

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 11, 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 Utilities Manager, Planning Director, Risk Manager, and Police Chief.
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- Held Walk with the Manager, Joanne Naumann NID Manager was the guest walker
- General discussion with Wayne Grant, Ormond Beach Observer

Community Development

Planning

- The Planning Director attended the monthly meeting of VCARD to update the group on progress related to electronic plan review. The group was informed that the contract appears to be coming to a conclusion and it will be placed on the City Commission agenda for approval in August.
- Representatives from Engineering and Planning met with Cardno TBE who was ranked #1 by the RFP Brownfield Program Initiative subcommittee.
- The Board of Adjustment met and denied a variance request for property at 11 Kingbridge Crossing. The room addition was constructed without permits by a contractor whose license expired. The addition encroached into the water body rear yard setback in Kings Crossing.
- The Planning Director investigated a complaint by Mr. and Mrs. Lippman concerning 437 N. Beach Street. A report was prepared and forwarded to the City Commission by the City Manager. Unfortunately, there is nothing the Department can do to rectify the situation since Mr. and Mrs. Lippman refused entry by the contractor to finish the exterior wall. The Certificate of Occupancy was issued and the contractor has been paid and is no longer on site.
- The Department is evaluating several approaches regarding the addition of commercial development on West Granada Boulevard from Orchard to Williamson, Hand and Clyde Morris. Five approaches have been identified and staff will be meeting to discuss each and determine which one is most feasible.

Building Inspections, Permitting & Licensing

- 239 inspections performed
- 3 business tax receipts issued
- 79 permits issued with a valuation of \$1,730,554.00

Development Services

- The SPRC reviewed and the following site plans:
 1. 1287 West Granada Boulevard – Zaxby's
 2. 1298 Shoppes @ Granada

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 has been negotiated.

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

- 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.

Airport Operation and Development

- Staff completed work 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 has been included as part of a federal grant application to request funding for both projects.
- Staff completed work to acquire an independent cost estimate for the proposed airport master plan update project and airport storm water master plan project. The estimate is required as part of the federal grant application for these projects.
- The annual FAA-monitored inspection and re-certification of the airport's Automated Weather Observation System (AWOS) was completed this week.

- Staff was notified that gate #9 at the airport malfunctioned this week. Control systems for the gate have been reset and the gate is now functioning properly.
- 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.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 102 Journal Entry Batches (# 4133 – 4360).
 - Approved 16 Purchase Requisitions totaling \$67,602.87.
 - Issued 16 Purchase Orders totaling \$34,222.41.
 - Prepared 98 Accounts Payable checks totaling \$125,030.49 and 31 Accounts Payable EFT payments totaling \$659,225.48.
 - Prepared 33 Payroll checks totaling \$26,192.25.14 and 347 Direct Deposits totaling \$395,333.29.
 - Transferred IRS 941 payment of \$149,760.44.
 - Processed 4,353 cash receipts totaling \$601,563.91.
 - Processed 887 utility bill payments through ACH totaling \$49,769.67.
 - Processed and issued 4,066 utility bills with billed consumption of water of 38,828k.
 - Issued 951 past due notices on utility accounts.
 - Auto-called 54 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (7/15)
 - Community Garden Meeting (7/10)
 - Orlando Concert Band (7/12)
 - "The Lost Concert" (7/13)
 - Summer Sounds Free Concert Series (7/11, 7/18, 7/25)
 - Adult Coed Softball League (Begins August 11)
 - The Music Man, Jr. (7/24)
 - 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.
 - Attended FRDAP online meeting/workshop hearing on notice of proposed rule amendments.
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 5
- Hazardous: 3

- EMS: 81
- Motor Vehicle Accidents: 9
- Public Assists: 56

TOTAL CALLS: 158

- Aid provided to other agencies: 16 calls – Daytona Beach (5), Holly Hill (1), Volusia County (10)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 42
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 58

Training Hours

- NFPA 1001: Firefighting 18
- NFPA 1002: Driver/Operator 10
- NFPA 1500: Safety/Equipment 47
- EMT/Paramedic 37
- TOTAL TRAINING HOURS: 112

Station Activities

- Updated 8 pre-fire plans

Significant Incidents

- 7/1/14, 5:04 PM: N. I-95, Mile Marker 272 – Motor Vehicle Accident – Semi-truck hit guardrail – both fuel tanks damaged – approximately 30 to 50 gallons of diesel fuel on shoulder of road and grass – firefighters were able to stop one tank from leaking – 250 feet of guardrail demolished and had to be cut away and removed – Incident Management Solutions arrived to handle environmental cleanup – no injuries and scene turned over to Florida Highway Patrol.

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. Fifty-nine (59) applications have been received, entered on the applicant tracing sheet with qualifications and sent to the department for review.
 - 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 was re-advertised on the F.P.E.L.R.A. web site, the S.H.R.M web site and LinkedIn as open until filled.
 - 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. Seven (7) applications have been received, entered on the applicant tracing sheet with qualifications and sent to the department for review.

- 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. Twenty-two (22) applications have been received, entered on the applicant tracing sheet with qualifications and sent to the department for review.
- Background/Reference Checks/Job Offers
 - Public Works/Utilities – Water Treatment Plant Operator interviews were conducted on 06-03 & 06-14, a candidate was selected and began 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. A candidate was selected and started pre-employment process. Start date is pending.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 06-30-14: 5.21% (excluding retirements).

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 is planned for 07-28-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Risk Management Projects

- Mayor's Health & Fitness Challenge 2015 event planning meetings.
- Attended claim hearing.
- Attend Wellness Team meeting.
- Ride-a-long with Public Works.

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: - 18 New work - 46 completed - 56 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,340	Inbound E-Mails Blocked	7,083
Delivered Inbound E-Mails	11,171	Quarantined Messages	86

Percentage Good Email 60.9% Virus E-Mails Blocked 133

- Notable Events:
 - Email issues continue, primarily with the sending to Hotmail.com and msn.com email addresses. Staff is working to resolve the issues with these email providers.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 1
 - Map/Information Requests: 6
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,549 (86.9%) potable 18,997, Irrigation 545, Effluent 7
 - Notable Events: None

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - City Manager's Meeting
 - Leisure Services Advisory Board Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits – Andy Romano Beachfront Park Monitoring
 - Tennis Center Meeting
 - Sports Complex Visit
 - Community Gardens Meeting
 - Summer Sounds Concert
- 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. They hosted their last tournament of the summer this weekend at the Sports Complex.
 - 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 Summer American Legion Baseball plays every Wednesday morning at 10am. They will play for one more week.
 - The Ormond Beach Golden Spikes 14's team starts training this week on Monday and Tuesday nights at the Sports Complex at 6pm.
 - The Ormond Beach Pride Tackle Football Program is running training nights on Tuesday and Thursday at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 6pm.
- 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; prepared fields for them to use nightly
- Golden Spikes Baseball league are using Nova fields; prepped daily for them
- Boys' Pinto Leagues are using the Quad's softball fields for practice; prepped for them daily
- Construction continues on the building for the Champion Field
- Finished spraying insecticide at the Sports Complex and Nova. Adult 6 vs. 6 soccer league continues on Saturdays; painted and prepped 7 fields for them.
- Seabreeze summer boys' baseball has been using a field to practice during the week; also playing games during the week.
- Began installation of four field goal posts on Soccer Fields 11 and 12.
- Began spraying a liquid pre-emergent to try to control weeds.
- Helped out with the clean-up of the 4th of July event.
- Began to aerate and verti-cut the fields at the Sports Complex.

- Senior Center
 - 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: CMT Theatre Camp
 - The Performing Arts Center is preparing to host the following events:
 - Orlando Concert Band, Saturday, July 12th 3pm to 4:30pm
 - The Lost Concert, Tribute to Elvis and Roy Orbison, Sunday, July 13th 2pm to 4:30pm

- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)
 - Open playground (sunrise to 11pm daily)
 - Open gym (5:30pm to close weekdays and Center hours on weekends)
 - Fitness room open (Center hours)
 - Summer Camp – First Session Ends Friday
 - Division 2 AAU Nationals in Tavares Wednesday through Sunday
 - Basketball Practice Monday and Tuesday 6:30 to 8:30pm

- 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
 - July 4th event – cleaning and organization of equipment, supplies and decor
 - July 4th sponsor tasks - recognitions for all sponsors.

- Summer Sounds Concert Series, Concert #1, Friday 7pm-9pm, RFG
- 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
 - July session is now in progress and going well
 - 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 continues. They meet Monday through Friday from 8:30am-2:30pm for six weeks.
 - Basketball Madness, a summer youth league for players ages 12-18 years old, continues during the week. Each day two teams in the same age group will be given the time to play each other all summer.
 - Free breakfast and lunch is being offered through the County Summer Food Program.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday.
 - Enviro Camp was held in Room 205 Monday to Friday.
 - A wedding took place in Ames Park on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - A group tour took place in The Casements 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
 - Checked A/C out in old meter shop at Water Plant
 - Checked A/C in Finance at City Hall
 - Repaired A/C at Ormond Art Museum
 - Diagnosed gate not closing at Fleet
 - Gathered parts for water heater installation at The Casements
 - Installed water heater at Casements
 - Repaired doorstop break room at City Hall
 - Rear door to room and refrigerator door squeaking repaired at Finance
 - Repaired barricades lights for Special Event at Build Maintenance
 - Researched replacement barricade lighting at Build Maintenance
 - Researched air purifier for Chamber area at City Hall
 - Constructed and installed sponsor board for the holiday at City Hall

- Participated in floating the fireworks barge barricades at Cassen Park
- Assisted multiple contractors with phone line repair on panel at Fire Station 94
- Installed new bollard button for Splash Pad at Andy Romano
- Relocated lighting detection antenna to existing light pole for better reception at Andy Romano Splash Pad
- Trouble shoot irrigation pump at Tennis Center
- Replaced front door lock at Tennis Center
- Troubleshoot power outage at The Casements
- Repaired track lighting at Ormond Art Museum
- Reset controller for Splash Pad pumps at SONC
- Met contractor for termite inspection at 164 West Granada
- Replaced two vandalized soap dispensers in outside men's room at Nova
- Met contractor for well pump at Tennis Center
- Reset lightning detection panel at Andy Romano Splash Pad
- Checked painting progress at City Hall Commission Chambers
- Parks Maintenance
 - Repaired BBQ grill at Andy Romano Beachfront Park
 - Moved approximately 50 boxes from City Hall to Fleet for storage
 - Trimmed scrub growth along Beach Street for visibility
 - Cleaned up broken glass in ladies restroom at Sanchez Park
 - Removed graffiti from picnic table at Riviera Park
 - Removed graffiti from the Magic Forest
 - Repaired janitorial room door at Andy Romano Beachfront Park
 - Repaired poured in place mat at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Command Staff attended the District Three V.C.S.O open house on North U.S.1.
- Command Staff worked the annual Independence Day Fireworks Celebration.

Community Outreach

- The summer camp partnership with the Department of Leisure Services at the South Ormond Neighborhood Center continued. Over fifty students participated in art, science, reading, math and computer lab classes lead by area teachers and PAL staff.
- OBPAL hosted a field trip to Daytona Lagoon as a part of the Summer Connections program partnerships with the Department of Leisure Services on Thursday, July 3rd. Seventy-two (72) attended.
- OBPAL will host a field trip to the Orlando Science Center on July 9th.

Community Services & Animal Control

- Animal Calls: 76
- Animal Reports: 4
- Animal Bites: 1
- Animals to Halifax Humane: 9 (Dogs: 2 Cats: 7)
- Injured Wild Life: 2
- Reclaimed: 1
- TNR: 1, Kittens adopted: 5
(Cost on impound - saved \$510)

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 3
- Inactive: 7
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 3
- Suspicious Incident: 1
- Weapons Complaint: 1
- Undetermined death/suicide: 2

Comments:

- Death Investigation: Investigators are looking into an apparent suicide that occurred at 484 North Ridgewood. The victim had an extensive medical history and was depressed.
- Death Investigation: Investigators are looking into a possible accidental overdose that occurred at the Best Western Motel.
- Grand Theft: Investigators are looking into an incident where two subjects grabbed an air compressor from a construction site and fled the area in a vehicle. The subjects have been identified and have been arrested for the same type of criminal activity in the past.

Records

- Walk - Ins / Window 65
- Phone Calls 90
- Arrest / NTA'S 18
- Citations Issued 149
- Citations Entered 91
- Reports Generated 161
- Reports Entered 158
- Mail / Faxes / Request 12

Patrol

- Total Calls 2,060
- Total Traffic Stops 211

Operations

Crime Opportunity Report Forms: 151

- 7/03/2014
 - Battery-Domestic Violence Arrest, 188 Cardinal Drive #A, the victim was transported by EVAC to Florida Hospital Oceanside for a back injury. She told the hospital staff that her live in boyfriend kicked her in the back. When police arrived she said "you know what happened." She would not complete a statement or allow photos of any injuries. Hospital staff completed statements and the suspect was taken into custody.

- Fraud, 855 Ocean Shore Boulevard #225, suspect posed as the landlord and collected \$1338.75.00 for rental on the property.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart) Suspect was detained by loss prevention and was subsequently arrested for retail theft.
- Carbreak, 78 Timucan Drive, purse taken from unlocked vehicle overnight.
- 7/04/2014
 - Narcotics Arrest, 399 North U.S. 1 (OB Performing Arts Center). Intoxicated male found wandering around, no valid explanation to his presence. Pulled out a pack of cigarettes to smoke and exposed a crack pipe while doing so. Additional search located non-prescribed narcotics. Charged with possession of cocaine, morphine, and paraphernalia.
 - DUI Arrest, Military Boulevard / Royal Road (Forest Hills). Received several reports of a reckless vehicle in the area causing multiple hit and run crashes to mailboxes and other property. Driver was contacted at the location above after he could not seem to find his way out of Forest Hills. He was arrested for DUI after an investigation was conducted.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole misdemeanor amount of items and fled from loss prevention personnel. Later in the shift, an officer from another jurisdiction spotted a suspicious vehicle leaving a store, stopped it, and determined the driver to be the suspect. Suspect was arrested and charged with retail theft.
 - Battery – Domestic Violence Arrest, 955 South Nova Road #52 Suspect threw a beverage in his mother's face. Subject was arrested and charged with domestic violence battery.
 - Burglary – Residence, 26 Wildwood Trail (The Trails). Male suspect entered open garage door and removed a silver and black Cannondale men's mountain bike. He fled to a yellow hatchback waiting for him, operated by a female, where he loaded the bicycle into the car and they fled the area.
- 7/05/2014
 - Burglary Attempt – Residence, 52 Ormond Green Boulevard (Ormond Green). Two window screens were pried off by hand. Dogs might have scared off culprit. No entry made.
- 7/06/2014
 - Carbreak, 489 Hollywood Street. Unlocked vehicle overnight. Contents of purse removed.
 - Warrant Arrest, Benjamin Drive / Palmetto Avenue. An officer observed two suspicious males and conducted a stop. One of them had a warrant for Violation of Probation / Disorderly Intoxication out of Flagler County.
 - Battery – Domestic Violence / Warrant Arrest. 110 Williamson Boulevard (Denny's). Boyfriend and girlfriend got into an argument. Girlfriend allegedly battered the boyfriend and fled the area in a black Chevy Impala. She is reportedly seven months pregnant. Officers were unable to locate her and the boyfriend was uncooperative. Officers completed a complaint affidavit on the girlfriend for domestic violence battery. Boyfriend was found to have an active warrant out of Volusia County reference battery and criminal mischief.
 - Narcotics Arrest, 700 South Nova Road. Suspect was stopped for a traffic violation. Odor of marijuana was detected and a small amount was located in the vehicle. The driver was charged with possession under 20 grams.
 - DUI Arrest, South Atlantic Avenue and Osceola Avenue. Vehicle was stopped for speeding following which the driver was determined to be intoxicated. He was unable to perform Field Sobriety Exercises due to his state of intoxication. He was arrested for DUI.
 - Stolen Vehicle Arrest, 133 South Halifax Drive. Known female suspect took the victim's car without his knowledge or permission. As this has happened several times before, the victim wished to pursue charges. The female suspect was spotted driving the vehicle on Nova Road and was stopped at the Rockin Ranch. She was placed under arrest for auto theft.
- 7/07/2014

- Burglary-Residence – 121 Briargate Look. Home under construction had building materials taken from the open garage.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart) suspect arrested for retail theft and issued a Notice to Appear.
- Fleeing and Eluding Arrest, West Granada Blvd/ Tymber Creek Road. Traffic crash occurred at the intersection. Suspect in a black Oldsmobile appeared intoxicated and left the scene of the crash. Unit spotted the vehicle and attempted a traffic stop. The suspect fled the area. The vehicle was located at the owner's residence in Bermuda Estates. The driver was identified and arrested for Leaving the Scene of an accident and Fleeing and Eluding.
- 7/08/2014
 - Battery-Domestic Violence Arrest. 104 Deep Woods Way. Suspect arrested for domestic violence battery for biting his wife during an argument.
 - Carbreak, 85 Rockefeller Drive. Two unlocked vehicles entered overnight, contents gone through but nothing taken.
 - Bicycle Thefts, 450 Lakebridge Drive #213. Sometime within the last week, two bicycles were stolen that were chained at the apartment complex bike rack. Chain was cut, both bikes entered into teletype.
 - Narcotics Arrest, 250 North Nova Road. A suspicious vehicle was called in reference to a pressure washing company taking water from a fire hydrant behind Panera Bread. Unit could smell an odor of marijuana when subjects were contacted. Consent to search was given and a small bag of marijuana was located on the floor board of the vehicle and another bag was found inside of a sprinkler head located inside of the vehicle. Suspect was issued a Notice to Appear for Possession of Cannabis under 20 grams.
 - Burglary-Residence, 1323 North Beach Street. Entry made through an open garage door between 1400-1900 hrs. An electric bicycle was taken from inside the garage while the homeowner was in the residence. Blue and silver bike with a front rack.
 - DUI Arrest, 900 Block of Arroyo Parkway. Unit spotted a black pickup parked in the middle of the road on Arroyo Parkway. The driver was found passed out at the wheel with his foot on the brake, engine running, and the transmission in drive. The driver was arrested and charged with DUI after an investigation.
- 7/09/2014
 - Burglary – Business, 16 Breakaway Trail (Breakaway Trails Clubhouse). Two juvenile males were captured on surveillance video using tools to break in the clubhouse where they stole a golf cart, drove it around the neighborhood and eventually crashed it.
 - Burglary – Residence, 141 Pine Cone Trail (The Trails). Prior tenant alleged to have removed several appliances from the residence sometime last week.
 - Battery – Domestic Violence Arrest, 353 West Granada Boulevard (Winn-Dixie). Victim came to the lobby to report a battery by her boyfriend that occurred in the parking lot on Monday. He allegedly pulled her out of a vehicle by her hair, threw her to the ground, and punched her. She showed up with injuries to photograph and provided a statement. We located a Winn-Dixie employee that witnessed the incident and corroborated the victim's story. We contacted the suspect and arrested him for domestic violence battery.
 - Burglary – Residence, 177 Suntree Court. Victim was out of state and received word that Daytona Beach Police Department recovered his property from a pawn shop. Several power tools are missing from the residence. The victim got back today and has not inventoried all items. The report is still out and we are completing the investigation/inventory. The suspect is charged by D.B.P.D. with dealing in stolen property.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 59
 - Number of DUI Arrests: 6
 - Number of Uniform Traffic Citations Issued: 82

- Number of Written Warnings Issued: 4
- Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 18
 - 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:
 - Friday, July 4: 4 DUI Hit & Run Traffic Crashes in Forest Hills Subdivision; Suspect was located and arrested.
 - 14-07-00133 Crash: West Granada Boulevard / Clyde Morris Boulevard, rear end crash. At fault vehicle was totaled which shut down the inside westbound travel lane for about 30 minutes.
 - 14-07-00087 Crash with injury: North Beach St / West Granada Boulevard, rear end crash. At fault driver was intoxicated and arrested. She blew a 0.169g/210L. Turn lane was shut down for about 45minutes.
- Traffic Complaints Received:
 - West Granada Mid-Block Crosswalk; Failure to yield to pedestrians in crosswalk. - Variable Message Board deployed
 - South Beach St - Complaint of speeding in the curves and speeding / illegal passing near the south end. Complainant also requested that the speed limit on S Beach be lowered to 25 MPH. Email sent out for extra patrol. SMART stat deployed on the south end of the complaint area. STEALTH Stat deployed in the curves in the 200-Block. The average speed was 30 - 31 and 85% of the vehicles were going 36 MPH or slower.
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 1200-Block North United States Highway 1
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: North Beach Street / Lincoln Avenue
 - Reason for this STEP: Citizen complaint
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 3
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100 - 400-Block Clyde Morris Boulevard
 - Reason for this STEP: Self Initiated
 - Number of times worked: 2; Total Hours Spent: 3
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: Speeds in the 60's and above

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Wilmette Avenue
 - Reason for this STEP: Speeding
 - Number of times worked: 1; Total Hours Spent: 1.5
 - Citations Issued: 5; Written Warnings Issued:
 - Comments: A couple in the high 40's.

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300-Block Division Avenue
 - 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

- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Division Ave / South Old Kings Road
 - Reason for this STEP: Complaint of vehicles running stop sign
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: One stop sign violation and one speed violation

- General Comments:
 - STEALTH stat placed in the 200-Block of South Beach Street.
 - SMART Trailer placed in the 500-Block of South Beach Street.
 - Variable Message Board deployed for the IDC, Race Traffic Detail, and Mid-Block Crosswalk on West Granada Boulevard
 - Agency Lasers were recertified on 07/02/2014.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Case initiated
- Zone 2: 3 Case initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 13 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with four walk-ins and fifty-two (52) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Tymer 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. This should be completed next week. Following completion of this work final paving can be completed.
- 2 Inch Water Main Replacement – Mainland – As-Built 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.

- Downtown Underground Utilities Conversion – AT&T has completed removal of overhead lines. A substantial completion walkthrough was held, the contractor will complete restoration activities. Final easements and right-of-way agreements have been completed and will be 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 completed installation of conduit and is preparing to install conductor and make the service connections.
- 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's contractor will complete paving the friction course in July. Utility adjustments are nearing completion.
- OBSC Roadway Improvements – Site clearing is completed. Minor wetland area, which was mitigated for, is being demucked in order to install suitable subgrade material for the perimeter road. Surveyors are laying out the horizontal and vertical controls for the perimeter road.
- Nova Recreation Center Roof Repairs - 80% of the project roofing has been completed. Staff and the contractor investigated the discharge pipes which connect to the down spouts to ensure that roof would properly drain. The drain pipes were cleaned and roof drain system is working properly.
- 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.
- 2014 Roadway Resurfacing - Bids were opened on June 25, 2014. Bid award is being prepared for Commission approval.

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 on July 29th for the additional funding.
- 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 – Proposals from design build skate park consultants were received by 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 – The project is in design and preliminary plans are expected to be ready for review by 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 Road 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.
- 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 20% 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 - A design was prepared for connecting a service line to the existing sanitary sewer main along Seminole Avenue, which is south of the 200 Seton location. This service will be able to flow by gravity. Staff also researched providing service to the north along Seton to the nearest available sanitary sewer manhole; however, the elevations would not allow that option to flow by gravity and a pep-tank/grinder pump would be needed at higher cost than the gravity line.
- South Peninsula Reclaimed Water Extension – Quentin Hampton has submitted 60% plans for City review.

Department Activities

- Residential SWMP Permits review and filing (on-going).
- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going).
- Traffic Safety - Staff has proposed 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 the installation of 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, yield to pedestrian signs for the traffic signal mast arms are proposed. A request for additional signage/signal at the Granada mid-block crosswalk will be presented at the July meeting.

- Rima production well backup generator - Coordinated cleanup of a diesel fuel leak which occurred at Well 39R. The day tank overflowed as a result of the return pump malfunction and discharge through the floor drain to an outside sump area. FDEP was notified and an environmental consultant was hired to perform testing procedures and assist in directing cleanup. Staff excavated several cubic yards of soil near the well house to get to the contaminated soil, which was excavated and removed separately. Staff will be working with the environmental consultant to meet compliance with the FDEP.
- Continued to update the Nova Community Park paving project design plans (creating new parking configurations and roadways) per project manager's comments.
- Researched and created utility exhibit maps for a directional bore along East Granada Blvd and provided to TECO Gas as requested.
- Onsite meeting with contractor to review SWMP for engineering final inspection.
- Onsite meeting with consultant (BFA) at the Nova Landfill to locate access to the new monitoring wells.
- Property stakeout at 9 Capri Circle for possible driveway encroachment on to neighboring property as requested by Building Division.
- Updated the City Standard Details posted on City's website Home Page per Planning Department request.
- Modified 200 Seton Trail sanitary sewer connection plan set per comments from Utilities Division.
- Located and provided as-built plan drawings of the streets related to the 2014 2" watermain replacement project phase 2.
- Created and plotted 6 sets of the West 40 Median Planting Project per project manager request.
- Created plan set for the Nova Skate Park Expansion by combining drawings using original plan and new Nova Community Park paving plan drawings.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed broken & raised sidewalk on King Edward Dr.
 - Repaired sidewalk on Granada at the Police Department after irrigation repair
 - 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
 - Trimmed trees at the Senior Center, on Coquina between Wye & Bosarvey, at Halifax & John Anderson Dr., on the 300 block of Thackery Rd., at Riviera Park, on Park Ridge, on Washington Pl., and on Pinecrest
 - Removed a dead palm on Division Ave.
 - Removed a dead oak at Melrose Park
 - Removed a sycamore on Wye Dr.
 - Removed a dead tree on 100 block of N. Orchard St.
 - Removed a tree at South Ormond Neighborhood Center
 - 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
- Picked up a load of recycled concrete at Chips
- Trimmed trees at various ROW (Right-of-Way) locations (A1A golf course to shopping center, on Neptune, south and on Riverside, and south to Ormond Parkway)

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, conducted stop bar inventory and installed where needed, and installed (6) "No Parking" signs
- Various Parks, picked up signs from 4th of July celebration, and removed signs off of barricades
- Sign Shop, broke down various signs for scrap
- Hammock Ln., installed pedestrian crossing sign

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
- Red Bug – repaired a sinkhole
- Various Locations, inspected and cleaned basins, and employee in-training for upcoming vacancy for the Streetsweeper

Vactor

- Various Locations, cleaned basins

Mowing

- Reachout Mowing – US1
- Slope Mowing – Various Locations
- Brush Hog Mowing – N US1

Street Sweeping/Streetsweeper

- 95.0 miles of road cleaned (This is for 3 days)
- 15.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,667

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

22

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 8,080 unleaded and 7,206 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,425 gallons of unleaded and 1,149 gallons of diesel.
- Fleet completed 55 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Services were connected to the water main and placed into service.
- Annual Supply of Chemicals for Water Wastewater – An addendum is being prepared to answer questions during the advertisement period.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Breakaway Trails Lift Station Control Panel Replacement – Discussed the scope requirements with the design engineer.
- Concentrate Piping Connection to Reuse Storage Tank – Directional drilling portion of project completed. Tank piping and electrical work is scheduled to start next week.
- Division Avenue Well Field Raw Water Piping – 90% plans and specifications were received. A meeting with the consultant is scheduled to review plans and specifications. FDEP permit application fees were sent to the consultant for processing.
- Cross Connection Control (CCC) Program Management Services – Pre-bid meeting was conducted 7-1-14.
- Dual Check Valve Assembly Installation Services – A purchase order was prepared and a pre-construction meeting is being scheduled.
- Dual Check Valve Assembly Procurement – A purchase order was prepared and sent to the vendor.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – Survey/ design is underway.
- Nassau Circle Water Service Replacement – Responded to the request for additional information from Volusia County to obtain a USE permit.
- Ormond Beach Wastewater Plant Operating Permit Renewal – A request for additional information (RAI) was received from FDEP. Staff attended meeting this week with FDEP to discuss the RAI response.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Evaluation of pump #3 is being performed on 24 hours per day operation. The pump continues to operate within evaluation criteria limits.
- Ormond Beach Wastewater Plant Outfall Line Repair – Responded to a request for additional investigation by Antinori Construction.
- Rima Wells Auxiliary Power Generator – Additional information is needed for the leak detector.
- Saddler's Run Lift Station Rehabilitation – Consultant is preparing plans & specifications to address comments received during 60% review meeting.
- South Peninsula Reclaimed Water Main Extension – Received preliminary plans for review.
- 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 – As-built drawings are being prepared.
- Storage Tank Repairs and Maintenance - A revised scope of services was received from Hazen & Sawyer for review.
- SPRC – North Peninsula Force Main – Bids are being evaluated by Volusia County. Ormond Renaissance Condo – Reviewed plans. Kingston Shores – Reviewed Plans and discussed comments with the design engineer. 1298 W Granada Blvd – Reviewed plans and discussed comments with the engineer. Zaxby's – Reviewed plans and discussed comments with the engineer. Valiant Diner – Received revised plans for review. River Oaks – Checked preliminary as-builts for the water system. Lift station start up scheduled this week.

Departmental Activities

- Water Distribution
 - Exchanged 30 water meters per Finance Department work orders.
 - Installed 2 new water service connections for residential properties.
 - Replaced the radio read register and installed a reader lid on the vault for the 4" meter serving the BAT groundwater augmented reuse water supply.
 - Responded to or repaired 18 water service leaks.
 - Performed accuracy testing on 5-2" water meters, all tested within accuracy limits.
 - Assisted 14 customers with misc. concerns.
 - Responded to 12 water pressure and/or water quality concerns.
 - Replaced 9 water services due to aged pipe causing low pressure, 2-2" pipe casings were installed by the contractor for water service replacements under roads.
 - Performed 9 new water service connections on John Anderson Dr and 3 connections on Anchor Dr.
 - Scheduled water main shut down on John Anderson Dr to make the final two water main connections.
 - Assisted contractor on Anchor Dr with 2" water main connections.
 - Replaced 14 water meter boxes.
 - Performed inspection and testing of 8 city owned backflow preventers.
 - Performed maintenance on 11 city owned fire hydrants, Water distribution system map B4 (Northbrook-N. Beach St area). Rebuilt the fire hydrant at the corner of Hand Ave and Clyde Morris Blvd.
 - Performed scheduled maintenance on 18 Water Distribution system valves in the A5 map book area.
 - Removed the flushing device on Creekview Way due to 2" water main replacement no longer necessary.
 - Performed flushing activities on Winding Woods Sub, The Trails (west), Tomoka Oaks Sub, Tidewater, The Falls Sub, Coquina Point Sub, Aberdeen Sub, Chelsea Place, Anchor Dr.
 - Excavated around Well 39R for soil contaminants removal.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 100 regular and 3 emergency utility locates for the previous week.

- Water Treatment
 - Delivered 37.440 million gallons for the week ending July 6, 2014 (5.349 MGD)
 - Backwashed 10 filters for a total of 592,000 gallons backwash water.
 - Produced and hauled 94.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - We had no Precautionary Boil Water notices this week.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 30.08 Million Gallons.
 - Produced 25.51 Million Gallons of Reuse.
 - Produced 4.57 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.30 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 118.84 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town.
 - Televised 6, cleaned 7 & root inhibitor applied on 2 sewer laterals.
 - Training on new Vac-Con with crews at Spanish Waters Subdivision.
 - Cleaned 390' of sewer main at 230 Warwick Ave.
 - Repaired sewer lateral at 160 John Anderson Dr.

- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 18 psi, Ocean Mist Hotel @ 14 psi, Ormond Mall @ 6 psi.
- Located reuse valve and zone valve at 45 Creek Bluff Way.
- Low pressure sewer gauge readings: Westland Run (2 inch) 30/28psi. Foxhunters Flat (2 inch) 29/25 psi & Shadow Creek Blvd. (4 inch) 7/6 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Dewatering Station – Pump #3 moisture sensor alarm – found pump operating w/ alarm lamp lit – tested circuit to confirm alarm - pulled pump and replaced with shop stock – sent pump to Flygt for repair.
 - Lift Stations – City Wide – painted RTU cabinets as needed.
 - R.A.S. Room, Recycle Room – cleaned pumps-plumbing-floor.
 - Final Effluent Tanks – assisted Operators as needed with set up of 6” pump for scheduled tank cleaning.
 - Bar Screens – Operator report not operational – met Utility Electrician on site – replaced broken sheer pin westerly unit – reset safety lockouts – ok.
 - Plant Wide Equipment - Operator on shift reported multiple systems not operating and not responding to automatic restart – performed local manual restarts – all machines back up and running fine – possible storm related issue – all ok.
 - SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911: Breakaway Trails – no starts #1 – reset drive unit – found non-operational circuit breaker – replaced with shop stock – all ok; 7M1 – high starts – clean probe – all ok; 8M1 no starts #2 – reset motor starter – amp draw at pump nominal – possible storm related issue – all ok; 8M3 – no starts #1 – reset motor starter – pull both pumps – replace impellers & wear rings at both pumps – all ok; San Marco – uneven starts – reboot drive units – all ok.
 - Influent pump room – deragged pumps as directed.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Lift Station PM's: 7 monthly and 0 annual performed.
 - Plant wide oil & grease route.
 - 31 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sludge thickeners - reset the motor in the wet well.
- Rima well field – SCADA – FPL power not available – contacted FPL for repairs – well 35 – generator not running – Transfer switch failed to operate – well 39 - generator not running – day tank failed to operate as designed – Fleet supervisor contacted for generator failures – Fleet following up with repairs – FPL power restored – well 39 and 35 pump motors not operational – lightning storm from previous night suspected – proceeding with quotes for replacement of motors.
- Claricones – reamed cone ports.
- Lime slurry pump #2 – replaced tube.
- Hypochlorite pump #4 - replaced tube.
- Well 17D - replaced C phase on breaker to motor starter.
- South Sludge pit - replaced control.
- Polyphosphate pump – not operational – installed temporary pump – proceeding with troubleshooting and repair.
- Centrifuge supply line - Replaced valve.
- Thickener clear well – replaced float – verified operation – returned to service.
- HSP #7 – not operational – pump motor determined to have short in windings – ran jumper and connected VFD #7 to HSP #8 to maintain VFD operations – receiving quotes for motor replacement.

- Monthly PM's: sludge thickener disc flow pumps; centrifuge; Division wells
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program: Two facilities submitted Industrial Pretreatment applications for staff evaluation. One is an initial survey and the other a revision of the current permit.
 - Sewer Collection System Programs: Staff underway with process to establish additional collection system programs for Fats, Oils & Grease reduction and elimination of non flushable items which disrupt the City's sewer system. The programs seek to eradicate sanitary sewer overflows caused by blockages in the system. Staff documenting locations of assisted living facilities for educational program and best management practices outreach.
 - 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 information due to the discovery of a malfunctioning reuse meter.
 - Wastewater Treatment Facility Permit Renewal: Staff participated in a meeting to address the latest Request for Additional Information from the FDEP concerning the permit renewal.
- 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 confirmation of delivery of the CCR to the City's customers is being prepared by staff. A notice was published in the News-Journal concerning the availability of the report. The web ready version will remain posted in the Public Works section of 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.
 - Backflow Prevention Device Testing: City ordinance requires backflow prevention devices to be tested annually on all commercial potable water customers. Staff assisted several customers with the coordination of having their device certified and/or processing the report that the testing was complete.
 - Potential Diesel Fuel Release Remediation: Staff assisted the FDEP in completing a preliminary site assessment of fuel release in Rima Ridge Wellfield. Field assessment included collecting several soils samples for both field and laboratory analysis. Staff also coordinated with the FDOH and SJRWMD on efforts being put forth to remediate the location. Engineering and Utilities Divisions collaborating with geotechnical firm for finalizing preparation of Limited Site Investigation & Interim Source Removal Report.

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 City Manager Staff 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.