

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 3, 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
- Assistant City Manager and I toured the city to view stormwater from recent rains
- Discussion with staff on directional signage
- Reviewed State of the City video
- General discussion meetings with Planning Director, Fire Chief, PW Operations staff
- Reviewed ICMA Women in Government report

Spoke to, attended and/or met with:

- Informational meetings with individual commission members and staff on gateway signs.
- Visited Mrs. Fitzgerald regarding water on her property from recent rains
- Commission Brainstorming Workshop and Commission Meeting
- PACE board membership meeting
- FCCMA Member Committee conference call
- City of Daytona Beach Commission Meeting on homelessness report
- Held Walk with the Manager, Leisure Services Director Robert Carolin was the guest walker

Community Development

Planning

- The ISBA land use staff report has been completed and is scheduled for a public hearing before the Planning Board on October 9. Postcards noticing property owners and everyone within 300 feet of the changes have been sent for the Planning Board meeting. As a result, staff has been busy addressing questions from unincorporated property owners and adjacent residents and businesses that received abutter notices. It is expected the Planning Board will have a number of people in attendance. A number of calls from Ormond Lakes residents have been fielded regarding uses within Ormond Beach and not about the land use changes for unincorporated Volusia County properties i.e., expired multi-family development adjacent to the development, Perrot Distribution and the lack of access.

Due to two city commission meetings either being canceled or restricted, second reading of the land use plan amendments will be in January 2015. Thirty day notice requirements prevent these amendments from being placed on the City Commission agenda for November 5th.

- The Planning Director attended an FDOT workshop on the Multi-Modal Planning Guide that features Chapter 21 Complete Streets. It appears that FDOT, from the top down means, business in that they intend to implement design of roads given the context in which the road is located. This puts the City Multi-Modal Plan in good position to work with FDOT since context design and many of the elements that FDOT Central is directing to be made at the district level is consistent. The workshop was FDOT's Complete Streets Initiative. The Planning Guide was reviewed and there was a hands-on exercise in the afternoon using StreetMix software to design the roadway. It may be an ideal time

now to discuss with FDOT the posted speed on Granada in the downtown. FDOT appears to be receptive.

- The Board of Adjustment and Appeals acted favorably on all five variance cases reported in last week's staff report for the department.
- The Planning Director participated with the Finance Director and IT Manager in the Tyler Technology demonstrations. Planning and Building was directed to attend the respective demonstrations with a light skeleton crew at the counter. Engineering was also encouraged to attend.

Building Inspections, Permitting & Licensing

- 221 inspections performed.
- 10 business tax receipts issued.
- 74 permits issued with a valuation of \$2,052,695.00

Development Services

- SPRC met to discuss the following:
 1. Pre-construction meeting with 1298 West Granada Boulevard
 2. 175 West Granada Boulevard (Green 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 met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in November.
- Staff attended the VMA tradeshow this week at Embry Riddle University where a number of Ormond Beach manufacturers displayed their products.

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 October.

Airport Operation and Development

- Staff worked with AVCON, Inc. and Zev Cohen and Associates to compile and provide computer-aided design and drafting (CADD) data from the current airport master plan and airport property map. This data is needed for the focused environmental assessment project currently underway at the airport. The draft assessment report is expected to be complete by the end of this month.
- AVCON, Inc. has delivered the 100% construction plans for the project to upgrade and rehabilitate air navigation and communications equipment at the air traffic control tower.
- Technicians from Wolen, LLC completed required inspections of the Automated Weather Observation System (AWOS) and air traffic control tower systems this week.
- The City Commission approved a Joint Participation Agreement between the City and the Florida Department of Transportation to provide state funding for an airport master plan update project and a storm water master plan project. The Commission also approved a work authorization for Hoyle, Tanner and Associates to provide consulting services for these projects.
- Staff continues to work 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.
- The Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) will host an open house at the airport this weekend 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 35 Journal Entry Batches (#5,560– 5,659).
 - Approved 49 Purchase Requisitions totaling \$1,418,313.18.
 - Issued 20 Purchase Orders totaling \$602,976.41.
 - Processed 4,221 cash receipts totaling \$719,106.49.
 - Prepared 118 Accounts Payable checks totaling \$455,056.30 and 43 Accounts Payable EFT payments totaling \$453,383.08.
 - Prepared 27 Payroll checks totaling \$22,443.57 and 331 Direct Deposits totaling \$388,169.15.
 - Transferred IRS 941 payment of \$146,063.63.
 - Processed 1,698 utility bill payments through ACH totaling \$135,245.11.
 - Processed and issued 5,045 utility bills with billed consumption of water of 14,327k.
 - Issued 434 past due notices on utility accounts.
 - Auto-called 106 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (10/7)
 - Rockefeller Revisited (10/18)
 - FPL Tree Trimming
 - Queens of Country (10/12)
 - OBYBA Youth Basketball 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.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 13
- Hazardous: 4
- EMS: 88
- Motor Vehicle Accidents: 9
- Public Assists: 36

TOTAL CALLS: 152

- Aid provided to other agencies: 13 calls – Daytona Beach (6), Holly Hill (2), Volusia County (5)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 71

Training Hours

- | | |
|---------------------------------|-----|
| • NFPS 472: Hazardous Materials | 6 |
| • NFPA 1001: Firefighting | 34 |
| • NFPA 1002: Driver/Operator | 2 |
| • NFPA 1021: Officer | 2 |
| • NFPA 1500: Safety/Equipment | 53 |
| • NFPA 1620: Pre-Fire Planning | 11 |
| • EMT/Paramedic | 18 |
| • TOTAL TRAINING HOURS: | 126 |

Significant Incidents

- 9/23/14, 3:47 PM: N. US Hwy-1 / Rosewood Ave. – Motor Vehicle Accident – Responded to a T-bone type collision – upon arrival found two vehicles in ditch – one patient extricated by removing passenger side door – two patients transported with one as a trauma alert.
- 9/25/14, 8:50 AM: Pine Rd. – Vehicle Fire – Heavy column of smoke visible while en route – upon arrival found a fully involved van on fire within feet of residential home – fire inside engine compartment difficult to access due to locking mechanism partially melted – hood was forced open with a halligan tool – small explosions occurred due to butane torch canisters inside vehicle – Florida Power and Light was contacted to assess damage to power lines directly over fire – no injuries.
- 9/27/14, 11:06 AM: S. Nova Rd. / Moreland Blvd. – Motor Vehicle Accident – Responded to a one vehicle crash – a motorcyclist was found sitting in roadway with heavy damage to motorcycle – a trauma alert was called and patient was transported to hospital.

Human Resources

Staffing Update

- **Approved/Active Recruitment**
 - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled. Twenty-four (24) 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.
 - Police Department - Police Officer was advertised on 09-12-14 on the F.P.C.A. web site and the City web site with a closing date of 10-03-14.
 - Police Department – Records Clerk was advertised on 09-25-14 on the City web site with a closing date of 10-10-14.

- **Screening/Interviews Scheduled**
 - 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 were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 09-24 & 25-14 with six candidates.

- **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. One candidate successfully completed the pre-employment process and will begin employment mid-October.
 - 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. A conditional offer was made to a candidate and pre-employment screenings were started.
 - Human Resources – Employee Relations Assistant was advertised on 08/25/14 on the S.H.R.M. web site and the City web site with a closing date of 09/10/14. Forty-one (41) applications have been received, entered on the applicant tracking sheet with qualifications and reviewed by the department. Interviews were held on 09-23 & 24-14 with seven (7) candidates. A conditional offer was made to a candidate and pre-employment screenings were started.
 - 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. Three (3) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 09-19-14 with all three candidates. A conditional offer was made to a candidate and pre-employment screenings were started.

- **Terminations/Resignations/Retirements**
 - FY Vacancy Ratio – M/E 09-30-14: 6.44% (excluding retirements).
 - Police Department – Police Officer effective 10-01-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2014 monthly report reflects savings of \$11,314.67 for City residents this year. Over 140 residents have utilized the program during that time.
- Human Resources Enrollment Team successfully completed employee one-on-one enrollments with the new online Open Enrollment process administered through Plan Source for all full time employees.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 10-27-14. 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 Team & event planning meetings.
- Random drug and alcohol testing; all results were negative.
- Reviewed quarterly reports on health insurance utilization.
- Launched Weight Loss Challenge for City employees!

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: - 16 new - 46 completed - 42 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,600	Inbound E-Mails Blocked	13,585
Delivered Inbound E-Mails	12,926	Quarantined Messages	89
Percentage Good Email	48.6%	Virus E-Mails Blocked	135

- Notable Events:
 - CRM System - Tyler Munis Onsite demo (2 days).
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 91 Corrections: 1
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 1
 - 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

- Public Works Staff Meeting
- City Manager meeting
- Met with Landscape Contractor
- Weekly Professional Janitorial Meeting
- Tennis Center Meeting
- Walk-Through OBSC Meeting
- Park Visits
- Rockefeller Revisited Survey
- Research grants
- Review Community Garden Committee Bylaws
- Update monthly park showcase
- Movies on the Halifax

- 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.
 - 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 season in several years. Season will run through early November.
 - Ormond Beach Soccer Club Competitive & Recreational teams practiced this week & had games on Saturday & Sunday.
 - City Youth Flag Football started games this week, Monday – Thursday at the Sports Complex at 5:45, 6:45, & 7:45 nightly. Fifteen (15) teams this season is 2 more than last year.
 - Lady Renegades continued practicing for their Fall Season, M – TH evenings, at the Softball Quad, Sports Complex.
 - Challenger Soccer Program continued Tuesday at Soccer Field #3. This is Lori Koplins program from Nova.
 - The OBYBSA Recreational Baseball & Softball Program continued 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 & T-Ball Fields at the Sports Complex.
 - Pride Football held home games on Saturday on Championship Field #7 at the Sports Complex. Games run from 9am – 3pm.
 - Lady Renegades held their annual October Tournament at the Sports Complex, as well as Nova Fields #2 & #3. This was both on Saturday & Sunday.

- 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 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 practice on the Quads. Prepping for them on Fridays.
- OB Pride football practices on fields 11 and 12. Repainting fields weekly.
- Co-ed softball field prep, Monday – Thursday nights.
- The irrigation replacement continues on field 1 – 3.
- Seabreeze JV football had a game on Thursday night; prepped field.

- 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:
 - NGA Florida State Naturals Bodybuilding, Saturday 10am to 6pm

- 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 Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended weekly staff meeting
 - Worked on Employee Appreciation Day details
 - End of year financial closeout

- Gymnastics
 - This is the first week of the 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.
 - New rubber flooring and a new elliptical machine were added to the exercise room this week.
 - Adult Jazzercise continue 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.
- Coed Volleyball continues its fall season and will meet at various days throughout the season.
- Riverbend will host two home games this week.

- 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 Echo Rangers Program took place on Saturday morning.
 - Two weddings were held in Ormond Memorial Gardens on Saturday afternoon.
 - A fundraiser was held in The Casements on Saturday evening.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A photo shoot took place in Rockefeller Gardens on Sunday afternoon.
 - The Casements Camera Club took down their display on Tuesday morning.
 - A Greek cooking class was held in the kitchen on Wednesday evening.
 - The Guild crafters met in room 203 on Thursday afternoon.
 - A Girl Scout time capsule dedication was held in The Casements on Thursday evening.
 - Ormond Beach Art Guild will hold their opening reception this evening.
 - A wedding rehearsal is scheduled for this evening in Ormond Memorial Gardens.
 - Movies on the Halifax will take place in Rockefeller Gardens this evening.

- 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
 - Assisted with ceiling tile replacement @ Senior Center Build “D”
 - Opened mechanical rooms for contractor and inspectors @ City Hall
 - Cut keys for Pop Warner Building
 - Replaced gasket on Chiller water filter @ City Hall
 - Repaired gate @ Fleet
 - Checked two systems @ WWTP
 - Checked chiller @ City Hall
 - Assisted with installation of new motor and t-stat reuse @ Fleet
 - Checked storage area behind Chambers after rainstorm
 - Removed armrests from chair @ Human Resources
 - Checked insulation of pipes and power whip on new chiller @ City Hall
 - Repaired Bait Shop window at Cassen Park
 - Checked sprinkler breaker at The Casements
 - Reset lightning detection for the Splash Pad feature Pump at SONC
 - Repaired window in the concession at Nova
 - Repaired leaking water line in the bathroom at Sanchez
 - Repaired bad photo eye that controls waterfall light at Memorial Gardens
 - Serviced the shower drain at Ormond P.D
 - Repaired drain on the drinking fountain at P.D
 - Prepared electrical boxes for new cabinets at The Casements
 - Installed a new toilet seat at Softball Quad Ormond Sports Complex
 - Installed a mailbox for Airport Tower
 - Replaced compact fluorescent in hallway at S.O.N.C
 - Cleaned up water intrusion from storm at Public Works
 - Installed new Knox boxes at (8) facilities for the Fire Dept
 - Assisted cabinet installer at The Casements

- Unlocked park restrooms citywide for cleaning
 - Installed rubber matting in the exercise room at Nova
 - Checked for rain related water leaks at various City facilities
 - Repaired the bathroom wall at Sanchez Park
 - Moved the mulch away from the building in front of the PW training room
 - Cleaned the wet floor in the commission storage room
 - Checked the time clock for the feature pump at Andy Romano splash pad
 - Inspection of the Water Wheel and sump pumps at The Casements
 - Prepare maintenance invoices and receipts for City facilities
 - Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
- Parks Maintenance
 - Trimmed overgrowth along walking trail at Central Park III
 - Cleaned up storm debris citywide
 - Installed new memorial benches on Cassen pier
 - Replaced soap dispensers in park restrooms citywide
 - Put away tables and chairs from open enrollment sessions at City Hall
 - Delivered boat and trailer to Fleet Maint. for service
 - Trimmed overgrowth around fishing pier at Central Park II
 - Cleaned up litter and debris left by vagrants at Riverbend nature park
 - Pressure cleaned approx. 15,000 sf of sidewalk at Central Park I
 - Removed graffiti from men's restroom at Ames park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Staff members attended "Coffee with a Cop" event.
- Staff members attended quarterly PAL board meeting.
- Staff members attended monthly Volusia/Flagler Police Chiefs Association meeting.
- Staff members attended rifle qualifications.
- Command staff said goodbye to one of our Officers that retired after twenty years of service. Congratulations to Officer Lloyd Cornelius!

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 Club. Sponsorships and door prizes have been received for the tournament. Currently we have over \$4,000 in sponsorships.
- Practice was held for the boys' 14 under basketball team at the South Ormond Neighborhood Center.
- Tutors R Us began on Monday September 29 at the South Ormond Neighborhood Center. The program will continue through November.
- Applications for the Science on Patrol programs at Ormond Beach Elementary School and Ormond Beach Middle School are being collected. The program begins at Ormond Beach Elementary on October 16 and at Ormond Beach Middle School on October 7.
- The weekly Youth Directors Council (YDC) meeting was held on Monday, September 29. Youths attending the meeting reviewed upcoming community service projects and worked on a calendar of events for the next few months.
- YDC member, Talani Williams, attended the State of Florida Association of Police Athletic League's Youth Conference Committee workshop on September 26 – 28 in Orlando. Talani was elected to be a member of the Youth Conference Committee. Please see the front page of this week's issue of the Weekly Review for more information.

Community Services & Animal Control

- Animal Calls responded to: 38
- Animal Bites: 1
- Animal Reports: 5
- Animals to Halifax Humane: 3 Cats
- Injured Wildlife: 2
- Trap Neuter Release: 2
- Return to Owner: 2 Dogs
- Bear cub sightings behind Wal-Mart.

Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 10
- Inactive: 13
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 5
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Civil Complaint: 1
- Weapons Complaint: 1
- Threatening Phone Calls: 1
- Vandalism: 1

Comments:

- Burglary Business: Detectives arrested two subjects responsible for the multiple burglaries in Tomoka Plaza.
- Sex Offense: 499 South Nova Road, allegation of inappropriate touching by a staff member on a child was unfounded.

Records

- Walk - Ins / Window 102
- Phone Calls 138
- Arrest / NTA'S 24
- Citations Issued 61
- Citations Entered 230
- Reports Generated 142
- Reports Entered 132
- Mail / Faxes / Request 23

Patrol

- Total Calls 1,893
- Total Traffic Stops 143

Operations

Crime Opportunity Report Forms: 61

- 9/25/2014
 - Failure to Pay Arrest, 775 South Nova Road, (V Discount Beverages). Yellow cab driver reported that a male fled out of the cab, through the window, without paying the fare. Suspect was detained nearby, identified and arrested.
 - Warrant Arrests, 549 Bryant Street. Patrol was advised by CID that two open warrants were obtained for the arrest of suspects in relation to business burglaries within the City of Ormond Beach (Tomoka Plaza). Both were located and arrested.
 - Shoplifting, 1521 West Granada Boulevard, (Wal-Mart). Suspect was arrested for retail theft and released after being issued a Notice to Appear.
 - 400 North Highway US-1 (Total Comfort). Suspect was arrested for burglary and criminal mischief. The call came in as a burglary in progress and responding officers located the suspect after he broke out the front window to gain entrance to the business.
 - Warrant Arrest, Arborvue Trail/Lakebridge Drive. Suspect was arrested on three open warrants.
- 9/26/2014
 - Warrant Arrest, 406-B Airport Road. Fugitive was located at his residence and arrested for two open felony narcotics related warrants.
 - Grand Theft, 935 Ocean Shore Boulevard (Bent Palm Condo). Troy Bilt pressure washer removed from a storage room on the property.
 - Carbreak, 187 Cloverdale Court (Tymber Creek). Rear window was broken out but the victim's purse and contents were left inside the vehicle by the suspect.
 - Domestic Violence – Felony Strangulation Arrest, 926 South Beach Street. Suspect put his child's mother in a chokehold during an argument over money, their children, etc.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of clothing and was arrested for retail theft.
 - Warrant Arrest, 22-B Byron Ellinor Drive. Our officers obtained information that a subject with outstanding arrests warrants was staying at the residence. The subject was located at the residence and arrested without incident. The arrest warrant was issued against the subject for dealing in stolen property.
 - Warrant Arrest, 64 Marvin Road. Suspect was contacted and detained. He was arrested after it was confirmed he had an open warrant for dealing in stolen property.
 - Burglary Residence, 846 West Lindenwood Circle. A bicycle was taken from the front porch of the residence.
- 9/27/2014
 - Shoplifting Arrest (x2), 1521 West Granada Boulevard (Wal-Mart). Two suspects were caught shoplifting and attempting fraudulent returns. Both suspects were arrested for retail theft/fraudulent return of merchandise.
 - Bicycle Theft, 790 West Granada Boulevard (Walgreens). A Giant-brand mountain bike was left unlocked at the front entrance to the store. Video surveillance shows a suspect arriving on a bicycle, switching bikes, and riding off.
 - Felony Vandalism, 596 North Ridgewood Avenue. Unknown subject(s) fired numerous pellets into the living room window (\$1,500 in damage). Elderly homeowner fled to another room to call police.
- 9/28/2014
 - Disorderly Intoxication Arrest, 205 South Atlantic Avenue (Best Western). Two drunken males visiting here got a cab ride to the wrong hotel and were refusing to pay the fare. The fare was eventually paid, and officers attempted to turn them over to responsible adults at the correct hotel. One was fully cooperative; the other continued to cause a disturbance and was subsequently arrested for disorderly intoxication.
 - Carbreak, 757 Alcazar Avenue. Unlocked vehicle entered and a GPS and Motorola Razr phone stolen.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of items and was arrested for retail theft.
- Battery – Domestic Violence Arrest, 3000 St Georges Road #206B. Suspect arrested for battery during an argument with his wife.
- Loitering and Prowling Arrest, 550 South Atlantic Avenue (ABC Liquors). Officers observed a suspicious vehicle backed in on the north side of ABC. When they approached, one subject got out of the back seat and ran. Two others stayed and were detained. Additional units arrived and attempted to locate the subject that fled on foot. While the two on scene were being questioned, a bandana and a .45 semi auto pistol were found next to the rear of the vehicle. A short distance away a rifle was also located. Two additional bandanas were found inside of the vehicle. Daytona PD located the third subject just inside their city on A1A and detained him. Investigation revealed one of the subjects had entered the neighboring Circle K store, looked around inside and returned to the vehicle just prior to officer's arrival on scene. All three suspects were arrested for loitering and prowling. Additional charges are pending.
- 9/29/2014
 - Carbreak, 20 Tomoka Avenue #104. Sometime during the night the victim's car was entered through an unlocked door and the interior ransacked.
 - Trespassing Arrest, 21 Oceanshore Boulevard (Birthplace of Speed Park). Transient was arrested for consuming alcohol in the park after he had been previously trespassed from same.
 - Burglary-Residence, 340 Sanchez Avenue. Unknown person(s) entered the victim's home through a bedroom window and took jewelry, gold coins and a check for \$14,000.00.
 - Warrant Arrest, West Granada Boulevard and I-95. Transient was stopped for panhandling in the roadway. During the stop it was discovered that the subject had four open misdemeanor warrants. He was arrested on the warrants without incident.
 - Stolen Vehicle, 411 South Halifax Drive. The reportee claimed that he drove to his girlfriend's house at 411 South Halifax Drive and dropped his vehicle keys in the yard. He came out later to discover the vehicle missing.
- 9/30/2014
 - Burglary-Business, 1482 West Granada Boulevard (Red Bowl). Unknown person(s) entered the business via a roof vent. One cash register and cash were reported taken.
 - Burglary-Residence, 105 Roble Lane. Resident left town on Saturday and the neighbor noticed the window screen lying in the yard. The interior of the residence was found ransacked.
 - Carbreak, 84 Saint Anne Circle. Victim suspects that her grandson stole money out of her unlocked vehicle.
 - Warrant Arrest, South Nova Road/Hand Avenue. Traffic stop resulted in a warrant arrest for the suspect for violation of pre trial release for domestic battery.
 - Stolen Vehicle Attempt, 4000 Saint Georges Road. Witness observed four suspects attempting to steal a black 2007 Mazda in the parking lot. They were unable to get the vehicle in gear and two of the males were seen getting into a black Nissan Altima that was stolen out of Daytona Beach. As officers arrived on scene two other males were observed running into the woods near Saint Georges Road. One suspect was located and apprehended while trying to hide from officers.
- 10/01/2014
 - Carbreak; 600 Sterthaus Drive #101. Unlocked vehicle entered and a stereo speaker damaged.
 - Burglary Business; 685 South Yonge Street (Wholesale Furniture.) No forced entry; damage to contents of the warehouse.
 - Burglary Business; 498 South Yonge Street (Calvary Love Center). No forced entry; suspect(s) entered through the donations chute and forced their way out of the building; two bags of clothes stolen.
 - Carbreak; 41 Misners Trail. Suspects entered an unlocked vehicle and removed a flashlight and other miscellaneous items.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 37
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 44
 - Number of Written Warnings Issued: 5
 - Number of Parking Citations Issued: 1

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 1
 - Crash Investigation General Information:
 - Crash with Injuries - 14-09-00591; West Granada Boulevard / Interchange Boulevard - Three vehicle crashed that closed two lanes for approximately 45 minutes
 - Traffic Homicide - 14-09-00480; 200-Block N Nova Rd northbound closed for fatal crash 4 hours on 09/23-24/2014.
 - Serious Bodily Injury Crash - 14-09-00554 - 09/27/2014 South Nova Road / Moreland Boulevard.

- Traffic Complaints Received:
 - Speeding Complaint - Fleming in the area of Central Park; Speeders killing ducks - Sent out as Extra Patrol.
 - Speeding Complaint - North Beach Street / Dix Ave - Sent out as Extra Patrol
 - Speeding & Reckless Driving Complaint - Bermuda Estates Apartment Complex - Sent out as Extra Patrol

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Public Schools
 - Reason for this STEP: School Zones
 - Number of times worked: 2; Total Hours Spent: 0.75
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-900 Block South Atlantic Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 4; Total Hours Spent: 3.8
 - Citations Issued: 8; Written Warnings Issued: 0
 - Comments: High speeds during morning hours

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Wilmette Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: Citations issued for speeds over 40mph

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Block Lincoln Avenue
 - Reason for this STEP: speed enforcement for after school
 - Number of times worked: 1; Total Hours Spent: 1

- Citations Issued: 4; Written Warnings Issued: 0
- Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700-Block S 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

- 6. 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

- 7. 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: 0.4
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 8. 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

Neighborhood Improvement.

Weekly initiation statistics by Commissioner Zones

- Zone 1: 13 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 22 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with seventy-one (71) 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 – Staff met with FDOT and their contractor on October 1 to coordinate final construction tasks, specifically those involving City utilities.
- Ormond Beach Sports Complex Roadway Improvements - Temporary striping has been installed on pavement and final site restoration is being performed. 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 Dough Thomas extension.
- 2014 Roadway Resurfacing - Residential notices were distributed. Construction is tentatively scheduled to start mid-October.
- Granada Medians (West of I-95) – The contractor has completed approximately 80% of the irrigation system installation and has begun installing trees towards the western project limits.
- 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 – BP Fence has completed 85% of the proposed installation.
- OBSC Baseball Irrigation-Fields 1-3 – Approximately 90% of the work is completed.
- CDBG - Birthplace of Speed Wooden ADA Ramp Replacement - The contractor secured the required building permits and is working on a proposed construction schedule for staff review.
- Central Park Observation Platform Replacement - The contractor completed demo of both existing structures and is installing new wooden piers within the pond bottom.
- Fiber Optic Network Expansion – The contractor began utility locates and layout of the project this week, they anticipate beginning the installation of conduit next week.

Design Projects:

- Nova Community Park Skate Park Expansion – The CMCG contract is scheduled for City Commission was approved at the September 29 meeting.
- City Welcome Sign – Staff presented some new conceptual drawings to the City Commission individually, for review and comment.
- 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 – The City is currently collecting easements from the affected property owners. Bid documents are scheduled for City Commission review at the October 21 meeting, bid advertisement will follow.
- 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 October.
- Nova Recreation Park - Project design plans and bidding package is 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. The City Commission will review bid documents at the October 7th meeting.
- 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 – project design is in process.
- Ph II 2-Inch Watermain Replacement - Mainland – Staff completed review of the 60% design plans which were returned to the consultant for modification. In several areas of the project, staff

considered the benefit of directional drilling versus conventional open cut pipe placement regarding restoration where decorative driveways and significant landscaping exists within the right-of-way. Additional fire hydrants are also being added to residential areas which are currently lacking adequate coverage.

- 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 was held on September 30.
- 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).
- Stormwater Drainage - After a heavy rainfall event which occurred during a high tidal condition last week and limited the stormdrain and canal system capacity resulting in flooding in some areas of the city, staff investigated several areas of the drainage system to identify areas where maintenance is needed. Staff drafted a notification to private property owners who are required to maintain their portion of drainage canals for proper flow, as the City has no easements; however, the owners will also be offered the option to dedicate a drainage easement to the City if they don't wish to perform the required long term maintenance themselves. Also investigated an undersized culvert on Laurel Creek which serves as a ditch crossing at an FPL substation. FPL has been contacted regarding the concern and staff is investigating the best approach to upsize the culvert or possibly eliminate it.
- Hand Avenue - During the heavy rainfall event last week, a large oak tree fell across the roadway at one of the bridge crossings, which damaged the bridge handrail, sidewalk, retaining wall, and guard rail. Staff removed the fallen tree and is getting quotes from contractors to perform the remaining repairs.
- Franchise Utilities - FPL will be working for approximately two weeks on Melrose Avenue to replace power poles and transfer line. These activities are anticipated to result in minimal traffic delays.
- Reviewed plans and created approved work in the Right-Of-Way permit for Seminole Drive per Brighthouse Networks request.
- Meeting with the Breakaway Trails developer, ICI Homes, regarding Phase 3 Unit 2 lot grading and piping modifications to fix potential runoff issues on remaining undeveloped lots.
- On-site meeting at 42 & 44 Levee Lane with KB Homes to consider options to fix grading problems along rear yards of the newly constructed model homes.
- Completed elevation survey at 331 John Anderson Drive to check for grading options to relieve standing water at driveway.

- Completed water elevation surveys at the multiple roadway crossings along the Laurel Creek canal.
 - Field survey of the Hickory Village stormwater piping and retention pond, the Park Ridge retention pond, and adjacent drainage canals to check water levels and potential blockages of the waterways.
 - Modified City Standard Details per Planning Department comments.
 - Created job specific Standard Details for the 2014 2" Watermain Replacement project.
 - Located tree at 57 South Arbor Drive for Streets Division request.
 - Continued design work for North US1 medians per project manager's comments.
 - Continued design work for A1A medians per project manager's comments.
 - Researched and provided As-Built drawings for the Broadway/North US1 intersection areas per Utilities Division request.
 - Researched and provided As-Built drawings of the SR40 16" transmission main extension project per Utilities Division request.
 - Completed flooding assessment for problem areas throughout the city with City Engineer.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Trimmed trees at Tomoka & Center, on Fairview, on Ridgewood, on US1, at Yonge & Kenilworth and other various locations
 - Picked up pallet of Portland cement at Lowe's
 - Concrete repair and cleaned up on Sounders Trl.
 - Poured (3) park benches for the Parks Department on Plaza Grande
 - 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 Hidden Hills Dr., on Lincoln Ave., on S. Center St., and on Old Tomoka Rd.
 - Cleaned up debris on Hand Ave. at the bridge
 - Removed trees at Melrose & N. Ridgewood, and on 500 block of Center St.
 - 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) locations – N. Ridgewood, between Kenilworth & Rosewood, on A1A, and on Sandcastle, going south
 - Repaired roads at Sanchez Park and at Nova Community Center
 - Fixed and filled gaps with mortar mix at various Streetscape locations (W. Granada Blvd.)
 - Performed weed control on A1A at the Granada Bridge
 - Assisted the concrete crew on Plaza Grande
 - 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 conducted end of year inventory
- Airport Sports Complex, installed direction arrows
- Andy Romano Park, straightened up various signs
- Bailey Riverbridge Park, installed (3) authorized signs

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
- Fleet – Wastewater Plant – Lake Park Circle – took 6-inch pumps from these areas that were not working to Fleet for repair
- Public Works Yard – handed out sandbags to citizens
- Citywide Locations – checked areas that needed attention due to the storm, and cleaned out basins
- Wilmette Ave. – set up pump
- Jeannette Dr. – met with homeowner about flooding problem

Vactor

- Public Works Yard – emptied tank, cleaned, fueled and filled with water

Mowing

- Reachout Mower – on US1 & on SR40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

29,289

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

5

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 13,187 unleaded and 9,270 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,684 gallons of unleaded and 1,451 gallons of diesel.
- Fleet completed 69 work orders this week.

- Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects 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 bid is due on October 6th.
- 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 – Draft as-built drawings were reviewed. Substantial Completion letter was issued. Will be diverting concentrate to the reuse tank.
- 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 – A meeting to discuss the project with Hunter's Ridge and Breakaway Trails residents is scheduled at the BAT 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 for distribution to the Contractor upon issuance of the notice to proceed.
- 2-inch Water Main Replacement Project (North Peninsula) – A meeting was held with the Engineering Division to discuss field conditions on Imperial Heights and Anchor Drive that differed from the available water main drawings.
- 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit was received.
- 36 Valhalla Drive Water Service Replacement – Application for Use Permit is being reviewed by the County.
- 35 Rivocean Drive Water Service Replacement – Application for Use Permit is being reviewed by the County.
- 110 Capri Drive Water Service – Draft plans prepared for review.
- Ormond Beach Wastewater Plant Operating Permit Renewal – FDEP provided short form consent order for total nitrogen exceedances previously corrected. A draft operating permit is being prepared by FDEP.
- 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 used.
- Rima Wells Auxiliary Power Generator – Final specifications, incorporating review comments is being prepared.
- Saddler's Run Lift Station Rehabilitation – The 90% plans and specifications are being reviewed.
- SR 40 (TyMBER Creek Road to SR Perrot) Resurfacing – Contractor is in the process of scheduling manhole lining repairs.
- Storage Tank Repairs and Maintenance - A revised proposal is being evaluated.
- Wells 18SR and 19SR – Replacement pump/ motor assemblies selected for various operating conditions encountered. Obtaining quotations.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Ormond Crossings – Reviewed plans. River Oaks – Awaiting completion of final outstanding items. Shoppes of Granada – Preconstruction meeting held 10-1-14. Construction will start next week. 175 W. Granada – Discussed a conceptual plan for a restaurant at that location.

Departmental Activities

- Water Distribution
 - Exchanged 7 water meters per Finance Department work orders.
 - Responded to or repaired 7 water service leaks.
 - Installed 9 new water meters and service on residential customers.

- Assisted 12 customers with misc. concerns.
- Replaced 12 water meter boxes.
- Responded to 3 water pressure and/or water quality grievances.
- Performed annual meter testing on 10 commercial water meters. All meters tested accurate.
- Completed maintenance activities on 18 fire hydrants in Utility map book area C2.
- Performed annual pressure testing on 3 city owned backflow preventers. Repaired one device that did not hold pressure. Installed 1 pressure vacuum breaker (PVB) on irrigation in the Trails subdivision.
- Performed scheduled maintenance on 20 Water Distribution system valves as part of the valve maintenance program.
- Moved a water service in Ashford Lakes subdivision due to driveway installation.
- Performed flushing activities at Sunny Beach Dr, Anchor Dr, Imperial Heights Dr, Hull Rd, Ormond Lakes, Southland Trail, Destination Daytona, Hwy US1, Fiesta Heights.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 134 regular and 3 emergency utility locates for the previous week.

- Water Treatment
 - Delivered 34.763 million gallons for the week ending Sept. 28, 2014, (4.966 MGD)
 - Backwashed 9 filters for a total of 381,000 gallons backwash water.
 - Produced and hauled 54 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 44.38 Million Gallons.
 - Produced 31.31 Million Gallons of Reuse.
 - Produced 13.07 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 6.34 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 161.39 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 11 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in town.
 - Televised 3, cleaned 5 & root inhibitor applied on 1 sewer laterals.
 - Televised 150 ft. of 18 inch storm drain near 921 Old Mill Run.
 - Installed 4 inch cleanout at 1290 Gallaten Rd.
 - Repaired broken 4 inch cleanout at 1 Cameo Dr. and 180 Village Dr.
 - Crews scheduling replacement of three collapsed PEP tanks in Breakaway Trails Subdivision. 2 Lake Vista Way, 6 Creek View Way and 59 Deep Woods Way.
 - Installed 24 inch riser on back lid of pep tank.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 5 psi, Ocean Mist Hotel @ 6 psi, Ormond Mall @ 8 psi.
 - 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.
 - Excessive rainfall this period causing high ground water table and challenging PEP System repairs in Hunters Ridge and Breakaway Trails.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Digester Blower #1 – disassemble motor J box to order proper sized fittings for electrical conduit.
 - Chlorine Pump #3 – not pumping – not repairable - replace with new inventory – all ok.
 - Dewatering Pump #3 - tripped at controls – reset – amp draw slightly high – reversed pump – cleared blockage – amp draw nominal – all ok.

- 1M, 4M – continued monitoring of stations due to storm flows – pump times above normal – level slowly subsiding – all ok at this time.
- Bennett Lane Storm Water Lift Station – assisted Stormwater crews as needed with station electrical – found tripped breaker – reset – amp draw at both pumps nominal - all ok.
- 4M – repaired wet well door #1 – all ok.
- Shadow Lakes, Spring Meadow L.S. - replaced RTU batteries.
- 8M3 L.S. – connected wiring to pump #1 and tested – all ok.
- Influent Room – deragged pumps daily due to multiple storm related power failures throughout the week.
- SCADA/WIN911 monitor/response: Deer Creek – SCADA – high starts – deragged both check valves – all OK; Ormond Mall - WIN911 – phase voltage loss – high level – FPL restored power upon arrival – wet well pumped down – all OK; Influent Room – SCADA failure plant wide – #2 pump turned on manually to compensate for SCADA failure - SCADA issue being worked on by I.T. - influent pump room dry pit flooding – set up temporary second sump pump – checked sump pump and found it fully operational – found #2 volute drain valve failure – repaired valve all OK ; City Wide – storm related – SCADA down – reboot – multiple calls showed upon reboot – dispersed calls into 3 separate lists and spread out; Towne Square - WIN911 – phase voltage loss - FPL power stable – found FPL crews finalizing work at SR40 power poles – 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.
- Semiannual PM's - Centrifuge #1.
- Annual PM's - Fermentation Submersible Mixer #7.
- Lift Station PM's: 17 monthly and 0 annual performed.
- Plant wide oil & grease route.
- 49 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Discflo pumps #1, #2 - replaced packing on #1 pump – pulled non-operational #2 pump for future replacement. Order new pump.
- Thickener wet well - reset float level.
- Met with FPL at Rima wells to replace the meters.
- B.A.T pep tank –assisted electrician with wire pull.
- Nova booster station - reset alarms and pumped out vault.
- Sulfuric acid containment area – sump pump not operational – replaced with shop stock – all ok.
- Monthly PM's - scrubber 1,2,3,4,5,6; all Hudson wells; H.S.P. #1,2,3,4,5,6,7,8; Lime slurry pumps 1,2,3.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Sewer Collection System Programs: Staff surveying sewer discharges near facilities suspected of disposing prohibited items into the collection system, i.e. latex gloves, non-disposable items, etc. In general, findings have been positive and 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 preparing for an audit of the IPP by the FDEP scheduled for October 8. Staff and the FDEP representative will be visiting two of the permitted facilities for an inspection.
- Groundwater Monitoring Report: Staff evaluated data from the third quarter monitoring of the groundwater wells in accordance with WWTP permit. Report will be generated from the data for submittal to the FDEP.

- PEP Tank Brochures: Staff received the final draft of the brochure from the printer. Upon approval, the brochure will be mailed to homeowners with the PEP system as well as supplied to homeowner associations which utilize the system for future residents.
- 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 mailed a notice to residential customers affected by the future installation or refurbishment of existing backflow prevention devices in the City's Reuse Service Area. The letter included information about 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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, 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 29, 2014, City Commission Brainstorming Session Workshop
- Staff attended and provided support for the September 29, 2014, City Commission Meeting
- Agenda packet preparation and creation for October 7, 2014, City Commission Meeting
- City Clerk attended meeting with the Legal Department to review sections of *Code of Ordinances* as part of recodification project.

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal Department.