

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 26, 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 IT Manager and Planning Director
- Discussion with senior staff on electronic plans software implementation
- Citywide tour on Wednesday morning with Assistant City Manager and PW Operations Manager regarding Tuesday night's storm event

Spoke to, attended and/or met with:

- Rotary board meeting
- United Way campaign kickoff meeting
- FPL power pole replacement at the waste water plant
- UCF School of Public Administration Advisory Board conference call
- Florida Ethics Conference and Attorney General's Sunshine Summit
- Investiture of David Hood as Circuit Judge

Community Development

Planning

- Staff met with James Stansbury and Ashley Porter, representatives from the Department of Economic Opportunity (DOE), regarding the land use plan amendments for the US1 North Corridor and the amendments to the Office land use designation to permit commercial. While what is being done is okay, DOE expressed some concerns regarding procedure and legality of the City implementing our codes for land outside the City's jurisdiction until annexation occurs. It was indicated the agreement permits the City to implement City codes provided we act within 6 months to change the land use of the unincorporated lands. The City would implement their codes while the land is still in the county and upon annexation, there would be no need for a land use plan amendment since it was done as part of the ISBA agreement. DOE indicated that even if the City goes through with the land use plan amendments now, once annexation occurs the City would still need to do an Expedited Land Use Plan amendment. Staff requested DOE to discuss this with their attorneys and give our City Attorney a call. It is clear that the ISBA is an alternative provision provided by law under the State Constitution to provide services (including our implementation of codes). See 171.207. Finally, to do back-to-back land use plan amendments (up front) and on the back-side (annexation) too for lands annexed and given a land use designation at or below the density or intensity in the county, is process for process sake and adds no meaningful value. It is our intention to proceed on schedule with the land use plan amendments to the Planning Board in October. Notice will be going out the 25th. Staff will be meeting with FDOT District 5 to discuss the amendments on October 8th.
- This is the latest status of Tomoka Christian Church regarding the unpermitted sheds, conex boxes, and unpermitted parking. Pastor Cord Bear has indicated the permit applications for the sheds have been filed; the conex containers have been sold and should be removed by 10/31/14 and updated drawings for the parking will also be submitted by 10/31/14.

- The Planning Director and Building Official conducted interviews for the Chief Building Inspector. Three individuals were interviewed. One has been recommended for the position.
- The Board of Adjustment and Appeals (BOAA) will be meeting on 10/1/14 to consider 5 variance cases: 867 S Atlantic (front yard setback encroachment); 368 Tymber Run (rear yard encroachment); 1190 N. US 1 (rear yard encroachment); 29 River Ridge Trail (encroachment into the 3 foot separation for driveways from property line); 1320 N. Beach Street (minimum floor area); and discussion will be conducted after the public hearings to discuss the proposed pool screen enclosure amendments requested by the BOA.

Building Inspections, Permitting & Licensing

- 217 inspections performed.
- 4 business tax receipts issued.
- 76 permits issued with a valuation of \$851,573.00

Development Services

- There were no new developments reviewed by SPRC that were not reported earlier.

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 met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in October.
- Staff attended the September Team Volusia Board meeting, which was held at the Embry Riddle Aeronautical University campus.

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.

Airport Operation and Development

- Staff has received the draft Disadvantage Business Enterprise (DBE) Program Plan for the airport from AVCON, Inc. Development of the DBE program is an aspect of the design phase of the Taxiway Golf project, as the airport's Airport Improvement Program (AIP) is subject to the Federal Department of Transportation's 49 CFR Part 26 Participation by Disadvantaged Business Enterprises requirements. Staff will work with AVCON, Inc. to further develop and refine the DBE program plan, which will ultimately be submitted to the City Commission for approval.
- Staff continued to work this week with Passero Associates, LLC regarding a proposal to design and construct improvements to the airport's security infrastructure. The proposed improvements will address recommendations from the Statewide General Aviation Airport Security Assessment report provided to the City in June of this year by the Florida Department of Transportation. The proposal will also address additional security improvements needed to better define and protect airside property and infrastructure.
- Staff worked with AVCON, Inc. to develop a plan to create more aircraft tie-down space in the general aviation ramp area south of Taxiway Bravo. AVCON, Inc. has proposed that the existing tie-down spaces in that area be shifted approximately twenty feet west, which would provide sufficient clearance for tie-down spaces on the eastern edge of the ramp to be utilized.
- 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 a.m. until 4:00 p.m. This event is open to the public and will feature fun, food, games and information about the CAP Cadet Program.
- Staff met with students of the Embry Riddle Aeronautical University's Graduate Airport Management class to discuss the City's 2015 Airport Master Plan Update process.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 41 Journal Entry Batches (#5,454– 5,556).
 - Approved 23 Purchase Requisitions totaling \$489,695.97.
 - Issued 27 Purchase Orders totaling \$63,445.11.
 - Processed 3,526 cash receipts totaling \$387,753.45.
 - Prepared 151 Accounts Payable checks totaling \$374,601.30 and 40 Accounts Payable EFT payments totaling \$397,981.07.
 - Processed 658 utility bill payments through ACH totaling \$45,541.73.
 - Processed and issued 6,457 utility bills with billed consumption of water of 58,375k.
 - Issued 520 past due notices on utility accounts.
 - Auto-called 142 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (9/30)
 - Movies on the Halifax (10/3 "Monsters University")
 - Health Freedom Event (10/11)
 - 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 Employee Newsletter for October 2014.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed requested VOCA grant applications revisions.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 1
- Hazardous: 1
- EMS: 86
- Motor Vehicle Accidents: 2
- Public Assists: 42

TOTAL CALLS: 136

- Aid provided to other agencies: 19 calls – Daytona Beach (8), Volusia County (11)
- Total staff hours provided to other agencies: 27
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 67

Training Hours

- NFPA 1001: Firefighting 11
- NFPA 1002: Driver/Operator 3
- NFPA 1021: Officer 4
- NFPA 1500: Safety/Equipment 48
- NFPA 1620: Pre-Fire Planning 22
- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 100

Significant Incidents

- 9/16/14, 7:28 AM: Life Blvd. – Structure Fire – Provided assistance to Volusia County – upon arrival found structure 50% involved and resident injured in front of structure – flames were blowing out windows of single wide mobile home – patient was transported by Air One – cleared scene at 9:03 a.m.
- 9/21/14, 8:39 PM: S. Nova Rd. / Hand Ave. – Motor Vehicle Accident – Responded to a one vehicle rollover – upon arrival found a van on its side with one occupant – front windshield removed to extricate patient – EVAC handled patient care.

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 online, 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.
 - 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.

City Events/Employee Relations Update

- New Employee Orientation – Orientation was held on 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 – Demos 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 continuing with City Hall. Community Development and Engineering.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 28 New work - 72 completed - 46 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,442	Inbound E-Mails Blocked	17,023
Delivered Inbound E-Mails	12,334	Quarantined Messages	85
Percentage Good Email	41.9%	Virus E-Mails Blocked	156

- Notable Events:
 - None.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 0 Changes: 0 Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 5
 - 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: All changes to the water system from 2" water main replacement projects are now being shown in GeoBlade/Vantage Points.

Leisure Services

• **Administration**

- Supervisory Staff Meeting
- Public Works Staff Meeting
- Met with Landscape Contractor
- Weekly Professional Janitorial Meeting
- Tennis Center Meeting
- Walk-Through OBSC Meeting
- Environmental Learning Center Kick Off Meeting
- Lady Renegades Meeting
- Park Visits

• **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, and 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 and 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.
- The City Coed Adult Softball Fall Season continued games this week, Monday – Thursday, 6:20, 7:30, and 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 and 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 and 7pm nightly. Fifteen (15) teams this season is two (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 and Softball Program started games this week for their Fall Game Season, which will run through the end of October. This is held at the Nova Fields, as well as the Softball Quad and T-Ball Fields at the Sports Complex.
- SHS JV Football held their 3rd of 4 home games at the Sports Complex, Championship Field #7, on Wednesday night at 6pm.
- Punt, Pass, and Kick Local Competition was held Friday night at 6pm at the Softball Quad #3 at the Sports Complex. The winners will move on to the Sectional, which will also be held here on October 18th.
- Pop Warner Football held home games on Saturday on Championship Field #7 at the Sports Complex. Games run from 9am – 7pm.

- 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
 - Continued mowing of baseball fields, 3 times a week
 - Continued mowing of the soccer fields, 2 times a week
 - Continued mowing of the softball fields, 2 times a week
 - Continued 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 using BB field 4 to practice at night. Prepped daily.
 - Seabreeze fall season is practicing on BB fields. Prepped daily.
 - The boys Pinto BB teams have begun practice on the Quads. Prepped for them on Fridays.
 - OB Pride football has begun to practice on fields 11 and 12. Put out benches and trash cans for them, repainting 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 and 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, 4 of them, on Saturday. Cleaned up trash and prepped and painted field for them.
- Challenger soccer has begun playing on Tuesdays, using field 3A. Prepped and painted for them.
- Hosted a USSSA baseball tournament. Rained out on Saturday, was able to get fields ready Sunday so they could play.

- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya 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 on stage rehearsal. 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:
 - WyoTech Graduation Ceremony, Monday 11:00am to 12:30pm
 - Beatlebeat in Concert, Saturday, 7:00pm to 9:30pm

- South Ormond Neighborhood Center
 - Splash pad open
 - Open park and playground (sunrise until 10pm)
 - Fitness room open(center hours)
 - Open gym (1pm thru 8:45 pm weekdays/center hours weekends)
 - YMCA soccer (Mon. Wed. and Fri 5:30pm thru 7pm)

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Attended Senior Games meeting
 - Attended event meeting
 - Attended Parade meeting
 - Prepared application mail-out for Holiday Parade
 - Prepared bid sheets for EAD
 - Updating flyers for upcoming holiday event.
 - Assisting with the preparation of the 31st Annual Senior Games Kick-off celebration.
 - Assisting with various tasks for upcoming events: State of the City, Senior Games, EDA and Holiday Parade.
 - End of year purchases and project completion.

- Gymnastics
 - August/September classes are finishing up
 - Online Pre-registration for October/November session began September 19th

- New students started registering this week for October/November classes

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.

- Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continues to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Challenger Soccer played inside this week because of the rain. They usually meet on Tuesdays from 5:00-6:00pm at the Sports Complex on Hull Road.
- Jr. Jazzercise began on Wednesday from 5:00-5:45pm in the activity room.
- Coed Volleyball continues its fall season and will meet at various days throughout the season.
- The Cat Fancier's Cat Show took place on Saturday and Sunday.
- 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 exhibit continues in The Gallery.
 - The Herb Society met at Bailey Riverbridge on Saturday morning.
 - King of the Grill was held on Saturday.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Cabinetry was installed in Room 204 on Monday.
 - The Volusia Historic Preservation Board met in The Gallery on Tuesday afternoon.
 - The Casements Guild held a general meeting in The Gallery on Wednesday morning.
 - The Guild crafters met in room 203 on Thursday afternoon.
 - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
 - Set up for "September to Remember" fundraiser
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
- Building Maintenance
 - Weekly preventative maintenance of City owned vehicles
 - Weekly lighting inspection of Airfield Runways, Taxiways and signage
 - Weekly inspection of D.O.T. and Facility lighting @ Various City Locations
 - Removed damaged storage door at Central Park II
 - Replaced soffit on south gable end of the bathroom at Central Park II
 - Replaced storage door and dead bolt at Central Park II
 - Assisted with banner installation on Granada
 - Installed beam clamps for Aerial Yoga at Gymnastics
 - Hung Korean War plaques in the Atrium at City Hall
 - Picked up and installed new a/c unit for the Bait House
 - Installed door stops for the activity room at SONC
 - Adjusted new cameras installed at Fleet
 - Replaced toilet paper holder in office bathroom at Public Works
 - Installed mounting brackets for Breast Cancer Banners at all Fire Stations
 - Called contractor for water on the floor at Waste Water
 - Inspected air conditioning at the Water Treatment Plant
 - Relocated second floor electrical outlet at The Casements
 - Installed a new stairway lamp at City Hall
 - Programmed new cameras at Fleet
 - Investigated water leaking on the floor in the restrooms at Sanchez Park
 - Repaired the eye washing unit at Fire House 93
 - Reset the turtle fountain G.F.I.C. breaker that controls the pump at Riviera Park
 - Installed new lamps and ballasts in the sally port area at the P.D.
 - Replaced the water fall lighting fixture at Art Museum
 - Repaired a/c condensate line at Waste Water
 - Met contractor for repair at Sanchez Park

- Repaired storage door lock at Football Stadium Airport Sports
- 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
 - Installed new trash receptacle at Riviera Park
 - Replaced American flag at Riviera park
 - Added fill dirt around gazebo at Central Park I
 - Set up and removed tables and chairs in Commission chambers for open enrollment sessions
 - Installed new memorial bench on Cassen Park pier
 - Repaired loose deck boards at Sanchez Park
 - Trimmed overgrowth around lake at Central Park I
 - Repaired foul ball post at Nova rec.
 - Trimmed overgrowth around pier at Sanchez Park
 - Removed graffiti from bench at Central Park I
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out =Repair clogged toilet at Fortunato park

Police Department

Administrative Services

- Command Staff participated in *Coffee with a Cop* held at Starbucks Coffee at 247 East Granada Boulevard.
- Command Staff assisted with the Department's Fitness testing as part of the Department's physical fitness initiative.

Community Outreach

- All PAL staff attended the *Coffee with a Cop* community event held at Star Bucks on Tuesday, September 23rd.
- OBPAL Staff continued to work on the upcoming Golfing for Youth tournament to be held on November 8th at the River Bend Golf Club.
- Practice was held for the boys' 14 under basketball team at the South Ormond Neighborhood Center on Wednesday and Friday evenings.
- Applications for the Science on Patrol programs at Ormond Beach Elementary School and Ormond Beach Middle School are being collected.
- The weekly Youth Directors Council meeting was held on Monday, September 22nd. Meetings have been moved to Monday due to sports practice for some YDC members. Those attending the meeting reviewed upcoming community service projects and worked on a calendar of events for the next few months.
- YDC members will attend the State of Florida Association of Police Athletic League's Youth Conference Committee workshop on September 26 – 28 in Orlando.

Community Services & Animal Control

- Animal Calls responded to: 44
- Animal Bites: 1
- Animal Reports: 7
- Animals to Halifax Humane: 5 (1 dog, 3 kittens 1 cat)
- Returned to owner: 1
- Injured Wildlife: 1
- TNR: 4
- CSO Soard participated in the Department's Fitness Program

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 19
- Inactive: 6
- Fraud: 3
- Burglary Business: 4
- Burglary Residential: 5
- Larceny Carbreak: 6
- Grand Theft: 3
- Petty Theft: 6
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 2
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Death Undetermined: 1
- Suspicious Incident: 1

Narcotics:

- Searched two Ormond locations for marijuana plants, information was unfounded.
- Assisted with prostitution sting.

Comments:

- Det. Brugone filed fraud/grand theft charges on a local suspect for his part in a timeshare scam. The investigation started in June. There were nineteen (19) victims and a total loss of approximately \$20,000.

Records

- | | |
|--------------------------|-----|
| • Walk - Ins / Window | 114 |
| • Phone Calls | 108 |
| • Arrest / NTA'S | 19 |
| • Citations Issued | 104 |
| • Citations Entered | 0 |
| • Reports Generated | 151 |
| • Reports Entered | 142 |
| • Mail / Faxes / Request | 31 |

Patrol

- | | |
|-----------------------|-------|
| • Total Calls | 2,004 |
| • Total Traffic Stops | 206 |

Operations

Crime Opportunity Report Forms: 64

- 9/18/2014
 - Stolen Vehicle, 234 Deer Lake Circle. 2014 Toyota Camry, dark blue, stolen from the driveway overnight. Doors were unlocked with the windows down. Keys were in the glove box.
 - Burglary – Residence, 1 Windsail Circle. Forced entry to rear window. Master bedroom ransacked and high-dollar jewelry taken.

- Burglary – Residence, 5 Windsail Circle. Forced entry to rear doggie door. Ransacked with unknown items taken.
- Carbreak, 839 South Atlantic Avenue (Andy Romano Park). Veteran Affairs employee left his vehicle unlocked to go surfing. He came back and found his government keys to his office and his government gas card were taken.
- Theft, 678 South Center Street. U.S. Postal Service package containing new Ryobi batteries was taken from the front door after being delivered to the residence.
- Trespassing Arrest, 1670 West Granada Boulevard (RaceTrac). Nuisance transient returned to the location today after being issued a trespass warning yesterday. He shoved the employee that gave him the warning and demanded to see the manager. She and the manager told him to leave. He was arrested for simple battery.
- Battery – Domestic Violence Arrest, 1614 North US 1 (Econo Lodge). Intoxicated wife kicked her husband during an argument in front of their children after refusing to exit her car. She was arrested for domestic violence battery.
- Shoplifting Arrest, 1521 West Granada Boulevard. Adult male was arrested for retail theft.
- Carbreak, 31 Ponce de Leon Drive. Entry made to vehicle. Tom Tom GPS and Sirius Satellite radio taken.
- 9/19/2014
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was stopped for stealing shoes and clothing by loss prevention officers. Subject was arrested for retail theft.
 - Driving While License Suspended Arrest, Ocean Shore Boulevard/Neptune Avenue. Suspect was involved in a traffic crash at the intersection. It was discovered that he had a suspended drivers license and was placed under arrest
 - Battery-Domestic Violence Arrest, 38 Lorillard Place. Husband and wife involved in an argument when the wife was awakened by the husband. The wife then pushed her husband in the chest to get to her car keys. Two adult step daughters witnessed this and when the mother approached one of the step daughters in an aggressive manner, the step daughter grabbed a kitchen knife to defend herself. The wife then went into the bedroom and called 911. The husband refused to cooperate or write a statement. The wife was placed under arrest for domestic violence battery.
 - Leaving the Scene of a Crash Arrest, 434 Division Avenue. Suspect called to report that his vehicle was stolen and he observed it crashed at the Granada Bridge. The damaged vehicle was located just on the bridge and it appeared to have crashed into the guard rail. The driver's window was smashed and the key was in the vehicle. The vehicle owner was located at 434 Division Avenue and upon speaking to officers investigating the vehicle theft and crash he became agitated and left the residence. Investigation is continuing.
- 9/20/2014
 - Carbreak, 868 North Halifax Drive. Window broken out and cash and jewelry taken.
 - Carbreak, 82 Pinecrest Avenue. Window broken out and a purse removed from the vehicle. The purse was found in the front yard.
 - Vandalism, 82 University Circle. Rear cab window was broken out but suspects were unable to get into the vehicle.
 - Carbreak, 73 Saint Anne Circle. Vehicle was entered via unlocked door and a 9mm Taurus Millennium hand gun was stolen.
 - Carbreak, 116 Banyan Drive. Window broken out and cash and jewelry taken.
 - Carbreak, 62 Sandcastle Drive. Suspects entered through the unlocked door and ransacked the vehicle.
 - Burglary-Residence (Attempt), 732 Orchard Avenue. Juvenile was sleeping in his bed when he heard a noise and woke to find his bedroom window smashed in and laying on his legs. He called his mother who was down the street before notifying 911. The window appeared to have been struck by a large object causing the frame to be destroyed. Several outside sheds were also entered. Unknown if anything was missing. It appears that the juvenile scared off the suspect.

- 9/21/2014
 - Burglary-Residence, 490 South Yonge Street. Unknown subject tore down a wooden fence on the side of the residence and removed a purple/red 5 speed bicycle.
 - Burglary-Business, 663 South Nova Road (Peoples Premium Meats). Suspect(s) forced entry via the rear door and stole two cash registers and a small safe. The area was searched and the two cash registers were found south of the business in a wooded area. The safe was not located.
 - Warrant Arrest, 43 Highland Avenue. Suspect was contacted at the residence in reference to an open warrant for Writ of Attachment for child support.
 - Burglary-Residence, 500 Cherrywood Drive. Homeowner came home after being away for the weekend to find the house had been completely ransacked and the window in the master bedroom broken out.
 - Warrant Arrest, 241 North US Highway One (Pirana Grille). Subject was contacted for a well being check after he was found sleeping in the bed of his truck. Suspect was found to have an open warrant for felony battery.
 - Dating Violence Arrest, Biltmore Drive/Forest Hills Drive. A passerby called central to advise a female was standing at the corner of Biltmore Drive and Forest Hills Drive claiming that she had been hit in the face. Suspect claimed to have been struck by her boyfriend during an argument. In speaking with the boyfriend he claimed that the female bit his arm and elbowed him in the forehead. The female had no signs of visible injuries. The boyfriend had a bite mark on the arm and was bleeding from the forehead. The female was placed under arrest for dating violence.
- 9/22/2014
 - Burglary – Business, 785 South Nova Road (A Second Blessing). Rear door forced open over the weekend with money taken from the register.
 - Grand Theft, 91 Ox Bow Trail (The Trails). Ex-roommate accused of removing cash and jewelry from the victim when she moved out.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect stole misdemeanor amount of merchandise and was arrested for shoplifting/retail theft.
 - Burglary – Residence, 19 North Yonge Street #15. Victim called this weekend to report a burglary to her residence but withdrew her request to make a report. The victim called back today after discovering that items stolen from her house were possibly pawned.
 - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect arrested for shoplifting/retail theft.
 - Narcotics Arrest, 1464 West Granada Boulevard. Vehicle was called in as suspicious in the drive thru of Chick fil-A. There was a strong odor of burnt marijuana coming from the vehicle. Officers found the vehicle parked and waited for the occupants to return. A stop was made and an investigation was done that led to a narcotics arrest.
 - Carbreak, 220 Ponce de Leon Drive. The victim called in because his car was broken into on 09/18. He was out of town and unable to report it until his return. Victim states vehicle was locked at the time of the incident but there was no evidence of forced entry. The glove box and center console were gone through and a pocket knife and workout gloves taken.
- 9/23/2014
 - Warrant Arrest, 170 West Granada Boulevard. During a call for service it was discovered that the victim had an open warrant for worthless checks and was taken into custody.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Juvenile stole car care supplies and detained by loss prevention. He was arrested for shoplifting/retail theft and turned over to a parent after screening by DYS.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 62
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 65

- Number of Written Warnings Issued: 10
- Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 11
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 09/23/14, Trauma Alert crash vehicle making left turn into Skate & Shake was broad sided by southbound van. One southbound lane shut down for 2 hours.
- Traffic Complaints Received:
 - Parking Complaint - Levee Lane - Emailed out at Extra Patrol.
 - Child Safety Complaint - Rockefeller Drive / South Halifax Drive - Children playing in the street. Sent out Extra Patrol request.
 - Parking Complaint - North Saint Andrews Drive - Parents blocking the street while waiting for the school bus in the morning - Started as a flag down and 1 violator observed. She was issued a verbal warning. It was also sent out to the traffic unit to keep an eye on the area.
 - Road Rage / Motorist being impatient - Pathways Elementary School - Sent out Extra Patrol request.
 - Aggressive Driving - Pathways Elementary School: Impatient motorists dropping off children in the morning.
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700-Block South Atlantic Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: North United States Highway 1 / North Nova Road
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block Clyde Morris Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300-Block South Atlantic Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0.1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Clyde Morris Blvd / 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

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-900-Block South Atlantic Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 3; Total Hours Spent: 2
 - Citations Issued: 8; Written Warnings Issued: 0
 - Comments: High Speeds

- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-1000 Block John Anderson Drive
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: High Speeds

- 8. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Ormond Beach Public Schools
 - Reason for this STEP: School Zones
 - Number of times worked: 8; Total Hours Spent: 4.12
 - Citations Issued: 0; Written Warnings Issued: 1
 - Comments: High visibility patrol of school zones; this was also the last week of educational enforcement. This current week starts when we can issue traffic and parking citations for violations.

- 9. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: Speeding
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: None

- 10. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 600-Block Hand Avenue
 - Reason for this STEP: Speeding
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Case initiated
- Zone 2: 6 Case initiated
- Zone 3: 5 Cases initiated
- Zone 4: 3 Cases initiated
- 8 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with fifty-six (56) 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.
 - **Traffic Signal Maintenance (Mast Arm Painting)** – FDOT has issued the MOT permit and a pre-construction meeting will be scheduled.
 - **Airport Business Park Overhead Utilities Conversion/Hardening** – FPL pulled conductor through recently installed conduit and is scheduling the switchover of properties.
 - **Granada Blvd. Resurfacing – Tymber Creek to Perrott** – FDOT is continuing to pave the friction course throughout the project area.
 - **Ormond Beach Sports Complex Roadway Improvements** - Asphalt paving has been completed on the perimeter roadway, tower/playground parking section (limited to project scope, not entire parking lot), the entrance road to the Sports Complex from Hull Road and the Doug Thomas extension. Sod is being placed in the drainage ditch for the perimeter road. Minor grading and clean-up remain on parts of the drainage system.
 - **City Hall Chiller Replacement** – The Building Division has approved the permit and the project is complete.
 - **2014 Roadway Resurfacing** - Residential notices were distributed. 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 next week.
 - **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 BP Fence started installing the fence panels and gates.
 - **OBSC Baseball Irrigation-Fields 1-3** – Approximately 65% 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** – A pre-construction meeting with the Contractor was held this week.

- **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 has arranged 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; 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, design is in process.
- Ph II 2-Inch Watermain Replacement Mainland – Performing field investigation and as-built information for review of the 60% design plan submittal.
- 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 will be sent to 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 will be sent to 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 – Staff held the design kick-off meeting and will be scheduling the public meeting to introduce the project and receive public input on programming ideas.
- Laurel Oaks Stormdrain Extension - The stormdrain discharge from Fleming Avenue to the Laurel Oaks pond is currently routed through a drainage canal between two homes. The canal has required continuous maintenance due to erosion, therefore, staff is designing a project for competitive bidding which will eliminate that section of the canal by extending the stormdrain up to the pond.

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 - A report has been submitted to FDEP which addresses follow-up testing of the soils and ground water near production well 39R after contaminated soils were removed due a diesel fuel spill caused by station backup generator failure due to a lighting strike. The findings indicate that the site is now clean, but awaiting confirmation from FDEP prior to reactivating the well.
- Nova Road Landfill – Long term care financial assurance for the closure permit was accepted by FDEP.
- Franchise Utilities - FPL is tentatively scheduled to begin work along Wilmette Avenue and Orchard Street and continues work along the US1 corridor.

- Reviewed plans and created approved work in the right-of-way permit for Vining Court/144 East Granada per TECO Gas request.
 - Updated the centerline profile to Nova Rec Paving project design plans per project manager's comments.
 - Onsite meeting at 260 Washington Place with contractor to discuss lot grading options.
 - Completed elevation survey of the stormwater piping and inlet system located behind 1102-1108 Northside Drive per GIS request.
 - Created composite exhibit drawing of proposed Skate Park Improvements and Nova Recreation Park Paving Improvements per project manager's request.
 - Completed tree in the right-of-way locate at Tomoka Oaks entrance per Streets Division request.
 - Researched and provided archived digital plan sets for the Division Avenue and Rima Ridge wellfield expansions per consultant (QLH) request.
 - Created Permit Drawing sets for Water Service Replacements for 110 Capri Drive, 36 Valhalla Drive, and 35 Rivocean Drive.
 - Created Utility Maps of Division Avenue for Customer.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cleaned concrete truck and mixer at the Public Works Complex
 - Asphalted potholes on Pineland Trl., on Sauls, on Plaza Grande and other various citywide locations
 - Removed and replaced asphalt at Scottsdale & Linden
 - Asphalted areas at Buckeye & Thackery
 - Repaired concrete driveway for the Water Division at 100 block of Bosarvey
 - Picked up a pallet of cold patch at Lowe's
 - Pulled forms on Cypress View Trl.
 - Took care of various issues in the city related to this week's storm
 - Graded and picked up material at Nova Recreation
 - 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 Soco Trl.,
 - Removed stumps on Grove St., and in Tomoka Oaks
 - Installed a banner on Granada Blvd., by the Chamber of Commerce
 - Removed tree on 300 block of McIntosh
 - Took care of various issues in the city related to this week's storm
 - Cleaned up various fallen debris on Hand Ave. at bridge, and on Division Ave. bike path
 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
 - Daily maintenance of various vehicles in Public Works Yard
 - Printed daily work orders and distributed for job assignments
 - Trimmed trees at ROW (Right-of-Way) areas on Central Ave., between S. Ridgewood & Washington and on Fleming, between Fred Gamble & US1

- Took care of various issues in the city related to this week's storm

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 and 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 conducted end of year inventory
- Railroad St., installed a speed limit sign
- Northbrook area by school, installed "No Parking" signs
- Pathways Elementary, installed crosswalk & stop bar
- Various Citywide Locations, took care of various issues in the city due to this week's storm

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 flooding issues due to storm
- ABC pond – performed weed eating
- Airport Rd., - moved debris from well houses
- Public Works Yard – cleaned shop and chemical room
- Wilmette Ave. – set up 10-inch pump
- Lake Park Cir., Wilmette Ave., Fleming Ave. & Bennett Ln. – checked pumps after storm

Vactor

- Various Citywide Locations – cleaned basins

Mowing

- Reachout Mower – on US1 & on SR40
- Slope Mower – on SR40, west

Street Sweeping/Streetsweeper

- 140.2 miles of road cleaned (This is for 4 1/2 days)
- 25.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

28,056

PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

19

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 7,456 unleaded and 10,833 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,544 gallons of unleaded and 691 gallons of diesel.
- Fleet completed 65 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 – Purchase orders are being prepared for awarded bids. Solar Salt for Water Treatment was re-advertised for receipt of bids on October 6.
- 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 completed his work. Draft as-built drawings were received for review for recently completed project. Awaiting receipt of FDEP clearance.
- 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 is scheduled 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 the Breakaway Trails Clubhouse on October 8 at 6:00 pm. Notice to proceed will be issued after meeting is held.
- Dual Check Valve Assembly Procurement – Parts are stored.
- 2-inch Water Main Replacement Project (Mainland) – A meeting is scheduled with the Engineering Division to review plans.
- 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit was received.
- 36 Valhalla & 35 Rivocean Drive Water Service Replacement – Applications for Use Permit was submitted to the County.
- 110 Capri Drive Water Service Installation – Draft plans were prepared for review.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Staff received notice of intent to issue operating permit with tentative schedule from FDEP. Staff awaiting receipt of a short form consent order for previous plant exceedances now corrected.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A purchase order to repair Pump #3 is being prepared. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A temporary hypochlorite storage tank is being placed on line to support storage needs.
- Rima Wells Auxiliary Power Generator – Specifications and final plans were reviewed. Final specifications, incorporating review comments are prepared. A Bid Request Approval Form was prepared.
- Saddler's Run Lift Station Rehabilitation – The 90% plans and specifications were received for review.
- SR40 (Tymber Creek Road to SR Perrot) Resurfacing – Contractor foreman visited the site to observe site conditions prior to scheduling manhole lining repairs.
- Storage Tank Repairs and Maintenance - A revised proposal is being evaluated.
- Wells 18SR and 19SR – Selected replacement pumps and motors to meet additional operating conditions during periods when Division Avenue raw water main segment is out of service.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Ormond Crossings – Reviewed plans. A meeting to discuss the project is scheduled this week. River Oaks – Awaiting completion of final outstanding items. Shoppes of Granada – Preconstruction meeting scheduled 10-1-14.

Departmental Activities

• Water Distribution

- Exchanged 15 water meters per Finance Department work orders.
- Responded to or repaired 18 water service leaks.
- Assisted 18 customers with misc. concerns.
- Replaced 14 water meter boxes.
- Responded to 5 water pressure and/or water quality grievances.
- Replaced 10 water services due to aged pipe causing leaks and/or low pressure. Contractor installed 3- 2" casings for water service replacement
- Performed annual meter testing on 4 commercial water meters, 2 meters needed repairs and recalibration.
- Repaired a 6" water main break on Fiesta Dr in Fiesta Heights subdivision.
- Completed maintenance activities on 10 fire hydrants in Utility map book area C1.
- Performed annual pressure testing on 1 city owned backflow preventer, BFP did not hold pressure - repaired. Repaired a residential dual check valve.
- Performed scheduled maintenance on 10 Water Distribution system valves as part of the valve maintenance program.
- Repaired an automatic flushing device in the Ormond Sports Complex.
- Performed flushing activities at Airport Business Park, Pine Trail, Ormond Green, Broadwater, Southern Pines, Saddlers Run, Tymber Crossings, Indian Springs, Il Villagio, Ashford Lakes, Briargate, Hamlet Trace, Deer Creek Subdivisions.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 91 regular and 4 emergency utility locates for the previous week.

• Water Treatment

- Delivered 36.669 million gallons for the week ending Sept. 21, 2014, (5.238 MGD)
- Backwashed 12 filters for a total of 532,000 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 30.84 Million Gallons.
- Produced 26.56 Million Gallons of Reuse.
- Produced 4.28 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.41 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 84.57 (14%-18% Solids).

• Wastewater Collection – Reuse

- Crews responded to 7 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in Town.
- Televised and root inhibitor applied on 2 sewer laterals.
- Televised 800' sewer main in 8P system.
- Assisted stormwater crews televising 18" storm drain line at 921 Old Mill Run.
- Installed new 1 inch conduit at 11 Spanish Pine
- Repaired broken 4" sewer lateral that was damaged by FPL contractor that installed a new power pole at 330 Pine St.
- Relocated basket to 350 South Ridgewood Ave. to check for non-disposable items being released to sewer.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 6 psi, Ormond Mall @ 7 psi.
- Cleaned 800' of eight inch sewer main in 8P sewer system for TV
- Low pressure sewer gauge readings: Westland Run (2 inch) 15/10psi. Foxhunters Flat (2 inch) 10/0 psi & Shadow Creek Blvd. (4 inch) 0/0 psi.

- Utilities Maintenance Division

- Wastewater Plant – Lift Stations

- Effluent Pump #1, #3 – pumps not running – bleed air from system – prime pump – found water level in tank to be below volute at pump – proper pumping is resumed. Operators had pumps in hand mode.
- Roto-Tork Valve at #4 R.A.S. Pump – not working properly and won't open all the way – had operator deragged pump – all OK
- Shadow Crossings – Training – operation and use of new GenSet controller
- 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 for repairs – will continue to monitor – station operational 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.
- SCADA/WIN911 monitor/response: 8M3 – SCADA – replace pump #2 with new inventory; 7M – SCADA – high starts – clean probe – all OK; 6P - WIN911 – phase voltage loss – found phase monitor chattering – replaced phase monitor – all OK ; 9M, The Crown - WIN911 – FPL outage – power restored with no generator backup needed – 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 #2; Grit Snail; Effluent Transfer Pumps #1, #2, #3; Influent Odor Control; Digester Blowers #1, #2, #3; Swing Zone Blowers #1, #2.
- Semiannual PM's - Carrousel Blower #2.
- Annual PM's - Reaeration Blowers.
- Lift Station PM's: 14 monthly and 3 annual performed.
- Plant wide oil & grease route.
- 47 work orders completed and closed for this section for this week.

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

- Well 28H – motor not operational – requesting purchase order for repairs.
- Lime slurry pump #1 - replaced hose.
- Well 4 B.A.T. - installed repaired meter.
- Aerator VFD No. 2– Troubleshoot and calibrated – all ok.
- Repaired the salt feed line for delivery driver.
- Well 39R – Take measurements for contractor repairs.
- Well 38R - install SCADA battery.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Sewer Collection System Programs: Continued surveying of various discharge locations near facilities suspected of disposing 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.
- 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.

- 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 is mailing a meeting 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 City utilities staff 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
- Staff attended and provided support for the September 22, 2014, Pension Boards meeting
- Agenda packet preparation and creation for the September 29, 2014, City Commission Brainstorming Session Workshop
- Agenda packet preparation and creation for the September 29, 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