

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 6, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- General discussion meeting with Economic Development Director
- Solid waste contract discussion with staff
- Continued budget meetings with staff
- Oceanshore Condo Land Use and Zoning issue discussion with staff

Spoke to, attended and/or met with:

- Speaking engagement at FGFOA conference in Orlando
- As requested, agenda review with Commissioners Boehm and Stowers
- CIP workshop and Commission meeting
- Tina Carlyle and Planning Director regarding assisted living facility zoning codes
- Hosted Buxton workshop at the PAC

Community Development

Planning

- With the asbestos removed from the building, the demolition of the vacant Woody's building at 121 East Granada Boulevard started this week.



- The Planning Director met with the City Manager and Tina Carlyle regarding an assisted living facility on Fred Gamble Way. The property is residential and only Community Residential Homes of 6 or fewer residents are permitted by right in a single family neighborhood. The assisted living facility is separately defined and requires a lot area of 15,000 square feet. The property on which

Ms. Carlyle's ALF is to be located is less than 15,000 square feet. A code amendment to the conditional use criteria is required and it should be applicant initiated. Staff has also contacted the Florida Health Care Administration to determine if there are "best practices" that they recommend communities following in the regulation of these types of facilities since Ms. Carlyle is of the opinion that our provisions are out of date.

Building Inspections, Permitting & Licensing

- 213 inspections performed.
- 4 business tax receipts issued.
- 76 permits issued with a valuation of \$1,569,032.00

Development Services

- The SPRC met to discuss the following:
 1. 1298 Shoppes on Granada Boulevard Site Plan
 2. Valiant Diner Expansion

Economic Development

Economic Development

Ormond Crossings

- Staff has scheduled a meeting with Tomoka Holdings in June to discuss the design and distribution of marketing material to generate investment in the Ormond Crossings project.
- Tomoka Holdings met with FDOT officials to discuss transportation mitigation studies that are required in the Ormond Crossings Development Agreement.

Airport Business Park

- ECN purchased the Reflections Building #1. The company has completed the building renovations and moved into the new facility. Staff is processing the growth assistance funds for the 2013 job creation and capital investment. An open house event is scheduled for June 19.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement with Padwell Holdings has been signed by the buyer and approved at the November 19 Commission meeting. The company has secured financing and staff is reviewing the final site plan to initially construct a 20,000 square foot manufacturing facility, which is expected to be finalized in late June. A property sale closing is required within 90 days of the final site plan approval.
- Staff is working with Ameritech, Inc., currently located at 6 East Tower Circle, in their consideration of purchasing Lot 31 in the Business Park to construct an 18,000-23,000 square foot manufacturing facility to accommodate their growth. Staff is also evaluating the project's economic development benefits and the submittal of an Economic Growth Assistance Fund Application to the Commission.
- 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.

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

- Staff met with the Chamber Tourism Committee to finalize the layout of the marketing brochure. Production of the brochure is expected in July.
- Staff met with Chamber officials to review revisions to the "Doing Business In Ormond Beach" resource guide. An updated edition is expected in September.
- Staff met with representatives of Team Volusia to discuss their site assessment project for 2 properties in Ormond Beach, which include the Former Food Lion property and the Airport Business Park and related vacant properties.
- Staff met with a prospective Aviation prospect from Enterprise Florida.

Prospective Business Attraction/Retention/Expansion

- SR Perrott has completed construction of their 100,000 square foot distribution facility at their North US 1 site. Staff is working with SR Perrott on the June 24 open house celebration.
- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers.
- Staff is working on revisions to the City's Economic Development Marketing materials and website.

Airport Operation and Development

- Upham, Inc. has begun work on a survey needed as part of a project to explore converting certain surplus airport property into additional improved lots in the Airport Business Park.
- The Florida Department of Transportation (FDOT) has provided the City with a Joint Participation Agreement (JPA) to fund obstruction mitigation work at the airport. Staff has prepared and submitted an agenda item for this JPA to be presented to the City Commission at their meeting on June 17th.
- The FDOT has provided the City with a JPA to provide funding for a focused environmental assessment project to address development of the western quadrants of the airport. Staff will prepare an agenda item for this JPA to be presented to the City Commission at their meeting on July 29th.
- Staff met with representatives from AVCON, Inc and inspection and review was conducted of existing facilities at the air traffic control tower, as part of the ongoing tower systems upgrade project.
- Staff has been notified that the FDOT Aviation & Spaceports Office's Statewide Aviation Economic Impact Study Update is nearly complete. FDOT is updating economic impact data for the airport and has requested staff's assistance in reviewing information collected to date. Staff is working to respond to this request.
- Staff consulted with the Engineering Division on projects that involve field lighting at the Sports Complex.
- The Engineering Division has reviewed the 100% plans for the Taxiway "G" and Airfield Electrical Improvements design project, and has indicated that the plans are in good order to release for construction-phase bidding.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (# 3657 - 3757).
 - Approved 13 Purchase Requisitions totaling \$178,167.36.
 - Issued 15 Purchase Orders totaling \$194,865.31.
 - Prepared 57 Accounts Payable checks totaling \$200,334.45 and 17 Accounts Payable EFT payments totaling \$20,338.06.
 - RFP 2014-11, Enterprise Resource System, opening on May 30, 2014, seven (7) proposals received.
 - BID 2014-15, Athletic Field Maintenance Service, Mandatory Pre-Bid meeting took place on May 29, 2014 at 2:00 PM.
 - RFP 2014-17, City of Ormond Beach Brownfield Program Initiative, opening on June 4, 2014, six (6) proposals received.
 - RFP 2014-19, Solid Waste Collection and Disposal Services, Yard Waste, Curbside Recycling Collection, Roll-Off Service/Billing and Transfer Station Lease, Evaluation Committee Meeting took place on May 29, 2014 at 10:00 AM.
 - BID 2014-21, Purchase of Slope Mower, opening in June 3, 2014, two (2) proposals received.
 - Processed 4,915 cash receipts totaling \$572,403.18.
 - Processed 1,210 utility bill payments through ACH totaling \$77,639.04.
 - Processed and issued 3,374 utility bills with billed consumption of water of 13,527k.
 - Issued 444 past due notices on utility accounts.
 - Auto-called 54 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Meeting with the Manager (6/9)
 - Florida Licensing on Wheels (6/10)
 - Walking with the Manager (6/13)
 - John Anderson Drive Road Closure (from Riverwood to Amsden)
 - Independence Day Celebration
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended weekly staff meeting.
 - Attended City Commission meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Justice Assistance Grant Local Solicitation for funding to assist in purchasing in car digital cameras and body cameras.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 12
- Hazardous: 0
- EMS: 78
- Motor Vehicle Accidents: 8
- Public Assists: 67

TOTAL CALLS: 167

- Aid provided to other agencies: 19 calls – Daytona Beach (5), Volusia County (14)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 44
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 63

Training Hours

- NFPA 1001: Firefighting 49
- NFPA 1002: Driver/Operator 8
- NFPA 1021: Officer 8
- NFPA 1500: Safety/Equipment 48
- NFPA 1620: Pre-Fire Plan Inspections 20
- EMT/Paramedic 1
- TOTAL TRAINING HOURS: 134

Station Activities

- Serviced 174 fire hydrants to include flow testing and inspection
- Conducted 5 fire inspections
- Updated 34 pre-fire plans

- Participated in Memorial Day Remembrance Service at Rockefeller Gardens.

Significant Incidents

- 5/29/14, 8:18 AM: Colonial Cir. – Drowning – Upon arrival found young adult male unresponsive in pool – patient pronounced on scene – under investigation by Ormond Beach Police.
- 5/30/14, 2:17 PM: Black Hickory Way – Brush Fire – Report of lightening strike in wooded area between a home and Pathways Elementary – crews found small brush fire in heavy fuel – flames were close to residence – extinguished fire with 25 gallons of foam – cleared scene at 4:15 PM.
- 5/31/14, 2:40 AM: W. Granada Blvd. – Motor Vehicle Accident – Upon arrival found one SUV overturned in westbound lane and second vehicle with front damage in eastbound lane – two patients entrapped in SUV – front windshield removed to extricate patients – one patient transported to hospital – cleared scene at 3:38 AM.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/Administration – Office Assistant III
- Approved/Active Recruitment
 - Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal on-line, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open until filled. Seventy-four (74) applications and resumes have been received, entered on the applicant tracing 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 will be re-advertised.
 - 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. Thirteen (13) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Leisure Services/P.A.C. – Part Time Box Office Attendant was advertised on the City's web site on 03-25-14 and closed on 04-11-14. Four (4) applications were received and forwarded to Coordinator for review. Interviews were conducted and a candidate was selected. Selected candidate did not come in for processing and department requested that the position be re-advertised which was done on 05-08-14 as open until filled.
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was re-advertised 05-15-14 on the News Journal web site, the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and is open until filled. This position was re-advertised when the selected candidate declined the position.
- Screening/Interviews Scheduled
 - Leisure Services/Community Events – Part time Community Events Technician interviews have been conducted and a candidate has been selected and will begin pre-employment processing.
 - Public Works/Wastewater – Plant/Pump Mechanic was advertised on the City's web site on 03-12-14 and closed on 03-28-14. The department requested that the recruitment be opened again and advertised more extensively; APWA web site, FRWA web site, Daytona News Journal on-line and the City web site. Current applicants notified. Interviews were conducted on 06-03-14 and 06-04-14.
- Background/Reference Checks/Job Offers
 - Public Works/Utilities – Water Treatment Plant Operator A, B or C license was advertised on 04-24-14 on the Florida Water & Pollution Control Operators Association (FWPCOA) web site, Florida Rural Water Association (FRWA) web site and the City web site and will close on 05-09-

14. Sixteen (16) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted on 06-03 & 04-14 and a candidate was selected. A conditional offer is pending.
- Public Works/Fleet – Mechanic III position was advertised on Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, Hire-A-Hero web site and the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators on 05-08-14 with a closing date of 05-23-14. One (1) application was received and forwarded to the department for review. An interview was held and the department requested that a conditional offer be made to the candidate. Pre-employment screenings were successfully completed and the candidate will start work on 06-09-14.
 - Leisure Services/Recreation – Summer Camp Counselor was advertised on the City's web site on 03-13-14 and will remain open until filled. Forty-five (45) applications were received, entered on applicant tracking sheet and forwarded to Coordinators for review. Interviews were conducted and selections were made of nineteen (19) candidates. Conditional offers were made and pre-employment screenings were started on 06-03-14.
 - Police Department – Police Officer interviews were conducted on 04-09-14 with seven (7) applicants. The Chief interviewed the four recommended applicants and requested that conditional offers be made to all four (4) of the candidates. Pre-employment screenings and backgrounds were conducted, and three candidates were eliminated by the background. One candidate began employment on 05-27-14. The position will be re-advertised.
 - Leisure Services/P.A.C. – A part time Custodian candidate was selected and began employment on 06-04-14.
- Promotions/Transfers
 - Fire – A Battalion Commander candidate was selected from the eligibility list to be Acting Battalion Commander.
 - Fire Department – Two Driver Engineer candidates were selected from the eligibility list and were promoted effective 05-31-14.
 - Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 04-30-14: 4.6% (excluding retirements).
 - Leisure Services/Facilities Maint. – Facilities Maintenance Manager effective 06-30-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program April, 2014 monthly report reflects savings of \$93,276.56 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,496 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation – Next orientation is scheduled for 06-25-14. 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.

Training & Development Opportunities

- LEAPS training on the City's Performance Management process began with facilitator, Mark Toombs conducting Supervisor and Employee training sessions. Final Supervisor training session will be held 06-09-14 at the Advanced Technology Center.

Risk Management Projects

- Fun Coast Worksite Wellness Council Wellness Workshop with Wellness Action Team.
- MH&FC 2015 event planning meetings.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP drafted and is posted on DemandStar. Questions have been received and an Addendum with answers was prepared and published. Proposals were received 5/30/2014.
 - Community Development – Electronic Plan Review – Contract Negotiations with Legal Dept.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old Domain servers. Resolving issues one by one.
 - Email Server Upgrade from version 2003 to 2007 – In process of decommissioning the old servers.
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide starting with City Hall

- iSeries system (HTE Sungard Naviline)

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 9 New work - 42 completed - 52 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	59,025	Inbound E-Mails Blocked	47,291
Delivered Inbound E-Mails	11,656	Quarantined Messages	78
Percentage Good Email	19.7%	Virus E-Mails Blocked	93

- Notable Events: None.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 3 Changes: 31 Corrections: 14
- Map/Information Requests: 18
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 19,282 (85.7%) potable 18,740, Irrigation 538, Effluent 4 Notable Events:
 - 1) Parcel ALT Key has been added to all NaviLine records
 - 2) GIS staff attended Volusia County GIS User Group meeting at Volusia EOSCC and discussed using ArcGIS Online services cooperatively with the County to maintain our portion of the County's online maps during an event.

Leisure Services

- **Administration**

- Public Works Meeting
- City Manager's Meeting
- Assistant City Manager's Meeting
- Met with Landscape Contractor for Weekly Updates
- Weekly Professional Janitorial Meeting
- Park Visits – Andy Romano Beachfront Park Monitoring
- Weekly Coordinator One-on-One Meetings
- RFP Ballfield Maintenance Equipment Meeting
- Parks Department Staff Meeting
- Community Gardens Meeting
- July 4th City Services Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through Thursday evenings.
 - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Thursday evenings.
 - Louis Camacho is once again renting the fields for his 6-a-side league starting Saturday on Fields #2C, #9 and #10.
 - The Daytona Beach Breakers Women's Football Leagues will host their final home game of the season on Saturday night at 7pm on Championship Field #7 at the Sports Complex.
 - Ormond Beach Soccer Club will continue to hold their Sunday free clinics at 3pm on the Soccer Fields at the Sports Complex.

- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - All fields open for use; game fields only are restricted
 - Prepared fields throughout the week for the various sports teams/organizations practices and games
 - Construction continues on the building for the Champion Field
 - Began application of pre-emergent fertilizer to all fields.
 - Began spraying pesticide and insecticide at the Sports Complex.
 - Removed bleachers at the handball courts at Nova Park and Rockefeller Gardens.
 - Staff completed LEAPS training classes.

- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Big Band America met on Thursday from 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT and Kopy Kats held regular classes
 - Tuesday: CMT held regular classes
 - Wednesday: CMT held regular classes. CMT Dance Camp registration as held.
 - Thursday: CMT and Kopy Kats held regular classes

- Friday: Show Club held a membership meeting. CMT Dance Camp registration was held
- The Performing Arts Center hosted the following events:
 - Ms. Debby's Dancing and Acting Recital, Sunday, 6/1 1:30pm to 3:30pm
 - The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Spring Showcase, Saturday, 6/14 2pm and 7pm Call 386-254-2999 for tickets (South Beach Dance)
- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)
 - Open gym (1pm to 8:30pm weekdays and Center hours on weekends)
 - Fitness room open (Center hours)
 - Youth basketball practice Monday through Thursday evening
 - Pavilion Rental Saturday
 - Activity Room Rental Saturday
 - Preparing for Summer Camp
 - Staff attended Summer Food Program Training
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee for Community Events Leader position
 - City Commission Workshop set up
 - Clean-up and organized items used for Memorial Day
 - July 4th tasks - food vendors, entertainment contacts and general event activities and promotions
- Gymnastics
 - Revamp of social media advertising continues
 - Continued working on increasing enrollment
 - June session is now in progress
 - Registration is now open for the June/July session
- 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 at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continue to meet at various times throughout the week.
 - Challenger Gymnastics will continue to meet on Friday from 3:30-4:30pm at the Ormond Beach Gymnastics Center.
 - Preparation for Camp T-Rec continues.
- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am-3:30pm Monday through Friday and Saturday from 10am-11:30am.
 - A Girl Scout Troop volunteered to clean Rockefeller Gardens on Saturday.
 - A wedding took place in Rockefeller Gardens on Saturday afternoon and evening.
 - A wedding took place in Ormond Memorial Gardens on Saturday morning.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding took place in Rockefeller Gardens on Sunday morning.
 - A wrap-up meeting for the Memorial Day Committee was held in The Preservation Room on Wednesday morning.
 - The Guild Crafters met in Room 205 on Thursday afternoon.
 - A memorial service was held in Ormond Memorial Gardens on Thursday afternoon.

- Pat Spano's art exhibit was hung in The Gallery on Friday morning.
- A wedding reception was set up in The Casements on Friday afternoon.
- A wedding rehearsal was held in Ormond Memorial Gardens on Friday evening.
- "Movies on the Halifax" is scheduled for tonight at 8:30 in Rockefeller Gardens.

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Preventative maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Daily inspection of Andy Romano and SONC Splash Pads
 - Completing the second quarter A/C preventive maintenance cycle
 - Assisted with lighting replacement at Police Station
 - Checked exhaust fans in sound stack closet at PAC
 - Assisted with installation of greenhouse exhaust fan at Ormond Memorial Gardens
 - Re-keyed janitor's closet in lobby at PAC
 - Checked door lock not operating correctly at Parks Department Office
 - Unlocked 4P lift station for contractor at Seminole Ave
 - Delivered fan switch to contractor at new greenhouse
 - Programmed thermostats redundant A/C systems, MCC building at WWTP
 - Remounted door hinges on Room 205 at The Casements
 - Relocated overhead lighting for isle steps in theater at the PAC
 - Attended LEAPS training class
 - Installed new handrails on the handicap ramp at Tennis Center
 - Replenished runway light stock in the vault at the Airport
 - Repaired toilet in the women's lobby restroom at the PAC
 - Checked lights at Water Treatment Plant for repair
 - Removed plants for new greenhouse gate at the Ormond Art Museum
 - Checked DOT and streetscape light poles on Nova and Granada

- Parks Maintenance
 - Removed graffiti from Joyce Ebbets Pier, new wooden bridge at Central Park, men's restroom at Central Park I and restroom at ARBFP.
 - Trimmed low hanging limbs at Central Park II
 - Assembled new park benches
 - Moved six picnic tables to proper place at Nova Community Park
 - Repaired vandalized playground piece at the Magic Forest
 - Installed new park bench at Riviera Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = Parks check for holiday weekend
 - Call Out = Clear clogged toilet at Cassen Park

Police Department

Administrative Services

- Command Staff, Sergeant Doggett, Corporal Hodge and Office Dovine attended the annual Law Enforcement Memorial ceremony held in Daytona Beach.
- Lieutenant Godfrey attended the City Commission meeting as a greeter.
- Lieutenant Crimins met with representatives of COBAN Technologies in regards to the JAG grant.
- Lieutenant Godfrey attended a wellness workshop in Daytona Beach with Officer Michaelis.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program awards celebration with a pizza lunch was held at the Ormond Beach Elementary School Library on Monday, June 2 from 12:10 PM to 1:00PM. Twenty three children attended and received a certificate of completion, two new hard back books from the First Read grant program and congratulations from PAL staff for a job well done.
- Members of the Youth Directors Council met to discuss upcoming program and service projects
- The OBPAL Boys 7th grade team prepared for participation the State United States Specialty Sports Association Tournament in Ft. Meyers and the National Tournament in Gainesville.
- Preparations for summer camp continued. The summer session of Art, Science, Tutoring and Computer lab held in partnership with the Department of Leisure Services will begin June 23rd and continue through July 31st.

Community Services & Animal Control

- Animal Calls: 81
- Animal Bites: 1
- Animal Reports: 10
- Animals to HHS: 5 (1 Cat, 4 Kittens)
- Wildlife Injured: 2
- Trap Neuter Release: 1
- Ormond Beach TNR Colony Caretakers had a Yard Sale 5-31-14

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 14
- Inactive: 15
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 6
- Larceny Car break: 6
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0
- Undetermined Death: 1

Comments:

- Death Investigation: A 26 year-old male was found unresponsive floating in a neighbor's swimming pool. Investigation revealed that the subject was good friends with the neighbor and had permission to swim in the pool. The owner was swimming with the victim and decided he was going to go lie on the couch where he fell asleep. It appears at this time that the subject accidentally drowned sometime after 1:00 a.m. No suspicious circumstances at this point of the investigation and an autopsy revealed that the subject drowned (toxicology results pending).
- Investigators identified a subject responsible for a grand theft from Wal-Mart from reviewing surveillance video. The subject in question was contacted and admitted to the theft. Charges have been filed for grand theft.

- Missing Person: Investigators have located a reported missing juvenile. The juvenile had run away from home. The child was returned home.

Records

- Walk - Ins / Window 92
- Phone Calls 103
- Arrest / NTA'S 23
- Citations Issued 66
- Citations Entered 189
- Reports Generated 109
- Reports Entered 107
- Mail / Faxes / Request 27

Patrol

- Total Calls 1,590
- Total Traffic Stops 149

Operations

Crime Opportunity Report Forms: 154

- 5/29/2014
 - Battery – Domestic Violence Arrest, 1608 North U.S. 1 (Scottish Inn). Boyfriend battered a girlfriend during an argument. He was arrested
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect took clothing. He was arrested.
 - Carbreak, 146 Rockefeller Drive. Unlocked vehicle entered overnight. Items disturbed, but none discovered as taken so far.
 - Burglary – Residence, 493 Collins Street. Grandmother suspects grandson of entering her home, stealing her check, and cashing money for himself.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took women's swimwear and fishing equipment.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took toiletries, food, and sports equipment.
 - Carbreak, 85 North Yonge Street (Courteaux Electric). Tools missing from work van.
- 5/30/2014
 - Shoplifting Arrest, 1521 West Granada, (Wal-Mart) Suspect arrested.
 - Alcohol Violation Arrest, 801 South Atlantic Avenue (Planet Fitness). During a check of the area, a juvenile was found pouring alcohol into a fast food merchant's cup. She was truant from school and detained, released to a parent.
 - Disorderly Conduct Arrest, 801 South Nova Road, (Rockin Ranch). Suspect was contacted who was intoxicated and became belligerent. When he was detained, he began to hit his head on the patrol car and was pepper sprayed.
 - Car Break, 130 Magnolia Drive, Vehicle left open, wallet and credit cards taken.
 - Aggravated Assault Arrest, 1545 North U.S.1 (Cheaters). Disturbance between two males. One subject went outside to retrieve a knife. Disturbance continued outside. One victim was cut on the hand. A second subject attempted to subdue the suspect in the parking lot. Units arrived on scene. Suspect was subdued with a Taser after refusing compliance. Suspect sustained a cut on the hand prior to officer's arrival.
- 5/31/2014
 - Warrant Arrest, Hand Avenue/Tam O Shanter Lane. Traffic stop resulted in the driver having an open warrant for failure to appear in reference to possession of cannabis.
 - Shoplifting Arrest, 333 West Granada Boulevard #220 (Ace Hardware), Suspect arrested for retail theft and released on scene with a Notice to Appear.

- Resisting an Officer with Violence Arrest, 170 West Granada Boulevard (OBPD Front Lot), a subject resisted officers when being placed into police vehicle for an initial Baker Act. Two officers were injured.
- Shoplifting Arrest, 1458 West Granada Boulevard (Bealls), A suspect was arrested for shoplifting and was released on scene with a Notice to Appear.
- 6/01/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), transient was arrested for retail theft and released with a Notice to Appear.
- 6/02/2014
 - Carbreak, 85 Rockefeller Drive. Wallet removed from unlocked vehicle.
 - Burglary – Residence, 814 Candlewood Circle. An electronic tablet was removed from the home without forced entry.
 - Carbreak, 51 Ormond Shores Drive. iPod and lotto tickets removed from unlocked vehicle.
 - Fraud, 14 Tara Place. Identity stolen by unknown means. Used to obtain a fraudulent tax refund and attempt an unemployment claim.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect stole items and was caught, and then he feigned injury to avoid arrest.
 - Burglary - Residence, 511 Harbour Lights Drive. Two white males were seen in the area. One suspect wearing black shorts with paint on them and a tan t-shirt entered the open garage and took a Red Line BMX bicycle.
- 6/03/2014
 - Stolen Vehicle, 505 Riverside Drive. Vehicle disappeared from driveway overnight.
 - Grand Theft, 432 Bryant Street. Victim had several items removed from home by guests. Suspects are known.
- 6/04/2014
 - Warrant Arrest, 11 Timberline Trail, suspect located at this residence and taken into custody for an outstanding warrant reference narcotics.
 - Burglary-Business, 337 Parque Drive (Progressive Builders), forced entry to tool trailer during the night. Various power tools stolen.
 - Assault, 480 McIntosh Road. Dispute between neighborhood juveniles. One juvenile threatened the other and then punched him in the stomach. Parents did not want to pursue charges.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 26
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 41
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 14-05-00583. Crash at Library. Vehicle crashed into parked truck, drove over curb, and slammed into a tree. No injuries but sidewalk was closed for approximately 1hour

- Traffic Complaints Received:
 - Traffic Obstruction - Cul-de-Sac of Prairie View Lane - Skate board ramp in roadway - Extra patrols conducted - Ramp was out of the roadway.
 - Traffic Obstruction - 3 Thomas St - Parking Citation issued and a day later, a tow notice issued. Compliance was gained and truck was moved into driveway.
 - Speeding Complaint - 300-Block Rio Pinar Drive - Sent out for Extra Patrol and deployed the SMART Trailer in the 100-Block (closest we could get to the location of the complaint).

- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Marjorie Trail / Winding Woods Trail
 - Reason for this STEP: Citizen complaint of vehicles running the stop sign
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No violations

- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Haven Wood Trail / Autumn Wood Trail
 - Reason for this STEP: Citizen complaint of vehicles running the stop sign
 - Number of times worked: 3; Total Hours Spent: 3
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No violations; 4 vehicles were seen driving on roadway.

- 3. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 400-Block North Ridgewood Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: Heavy School Traffic

- 4. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 2000-Block West Granada 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

- General Comments:
 - All Motor Units attended the Law Enforcement Memorial Service in Daytona Beach on 05/30/2014.
 - Survey equipment was deployed on West Granada Boulevard in reference to a question to see if the traffic calming measures recently installed were working or not. The results have been downloaded but not analyzed yet.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 8 Cases initiated
- Zone 3: 8 Cases initiated
- Zone 4: 4 Cases initiated
- 22 signs have either been removed or sign cases created.
- 21 tree removal permit requests.
- Administrative staff assisted with one walk-in and fifty-one telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Tymber Creek Phase I – The northbound lane from Tymber Run to Peruvian Lane was paved.
 - John Anderson Drive – Work has been completed on the new stormwater outfall pipe extending from the intersection of Royal Palm Ave to the Halifax River. The Stormwater upgrades at the intersection with Royal Palm Avenue have been completed. Work continues on stormwater upgrades between Royal Palm and Riverwood Drive.
 - 2 Inch Water Main Replacement – Mainland – The new watermain on Curved Creek Way within Breakaway Trails was placed into service.
 - 2-Inch Water Main Replacement – North Peninsula - A letter of substantial completion has been issued, final as-builts have been found to be satisfactory; the contractor is preparing final pay request.
 - Wilmette Avenue Bypass Pump Station – The project is complete. Final closeout documents are being processed.
 - Downtown Underground Utilities Conversion – Carter Electric began restoration of concrete sidewalk last week, and should be completed this week. AT&T is continuing removal of final overhead lines; AT&T pole removal is also progressing and should be complete with the next week.
 - Audible Pedestrian Signals – Project is complete, awaiting final sign off by the engineer of record and FDOT.
 - Traffic Signal Maintenance (Mast Arm Painting) – The contractor's MOT was received and submitted to FDOT. Staff is working with FDOT to receive approval to proceed.
 - Airport Business Park Overhead Utilities Conversion/Hardening – FPL has rescheduled installation of conduit to commence mid-June, the project is anticipated to be complete early July.
 - OBSC Multi-Purpose Building – The double door frame has been installed, the privacy walls were built, the roofing has been completed and the stucco is 50% complete.
 - Granada Blvd. Resurfacing – Tymber Creek to Perrott - FDOT has completed milling and structural course resurfacing Granada Boulevard, it is expected that their contractor will complete paving of the friction course in June. Utility adjustments are nearing completion.
 - OBSC Roadway Improvements – Site clearing continues and is approximately 30% complete.
 - Nova Recreation Center Roof Repairs - Work has begun. Gutters and downspouts are being replaced and roofing materials are being installed as the contractor works on the south end of the facility first, on the bathroom and gymnastics center.
 - N. Beach Street at Lincoln Ave Storm Drain Repairs- Volusia County is performing repairs at the intersection in preparation to begin to resurface N. Beach Street, within an estimated three weeks. Maintenance of Traffic signage has been set up to route traffic around the road closure. The road was open cut and the old storm drain manhole was demolished. New storm drain structures are being constructed to be located further away from the pavement on N. Beach Street. The outfall storm drain was increased from 12-inches to 16-inches to provide additional flow capacity.

- Design Projects:

- FEMA HMGP Grant for Wilmette Avenue Bypass Pump Station – The actual bid cost for the project was \$14,560 above the estimated cost and grant award amount. The original FEMA grant received also did not include funding for construction engineering services. Upon completion of the project staff asked if costs for the additional construction amount and CEI services could be funded. FEMA responded that another project recently completed under budget which has now allowed additional funds to be added to the City's grant and thus cover the additional construction costs and CEI costs at 75% for an additional amount of \$19,370.27. Staff will be presenting a grant mediation agreement to the City Commission for the additional funding once documents are received from FEMA.

- Environmental Learning Center – The County Council approved the ECHO Committee recommendations and the City will receive a \$400,000 grant. Staff is coordinating with its design consultant on a scope of work and cost proposal for the final engineering design of the facility.
- Nova Community Park Skate Park Expansion – In order to develop construction costs the construction management firm is soliciting bids for the various work items. Once received they will then submit a guaranteed maximum price for construction.
- City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6th workshop. Staff is proceeding with preparing alternate designs based on comments from the meeting. A workshop is anticipated for July 29th.
- Beach Ramp Beautification – Staff is revising the design plans per comments received by Volusia County's review for a Use-Permit.
- Riverside Drive Drainage Improvements – Staff is pursuing easements with property owners in order to be able to proceed with construction.
- Fiber Optic Network Expansion – A revised work authorization was approved at the June 2, City Commission Meeting providing for completion of the fiber optic loop to Fire Station 93, and expansion to PAL and South Ormond Neighborhood Center.
- Granada Medians (West of I-95) – The bid award was moved to June 17th due to a bid protest.
- City Hall Chiller Replacement – The City Commission approved the award of bid at their May 20th meeting. Staff is now preparing contracts for execution.
- Water and Wastewater Master Plan Update – A kick-off meeting was held and the contractor is now assimilating information and scheduling meetings with staff to perform site inspections and will prepare a draft report.
- Nova Community Park – Road Paving - Preliminary design drawings are being drafted.
- Reforestation Street Tree Planting – The bid award is scheduled for the June 17th, City Commission meeting.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk after the overhead utilities are removed. The proposed design was submitted for FDOT review on 3/13.
- Police Department Fencing – The bid award is scheduled for the June 17th, City Commission meeting.
- Ormond Beach Municipal Airport Taxiway G - Bidding plans and specifications have been prepared and are being reviewed.
- 2014 Roadway Resurfacing - Project has been advertised and is scheduled to receive bids on June 25, 2014.
- Sidewalk from Tomoka State Park to Sanchez Park - The grant application was reviewed and scored by the TPO sub-committee at their May 21 meeting.
- Downtown Stormwater - Zev Cohen has submitted a scope of services and cost proposal for City review.
- Ph II 2-Inch Water Main Replacement – Mainland - Approximately 90% of the land survey work has been completed for project preliminary design. Design work has begun.
- Ph II 2-Inch Water Main Replacement – North Peninsula - Survey work has commenced, the consultant is preparing plans.
- Ph II 2-Inch Water Main Replacement – South Peninsula - Survey work commenced on this project the week of May 26.

Department Activities

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
- Continue to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going).
- Airport Lease Property/River Bend Golf Course- Staff met with grounds maintenance representatives from the River Bend Golf Course to discuss maintenance of the pedestrian/golf cart bridge crossing Airport Road.

- Utility Service- Staff investigated extension of sanitary sewer to a potential customer on Seton Trail, in order to eliminate use of a septic tank.
- Continued creating the proposed paving improvements drawing plan set for the Nova Recreation Park Paving Project.
- Completed additional topographic survey of the Nova Recreational Park Skate Park area required for the proposed Skate Park Expansion Project.
- Continued revising the plan set drawing of the Foxhunter Flat topo to reflect drawing markups provided by project manager per Planning Div request.
- Completed tree in the right of way locate at 24 Choctaw Trail, per Streets Div request.
- Completed tree in the right of way locate at 6 Riverbridge, per Streets Div request.
- Completed tree in the right of way locate at Stonehaven Trail/ Main Trail intersection per Streets Div request.
- Updated the Birth Place of Speed ADA Ramp plan set drawing per comments.
- Created base construction drawing and details for the Nassau Cir Water Service Replacement.
- Created exhibit maps for the proposed Stormwater Pipe Lining Project locations.
- Completed the Bi-Monthly measuring recording and mapping Groundwater Elevations at the Nova Landfill.
- Attended CIP Workshop

- Environment Management
Street Maintenance
Asphalt / Concrete
 - Attended LEAPS training at Advanced Technology Center on Williamson Blvd.
 - Formed and put base material down for a sidewalk on N. Beach St.
 - Prepared for asphalt at the Water Plant
 - Poured concrete for a sidewalk in the 1500 block of N. Beach St.
 - Asphalted potholes at Airport Sports Complex
 - Removed barricades and cones from the 1500 block of N. Beach St.
 - Concrete sidewalk repair on Loyola Dr.
 - Asphalted a patch in 500 block of N. Halifax Dr.

- 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
 - Cleared brush at various ROW (Right-of-Way) locations
 - Maintenance of trucks and equipment at the Public Works Yard
 - Employees attended LEAPS class at ATC Technology Center
 - Removed trees at Ames Park
 - Met with Janett at Memorial Gardens to discuss upcoming work to be done
 - Trimmed low limbs from Lorillard Ave., at Hidden Hills entrance, on Fleming Ave. at Central Park I, and on Deer Lake Cir.
 - Removed a diseased oak on Orchard Ln., (3) trees at Hand & Center, and a dead oak on River Ridge Trl.
 - Employees attended a stump grinder class at Fleet

- 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 at ROW (Right-of-Way) locations – N. Nova at Ballfield, N. Nova at Lakebridge, at Main Trl. & Rocky Creek Trl., at Holly Ridge & Main Trl., on A1A from north city limit to south city limit, and at Hickory Hills & Center
- Filled in areas with dirt at Memorial Gardens

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs for upcoming jobs, ordered materials for stock and put away stock that was received
- Citywide locations, checked for stop bar inventory and installations
- Various Locations, viewed roads with Stellar Striping for upcoming jobs
- Hand Ave., installed pedestrian crossing markers

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- ATC (Advanced Technology Center) – attended LEAPS class
- Hand Ave. – system inspection of grates
- Public Works Yard – cleaned area of debris

Vactor

- Dormant - cleaned baffle boxes
- John Anderson Dr. , N. Halifax Dr. and Ponce de Leon and Benjamin Dr. - cleaned lines
- Oak Dr. & Hilldale Ave. – cleaned up spilled chemicals from the road as best as they could due to a broken down Massey Services

Mowing

- Reachout Mower – SR40, and on Arroyo Pkwy
- Slope Mower – SR40, and Airport
- Brush Hog Mower - Airport

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
30,661

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 11,804 unleaded and 4,741 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,308 gallons of unleaded and 1,123 gallons of diesel.
- Fleet completed 42 work orders this week.

• Utilities

Projects Summary

- Anchor Drive Water Main Improvements – An additional set of bacteriological samples is required for clearance activity. Field checked construction and marked up construction drawings for preparation of as-built drawings. Prepared certification of construction clearance forms.
- Annual Supply of Chemicals for Water Wastewater – Bid specifications - advertisement documents scheduled for review at June 17 CC Meeting.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- WWTP Biosolids Treatment & Disposal – Commission approved the piggy back contract with Daytona Beach with Shelley's Septic Tank Inc for sludge hauling, treatment and disposal.
- Breakaway Trails Lift Station Control Panel Replacement – Information was requested from the engineer to prepare the design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – Meeting was held to discuss directional drilling options to install the concentrate piping. A proposed route will be submitted for review.
- Division Avenue Well Field Raw Water Piping – 90% plans and specifications received for review. Received FDEP permit applications.
- Cross Connection Control (CCC) Program Management Services – Disposition memo prepared for June 17 City Commission meeting for review of bid documents prior to advertisement.
- Dual Check Valve Assembly Installation Services – A City Commission memo recommending contract award to National Metering Services, Inc. is prepared for consideration at the June 17 City Commission meeting.
- Dual Check Valve Assembly Procurement – Contract documents were sent to the vendor for execution.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – Survey/design is underway.
- Ormond Beach Wastewater Plant Operating Permit Renewal – A request for additional information (RAI) was received from FDEP. A meeting is scheduled with FDEP in July prior to submitting the response to the RAI.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff continues to forward results of Pump #3 influent flow and pump speed to contractor and pump manufacturer. Pump continues to operate within evaluation criteria limits. The pump impeller has been found free of debris during the evaluation period.
- Ormond Beach Wastewater Treatment Plant - Replaced RAS Valves and Installed New Actuators. Electrical connection remains for completion.
- Rima Wells Auxiliary Power Generator – Sent 75% plan review comments to engineer. Received revised mechanical drawings for review.
- Saddler's Run Lift Station Rehabilitation – Reviewing 60% design plans and specifications.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Waiting for the contractor to provide an estimated cost for centering the offset ring and cover for the manhole at station 1506+00. Purchase order to repair leaks and install lining in 5 deteriorated manholes is being processed.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Paving at Lift Station 9M remains to be performed. Draft record drawings were received for review.
- Storage Tank Repairs and Maintenance - A meeting was held with Hazen and Sawyer to finalize the scope of services prior to the official submittal.
- SPRC – Shoppes on Granada – Discussed comments with the developer's engineer. North Peninsula Force Main – Bids are being evaluated by Volusia County. Valiant Diner – Met with

developer's engineer to discuss Phase 1 of the proposed design. Kingston Shores – Received conceptual plans for review.

- Equipment Purchase – Wach's Valve Maintenance Trailer – City Commission Agenda item prepared for consideration on June 17, 2014.

Departmental Activities

Public Works – Utilities Division

• Water Distribution

- Exchanged 24 water meters per Finance Department work orders.
- Connected 4 water services due to new building construction.
- Responded to or repaired 4 water service leaks.
- Performed accuracy testing on 2 commercial water meters and coordinated with owner schedule for 1 future test.
- Repaired a 6" Cast Iron water main leak on Beach Street/Lincoln Ave. where Volusia County performing storm piping improvements.
- Assisted 17 customers with misc. concerns.
- Responded to 4 water pressure and/or water quality grievances.
- Replaced 15 water services due to aged pipe causing low pressure.
- Replaced 13 water meter boxes.
- Performed Inspection and testing of 11 city-owned backflow preventers, all tested good.
- Performed necessary maintenance on 25 city-owned fire hydrants.
- Performed valve maintenance on 10 valves/ boxes.
- Restoration activities (sod/backfill) @ several locations city-wide impacted during main and service repairs.
- Assist contractor with shutdown and sampling on John Anderson Dr. & Royal Palm. Activated new main and flushed at royal Palm/ JAD area.
- Rescind Boil Water Notice at 2 N. Beach St. and Curved Creek Way.
- Utility locate service for water/wastewater/reuse: received notice of 116 regular and 4 emergency utility locates for the previous week.

• Water Treatment

- Delivered 38.425 million gallons for the week ending June 1, 2014 (5.491 MGD)
- Backwashed 9 filters for a total of 327,000 gallons backwash water.
- Produced and hauled 94.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- We had two Precautionary Boil Water notices this week.
- Completed interviews for the water treatment operator position.

• Wastewater Treatment

- Domestic and Industrial Wastewater flow was 30.37 Million Gallons.
- Produced 30.37 Million Gallons of Reuse.
- Produced 0.00 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.34 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 153.84 (14%-18% Solids).

• Wastewater Collection – Reuse

- Crews responded to seven (7) trouble calls Breakaway/Hunters Ridge PEP System service area and three (3) in town.
- Televised 6, cleaned 11 & root inhibitor applied on 13 sewer laterals.
- Assisted storm water crews televising storm line on John Anderson Dr.
- Flushed reuse main lines on Triton Rd, and University Cir.
- Installed new pep tank lid at 116 Black Hickory.
- Unblocked 1" reuse service at 39 Colonial Cir. and 110 Ray Mar
- Repaired 11/2 inch low pressure line at 61 Tomoka Ridge.

- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 9 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 31/30psi. Foxhunters Flat (2 inch) 27/22 psi & Shadow Creek Blvd. (4 inch) 10/5 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Centrifuge Building – floor drains under belt not flowing – unclogged floor drains as needed – cleaned floor and surrounding area – all ok.
 - Breakaway Trails – contact from Collections Division states “alarm sounding” – station found alarming but operational – silenced alarm and reset – will continue to monitor controls.
 - SCADA monitor/response: trouble shoot Lift Station PLC’s and WIN 91: Breakaway Trails L.S – continuing increased site visits station not receiving WIN911. H.H. L.S. – Phase Voltage Loss two legs – Contacted FPL – Flows at Zero – No Need for Generator Based on FPL Estimate of Repair Time.
 - PEP System – Replaced control box 66 Coquina Ridge.
 - Influent pump room – deragged pumps daily to support testing of pump #3.
 - Weekly PM’s: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM’S: Poly Blend #1;
 - Annual PM’S: Fermentation Submersible Mixer #2, #4, #11
 - Lift Station PM’s: 25 monthly and 3 annual performed.
 - Plant wide oil & grease route.
 - 52 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shadow Crossings Reuse Storage and Pump System – added override switch for operation of Wells #33H and #34H.
- B.A.T.Reuse – re-primed the #3 pump and inspected check valve.
- Rebuilt the spare pulse feeder pump - returned to shop stock.
- Begin rehabilitation of #6 sand filter.
- Claricones - Installed new sink.
- Monthly PM’s: scrubbers #1,#2,#3,#4,#5,#6; B.A.T. Reuse Pumps #1,#2,#3,#4.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: PEP System brochure is being modified to reflect updated policies/procedures. Contract printer prepared 2nd draft version for review by Utility staff.
 - Industrial Pretreatment Program: Staff is periodically updating the FDEP on the status of the Thomas & Betts Facility on Southland Rd. The facility submitted an Industrial Pretreatment application/survey as requested by the Utility. Staff is reviewing the survey to determine whether the facility should be operating under a permit.
 - Sewer Collection System Programs: Staff has begun the process to establish collection system programs including a Fats, Oils & Grease reduction program and a program to eliminate wipes and other items which disrupt the City’s sewer system. The programs seek to eradicate sanitary sewer overflows caused by blockages in the system. Staff began documenting locations of assisted living facilities for educational program and best management practices outreach.
- 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.

- Consumer Confidence or Annual Water Quality Report: The CCR is finalized and has been submitted to the printer. The web ready version was delivered to the Utility and will be posted on the City's website.
- Backflow Device Installation Notice: Staff drafting a notice to residential customers affected by the future installation or refurbish of existing backflow prevention devices in the City's Reuse Service Area.

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 June 2, 2014, CIP Workshop
- Staff attended and provided support for June 2, 2014, City Commission Meeting
- Staff attended and provided support for June 5, 2014, Quality of Life Advisory Board
- Agenda packet preparation and creation for June 17, 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