

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 27, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meeting with City Attorney
- Preparation meeting with staff for City Commission Special Meeting

Spoke to, attended and/or met with:

- General discussion with Rick Fraser, Ormond Beach Chamber Executive Director
- Rotary meeting
- United Way board meeting
- Police Department accreditation meetings in Bonita Springs with Police Chief, the Department received its accreditation
- Day long Volusia County Water Quality workshop with City staff
- Claims Committee meeting
- General discussion with Wayne Grant, Ormond Beach Observer

Community Development

- Staff conducted a noise assessment at the Beach Bucket in preparation for a Special Exception for outdoor music which is scheduled for the July Planning Board meeting. NID was present to conduct the noise assessment. Results indicate that the noise readings taken were never above the allowable dB for commercially zoned property. The majority of the noise was not a result of the music being played. It was mostly background noise from the wind, ocean waves and thunder. In fact, there was no musical noise detected at the fence line of the parking lot for the facility.

Building Inspections, Permitting & Licensing

- 260 inspections performed.
- 10 business tax receipts issued.
- 100 permits issued with a valuation of \$724,264.00

Development Services

- The SPRC received the following applications:
 1. 1298 West Granada Boulevard
 2. Zaxby's, 1287 West Granada Boulevard

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

- 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 July. 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. SR Perrott held their grand opening event for the construction of the new 90,000 sf distribution facility on June 24. The event was well attended by City and County officials.
- 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.
- Staff is working with an out of state manufacturing firm to relocate to Ormond Beach. The company requires approximately 25,000 sf and would hire 40-50 employees.
- Staff met with a wind energy related company to discuss a test site in Ormond Beach. Follow up meetings will be arranged to determine the feasibility of the project.

Airport Operation and Development

- Staff has been notified that the FDOT has executed 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. Staff has begun work to facilitate commencement of these projects.
- Staff is working with Hoyle, Tanner and Associates and the FAA Orlando Airports District Office to develop a comprehensive scope of services for an airport master plan update project and an airport storm water master plan project. The scope of services will become part of a federal grant agreement to provide funding for both projects.

- Staff worked with Upham, Inc. to revise the details of a survey conducted on the airport as part of a proposal to convert certain surplus airport property for non-aeronautical development.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 50 Journal Entry Batches (# 3987 – 4124).
 - Approved 16 Purchase Requisitions totaling \$214,176.64.
 - Issued 25 Purchase Orders totaling \$312,749.18.
 - Prepared 154 Accounts Payable checks totaling \$640,868.85 and 52 Accounts Payable EFT payments totaling \$415,374.15.
 - RFP 2014-17, City of Ormond Beach Brownsfield Program, Evaluation Committee Meeting took place on June 19, 2014.
 - BID 2014-22, 2014 Roadway Resurfacing, opening on June 25, 2014, four (4) submittals were received.
 - BID 2014-05, Cross Connection Control Program Management Services, advertised in News Journal and posted to Demandstar on June 22, 2014.
 - BID 2014-23, Request for Proposals for Property, Casualty, Liability, Workers' Compensation Insurance (Maguire), advertised in News Journal and posted to Demandstar on June 22, 2014.
 - RFP 2014-24, Utility Billing Services, advertised in News Journal and posted to Demandstar on June 22, 2014.
 - BID 2014-25, Water and Wastewater Chemical Purchases, advertised in News Journal and posted to Demandstar on June 22, 2014.
 - RFP 2014-26, Employee Group Health Insurance, advertised in News Journal and posted to Demandstar on June 22, 2014.
 - Prepared 27 Payroll checks totaling \$27,527.14 and 333 Direct Deposits totaling \$428,983.66.
 - Transferred IRS 941 payment of \$166,026.35.
 - Processed 3,267 cash receipts totaling \$1,023,000.27.
 - Processed 701 utility bill payments through ACH totaling \$55,537.33.
 - Processed and issued 6,363 utility bills with billed consumption of water of 53,178k.
 - Issued 282 past due notices on utility accounts.
 - Auto-called 112 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Hurricane Season 2014
 - CLSMF Legal Advice Clinic (7/3)
 - Walking with the Manager (7/11)
 - Neptune Avenue Road Closure (7/1&2)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Completed Employee Newsletter for July.
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 6
- Hazardous: 3
- EMS: 79
- Motor Vehicle Accidents: 9
- Public Assists: 35

TOTAL CALLS: 132

- Aid provided to other agencies: 20 calls – Daytona Beach (5), Volusia County (15)
- Total staff hours provided to other agencies: 22
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 57

Training Hours

- NFPA 1001: Firefighting 32
- NFPA 1002: Driver/Operator 20
- NFPA 1021: Officer 4
- NFPA 1500: Safety/Equipment 47
- NFPA 1620: Pre-Fire Plan Inspections 15
- EMT/Paramedic 14
- TOTAL TRAINING HOURS: 132

Station Activities

- Conducted 2 fire inspections
- Updated 21 pre-fire plans
- Participated in D & D Garage Doors Safety Event on Kenilworth Ave. Talked to residents and provided hand-outs to the children.

Significant Incidents

- 6/20/14, 3:57 PM: Ocean Shore Blvd / Palm Dr. – Semi Truck vs. Passenger Vehicle Accident – T-bone type collision with one person entrapped – patient extricated by removing doors and cutting away entire dash – patient airlifted to hospital – large traffic back-up with both lanes of A1A shut down until 6:55 PM.

Operations

- The Fire Department received a random State Emergency Medical Services (EMS) Compliance Inspection. **The department scored an excellent rating with no deficiencies.** The areas inspected included personnel and service records, equipment on vehicles, protocols, EMS supplies and narcotics inventory and storage. The last five inspections, dating back to 2006, have received praises from the state inspector.

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 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/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. A candidate was selected and will begin employment on 06-30-14.
 - 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. An applicant was selected and started the pre-employment process. Start date is pending.

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

- Public Records Requests
 - Request for dates of hire and salary for department heads.

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 – Four (4) new employees attended orientation on 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

- MH&FC Coffee Club and 2015 event planning meetings.
- Update 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: - 11 New work - 59 completed - 42 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service
- | | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 48,126 | Inbound E-Mails Blocked | 31,762 |
| Delivered Inbound E-Mails | 16,238 | Quarantined Messages | 126 |
| Percentage Good Email | 33.7% | Virus E-Mails Blocked | 60 |
- Notable Events:
 - Email issues: OrmondBeach.org was blacklisted due to mass quantities of spam being sent on several city email accounts. Staff worked diligently to secure our systems and get our domain off of the email black lists.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 0 Corrections: 0
 - Map/Information Requests: 17
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,367 (86.1%) potable 18,820, Irrigation 543, Effluent 4
 - Notable Events: Purchased ArcGIS Engine needed for Geographic Technologies Group GeoBlade upgrade to Vantage Points GIS.

Leisure Services

- Administration
 - Public Works 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
 - Ormond Beach Chamber Corporate Challenge
 - Sports Complex Walk Through
 - Building Maintenance Monthly Staff 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 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 Recreational All-Star District tournament ended on Monday night at both the Nova and Sports Complex with the finals.
- Freedom Sports once again held a tournament on Sunday at the Softball Quad. This is their ninth of the year.
- "Team Bucky" from our Coed Softball League, held a charity tournament at the Sports Complex in memory of their former teammate. This was held on Saturday at the Softball Quad.
- The Summer American Legion Baseball plays every Wednesday morning at 10am for the next six weeks.

- 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; 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 an OBYBSA baseball tournament on Saturday and Sunday at Nova and the Sports Complex; 5 fields prepped for them both days.
 - Finished installing new electric irrigation valves on the Quads for the clay watering zone.
 - Hosted another Freedom softball tournament on Saturday at the Quads.

- Senior Center
 - Big Band America met on Thursday from 7:00am 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 Friday: No classes this week
 - The Performing Arts Center hosted the following events:
 - Wyotech Graduation, Thursday, June 26th at 11am

- 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/Sunday
 - Summer Camp Session
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Leader position and new Community Events Technician
 - Attended weekly staff meeting
 - Attended event meeting
 - Attended Senior Games meeting
 - Senior Games tasks - application updates and site visits
 - July 4th tasks - food vendors and entertainment confirmations, booklet creation, sponsorship tracking and recognition, scheduling and décor/equipment prep
 - July 4th site visits with Sound Company, Concert Works
 - 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 open for 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 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.
 - Camp T-Rec began on Monday. They will meet Monday through Friday from 8:30am-2:00pm for six weeks.
 - 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.
 - Steve Ridder held his annual basketball camp in the gym Monday through Friday from 9:00am-12:00pm.
- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday and on Saturday from 10am to 11:30am.
 - Pat Spano's art exhibit will be on display in the Gallery through June 27th.
 - The Herb Society met in Bailey Riverbridge on Saturday morning.

- A wedding was held in at the North Lawn and reception in The Casements on Saturday afternoon.
- A wedding was held in Ormond Memorial Gardens on Saturday morning and another two in the afternoon.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- A wedding was held in The Casements on Sunday.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
- 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
 - Check A/C blowing hot at Box Office
 - Purchase, cut and code keys, install six locksets at Bailey Riverbridge
 - Inspect safety lighting at SONC
 - Assist contractor with lock replacement at City Hall
 - Show contractor where new lock is needed at WWTP
 - Order and deliver batteries for weather stations for IT Department
 - Purchase hangers for irrigation at greenhouse
 - Check/treat bee infestation on 3rd floor at The Casements
 - Help contractor move items for painting office at Engineering Inspector's Office
 - Fix key broken inside lockset at East Field
 - Repaired one seat bottom in Chambers at City Hall
 - Repair Portal 10 keypad at Airport
 - Two HD wheelbarrows need repair at Building Maintenance
 - Purchase toolbox "GO BOX" for Airfield repairs at Airport
 - Check pump pressure at SONC Splash Pad
 - Reset lightning detection at Andy Romano Splash Pad
 - Repair toilet women's room at Ormond Art Museum
 - Install air vents to filter lid at Andy Romano Splash Pad
 - Paint the wall hangers for the new greenhouse at Ormond Memorial Gardens
 - Repair fire alarm pull on 2nd floor at City Hall
 - Repair marlin fountain at Rockefeller Gardens
 - Inspected lighting and time clock for City Commission Meeting
 - Replaced a lamp and ballast at the Nova Gymnasium
 - Installed four new 1000 watt M.H. lamps at Nova
 - Replaced bollard momentary switch for feature pump at Andy Romano Splash Park
 - Repaired sequence actuators for the splash pad at Andy Romano Splash Pad
 - Repaired two floor tiles located in the art room area at The Casements
 - Investigated track light dimmer and ordered the proper replacement at The Casements
 - Installed a new 250 watt M.H. lamp in a parking lot fixture at SONC
 - Order extra gas shocks for Andy Romano Splash Pad
 - Reset clock for pond fountain at Rockefeller Gardens
 - Pickup Rubbermaid shed at Lowe's
 - Repair women's rest room toilet in the lobby at PAC
 - Replace aluminum trim piece for outside backboard at SONC
 - Replace lights in men's room at Tennis Center

- Parks Maintenance
 - Backfilled around seawall at Cassen Park
 - Removed graffiti from men's room at Fortunato Park
 - Repaired office door at Andy Romano Beachfront Park
 - Cleaned shower stations at Andy Romano Beachfront Park
 - Repaired park bench at Central Park 1
 - Attended community garden meeting at the PAC
 - Installed new door closers at Andy Romano Beachfront Park
 - Repaired swing at Sanchez Park
 - Installed memorial plaque on coquina rock at Sanchez Park
 - Repaired men's room door at Sanchez Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = Repair water cooler at Central Park II

Police Department

Administrative Services

- Attended the Commission for Florida Law Enforcement Accreditation Conference where the Department received reaccredited status.

Community Outreach

- Two members of the Youth Directors Council attended a Youth Committee Council meeting June 19–21. Youths attending worked with area youth leaders to increase their leadership skills in public speaking and presentation.
- This week, OBPAL Boys 7th grade team is participating in the National United States Specialty Sports Association Tournament in Gainesville, Florida. The team is competing against teams from all over the U.S.
- The summer camp partnership with the Department of Leisure Services at the South Ormond Neighborhood Center began on Monday and will continue through July 31st. Students work with area teachers and PAL staff in classes on Monday through Thursday from 11 a.m. to 4 p.m. Classes offered are art, science, reading, math and computer lab.

Community Services & Animal Control

- Animal Calls: 64
- Animal Bites: 1
- Animal Reports: 4
- Animals to HHS: 12 (Dogs: 1 Cats : 11)
- TNR: 2
- Fostered Kittens: 8
- Injured Wildlife: 2
- Bear sightings in Zone 4.

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 10
- Inactive: 6
- Fraud: 10
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 3
- Grand Theft: 5
- Auto Theft: 0

- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0

Narcotics:

- Assisted with Crime Suppression Operation
- Two Buy Walks
- Three Knock and Talks

Comments:

- Burglary Arrest: A bicycle stolen from a garage off of Rio Pinar Trail was located in Daytona Beach at a pawn shop. The bicycle was pawned the same day it was stolen. Suspect identified and arrested for the incident.
- Burglary Arrest: A suspect was located and arrested for two residential burglaries where computers were stolen out of two separate residences. The computers were located in the suspect's vehicle. The subject was on probation.
- Grand Theft: \$1,200 in cash is missing from the office at the American Legion. Investigators are looking into the incident and it appears that several people (employees) had access to the location where the cash was taken from.
- Fraud: Investigators are looking into an organized "Time Share" phone scam where funds are being stolen for the sale of time share units. Investigation on going.

Records

- Walk - Ins / Window 52
- Phone Calls 85
- Arrest / NTA'S 29
- Citations Issued 90
- Citations Entered 97
- Reports Generated 132
- Reports Entered 128
- Mail / Faxes / Request 26

Patrol

- Total Calls 2007
- Total Traffic Stops 180

Operations

Crime Opportunity Report Forms: 194

- 6/18/2014
 - Shoplifting, 1521 W Granada Blvd (Wal-Mart), A/F (Adult/Female) arrested for retail theft and transported to Volusia County Branch Jail.
 - Warrant Arrest, Division Ave/FEC – A/M (Adult/Male) was contacted and found to have an open Volusia County warrant to VOP. He was arrested and transported to Volusia County Branch Jail.
 - Warrant Arrest, Rockefeller Drive/South Halifax Drive. A/M was observed by an officer who was aware that he had an open warrant for Violation of Probation in reference to narcotics. He was placed under arrest and was transported to Volusia County Branch Jail.

- Warrant Arrest, 283 Roosevelt Drive. A/M was contacted at the above residence in reference to an open warrant for violation of probation in reference to Grand theft. The subject was arrested and was transported to the Volusia County Branch Jail.
- Disorderly Conduct/Resisting Arrest w/out Violence, 55 North Nova Road (Alliance Church). Units responded to the scene for a disturbance. A/M was intoxicated and causing a loud disturbance. Upon securing the male, he became aggressive and started resisting officers. Subject was secured and transported to the Volusia Branch Jail.
- 6/19/2014
 - Battery-Domestic Violence, Northside Drive/South Atlantic Ave. Unit drove by and witnessed a male strike a female in the face. The subjects were found to be boyfriend and girlfriend involved in an on-going relationship. The male was arrested for Domestic Violence and was transported to the Volusia County Branch Jail
- 6/20/2014
 - Shoplifting arrest, 1521 West Granada Boulevard (Wal-Mart). A/M was arrested for taking a felony amount of clothing
 - Trespass arrest, 220 North Nova Road (Publix). A/M was arrested for trespassing after warning
 - Burglary-Residence, 131 Highland Avenue. Neighbors witnessed an A/F and an A/M (not the homeowners) at the house but did not call the police to report the activity. The homeowner arrived on scene 15-20 minutes later and discovered the residence had been forcibly entered.
 - Battery – Domestic Violence Arrest, 153 Dix Avenue. A/F was intoxicated and violent. She was arrested for hitting her adult son with a crock pot.
 - Narcotics Arrest, Harvard Drive and Marvin Road. A/F was contacted because she was operating a vehicle that was suspicious. During an investigation she was found to have narcotics in her possession. This contact and arrest was made using the UC Car
 - Burglary Residence, 124 North Ridgewood Avenue. Entry possibly made through an unlocked front door. Lap Top taken.
- 6/21/2014
 - Family Disturbance, 812 West Victoria Circle. A verbal family disturbance occurred and one-half of the family left. They were stopped in the 600 Block of Hand Avenue. A female in the group was arrested on an Ormond Beach Police Department warrant (14-06-00164).
 - Burglary-Residence, 52 Brookwood Drive. Unknown suspect entered an unlocked garage door and took a blue pressure washer
 - Trespasser – Arrest, 1520 West Granada Boulevard, (Kangaroo). A/M arrested for trespass after warning.
 - Narcotics - Arrest, 3 Indianbow Lane. A resident called in about a suspicious subject sitting on a curb with a flash light. When the A/M was contacted by the officer, suspect was preparing to smoke Crack Cocaine. He was placed under arrest
- 6/22/2014
 - Loitering/Prowling Arrest, 151 Domicilio Avenue (Ormond Beach Middle School). Officers spotted a suspicious A/M coming out from behind houses in the area.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Loss Prevention stopped A/M for stealing a tablet case. He did not have identification and was arrested for petit theft.
 - Car Break, 1 North Beach Street (Bailey Riverbridge Gardens). Car window was smashed out and a purse was taken.
 - Burglary-Residence, 146 New Britain Avenue. Unknown suspect entered a locked shed and took a washer and dryer.
- 6/23/2014
 - Battery–Domestic Violence Arrest, 83 Shadowcreek Way. A/M was arrested for battery on another A/M in the home

- Stolen Vehicle – Recovery, 1500 San Marco Drive. Stolen vehicle out of Alabama/Tag BC75224. Red 4 door BMW. Vehicle was unoccupied.
- Shoplifting, 1521 W Granada Blvd (Wal-Mart), A/M was arrested for retail theft. He was transported to the Volusia County Branch Jail.
- Battery-Domestic Violence, 690 South Center Street. Boyfriend/girlfriend live together at the residence. A/F became angry when the boyfriend took a beer out of the refrigerator. She began swinging and striking him in the head. Several other roommates witnessed the assault. The female was placed under arrest for Domestic Violence and was transported to Volusia County Branch Jail
- Battery-Felony, 206 South Nova Road (Babes Blue Room). Male victim (70 yoa) was involved in an argument with A/M about a pool game. The suspect punched the victim in the face. When the victim fell to the ground, the suspect stomped on his face twice causing a possible broken nose and eye injuries. Suspect left prior to arrival.
- Warrant Arrest, Fiesta Drive/Cuadro Place. Traffic stop was conducted which resulted in a warrant arrest on the driver. Narcotics paraphernalia was also located in the vehicle. Subject was transported to Volusia County Branch Jail
- 6/24/14
 - Felony Traffic, 146 Ponce DeLeon, A/M habitual traffic Violator was arrested at a traffic stop and transported to the Volusia County Branch Jail.
 - Carbreak, 302 North Nova Road (Anytime Fitness), Wallet and cash were stolen from center console of vehicle. No forced entry.
 - Burglary-Residence, 28 Sterling Circle, A bicycle was stolen from an open garage.
- 6/25/14
 - Burglary-Residence, 24 Cypress Circle #A, suspect entered through a window and stole a flat screen CD.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). An adult female took a petit amount of merchandise but dropped it when stopped by Loss Prevention. She ran from the store and left the property.
 - Warrant Arrest, 938 Northbrook Drive. Adult male was arrested on a Violation of Probation Warrant for DUI and transported to the branch jail.
 - Shoplifting Arrest, 1521 West Granada Boulevard, A/F a Wal-Mart employee, was identified as taking merchandise from the store on two separate occasions.
 - Battery – Domestic Violence/Arrest, 7000 St Georges Road unit #206B, father arrested for battery on his adult son.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 60
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 51
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 14-06-00320; Crash in front of Winn-Dixie. Inside westbound lane was blocked for approximately 45 minutes.
- Traffic Complaints Received:

- North Beach Street - Vehicles passing postal vehicle on a double yellow with on-coming traffic approaching
- 400-Block Arroyo Parkway - Speeding
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Haven Wood Trail / Autumn Wood Trail
 - Reason for this STEP: Response to a complaint of stop sign violations
 - Number of times worked: 2; Total Hours Spent: 1.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No Violations
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block North Tymber Creek Road
 - Reason for this STEP: Speed Enforcement in Constructions Zone
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Wilmette Avenue
 - Reason for this STEP: Self-Initiated for Speeding
 - Number of times worked: 3; Total Hours Spent: 3.5
 - Citations Issued: 7; Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 1200-Block North United States Highway 1
 - Reason for this STEP: Speed
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None
- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Arroyo Parkway
 - Reason for this STEP: Citizen Complaint
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: Low traffic numbers but high speeds
- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 600-Block Division Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None
- General Comments:
 - 10-Motor-13 (Braun) was the Field Training Officer for Officer Bowes 06/23-24/2014.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 12 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 5 Cases initiated

- Zone 4: 8 Cases initiated
- 14 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with three walk-ins and fifty-four (54) 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 – Final documentation is being transmitted to FEMA.
 - Downtown Underground Utilities Conversion – AT&T is continuing removal of overhead lines and poles with an anticipated date of completion the week of June 23. Carter Electric is completing restoration activities. A substantial completion walkthrough is scheduled for the week of June 30. 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 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, building painted and HVAC/Plumbing/Electrical work are all in progress.
 - 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 85% complete.
 - Nova Recreation Center Roof Repairs - The facility's south bathrooms were reroofed and the work has begun on the gymnastics center.
 - 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 June 19th. The chiller will be direct purchased to allow the City to receive the tax savings of \$2,708.44. Delivery of the chiller is expected in 7-8 weeks. It is expected that installation of the new chiller will occur in August.

- 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 – A pre-bid meeting has held. Proposals from design build Skate Park consultants were due to AM Weigel on June 26 for review and selection.
- 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.
- 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 kickoff meeting with the contractor Danella was held on June 18, Danella is beginning design of the project and expects to have preliminary plans finalized for mid July.
- Granada Medians (West of I-95) – The bid award was approved at the June 17th, City Commission meeting. Contracts are being executed.
- 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 Recreation Park- Various traffic calming concepts were considered in the design of the road paving project. The south parking lot grading plan was designed and the layout design for southeast parking lot near Nova Rd and Main Trail was designed.
- Reforestation Street Tree Planting – The bid award was approved at the June 17th City Commission meeting. Contracts are being executed.
- 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. Contracts are being executed.
- 2014 Roadway Resurfacing - Project has been advertised and bids were received on June 25.
- 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 - Survey work is completed. Preliminary design is 15% completed.
- 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 is continuing on this project.
- 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.
- Ormond Sports Complex Field 9/10 – A meeting was held with Dickens and Associates who have provided a scope of services and proposal to prepare the bidding and construction documents. Design is anticipated to commence early August, 2014.

- Seton Trail Sewer Connection- Staff is working on a design to extend sanitary sewer service to a remaining customer currently with a septic system.

Department Activities

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
 - Locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going).
 - Brownfield RFP- Staff met to select a consultant from proposal submittals to perform a Brownfield study and secure grants through federal programs, which provide financial assistance to redeveloping areas with environmental challenges.
 - Traffic Safety- Staff is proposing several traffic safety measures which will be presented to the East Volusia Traffic Safety Committee. On the north peninsula, dedicated left turn lanes are proposed on A1A at Neptune Avenue and to install push button amber signage crossing indicators. On the south peninsula, a series of medians with dedicated mid block crossing along A1A is proposed. At A1A and Granada Blvd, proposed yield to pedestrian signs for the traffic signal mast arms is proposed.
 - Created drawing showing roadway cross section slope percentages at all driveways along John Anderson using field data and provided to consultant per requests.
 - Began updating the Nova Rec Park Paving drawing per project manager's comments.
 - Reviewed 587 N Beach St SWMP with neighboring homeowner to discuss potential runoff issue concerns.
 - Located and provided copies of the entire stormwater system for the Trails S40 Subdivision per HOA request.
 - Surveyed roadway cross sections along John Anderson Dr (Orchard Ln to Amsden Rd) to provide cross slope percentage data on both sides of roadway to Ghyabi Engineering per request.
 - Researched and provided copies of the Nova Landfill irrigation system to Waste Water Div per request.
 - Modified plans (per comments) for the Baseball Fields Irrigation Project.
 - Modified the City Standard Details per Planning Div comments.
 - Modified the Cardinal Beach Approach Improvement Plan set per comments.
 - Modified the Beachside Pedestrian Safety Improvement Drawings per Project Managers comments.
 - Located and sent for copies the entire sewer system as-builts for Breakaway Trails and Hunters Ridge Subdivisions per Wastewater Div request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Concrete sidewalk repair at the 1300 block of N. Beach St.
 - Repaired a basin on Saddlecreek
 - Pulled forms and backfilled on N. Beach St.
 - Formed and poured concrete basin on Grandview
 - Filled patches with asphalt at Ivanhoe & Peninsula, on Hammock Ln. and at Division & Grove

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

- Removed a tree limb at Sanchez Park
- Removed a broken palm frond from the walkway at Central Park IV
- Cut a palm down from the walking path between Hand & Division
- Shaped and trimmed trees in the entire parking lot at the Senior Center
- Trimmed trees at Sylvania & S. Ridgewood, S. Arbor, Ponce de Leon, and A1A & Neptune
- Worked with the concrete crew as the tree truck was out of service

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 – 500 block of A1A, Ocean Terrace south, and south of Country Club
- Assisted Building Maintenance with coquina rock at Sanchez Park
- Weed control under and over the Granada Bridge

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, cleaned and washed various signs that needed attention
- Sign Shop, prepared signs & barricades for 4th of July celebration
- St. Andrews, installed stop & speed limit signs
- The Trails, installed "Right Turn Only" sign
- Sandcastle & Ormond Shore, checked for installation of (6) "No Parking" signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Wilmette Ave. – set up pump
- Grandview – repaired basin
- Cordova & Division – checked system for Engineering Department
- John Anderson outfall – worked on manatee gates
- Peninsula Dr – worked with the Streets Department removing asphalt & crushed concrete

Vactor

- Ormond Parkway – worked on sinkhole

Mowing

- Reachout Mowing – US1
- Slope Mowing – SR40, west
- Brush Hog Mowing – SR40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

28,699

PM Services completed for the week:

Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has gallons of 12,931 unleaded and 9,505 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,254 gallons of unleaded and 972 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Submitted permit clearance documents to the Health Department.
- Annual Supply of Chemicals for Water Wastewater – Project was advertised for bids 6-22-14.
- 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 – Project was advertised for bids 6-22-14.
- Dual Check Valve Assembly Installation Services – City Commission approved the contract award to National Metering Services, Inc. A purchase order is being prepared.
- 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 – Received a request for additional information from the Health Department. Revised plans to show directional drilling in place of open cut. Permit received.
- Ormond Beach Wastewater Plant Operating Permit Renewal – A request for additional information (RAI) was received from FDEP. A meeting is scheduled with staff/consultant to discuss the RAI response.
- 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 - Replace RAS Valves and Install New Actuators – Electrical connections were performed. The project is completed and automated valve operation is in force.
- Ormond Beach Wastewater Plant Outfall Line Repair – Sent as-built plans and pictures of the existing outfall line to Antinori Management Group, Inc. to obtain outfall pipe repair options.

- Rima Wells Auxiliary Power Generator – Additional information is needed for the leak detector.
- Saddler's Run Lift Station Rehabilitation – Reviewed 60% design plans and specifications with the consultant. Additional specification information is required.
- SR 40 (Tymer 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. Additional information was requested.
- Storage Tank Repairs and Maintenance - A revised scope of services was received from Hazen and Sawyer for review.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Ormond Renaissance Condo – Reviewed plans. Kingston Shores – Reviewed Plans. 1298 W Granada Blvd – Received plans for review. Zaxby's – Received plans for review. MRI Trailer at 53 Old Kings Rd – Reviewed plans.
- 1311 N. Beach Street – Construction for the water main replacement is completed.
- Prepared and delivered presentation for City stormwater and wastewater management systems at Volusia County Water Quality Workshop held June 26, 2014 at the Ocean Center.

Departmental Activities

- Water Distribution
 - Exchanged 8 water meters per Finance Department work orders.
 - Responded to or repaired 10 water service leaks.
 - Performed accuracy testing on 2-2" water meters, all tested within accuracy limits. Scheduled 6 commercial water meters for testing.
 - Assisted 14 customers with misc. concerns.
 - Responded to 9 water pressure and/or water quality grievances.
 - Replaced 7 water services due to aged pipe causing low pressure, 5 each -2" pipe casings were installed by the contractor for water service replacements.
 - Replaced 4 water meter boxes.
 - Performed Inspection and testing of 7 city owned backflow preventers, 1 necessary repair completed and retested.
 - Performed maintenance on 14 city owned fire hydrants, Water distribution system map B4 (Northbrook-N. Beach St area).
 - Performed scheduled maintenance on 10 Water Distribution system valves in the A5 map book area.
 - Repaired the automatic flushing device in Aberdeen Subdivision.
 - Checked radio read water meters reporting reverse flow at 33 Cardinal Dr and 29 Palm Dr. No unusual activity was found, 33 Cardinal Dr had a dual check valve previously installed during 2" water main replacement activity.
 - Replaced a 2" manual blow-off on Calle Grande St due to damage.
 - Performed flushing activities on Santa Fe Ave, Calle Grande St, S. Nova Rd, Quail Run sub, Reflections Village sub, Sandy Oaks sub, Mallards Reach sub.
 - Completed yard restorations due to excavations on Standish Dr, 1324 and 1311 N. Beach St, Hammock Lane, John Anderson Dr.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 138 regular and 5 emergency utility locates for the previous week.
- Water Treatment
 - Delivered City 37.301 million gallons for the week ending June 22, 2014 (5.329 MGD)
 - Backwashed 8 filters for a total of 473,000 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 30.23 Million Gallons.
 - Produced 27.09 Million Gallons of Reuse.
 - Produced 3.14 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.32 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 102.24 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 4 trouble calls Breakaway/Hunters Ridge PEP System service area and 2 on conventional system.
 - Crews responded to low pressure reuse complaint - 520 J. Anderson Dr.
 - Televised 15, cleaned 28 & root inhibitor applied on 8 sewer laterals.
 - Cleaned 850' sewer mainline.
 - Located 10 sewer & reuse services on Triton Rd - marked in curb.
 - Repaired eight inch sewer main due to water service bored through main at 22 Division Ave
 - Replaced reuse box at 311 John Anderson Dr.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 22 psi, Ocean Mist Hotel @ 13 psi, Ormond Mall @ 7 psi.
 - Rehab PEP System at 14 Coquina Ridge Way.
 - Locate reuse valve and zone valve at 45 Creek Bluff Way.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 27/25psi. Foxhunters Flat (2 inch) 26/24 psi & Shadow Creek Blvd. (4 inch) 5/3 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent Room #1 pump – noisy operation of #1 pump noted – inspected for safety of equipment, all ok.
 - Lift Station General – City Wide – assist Engineering Firm with Lift Station inspections and evaluations for Master Plan Update and priorities.
 - R.A.S. Room – assisted Lead Operator with calibration of Influent Valve Actuators.
 - Breakaway Trails – pump #2 not functioning – replaced with shop stock - ok.
 - 4M – pump #1 not functioning - pull pump #1 replaced with new inventory.
 - Reaeration blower #1 – blown fuse - replaced and tested -ok.
 - NTU Meter – audible alarm not working - Added new horn and tested - ok.
 - WWTP pep tank – adjust audible alarm level.
 - PEP System – 6 Creek Way - Replaced the controller – ok
 - SCADA monitor/response: 10M - Phase Voltage Loss – Replaced Phase Monitor –OK; Breakaway Trails – High Level – Found No Pumps Running –Controller Sensor Fault – faults will not clear - Flygt tech troubleshooting – station in manual operation mode – controller scheduled for repair/replacement –increased monitoring; Aberdeen #1 – Phase Voltage Loss – FPL Power Out – Storm – FPL several hours until repairs – Set Up Generator – FPL poser restored following morning; 11M – Phase Voltage Loss – Station OK; Deer Creek/Cypress Place - Phase Voltage Loss at Deer Creek – Adjusted Phase Monitor per Incoming Voltage – Tested Pumps – Amp Draw Nominal and pump cycle normal operation - contacted FPL for assistance with voltage levels; Ormond Green – Phase Voltage Loss – FPL Power out – FPL repairs –ok; Hunter's Ridge – High Level – found station wet well high – this station has no controller at this time – manually pumped down wet well – all OK; Towne Square – High Level – found station high level – found both pumps running – found amp draw nominal – found force main pressure at 30psi – consulted Collections Supervisor – made adjustments to force main valves for flow betterments – will continue to monitor.
 - 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 Blends, #1, #2; Swing Zone Blowers, #1, #2; Sand Filters, #1, #2, #3; Effluent Transfer Pumps, #1, #2, #3.
- Quarterly PM's: Bar Screens, #1, #2; Bar Screens, #1, #2.
- Lift Station PM's: 15 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 59 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Hypochlorite pump #5, #6 – replaced tubes.
 - Standish Booster Station - primed the pumps – vacuum system leaking – repair considerations underway - removed old antenna pole as per WTP Chiefs request.
 - Riverview booster station - pump #1 not responding – reset pump starter – SCADA breaker tripped – reset and tested – all ok.
 - Hyundai V.F.D. representative held training class for new equipment.
 - Weekly pm's on the three lime slurry pumps
 - Claricones - cleaned ports.
 - Monthly PM's: Division wells (all); Scrubbers 1, 2, 3, 4, 5&6.
- 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 another requesting a revision to their current permit. Staff evaluating applications.
 - Sewer Collection System Programs: Process under consideration 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.
 - Groundwater Monitoring Report (GWM): Staff submitted the GWM report to the FDEP in compliance with the City's Domestic Wastewater Facility Permit. The report provides analytical data of groundwater monitoring wells as prescribed by the FDEP. The data is to ensure the utilization of reuse water is not adversely affecting the groundwater.
 - Annual Reuse Report: Develop a revised report based on updated meter availability information and discovery of an inoperative reuse meter.
 - 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 to 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.
 - 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.
 - Unregulated Contaminant Monitoring Rule (UCMR) EPA Information Session: The USEPA held an information session, via webinar, concerning UCMR 4 and the perspective changes to this research program. UCMR identifies possible contaminants to drinking water and provides a procedure of analyzing the product from a cross section of Potable water systems to determine whether the chemical needs to become a regulated contaminant.
 - Performed initial site assessment for diesel fuel release from faulty pump feed system serving auxiliary power generator system at Well 39R. FDEP State Warning Point notification

performed. FDEP response personnel performed site visit and initial assessment on Thursday June 26. Staff pursuing appropriate remediation activities with pertinent agencies and City specialty consultants.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- Staff attended and provided support for June 25, 2014, Budget Advisory Board
- Agenda packet preparation for June 30, 2014 Special City Commission Meeting
- Agenda packet preparation for July 29, 2014, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received confirmation from Municode that project is in “Initial Organization” stage involving comprehensive review of code materials.