

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 20, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- General discussion meetings with City Attorney, Economic Development Director, Planning Director, Fire Chief and Police Chief
- Prepared update for City Commission Brainstorming Session Workshop
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Met with Alan Rosen, Management Partners, regarding process improvement and HR solutions
- Rotary meeting
- Fire Department pinning ceremonies
- Finished review of ICMA Job Hunting Handbook
- City Commission Brainstorming Session Workshop and City Commission Meeting
- ECN ribbon cutting/open house
- Habitat for Humanity dedication ceremony
- City Engineer John Noble, Engine Shawn Findley, Assistant City Manager Ted MacLeod and Larry Volenec of Florida Power and Light regarding recent utility pole work.

Community Development

Planning

- The Planning Director attended the MainStreet Board meeting. Commissioner Boehm discussed the downtown projects and the proposed 2015-19 CIP and encouraged MainStreet to directly participate in the process.
- Staff attended the neighborhood meeting for the Shoppes on Granada proposed at 1298 West Granada Boulevard. The meeting was held at the Church of the Holy Child.
- The Planning Director and representatives from Engineering, Economic Development and the Airport participated in the selection of the consultant for the Brownfield Initiative Program which is targeted towards US1 North and the airport.
- The Planning Director attended the Technical Coordinating Committee meeting of the TPO. Priority projects that were ranked and categorized as either SIS, Non-SIS Regional, Traffic Ops (Traffic signal mast arm ranked #10), Traffic Ops project ready for funding (Mast arm at SRA1A and Harvard ranked #8), Bike/Pedestrian Tier A (Forest Hills Connector \$646,692), Tier B – Projects Ready for Funding (Sanchez Park trail to Tomoka State Park trail – Rank 6), and Tier C: Projects Awaiting Feasibility Study (Thompson Creek ranked #14) were reviewed for action in August.
- Work has begun in fleshing out a very preliminary draft of a redevelopment plan for the US1 corridor using the completed Blight Study and FDOT's US1 Corridor Improvement Program Study

as the skeleton to which a more detailed work program tailored to the US1 Corridor will be developed in concert with property owners on the corridor.

- Local Mitigation Strategy 2014 Annual Progress Report - The City has been a participant in the Volusia County Local Mitigation Strategy (LMS) initiative since 1998. The LMS was created and adopted in order to more effectively plan disaster related responses and provide mitigation initiatives designed to reduce flooding problems and/or to protect people and property when flooding does occur. To continue participation in the National Flood Insurance Program (NFIP) and fulfill the Community Rating System (CRS) criteria, an annual progress report on the status of the project implementation is required. The LMS initiatives and status specific to the City of Ormond Beach are as follows:
 - VOL-0151 - Purchase hurricane shutters and generator power for the Performing Arts Center. **Completed 2008.**
 - VOL-0194 – Purchase 30 emergency radios for use during emergencies. **Completed 2004.**
 - VOL-0299 – Weather Station and generator for Fire Department Station 92. **Completed 2006.**
 - VOL-0352 – Fire Station #93 received a State EMPATF grant for hurricane shutters, however, funds were not able to be applied since station is in a floodplain. Transferred project and funding to Fire Station #94. **Completed 2006.**
 - VOL-0375 – Install Public Notification Sign to be placed in front of the Performing Arts Center - **Completed 2009.**
 - VOL-0325R – Hand Ave./Laurel Creek Pump Station Generator & Central Park Pond Interconnects - interconnection of the lakes of Central Park to provide large scale drainage relief to the basin area that is subject to flooding during large storm events. **Design was completed 2012. The project began construction in June 2012 and was completed in January 2014.**
 - VOL-0328 – Hand Avenue roadway & drainage improvements - Elevate Hand Avenue and reconstruct roadway and install new drainage system from Laurel Creek to east of Thompson Creek to reduce the flooding frequency of Hand Avenue. **Design was completed 2012. The project began construction in June 2012 and was completed in January 2014.**
 - VOL-0353 – Hand Avenue/Lake Park Circle Flood Control Improvements – Purchase additional property to construct a control structure and pipe which will interconnect existing stormwater ponds that will discharge into Laurel Creek. The discharge to Laurel Creek will occur through a control-structure connection, which has been authorized and funded under LMS Initiative VOL-0325R, Hand Ave./Laurel Creek Pump Station Generator and Central Park Pond Interconnects. **Design was completed 2012. The project began construction in June 2012 and was completed in January 2014.**
 - VOL-0387 Thompson Creek Stormwater Improvement-Construct a seawall from existing seawall north of Cumberland Avenue and continue south to Putnam Avenue. **TBD**
 - VOL-0400 – Elevate the residence Cumberland Avenue area- **Completed 2011.**
 - VOL-0452 Central Park Flood Mitigation Project – Phase II (Fleming Avenue Pump Station) – **Approved for submittal December 2013 – City was notified that grant was not approved due to lack of available funding.**
 - The City has accomplished or is continuously striving to achieve each of the City's mitigation initiatives. The City of Ormond Beach Floodplain Management Plan was incorporated into the Volusia County Integrated Management Plan by Resolution 2013-112. An electronic copy of the Volusia County Integrated Floodplain Management Plan 2013 which includes the City of Ormond Beach Floodplain Management Plan (Appendix A) and Action Plan (Appendix G) is available for review at the County of Volusia website:
<http://www.volusia.org/core/fileparse.php/4357/urlt/Volusia-FMP-Version-13.pdf>

Building Inspections, Permitting & Licensing

- 225 inspections performed.
- 5 business tax receipts issued.

- 90 permits issued with a valuation of \$1,862,787.00

Development Services

- The Department received the following applications:
 1. Ormond Renaissance Center, 875 Sterthaus Drive;
 2. Kingston Shores water connection, 5500 Ocean Shore Blvd.,
 3. 53 Old Kings Road, temporary MRI building.

Economic Development/Airport

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss the design and distribution of marketing material to generate investment in the Ormond Crossings project. A summary will be provided to the Commission.
- Tomoka Holdings met with FDOT officials to discuss transportation mitigation studies that are required in the Ormond Crossings Development Agreement. An alternative mitigation program is being negotiated and will be reviewed by staff.

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. The open house event on June 19 was a great success.
- 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 this week 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

- The Florida Department of Transportation (FDOT) has provided the City with Joint Participation Agreements (JPAs) to fund obstruction mitigation work at the airport and to provide funding for a focused environmental assessment project to address development of the western quadrants of the airport. The City Commission approved both agreements at their meeting on June 17th. Upon final execution of the agreements by FDOT, staff will begin work to facilitate commencement of these projects.
- Staff has received the 30% design documents from AVCON, Inc. for the ongoing control tower systems upgrade project. Staff is working to review the documents and prepare commentary as the project moves toward the 60% design phase.
- Staff is working with the City's airport consultants to review the proposed installation of new lighting systems for athletic fields in the City's Airport Sports Complex.
- The Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) conducted a "Model Rocketry Day" as part of the CAP's Aerospace Education Program. Twelve cadets from the Ormond Beach squadron and six cadets from the Central Florida Composite Squadron achieved their CAP Model Rocketry Badge, and one cadet from the St. Augustine Composite Squadron completed Stage II of the CAP Model Rocketry Program.
- Staff has been notified that the FDOT Aviation and Spaceports Office 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.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 32 Journal Entry Batches (# 3879 – 3973).
 - Approved 16 Purchase Requisitions totaling \$139,311.65.
 - Issued 17 Purchase Orders totaling \$136,563.20.
 - Prepared 116 Accounts Payable checks totaling \$464,465.75 and 34 Accounts Payable EFT payments totaling \$334,214.75.
 - RFP 2014-20, Management and Operation of Ormond Bach Tennis Center, opening took place on June 16, 2014, four (4) submittals were received.
 - Processed 4,116 cash receipts totaling \$403,142.98.
 - Processed 1,742 utility bill payments through ACH totaling \$128,633.55.
 - Processed and issued 4,974 utility bills with billed consumption of water of 25,811k.
 - Issued 710 past due notices on utility accounts.
 - Auto-called 101 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (6/24)
 - Jim Miller's Big Band America Summer Concert (6/29)
 - 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 meeting with Care Now/Halifax Health regarding holding a Family Health Day in the next few months.
- Attended ECN Ribbon Cutting event.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 8
 - Hazardous: 1
 - EMS: 79
 - Motor Vehicle Accidents: 3
 - Public Assists: 34
- TOTAL CALLS: 126

- Aid provided to other agencies: 17 calls – Daytona Beach (12), Volusia County (5)
- Total staff hours provided to other agencies: 25
- # of overlapping calls: 24
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 63

Training Hours

- NFPA 1001: Firefighting 30
- NFPA 1002: Driver/Operator 19
- NFPA 1021: Officer 8
- NFPA 1500: Safety/Equipment 59
- NFPA 1620: Pre-Fire Plan Inspections 12
- EMT/Paramedic 21
- TOTAL TRAINING HOURS: 149

Station Activities

- Conducted 5 fire inspections
- Updated 36 pre-fire plans
- Instructed CPR and first aid to Leisure Services camp counselors.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services/Administration – Office Assistant III was advertised 06-10-14 on the City web site with a closing date of 06-27-14.
 - Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal online, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open until filled. Seventy-four (74) applications and resumes 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.
- Police Department - Police Officer was advertised on the Florida Police Chief's Association web site and the City web site on 06-10-14 with a closing date of 07-03-14.

- Background/Reference Checks/Job Offers
 - Public Works/Utilities – Water Treatment Plant Operator interviews were conducted on 06-03 & 04-14 and a candidate was selected and will begin employment on 06-30-14.
 - Public Works/Utilities – A Plant/Pump Mechanic candidate was selected and started his pre-employment processing. Start date is pending.

- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 05-31-14: 5.21% (excluding retirements).
 - Leisure Services/Facilities Maintenance - Facilities Maintenance Manager effective 06-30-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program May, 2014 monthly report reflects savings of \$93,740.35 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,525 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.

Risk Management Projects

- Mayor's Health & Fitness Challenge Coffee Club and 2015 event planning meetings.
- Updated Drug Free Workplace policy.
- Planning for 2014/15 United Way fundraising campaign.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Proposals were received 5/30/2014. Proposals being reviewed by committee members
 - 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) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 32 New work - 74 completed - 46 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,330	Inbound E-Mails Blocked	9,140
Delivered Inbound E-Mails	13,063	Quarantined Messages	127
Percentage Good Email	58.5%	Virus E-Mails Blocked	84

- Notable Events:
 - Installed new network storage devices (SANs) that were recently purchased and have begun the process of moving the virtual machines. New units are a huge improvement in performance, space, and management capabilities.

- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 12
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,456 (86.5%) potable 18,916, Irrigation 545, Effluent 4
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Supervisory Staff 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
 - Sports Complex Lighting Meeting
 - City Commission Meeting
 - Athletic Field Maintenance Bid Discussion
 - City Hall Chiller Replacement Meeting
 - Nova Rec Roadway Paving 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 Ormond Beach Soccer Club will continue to hold their Sunday free clinics at 3pm on the Soccer Fields at the Sports Complex.
 - The OBYBSA is hosting the District Babe Ruth Tournament Wednesday through Sunday at both the Nova Fields and the Kiwanis Field at the Sports Complex.

- The Seabreeze Summer Baseball Program (American Legion) played Wednesday morning at 10am at the Kiwanis Field at the Sports Complex.
- Freedom Sports is once again renting the Softball Quad for a Men's Softball Tournament on Saturday 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
 - Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
 - Golden Spikes Baseball league are using Nova fields; prep daily for them
 - Boys' Pinto Leagues are using the Quad's softball fields for practice and games; prep for them daily
 - Construction continues on the building for the Champion Field
 - Finished spraying pesticide and insecticide at the Sports Complex. Nova, SONC and OBMS are next.
 - Adult 6 vs. 6 soccer league has started on Saturdays; painted and prepped seven fields for them.
 - Seabreeze summer boys' baseball has been using a field to practice during the week; also playing games during the week.
 - Hosted a Lady Renegade's softball tournament on Saturday and Sunday at Nova and the Sports complex. Seven fields prepped for them both days.
 - Began sod repair of Soccer Field 6. Removing worn sod, to be replaced with new sod.
 - Installing new electric irrigation valves on the Quads for the clay watering zone.
- 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 through Thursday: CMT Dance Camp
 - The Performing Arts Center is preparing to host the following events:
 - Jim Miller's Big Band America Concert, Sunday, June 29, 2pm, \$15 Reserved Seating
- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)

- Open gym (5:30pm to close weekdays and Center hours on weekends)
- Fitness room open (Center hours)
- Pavilion Rental Saturday
- Summer Camp Counselor Orientation Saturday
- Summer Camp Session I Began Monday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee for Community Events Leader position and new Community Events Technician
 - Attended weekly staff meeting
 - Attended event meeting
 - Attended Senior Games meeting
 - Assisting with City Commission workshop
 - Senior Games tasks - application updates
 - July 4th tasks - food vendors, entertainment contacts and general event activities and promotions.
 - Researching fishing industry companies for annual fishing tournament.
 - Event task for upcoming "Summer Sounds" concert series.

- Gymnastics
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - June session is now in progress
 - Registration is now open for the July session
 - Coordinator attending USSSA Conference Friday-Sunday

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - 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.
 - Basketball Madness, a summer youth league for players ages 12-18 years old, began on Monday. Each day two teams in the same age group will be given the time to play each other during the summer.
 - Free breakfast and lunch will be offered through the County Summer Food Program for those under the age of 18.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10 am to 3:30 pm Monday through Friday and on Saturday from 10 am to 11:30 am.
 - Pat Spano's art exhibit will be on display in the Gallery through June 27th.
 - A wedding was held in The Casements on Saturday afternoon.
 - A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Tuesday afternoon.
 - A wedding took place in Ormond Memorial Gardens on Wednesday afternoon.
 - A Greek cooking class was held in The Casements kitchen on Wednesday evening.
 - The Guild Crafters met in Room 203 on Thursday afternoon.

- The Ormond Beach Historical Society held a meeting in Bailey Riverbridge on Thursday afternoon.
- A wedding rehearsal was held in Ormond Memorial Gardens on Thursday afternoon.
- A wedding rehearsal was held on The Casements North Lawn on Friday afternoon.
- A wedding rehearsal took place in Ormond Memorial Gardens on Friday morning.

- 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
 - Replaced leaking water heater at the Gymnastics Center
 - Checked bubbler not operating outside at Nova Recreation Complex
 - A/C unit #3 in EMS, supply and gym not working at Fire Station 92
 - PAC backstage was hot; #3 A/C on roof not running
 - Continued with plumbing, irrigation and landscaping at new greenhouse
 - Anchored utility sink at Ormond Memorial Gardens
 - Assisted contractor with leaking pipe repair at City Hall
 - Checked keypad 'malfunction' on gate at Breakaway Trails
 - Repaired two remote units for IT at City Hall
 - Repaired three remote units for Streets at Public Works
 - Installed new gas shock for Com Pac lids at Andy Romano Splash Pad
 - Repaired drinking fountain at Nova
 - Repaired roll up door in concessions at Andy Romano
 - Installed new lamps for upcoming show at Ormond Art Museum
 - Pull in new electrical wire at the Sports Complex
 - Relocated photo eye that controls two inside lights at Nova Rec
 - Installed new ballast and lights at Fire Station 92
 - Check tripped breaker in the control panel at Andy Romano Splash Pad
 - Resealed plumbing fixtures in juvenile cells at Police Department
 - Cleaned and unclogged drinking fountain at Riviera Park
 - Fixed water pressure on drinking fountain at Softball Quad at Sports Complex
 - Repaired clogged toilet at the PAC
 - Replaced soap dispensers at The Casements
 - Installed new toilet flapper in men's room at The Casements
 - Install new legs for the greenhouse tables at Ormond Memorial Gardens
 - Met contractor for lab remodel at Wastewater Plant
 - Installed wire for Softball Quad irrigation at the Sports Complex
 - Checked computer malfunction and reset controller at Andy Romano Splash Pad
 - Met County Health Inspector at Andy Romano and SONC Splash Pads
 - Installed and programmed new irrigation timer in greenhouse at Ormond Memorial Gardens
 - Checked pump pressure at SONC Splash Pad
 - Reset lightning detection at Andy Romano Splash Pad

- Parks Maintenance
 - Removed graffiti from Joyce Ebbets Pier
 - Installed two new picnic tables at Osceola Elementary School
 - Relocated coquina rocks at Melrose Park for maintenance access
 - Replaced damaged trash receptacle at Riverbend Nature Park
 - Installed new memorial bench at Fortunato Park

- Installed new trash can at Osceola Elementary School
- Pressure cleaned outside restrooms at Osceola Elementary School
- Removed graffiti from men's restroom at Cassen Park
- Installed new memorial bench on the Cassen Park Pier
- Installed new bench at Osceola Elementary School
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations
- Call Out = Cleared toilet at Cassen Park men's room

Police Department

Administrative Services

- Attended City staff meeting.
- Held swearing in ceremony of new officer.

Community Outreach

- The Ormond Beach PAL 7th grade team participated in the USSSA State tournament this past weekend June 13-15, 2014 in Ft. Myers, FL. We finished second in pool play with 2 wins defeating the Treasure Coast Titans 60-46 and Lake Worth Pride 60-55, and 1 loss to Team Under Pressure 37-41. We advanced to Division 1 bracket play and lost to Broward Sharks 53-74 finishing 12th overall out of 36 teams participating. Earlier this year, the team participated in The Battle at Beach USSSA Basketball National Qualifying Tournament, we finished 1st place overall giving us an automatic bid into this year's national tournament. The 7th grade team has qualified and will be attending the National USSSA Basketball tournament in Gainesville, FL June 26-29, 2014.
- Members of the Youth Directors Council held a meeting to discuss upcoming programs and service projects. Youths assisted in cleaning out rooms for the PAL summer program to begin June 23rd.
- 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: 95
- Animal Bites: 1
- Animal Reports: 2
- Animals to HHS: 26
- TNR: 1
- Injured Wildlife: 3
- Bear sightings in Zone 4.

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 10
- Inactive: 5
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 12
- Grand Theft: 1
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0

- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1

Narcotics:

- One Traffic Stop and Arrest for Narcotics
- Three Buy Walks
- One Knock and Talk (21 cannabis plants seized)
- Court

Comments:

- Felony Lane: Warrant obtained from a "Felony Lane" style car burglary that occurred at Elite Fitness (Female was identified cashing the checks).
- Grand Theft: A warrant was obtained for a transient that has been staying at the Alliance Church for stealing a wallet from the Ormond Steak House.
- Sex Offender: Warrant obtained from a subject who is living on N. Beach St. for failure to register (Sex Offender).

Records

- Walk - Ins / Window 60
- Phone Calls 95
- Arrest / NTA'S 11
- Citations Issued 71
- Citations Entered 74
- Reports Generated 159
- Reports Entered 153
- Mail / Faxes / Request 30

Patrol

- Total Calls 2010
- Total Traffic Stops 162

Operations

Crime Opportunity Report Forms: 157

- 6/10/2014
 - Burglary- Residence, 306 Rio Pinar Drive. Entry was made through an open garage door where a Trex bicycle was taken. Homeowner was working in the back yard.
- 6/11/2014
 - Shoplifting, 220 North Nova Road. Transients were caught stealing and asked to leave in lieu of charges. They remained out front until they received trespass warnings. No charges filed.
 - Shoplifting, 520 South Atlantic Avenue (7-11). After an inventory and reviewing video, suspects were observed stealing over \$250 in beef jerky during their scheduled night shift.
 - Stalking, 487 Lakebridge Drive. Adult Female reported that her ex-boyfriend has showed up at her home for the past couple of days, ringing her doorbell. He also has pulled up alongside her at intersections, honking his horn at her while en route to work. This has gone on since February. No violence / threats, but it rose to the level of stalking.
 - Warrant Arrest, 601 Fleming Avenue (Central Park). Adult male arrested on a Volusia County warrant for Burglary.

- 6/12/2014
 - Car break, 250 East Granada Boulevard (CVS Pharmacy).
 - Robbery-Domestic Violence, 43 Brookwood Drive. Sister called 911 to report that her mother was just beaten up by her brother. Brother grabbed his mother's purse that was hanging around her shoulder and when he pulled it, the mother fell over. Suspect took off running down the road and his sister chased after him. Suspect dropped the purse after removing approximately \$400 from it.
 - Battery-Domestic Violence Arrest, 26 Soco Trail (The Trails). Victim's adult son was intoxicated and sleeping in the victim's bed and urinated in the bed. The victim started an argument with him and he reached up and grabbed the victim near the throat. Suspect was contacted in the house and arrested for Domestic Violence
 - Stolen Vehicle, 15 Iroquois Trail (The Trails). Occurred on 06/10/2014. Rental vehicle was left unlocked in the driveway with the key in the center console. Renter arranged to have someone take the car back to the rental location but it never made it back to them.
 - Battery – Domestic Violence/Arrest, 607 South Ridgewood. Adult female and adult male were arguing. The situation escalated to a physical altercation when the male pushed the female to the floor. He was arrested.
 - Battery – Domestic Violence/Cross Complaints, 400 Hand Avenue. Husband and wife are going through a divorce. Husband alleged he videoed his wife hitting him. Unable to tell from the video or determine who was the primary aggressor. Cross complaints were filed and the husband left for the night.
 - Narcotics Notice to Appear, 869 South Atlantic Avenue (Riptides). Subject stop was conducted on a suspicious vehicle. At that time a strong odor of marijuana was coming out of the vehicle. A search was done and a container with 3 grams of marijuana was found. Adult female was arrested for possession.
 - Battery, 340 Endora Street. VCSO requested Mutual Aid regarding a possible shooting and stabbing at this address. It was also reported that subjects were fighting with bats. VCSO handled the investigation of the incident.
 - Shoplifting – Notice to Appear, 1521 West Granada Boulevard. Adult female caught by Loss Prevention stealing food.
- 6/13/2014
 - Burglary, Bicycle. 67 Kent Dr. Theft of a bicycle from an open garage. A dilapidated bicycle was located nearby, secured for safe keeping.
 - Car Break, 54 Ivanhoe Drive. Two unlocked vehicles were entered overnight. Only loose change was removed.
 - Car Break, 7000 Saint George's Road #203. Unlocked vehicle entered, nothing missing, plastic piece around key mechanism dislodged.
 - Battery, 170 North Old Kings Road, Avante. An elderly patient with dementia slapped the hand of another patient.
 - Battery, Domestic Violence, 48 Horseshoe Falls Drive. Ex-boyfriend/girlfriend involved in a verbal argument. Both then threw water on each other. Female is confined to the home. Both parties changed their stories and did not want to cooperate. Male left the residence. Complaint Affidavits completed on both parties.
 - Battery-Domestic Violence, West Granada Blvd. and North Nova Road. Physical confrontation between boyfriend and girlfriend that started while driving on South Nova Road. Suspect bit the girlfriend on the hand because she would not take him to buy narcotics. He then began to strike himself in the face causing injuries before jumping out the car at the intersection of North Nova Road and West Granada Blvd. Suspect also stole \$40.00 cash and the victim's cell phone. Suspect could not be located. Complaint Affidavit to be completed for Battery, Grand Theft and Criminal Mischief.
- 6/14/2014
 - Burglary Residence, 200 Seminole Ave, occurred during the shift. Forced entry via a window. A Samsung Tablet and undetermined amount of currency were stolen.

- Battery-Domestic Violence, 110 Bear Creek Path. Live in girlfriend/boyfriend were in a verbal argument over a broken dish when the female poked the male in the eye causing a small laceration. The female was arrested and transported to VCBJ.
- Narcotics Arrest, 134 Green Forest Drive. Daughter lives with her parents. She was involved in an argument with the mother. Upon arrival, the father advised officers of narcotics that were in suspect's room. Two crack pipes and a small bag of crack cocaine were located in plain view on the dresser. Suspect admitted to possession. She was arrested and transported to Volusia County Branch Jail.
- Traffic Arrest, West Granada Blvd. and South Nova Road. Unit witnessed reckless driver approaching the intersection and then cut through the Rivergate plaza. Unit on another call at the intersection witnessed the driver pull out onto west Granada Blvd and stepped out to stop the driver. Driver was stopped briefly and appeared that she was going to pull away again. Use of force to be completed. Driver was arrested for suspended license.
- 6/15/2014
 - Carbreak, 114 Roble Lane, unlocked vehicle.
 - Carbreak, 111 Roble Lane, smashed window.
 - Carbreak, 278 South Old Kings Road, unlocked vehicle.
 - Carbreak, 113 Roble Lane, unlocked vehicle. Contents of glove box scattered throughout vehicle. Nothing taken. A wallet was missed above the visor.
 - Carbreak, 28 Queen Ann Court, window smashed out, purse stolen. Occurred previous night shift
 - Carbreak, 15 Nightingale Lane (Hidden Hills), unlocked vehicle, purse stolen.
 - Carbreak, 70 Nightingale Lane (Hidden Hills), unlocked vehicle, GPS missing.
 - Carbreak, 45 Bramblewood Lane (Hidden Hills), unlocked vehicle, wallet/ID stolen.
 - Warrant Arrest, 600 Crowne Commerce Court (Crown Apartments), Subject was contacted who had an open warrant for insurance fraud with a \$10,000 bond. Subject was arrested and was transported to the Volusia county Branch Jail
 - Battery- Domestic Violence, 15 Fisherman's Circle #8. Female advised that her boyfriend threw her down in the apartment and possible broke her shoulder. The suspect then stole the victim's Honda Pilot and fled the area. The victim was transported to Ormond Memorial Medical Center.
- 6/16/14
 - Burglary-Business, 361 West Granada Boulevard (Taco Bell). Alarm was set and the doors were locked when today's manager arrived on scene. He noticed over \$600 was missing from the safe.
 - Car break, 312 North Ridgewood Avenue. Unlocked vehicle entered sometime Saturday night. Two cell phone chargers taken out of console.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult male transient left the store with just under \$100 in wrenches. He was stopped by loss prevention and arrested for petit theft.
- 6/17/14
 - Burglary-Residence, 224 North Beach Street. A walk-up to the Police Department stated that she is missing silverware from her home. She has had several visitors to her home helping her move. The silverware may have been lost in the move.
 - Narcotics Arrest, 1500 Block West Granada Boulevard. A shoplifter in progress call came out at Wal-Mart but the suspects left without taking items. A traffic stop was conducted by the Criminal Investigation Division. The driver was found to have a suspended driver's license and was on probation and was arrested for the driver's license violation and violation of probation. Two full syringes were found in control of the passenger and he was arrested for possession of cocaine and paraphernalia.
 - Shoplifting, 1340 West Granada Boulevard (Lowe's). Adult female was issued a Notice To Appear for shoplifting. She was stopped a block away by patrol and identified by Lowe's Loss Prevention.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 67
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 58
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 14
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0

- Traffic Complaints Received:
 - Pedestrian Crosswalks on Ocean Shore Boulevard north of East Granada Boulevard - Complaint of vehicles not yielding to pedestrians that are already in the crosswalk - Variable Message Board deployed with a message informing motorist of the law.
 - Speeding Complaint on Arroyo Parkway east of Center Street

- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Marjorie Trail / Winding Woods Trail
 - Reason for this STEP: Citizen Complaint
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No Violations Observed

- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Haven Wood Trail / Autumn Wood Trail
 - Reason for this STEP: Citizen Complaint
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

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

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

- 5. 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: 0; Written Warnings Issued: 0

- Comments: No Violations
- 6. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 1200-Block North United States Highway 1
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 8; Written Warnings Issued: 0
 - Comments: None
- General Comments:
 - None.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 6 Cases initiated
- 13 signs have either been removed or sign cases created.
- 6 tree removal permit requests.

Administrative staff assisted with three walk-ins and fifty (50) telephonic inquiries

Public Works

- Engineering
 - Project Summary
 - Construction Projects:
 - Tymber Creek Phase I – The northbound lane from SR40 to the Little Tomoka River was paved. Crews are completing construction of curb and gutter and stormwater pond grading and sodding. The northbound lane will require one additional lift of asphalt paving before being complete and ready for traffic.
 - John Anderson Drive –The final phase of drainage improvements is underway between Royal Palm and Riverwood Drive. Following completion of this work final paving can be completed.
 - 2 Inch Water Main Replacement – Mainland – As-Builts are being reviewed.
 - 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 – Engineer has prepared all FEMA certifications, final submittal to FEMA is being finalized.
 - Downtown Underground Utilities Conversion – AT&T is continuing removal of overhead lines and poles with an anticipated date of completion of June 23. Carter electric is completing restoration activities. A substantial completion walkthrough is scheduled for the week of July 1. Final easements and right of way agreements have been completed and are submitted for execution at the July 29 City Commission Meeting.
 - Audible Pedestrian Signals – FDOT is reviewing ADA compliance at one intersection, City, CEI consultant and FDOT are negotiating addressing of the issue.
 - Traffic Signal Maintenance (Mast Arm Painting) – Revised MOT plan has been resubmitted to FDOT; the City is awaiting issuance of a permit to commence the project.
 - 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 70% complete.
- Nova Recreation Center Roof Repairs - The north roof section of the facility was reroofed and gutters were installed on the east section. After the old downspouts were removed, the existing downspout discharge sections on the east side of the building were discovered to be plugged with debris. Staff is working with the contractor to improve the drainage.
- N. Beach Street at Lincoln Ave Storm Drain Repairs- Volusia County completed performing repairs at the intersection in preparation to begin to resurface N. Beach Street, within an estimated three weeks.
- City Hall Chiller Replacement – A preconstruction meeting was held on June 19th. The Chiller will be direct purchased to allow the City to receive the tax savings of \$2,708.44

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 requested 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 modification 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 will be presenting the final design work authorization for City Commission approval at the July 29th meeting.
- Nova Community Park Skate Park Expansion – Preliminary design drawings are being drafted. Staff met to discuss design layout and traffic circulation alterations that will be needed once the skate park has been expanded and the west crushed shell road loop from the south parking area, to the facility primary paved parking area is eliminated.
- 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 – A letter stating no permit required has been received from the St. Johns River Water Management District. Zev Cohen and Associates is preparing the final plans for bidding and 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. A kickoff meeting with the contractor Danella is being coordinated for the week of June 20.
- Granada Medians (West of I-95) – The bid award was approved at the June 17th, City Commission meeting.
- 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 - Final design drawings are being drafted.
- Reforestation Street Tree Planting – The bid award was approved at 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 was approved at the June 17th, City Commission meeting.

- 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; the project was ranked sixth and classified as ready for funding.
- Downtown Stormwater - Zev Cohen has submitted a scope of services and cost proposal that has been found acceptable to the City, the work authorization is scheduled for the July 29 City Commission Meeting.
- 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 plan and should shortly have 30% plans ready for City review.
- Ph II 2-Inch Water Main Replacement – South Peninsula - Survey work commenced on this project the week of May 26.
- Stormdrain Rehabilitation Project FY 2014/15- Preparing project scope and specifications to ready the project for advertisement at the beginning of the upcoming fiscal year.

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).
- FDOT- Staff met with Florida Department of Transportation representatives to discuss the FDOT's new electronic permit application process.
- Researched historical documents to provide maintenance agreement information for Fernery Trail Entrance to Streets Div per request.
- Researched historical plans and documents for the right of way location at the intersection of Arlington and SR A1A for location of new Burger King sign per Planning Div request.
- Researched and provided historical documents to provide easement information for 459 John Anderson Dr per request.
- Located and provided digital drawings of the Cassen Park Fishing Pier and supplied to Engineering Consultant (DMC) request.
- Researched and provided benchmark information for 7 Lone Tree Look vicinity per Surveyor (Cullum) request.
- Plotted and delivered requested City Standard Details to Upham Engineering per request.
- Completed additional elevation survey of John Anderson Dr (Orchard Ln to Amsden Rd) to provide cross slope data on both sides of roadway to assist in paving.
- Modified as-built drawing set of the Anchor Dr Watermain Replacement Project per Utilities Div comments.
- Created construction plan set for the Nassau Cir water service improvement per Utilities Div request.
- Created construction plan set of 1311 N Beach St water service improvements per Utilities Div request.
- Created and updated the Cardinal Beach Approach Improvement Plan set.
- Created plan set for irrigation improvements at OBSC Baseball Fields.
- Updated drawing plan set of the SONC Security Camera per project manager's comments.
- Converted all City Standard Details to an earlier version (2007) of AutoCAD to avoid compatibility issues when opening from outside consultants.
- Created field sketch of OBSC baseball concession stand building per request.
- Created Beachside Pedestrian Safety Improvement Drawings per Project Manager request.
- Created PDF copies and digital scan plans sets of the Saddlers Run Lift Station Rehab Project and provided all to Utilities Div per request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Poured concrete on N. Beach St.
- Picked up cones & barricades, pulled forms, backfilled and stress cut on N. Beach St.
- Picked up pallet of 5000 concrete mix and then returned empty pallet from Lowe's
- Repaired a broken curb at the Performing Arts Center
- Asphalted potholes on Santa Fe & Calle Grande, on Harvard, and on Pineland Trl.
- Ground down a driveway on Saddlecreek
- Constructed a new basin on Castle Manor
- Repaired a broken basin at Shadow Crossing & Fox Chase
- Formed a basin on Saddlecreek

- 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
- Installed and removed U.S. flags on the Granada Bridge for Flag Day
- Removed stumps on Sanchez, at Central Park II, Hand & Center, Hand & Bryant, Hand & Park Pl., and on Woodgate
- Trimmed trees at Wye & Coquina, Benjamin, Casements Dr., Spring Meadows, Stratford Pl., Fleming, between S. Ridgewood & Fred Gamble, Winding Woods Trl., on Palmetto between Ponce de Leon & Benjamin, Iroquois Trl., and S. Center
- Removed a dead tree at N. Nova & Tomoka Oaks

- 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 – on A1A, and at Orchard & Sterthaus
- Installed and removed holiday flags for Flag Day on the Granada Bridge
- Assisted the concrete crew on N. Beach St.
- Assisted Parks Maintenance with coquina rocks at Nova Landfill

- 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 various areas in need of new stop bars and installed where needed
- Sign Shop, prepared 4th of July signs for various parks
- Cassen Park, fabricated more boat parking signs and installed
- Various parks, installed 4th of July 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
- Winding Wood entrance and at South Forty – checked on possible sinkholes
- Zone 3 – checked on basins

Vactor

- Lowe's – picked up sod
- Sauls & Castle Manor – checked on sinking basin, then removed old & rebuilt a new basin

Mowing

- Reachout Mower – Division to Hand Ave.

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

27,420

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 6,772 unleaded and 10,477 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,408 gallons of unleaded and 926 gallons of diesel.
- Fleet completed 51 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Received results of bacteriological sampling activities for clearance. Permit clearance documents are being assembled for transmittal to the health department.
- Annual Supply of Chemicals for Water Wastewater – Bid documents approved by the City Commission. Bid advertisement is forthcoming.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Breakaway Trails Lift Station Control Panel Replacement – Discussed the requirements with the design engineer.
- Concentrate Piping Connection to Reuse Storage Tank – The proposed directional drilling route was approved by the design engineer.
- Division Avenue Well Field Raw Water Piping – 90% plans and specifications received for review. A meeting with the consultant will be scheduled next week to review the material.
- Cross Connection Control (CCC) Program Management Services – City Commission authorized the project for bidding. Prepared a legal advertisement for the bid.

- Dual Check Valve Assembly Installation Services – City Commission approved the contract award to National Metering Services, Inc.
- Dual Check Valve Assembly Procurement – A purchase order is being prepared.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – Survey/ design is underway.
- Nassau Circle Water Service Replacement – Submitted Volusia County Use permit applications.
- 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 – Evaluation of pump #3 is being expanded to 24 hours per day. Settings were changed to minimize cycling frequency during the midnight shift. The pump continues to operate within evaluation criteria limits and remains free of debris during operation.
- Ormond Beach Wastewater Treatment Plant - Replaced RAS Valves and Installed New Actuators – Electrical connection remains for completion.
- Ormond Beach Wastewater Plant Outfall Line Repair – Sent as-built plans and pictures of the existing outfall line to Christina Antinori, representing Antinori Management Group, Inc. to obtain outfall pipe repair options.
- Rima Wells Auxiliary Power Generator – Reviewed 75% plan review comments with design engineer. Additional information is needed for the leak detector.
- Saddler's Run Lift Station Rehabilitation – Reviewed 60% design plans and specifications with the consultant. Sent the consultant pictures of the pump control rack depicting the desired side-by-side configuration.
- SR 40 (TyMBER Creek Road to SR Perrot) Resurfacing – Awaiting contractor proposal for estimated cost for centering the offset ring and cover for the manhole at station 1506+00.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Record drawings received from the contractor were reviewed. A field check was performed to verify drawing accuracy.
- 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 – The Sarah House - Preconstruction meeting was conducted. North Peninsula Force Main – Bids are being evaluated by Volusia County. Ormond Renaissance Condo – Received plans for review. Kingston Shores – Received plans for review. North Nova Retail – Site plan was approved.
- Equipment Purchase – Wach's Valve Maintenance Trailer – City Commission approved the purchase on June 17, 2014.
- 1311 N. Beach Street – Construction for the water main replacement is being scheduled.
- Prepared Power Point presentation for wastewater management section of the City's presentation for upcoming Volusia County Water Quality Workshop to be held June 26, 2014 at the Ocean Center.

Departmental Activities

- Water Distribution
 - Exchanged 44 water meters per Finance Department work orders.
 - Responded to or repaired 14 water service leaks.
 - Performed accuracy testing on 11 each 2" water meters, all tested within accuracy limits. Scheduled 4 commercial water meters for testing.
 - Repaired a 6" water main leak on Standish Dr and N. Halifax Dr.
 - Assisted 12 customers with misc. concerns.
 - Responded to 4 water pressure and/or water quality grievances.
 - Replaced 2 water services due to aged pipe causing low pressure.
 - Replaced 21 water meter boxes.
 - Performed Inspection and tested 9 city owned backflow preventers, 3 needed repairs that were completed and the backflows were retested.
 - Performed maintenance on 15 city owned fire hydrants per OBFD work orders.
 - Relocated a fire hydrant on Calle Grande St due to sidewalk installation.

- Performed scheduled maintenance on 5 distribution system valves in the A5 map book area.
- Rebuilt 20 water meters, ranging in size from 5/8" to 2", to be placed in stock for future use.
- Performed flushing activities on Warwick Ave, Hull Rd, OB Sports Complex, Ormond Lakes Subdivision, Southland Rd, Destination Daytona, and N. US1 Hwy.
- Moved a water main blow-off on Warwick Ave due to driveway installation.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 127 regular and 6 emergency utility locates for the previous week.

- Water Treatment
 - Delivered to the City 37.948 million gallons for the week ending June 15, 2014 (5.421 MGD)
 - Backwashed 12 filters for a total of 636,000 gallons backwash water.
 - Produced and hauled 81 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 26.83 Million Gallons.
 - Produced 25.53 Million Gallons of Reuse.
 - Produced 1.30 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.83 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 109.53 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 23, cleaned 6 & root inhibitor applied on 2 sewer laterals.
 - Cleaned 850 feet of sewer collection system main.
 - Located 1" reuse service at 398 Triton Rd.
 - Adjusted 4" cleanout stack and televised line at 1089 West Granada Blvd. & 717A Flamingo Dr.
 - Repaired 4" sewer lateral at 452 N. Ridgewood Ave.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 20 psi, Ocean Mist Hotel @ 12 psi, Ormond Mall @ 8 psi.
 - Repaired 4" cleanout at 28 Circle Creek Way
 - Replaced PEP System control panel 6 Creek View.
 - Repaired 3" reuse main at 42 Creek Bluff.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 30/28psi. . Foxhunters Flat (2 inch) 28/20 psi & Shadow Creek Blvd. (4 inch) 4/2 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Clarifier #4 – spray head nozzles at center ring not working – cleaned – blew out lines – ok.
 - San Marco – call out –general station operations checked - ok.
 - Digester Blower #2 – noisy belt – adjusted – all ok.
 - Digester Tank #2 – fabrication/installation of spray jet system at tank.
 - Operations Building - irrigation not working – adjust timer – clean & flush heads – all ok.
 - 4M – replaced wetwell door hinges - replaced upper guide rail bracket #2.
 - 7M1 – replaced hinges on wet well door.
 - Chlorine Tanks – assisted with tank pump down for vendor repair/inspection – tank found cracked – reference W.A.R.F #39 for repair/ replacement.
 - SCADA monitor/response: San Marco - Phase Voltage Loss – FPL Failure & repair temporary generator power provided until service restored; Transfer Station LS - Pumps On – Water Level Down – Found Dirty Probe – cleaned – all ok.
 - 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: Grit Snail; R.A.S. Pumps #1, #2, #3, #4, #5; W.A.S. Pumps #1, #2; Digester Blowers #1, #2, #3; Carrousel Surface Aerators #1N, #2N, #1S, #2S.
- Quarterly PM's: Clarifier Telescopic Valves.
- Lift Station PM's: 25 monthly and 3 annual performed.
- Plant wide oil & grease route.
- 74 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- B.A.T. well #3 - performed weed control and vegetation maintenance.
 - Aerator pump #1 - reset new drive to maximize motor performance.
 - Granada booster station – installed new interior lights.
 - B.A.T. well #4 - repaired fence.
 - R.O. Clear well sample rack pump#1 - replaced mechanical seal.
 - Wells 10D, 41R, 36R: tripped – reset and inspected – will monitor.
 - Well 24H - Installed new surge protection.
 - Monthly PM's: Hudson Wells and B.A.T. 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: Two facilities submitted an Industrial Pretreatment application/survey. One is an initial survey and the 2nd application is for a request for revision of an existing permit. Staff is evaluating the applications.
 - Sewer Collection System Programs: Staff discussing establishment of collection system programs for Fats, Oils & Grease (FOG) 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 brochures are complete and are in the process of being delivered public locations for customers to view such as the library and Public Works. The brochures are also being delivered to locations where customers typically do not receive a bill from the City such as apartment complexes. The web ready version has been posted to the City's website and posted on Face book.
 - 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

- City Clerk facilitated Qualifying for Candidates June 16 – June 20, 2014
- Staff attended and provided support for June 17, 2014, City Commission Brainstorming Session Workshop
- Staff attended and provided support for June 17, 2014, City Commission Meeting
- Agenda packet preparation and creation for June 25, 2014, Budget Advisory Board

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