scheduled a meeting with the two Homeowners Associations for an information session in order to allow for residents' concerns to be heard. City staff from Public Works and Building Inspections will be represented along with the project manager from the City's contractor.

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
- Staff attended and provided support for the September 15, 2014, City Commission Meeting
- Agenda packet preparation and creation for the September 22, 2014, Pension Boards meeting
- Agenda packet preparation and creation for the September 29, 2014 City Commission Brainstorming Session Workshop

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