

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 18, 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:

- Tennis Center RFP discussion with staff
- Staff meeting with directors
- General discussion meetings with Planning Director and Fire Chief
- Reuse expansion discussion with staff
- Budget discussion with Assistant City Manager, Finance Director and Accounting Manager

Spoke to, attended and/or met with:

- As requested, general discussion with Commissioner Boehm
- Rotary board meeting
- FCCMA Strategic Planning Task Force conference call
- General discussion meeting with Rick Fraser, Chamber of Commerce Executive Director
- General discussion with Wayne Grant, Ormond Beach Observer

Community Development

Planning

- The Planning Director, Utilities Manager, Plans Examiner and Collection Supervisor met with Mr. and Mrs. Brown (151 Windward Circle), and Carl Viele (165 Windward Circle) to determine if they would be willing to pay an additional amount of money to perform a directional bore under the driveway at 173 Windward Circle. The driveway is within the city's rights-of-way but it was the desire to address the homeowners' concerns of tearing up/replacing the driveway. The Browns and Mr. Viele agreed to pay the additional amount.
- The Planning Director and Finance Director participated on a conference call with the City's outside counsel on finalizing the contract with Avolve regarding ProjectDox. ProjectDox is the proposed electronic plan review management system.
- The Planning Director participated in the Vantage Points GIS training. The City's GeoBlade Viewer is being upgraded to Vantage Points GIS.
- The Department received from Cardno TBE a proposal to prepare the grant to EPA for the \$400,000 related to petroleum products and hazardous substance sites. Preparation cost is \$3,500. The Brownfield Initiative Program is to target the airport and US1 North once all sites have been identified and investigated. If funds are left over, then additional sites throughout the city will be investigated.
- The Planning Director met with the City Manager to discuss the options that are available for commercializing the Professional Office zoning districts. Pros and cons of each were reviewed.

Building Inspections, Permitting & Licensing

- 279 inspections performed.
- 8 business tax receipts issued.
- 82 permits issued with a valuation of \$543,177.00

Development Services

- The SPRC received the following for review:
 1. Concept Plan - CVS Drug Store concept plan for 10 N. Nova Road (vacant gas station) and 110 N. Nova (Burger King) site.

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

- A quarterly meeting of the Aviation Advisory Board was held on Monday, July 14th at 7:00 p.m. in the Human Resources Training Room at City Hall.
- Staff participated in a teleconference with the Federal Aviation Administration's Orlando Airports District Office. The purpose of the conference was to confirm federal funding amounts to be

programmed for the construction phase of the Taxiway Golf Construction and Airfield Electrical Improvements Project, and to discuss the prerequisite environmental assessment.

- Staff met with a representative of NexTower, LLC regarding development of a wireless communications facility on airport land which is currently under option for that purpose. NexTower is working with the optionee, TowerCom, to market the site to wireless service providers.
- Staff has completed work to solicit and submit bids from qualified providers to provide quarterly inspections and service for the Automated Weather Observation System (AWOS) at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Budget preparations for fiscal yr 2014-15.
- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (# 4372 – 4470).
 - Approved 25 Purchase Requisitions totaling \$65,634.34.
 - Issued 28 Purchase Orders totaling \$104,270.33.
 - Prepared 181 Accounts Payable checks totaling \$373,048.81 and 39 Accounts Payable EFT payments totaling \$223,377.14.
 - Processed 4,565 cash receipts totaling \$478,441.49.
 - Processed 1156 utility bill payments through ACH totaling \$97,902.35.
 - Processed and issued 5,419 utility bills with billed consumption of water of 23,532k.
 - Issued 881 past due notices on utility accounts.
 - Auto-called 108 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Ormond Beach Korean War Veterans to be Honored
 - Florida Licensing on Wheels (7/29)
 - Movies on the Halifax ("The Lego Movie" 8/1)
 - Walking with the Manager (8/1)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended weekly staff meeting.
 - Met with Ormond Beach Historical Society representatives regarding potential grant programs for the MacDonald House.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 8
- Hazardous: 3
- EMS: 79
- Motor Vehicle Accidents: 9

- Public Assists: 40
- TOTAL CALLS: 142

- Aid provided to other agencies: 12 calls – Daytona Beach (5), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 65

Training Hours

- NFPA 1001: Firefighting 3
- NFPA 1002: Driver/Operator 2
- NFPA 1500: Safety/Equipment 43
- NFPA 1620: Pre-Fire Planning 22
- EMT/Paramedic 28
- TOTAL TRAINING HOURS: 98

Station Activities

- Updated 31 pre-fire plans
- Conducted 3 fire inspections
- Offered the quarterly American Heart Association Heartsaver CPR/AED course to Ormond Beach residents. Class held at Fire Station 92.

Significant Incidents

- 7/10/14, 3:11 AM: Brooks Dr. – Structure Fire – Two Ormond Beach units assisted Volusia County – upon arrival found visible flames from a single family home – residence filled with heavy smoke – one occupant transported and second occupant treated on scene – fire called out at 3:44 AM – home was ventilated – cleared scene at 4:38 AM.

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 tracking sheet with qualifications and sent to the department for review.

- Screening/Interviews Scheduled
 - 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 tracking sheet with qualifications and sent to the department for review. Nine (9) candidates were invited to interviews on 07-30-14.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 06-30-14: 5.21% (excluding retirements).
 - Police Department – Records Clerk effective 08-01-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program May, 2014 monthly report reflects savings of \$93,740.35 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,525 residents have utilized the program during that time.
- ICMA representative Dee Turner will be available on 07-28-14 to meet with employees.

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 Team meeting and event planning meetings.
- Attended claim hearing.
- Scholarships to Wellness COVE employees for 5K run in September.
- Ride-a-long with Public Works.
- Restitution and subrogation file management.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Proposals being reviewed by committee members. RFP Committee meeting scheduled 7/30/2014
 - Community Development – Electronic Plan Review – Contract Negotiations with Legal Dept.
 - Domain upgrade to version 2008 – Last of the 2003 domain controllers decommissioned.
 - Email Server Upgrade – Finalized the decommissioning of 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: - 21 New work - 40 completed - 58 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,083	Inbound E-Mails Blocked	11,667
Delivered Inbound E-Mails	12,348	Quarantined Messages	68
Percentage Good Email	51.3%	Virus E-Mails Blocked	141

- Notable Events:
 - Preparing for the Naviline upgrade from version 7 to version 9 this weekend. Created two new Windows servers for the front-end processing and reports generator. This is a major upgrade that has been on hold for nearly two years as staff went through the RFP process for the system replacement. The upgrade is necessary as Sungard will not support the current version as we prepare to close the fiscal and calendar year processing and reporting in September and December.
 - Created new server for the GIS project to upgrade from GTG GeoBlade product to GTG VantagePoints. Vendor onsite to perform the upgrade configuration and conversion.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 3
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meter GPS locate and ID: 22,502 total, completed 19,654 (87.3%) potable 19,098, Irrigation 547, Effluent 9
 - Notable Events:
 - Updated GIS EOC Laptop for storm season
 - Upgrade from GTG GeoBlade product to GTG VantagePoints. Vendor onsite to perform the upgrade configuration and conversion. Vendor held training classes in conjunction with GIS staff.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Team Building Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Andy Romano Beachfront Park Monitoring
- 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 held their summer 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 Summer American Legion Baseball plays every Wednesday morning at 10am. This was their final game.
 - The Ormond Beach Golden Spikes 13's and 14's team starts training this week Monday and Tuesday nights at the Sports Complex at 6pm.
 - The Ormond Beach Pride Tackle Football Program started official practices this week, Monday through Friday at the Ormond Beach Sports Complex on the new Multi-Purpose Fields at 5:30pm. They have four teams currently and are working on a possible fifth team.
 - Freedom Sports hosted two more tournaments this weekend at the Softball Quad at the Sports Complex. There was a men's and one co-ed tournament. These are rentals.

- Summer Sports Clinics have started. This week was the Hitting Baseball Clinic. It was held at Nova Field #2 from 9am to 12pm Monday through Friday. Athletic Supervisor, Gerry Pitchford, along with Recreation Leader, Bob Daniels, ran the clinic. 15 players participated.
- 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
 - Construction continues on the building for the Champion Field
 - 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 post on Soccer Fields 11 and 12.
 - Began spraying pesticide to try and control the "grassy weeds".
 - Adding insecticide to all tanks of spray to try and keep the harmful insects under control.
 - Put out goals on Soccer Fields 1-3 for OBSC Team Camp.
 - Digging up "bullhead" weeds on soccer fields.
 - Putting down sod to fix the worn out areas on Soccer Fields 5-7 and baseball fields.
 - Tried to host a softball tournament for the Lady Renegades although weather did not cooperate Friday and Saturday. They started Sunday morning but lighting halted them early.
- 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
- 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 – Second Session Began Monday
 - Summer Camp Field Trip to Ormond Lanes this week
 - Pavilion Rental Saturday and Friday

- 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
 - July 4th sponsor tasks- recognitions for all sponsors.
 - Summer Sounds Concert Series, Concert #2, Friday 7pm-9pm, RFG
 - Researching fishing industry companies for annual fishing tournament.
 - Event task for upcoming Reel in the Fun kids 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 continues to meet at various times throughout the week.
 - Camp T-Rec continues. 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 all summer.
 - Free breakfast and lunch is offered through the County Summer Food Program.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10 am to 3:30 pm Monday through Friday and on Saturday from 10 to 11:30 am.
 - Art Camp was held in Room 203 Monday to Friday mornings.
 - Enviro Camp was held in Room 205 Monday to Friday.
 - A wedding took place in Ormond Memorial Gardens 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 Greek Cooking class took place in The Casements kitchen on Thursday evening
 - The Summer Sounds Concert was held in Rockefeller Gardens on Friday 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
 - Repaired A/C in MPS at WWTP
 - Performed operational safety check on 14 electronically controlled gates

- Changed water filters on 16 City-owned ice machines
- Repaired faucet in family restroom at Andy Romano Beachfront Park
- Arranged first aid station at concession stand at Andy Romano Beachfront Park
- Tagged for repair one decorative LED lamp pole at Main Street Park
- Retrieved fireworks barricades from river; put away at Cassen Park
- Took down sponsor boards and bunting at City Hall
- Changed out water stained ceiling tiles under repaired roof at Fire Station 93, and at the PAC in the Box Office and Blue Room
- Installed two hasps with locks on Drug Drop Box at Police Station
- Installed chair rail in conference room at Leisure Services
- Removed 4th of July Banner from Granada Boulevard
- Checked tripped breaker for floor dryers at Gymnastics and for receptacles in the activity room at Nova
- Separated wiring in the game room from activity room at Nova Rec
- Rewired pump and controls for new irrigation pump at Tennis Center
- Installed new irrigation pump at the Tennis Center
- Repaired spigot leak at Tennis Center
- Replaced mechanical seal and gasket for circulation pump at SONC Splash Pad
- Delivered floor dryers to Gymnastics
- Repaired sink faucet in dining room at Senior Center
- Repaired men's room toilet at Fortunato Park
- Repaired drinking fountain at Nova
- Started up the water wheel at Rockefeller Gardens
- Reset lightning detection controller at Andy Romano
- Parks Maintenance
 - Transported approximately 40 boxes from City Hall to Fleet Maintenance for storage
 - Repaired vandalized BBQ grill at Andy Romano Beachfront Park
 - Repaired scoreboard damaged by automobile at Nova
 - Removed graffiti from men's room at Riverbend Nature Park
 - Screwed down loose deck boards at Central Park I
 - Repaired broken irrigation line at the Police Department
 - Repaired loose handrail at Central Park I
 - Removed graffiti from picnic table at Riviera Park
 - Repaired door closer at Andy Romano Beachfront Park
 - Repaired baby changing station at Sanchez Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = 0

Police Department

Administrative Services

- Command Staff attended the quarterly Users Group meeting hosted by the Volusia County Sheriff's Office.
- Staff attended Sheriff's Office District III open house.

Community Outreach

- The summer camp partnership with the Department of Leisure Services at the South Ormond Neighborhood Center continued. Over 60 students participated in art, science, reading, math and computer lab classes lead by area teachers and PAL staff. A new session began on July 14, 2014.
- OBPAL hosted a field trip to the Orlando Science Center July 9th. Sixty youths attended the field trip.

- Members of the Youth Directors Council assisted with the summer program partnership and served as youth chaperones during the Daytona Lagoon Field trip.
- Vendors for the bounce houses and the face painter were contacted for National Night Out to be held at the Nova Community Center August 5th.

Community Services & Animal Control

- Animal Calls: 65
- Animal Reports: 10
- Animal Bites: 1
- Animals to Halifax Humane: 10
- Injured Wild Life: 3

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 3
- Inactive: 7
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Carbreak: 2
- Grand Theft: 7
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 1
- Vandalism: 1

Narcotics

- Meth Lab Investigation (located at a residence during a knock and talk).
- Participated in a Crime Suppression Operation.
- One Search Warrant
- One Knock and Talk

Comments

- Burglary Business: Investigators identified a juvenile responsible for the burglary at the Breakaway Trails Clubhouse where golf carts were stolen. An arrest warrant was obtained and the subject has been arrested.
- Burglary Residential: Latent prints came back indentifying the person responsible for a burglary on Cypress Circle where a big screen television was stolen. The subject in question is a known person to investigators who has been arrested for burglaries in the past. Investigation continues.
- Grand Theft: Investigators located a \$3,000 bracelet that was stolen from Spring Meadows. The item was pawned by the victim's grandson.

Records

- Walk - Ins / Window 68
- Phone Calls 72
- Arrest / NTA'S 19

- Citations Issued 106
- Citations Entered 192
- Reports Generated 132
- Reports Entered 128
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,799
- Total Traffic Stops 169

Operations

Crime Opportunity Report Forms: 207

- 7/10/2014
 - Trespassing, 601 Hand Avenue (Joyce Ebbets Observation Deck). Officer encountered four trespassers in the park after/before hours. They were all issued trespass warnings.
 - Sex Offense, 2 Stone Quarry Trail (The Trails). Adult male whistled at an adult female resident working outside. When the female looked toward him, he was standing on the side of the road with no clothing on and masturbating in front of her. She went to a neighbor's house for help, and the suspect fled the area.
 - Grand Theft, 790 West Granada Boulevard (Walgreens). Unknown suspect took about \$500 worth of razors/men's products and ran out of the store, got into a black, Ford King Ranch pickup and fled. Staff waited 20 minutes until they called to report the theft. Vehicle and suspect match a similar shoplifting from the Walgreens in Holly Hill. The truck was observed with a cancelled Massachusetts tag that comes back to a GMC registered to Avis Rental out of Boston.
 - Criminal Mischief, 19 North Yonge Street (Granada RV Park). Unknown suspect attempted to pry open a locked mailbox in an attempt to steal prescription medication delivered to that address. Entry was not made and nothing was taken.
 - Burglary – Residence, 218 River Bluff Drive. Bicycle, tools, and lawn equipment stolen from open garage. Several day time lapse.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for shoplifting.
 - Traffic Arrest, Wilmette Avenue and U.S.1. Suspect was arrested regarding felony driving on suspended license.
- 7/11/2014
 - Theft, 55 South St. Andrews Drive. Outdoor fireplace taken from the yard overnight.
 - Fraud, 16 Byron Ellinor Drive. Victim received a call stating they had a buyer for property she had for sale. The caller advised they needed money wired to process paperwork. The victim wired \$1,298.00 to the address provided. The victim later discovered that the caller was not an employee of the agency she contracted with to sell her property.
 - Burglary-Residence, 66 Spring Meadows Boulevard. Known subject took a bracelet from his grandfather two years ago. The item was subsequently pawned.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart) Suspect was arrested for the theft and also charged with violation of her probation for 2nd degree murder charges.
 - Driving Under the Influence Arrest, 144 South Nova Road. Reckless vehicle stopped in Camelot Village. The driver was arrested following an investigation for driving under the influence
 - Battery, 19 Magnolia Drive. Two roommates involved in a physical altercation. The victim advised that the suspect became angry when he would not partake in using Marijuana. The victim advised that he just met his roommate three days prior. The suspect was extremely intoxicated and began punching the victim in the head and face. The victim suffered several contusions and bruising on the head and face and was transported to Memorial Hospital Ormond for treatment.

- Grand Theft, 301 Division Avenue (Ormond Brewery). Victim left her iPhone in the bathroom of the restaurant. A short while later the victim realized that her phone was missing and returned to the bathroom to look for it but was unable to locate it.
- 7/12/2014
 - Theft, 116 Benjamin Drive. Theft of a vehicle license tag off of a trailer.
 - Battery- Domestic Violence Arrest, 111 Benjamin Drive. Girlfriend and boyfriend argued over a phone call the female had received from an ex-boyfriend. Suspect arrested for Felony Battery as his girlfriend is currently pregnant.
 - Stolen Vehicle Arrest, Hand Avenue/South Nova Road. Holly Hill PD reported a stolen red Honda Civic fleeing in their jurisdiction earlier in the night. The same vehicle was involved in a hit and run in Ormond Beach. An Officer spotted the vehicle at the intersection of Hand Avenue and Nova Road. Two units conducted a stop on the vehicle while it was sitting in traffic. Both suspects arrested.
 - Battery-Domestic Violence Arrest, 19 North Yonge Street # 7. Boyfriend and girlfriend became involved in a physical altercation. Male subject punched the female in the face and gave her a bloody lip. Male was arrested for domestic violence battery and a complaint affidavit was completed on the female.
 - Battery-Domestic Violence Arrest, 801 South Nova Road. Husband and wife were at the Rockin Ranch to celebrate a birthday. The husband became intoxicated and began yelling at the wife. The wife went outside to their vehicle at which time he followed her outside and slapped her arm. The manager of the bar witnessed the incident. The male was arrested
- 7/13/2014
 - Stolen Vehicle, 122 University Circle. Victim's husband left the keys in the ignition of a 2014 Chevy Suburban with the doors unlocked. Vehicle stolen overnight and recovered in the county with minor damage.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for retail theft and also charged with violation of probation.
 - Shoplifting Arrest, 1521 West Granada (Wal-Mart) Suspect was detained and issued a Notice to Appear for retail theft.
 - Traffic Arrest, Broadway/FEC railroad tracks. A suspect was driving his girlfriends' truck when he stopped at the tracks at Broadway/FEC railroad crossing as a train was passing southbound. Due to his state of intoxication, he allowed the truck to roll forward into the path of the train. The train struck the front of the truck causing a significant amount of damage to the vehicle and a chain link fence. No injuries were suffered by either party inside of the truck. Both the male and female left the scene and walked to the RaceTrac gas station where the male subject called VCSO Dispatch to report the truck stolen. After confronting the male about his story, he admitted to making a false report. Male was arrested for the false report and leaving the scene of an accident with property damage.
 - Battery-Domestic Violence Arrest, 258 Jefferson Street. Juvenile female was being watched by her uncle for the evening while her parents were out. She became angry when he failed to put the toilet seat down. During the argument the juvenile grabbed the phone to call her mother. The uncle reached for the phone at which time the juvenile grabbed a kitchen knife and threatened the uncle. He reached for the knife to take it away from his niece and suffered a small laceration to his hand. The juvenile was arrested for battery.
- 7/14/2014
 - Carbreak, 11 Old Port Circle (Ormond Lakes). Unlocked vehicle had Pandora bracelet removed overnight.
 - Theft, 56 Wye Drive. Victim's roommate stole a surfboard from the home and sold it to the Safari Surf Shop.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect charged with retail theft for stealing food items.

- Burglary – Residence, 46 South Arbor Drive. Suspect shares a home with the victim where both have separate, locked quarters. Suspect went around the rear of the home and forced entry to the rear window of the victim's quarters, stealing an electronic tablet and other items. He was discovered by the victim and fled the home on foot. An officer caught the suspect leaving the area and recovered the items in shrubbery between the stop and the victim's home. Suspect was arrested for burglary and grand theft.
- Fraud, 1340 West Granada Boulevard (Lowe's). Victim had her Lowe's card taken from her in Hillsborough County. She reported the theft there but the card was used numerous times at the Ormond Beach Lowe's for over \$1,200.
- 7/15/2014
 - Burglary Arrest, 19 Shadow Creek Way. Juvenile suspect was arrested by CID in reference to the burglary and theft of the golf cart at the Breakaway Trails clubhouse last week.
 - Armed Burglary – Residence, 2 Coquina Lake Way (Breakaway Trails). Unknown suspect entered unlocked vehicle in driveway overnight. Apparently obtained the garage door opener, used it to access the interior of the home, and stole a Sig Sauer P238, .380 ACP and a pack of cigarettes within the kitchen. Residents were home at the time of the incident.
 - Battery – Domestic Violence Arrest, 769 West Granada Boulevard #3305 (Olive Grove Apartments). Boyfriend and girlfriend were involved in an argument where the boyfriend battered his girlfriend. He was arrested and charged with domestic violence battery.
 - Burglary - Residence, 70 Ivanhoe Drive. Entry made to the unlocked residence and a small safe removed. The victim believes she knows the suspect.
 - Driving Under the Influence Arrest, 300 block Oceanshore Boulevard. The suspect vehicle left the scene of a crash but was located by officers. The suspect was arrested for driving under the influence and leaving the scene of a crash with property damage.
 - Driving Under the Influence Arrest, West Granada Boulevard and Ridgewood Avenue. Vehicle was called in as driving erratically. The vehicle was found at Northbrook Drive and Parkwood Drive, stopped at a stop sign, with the driver passed out, and his foot on the brake. Suspect was arrested for DUI following an investigation. The subject was also in possession of a misdemeanor amount of marijuana.
 - Death Undetermined, approximately 200 yards North of Calle Grande and Florida East Coast railroad tracks. Older white male walked out of the woods into the path of the train where he was struck and killed instantly. CID, Evidence, FEC Railroad Police and Medical Examiner responded. Lt. Godfrey and PIO Walker were briefed. At this time identification has not been made and next of kin is unknown.
- 7/16/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect arrested for shoplifting a watch that he was going to sell to get money to feed his cats.
 - Carbreak(s), 54 Ivanhoe Drive. Two unlocked vehicles entered at the residence overnight. The only thing missing is approximately \$6.00 in change.
 - Stolen Vehicle Tag, 3 Stratford Place. Tag missing from trailer with a possible one week time lapse.
 - Carbreak, 1567 North U.S. Hwy 1 (Motel 6). Rental vehicle had the passenger side window smashed to gain access but nothing was taken – electronics in plain view were undisturbed.
 - Carbreak, 321 North U.S. Highway 1 (Florist) Tire and rim removed from an enclosed trailer.
 - Carbreak, 223 Milsap Road. Entry made to an unlocked vehicle and a GPS, MP3 and binoculars were taken.
 - Shoplifting Arrest, 1340 West Granada (Lowe's) Suspect arrested for retail theft.
 - Shoplifting Arrest, 1521 West Granada (Wal-Mart) Suspect arrested for carrying an empty child seat box into the store, placing it on the shelf and taking a similar box with the merchandise to the service desk for a return.

- Strong Armed Robbery, 1340 West Granada (Lowe's) Loss Prevention personnel attempted to detain a shoplifting suspect. Subject pushed the Lowe's loss prevention employee, knocking them to the ground. The license tag number of the suspect vehicle was obtained by a witness. Investigation is continuing.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 53
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 63
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - 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:
 - Crash on Pine Tree Drive had shut down to one lane for 40 minutes and complete shutdown for 15 minutes when wrecker arrived on scene.
 - 7/11/14 assisted FHP and VCISO with shutting down the 273 Southbound on ramp at US1 due to a rollover on the ramp. (1 hour)

- Traffic Complaints Received:
 - South Beach Street - Complaint of vehicles cutting off and cussing at bicyclists.
 - Hammock Lane - Speeding in the area of the park between 1600-1800.
 - South Old Kings Road / Division Avenue - Report of stop sign violations.
 - South Beach Street - Complaint of speeding.
 - Abacus Avenue - Illegally parked vehicle was marked for 24 hour tow, but was properly parked when patrol returned.

- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 400-Block Clyde Morris Boulevard
 - Reason for this STEP: Speed Enforcement
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 5; Written Warnings Issued: 0
 - Comments: None

- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 800-Block Arroyo Parkway
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: Highest speed: 46 miles per hour

- 3. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 200-300-Block South Beach Street
 - Reason for this STEP: Citizen complaint / speeders
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 1; Written Warnings Issued: 1
 - Comments: Two speeds in the high 40's

- 4. Strategic Traffic Enforcement Program (STEP) Information:

- Location: 100-400-Block Clyde Morris Boulevard
- Reason for this STEP: Speeding
- Number of times worked: 2; Total Hours Spent: 2.5
- Citations Issued: 9; Written Warnings Issued: 0
- Comments: Speeds all in the 60's or above in the 45 zone. Had a 73 in the 45 zone

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Division Avenue / South Old Kings Road
 - Reason for this STEP: Citizen complaint / Stop Sign
 - Number of times worked: 2; Total Hours Spent: 1.25
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Marjorie Trail / Winding Woods Trail
 - Reason for this STEP: Citizen complaint / Stop Sign
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Haven Wood Trail / Autumn Wood Trail
 - Reason for this STEP: Citizen complaint / Stop Sign
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- 8. Strategic Traffic Enforcement Program (STP) Information:
 - Location: South Beach St / Riverview Drive
 - Reason for this STEP: Citizen Complaint
 - Number of times worked: 1; Total Hours Spent: 1.5
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: 2 Verbal Warnings for speed (6-9 over)

- General Comments:
 - 07/11/2014: DUI arrest 14-07-00223
 - Assisted Volusia County Traffic Engineering with shutting down and directing traffic at Williamson and 40 for two hours.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 10 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 13 Cases initiated
- 14 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with two walk-ins and seventy-eight (78) telephonic inquiries.

Public Works

- **Engineering**

- **Project Summary**

- **Construction Projects:**

- **Tymber Creek Phase I** – The project is approximately 90% complete. Final paving and site restoration are underway.
- **John Anderson Drive** – The contractor has completed all underground water/stormwater/force main work. Activities will now concentrate on final paving and restoration.
- **2 Inch Water Main Replacement – Mainland** – As-Built are being reviewed.
- **2-Inch Water Main Replacement – North Peninsula** - The contractor is preparing the final pay request.
- **Downtown Underground Utilities Conversion** – Carter Electric have stabilized their construction staging site and are finalizing restoration. 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** – The FDOT is looking for additional funding to construct ADA improvements at one of the intersections. If the contractor is agreeable to perform the extra work a LAP agreement will be processed for the additional funding.
- **Traffic Signal Maintenance (Mast Arm Painting)** – Revised MOT plan has been approved by FDOT dependent upon signed and sealed plans; the City is awaiting issuance of a permit to commence the project.
- **Airport Business Park Overhead Utilities Conversion/Hardening** – FPL has completed the installation of conduit, conductor installation and connection is currently being scheduled.
- **OBSC Multi-Purpose Building** – Mechanical Electrical and Plumbing inspections were passed, final building and SPRC inspections are being coordinated.
- **Granada Blvd. Resurfacing – Tymber Creek to Perrott** – Utility adjustments are nearing completion; FDOT has begun paving the friction course.
- **OBSC Roadway Improvements** – Site grading of the perimeter road continues and stormdrain is being installed.
- **Nova Recreation Center Roof Repairs** - Work continues on roofing the gymnastics center. During heavy rainfall over the 4th of July weekend, incomplete areas of the roof over the gymnastics center exposed the insulation to water intrusion along the interior walls on the west and south side of building and along the floor. The Contractor is replacing the insulation that received water damage at no cost to the City. The roof and wall interface has been sealed to prevent water from entering the building as the roof is being completed.
- **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.
- **Wilmette Avenue Bypass Pump Station** – Final FEMA inspection is scheduled for Friday July 25, 2014.

- **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 – 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 - Proposed design layout and grading plan for the southeast parking area was analyzed for cut and fill and milling and resurfacing needs with new versus existing asphalt to determine cost.
- 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 29th City Commission meeting.
- Ph II 2-Inch Water Main Replacement – Mainland - Preliminary design plans are 25% complete.
- Ph II 2-Inch Water Main Replacement – North Peninsula - Survey work has commenced, the consultant is preparing 30% plans 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 Recalimed Water Extention – 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).
 - Utility Coordination - Staff met with the FDOT and regional franchise utilities to discuss upcoming projects and FDOT's requirement changes for notification of utility maintenance activities.
 - Rima production well backup generator - After removal of several cubic yards of soil exposed to a diesel fuel leak from the back-up generator at Well 39R, several soils boring were taken and tested, and a limited site assessment report was prepared and submitted to FDEP for further instruction.
 - Brownfield RFP - Staff met with consultant to discuss the Brownfield grant application process and proposal for performing work in accordance with work included in the RFP package.
 - Reviewed plans and created wetland protection permits for 1 Broadwater Drive, and 658 John Anderson Drive.
 - Continued to update the Nova Recreation paving project design plans (calculating the volume of cut and fill for parking area "A") per project manager's comments.
 - Staked out easement corners at Rima Ridge production well #54.
 - Onsite meeting with homeowner at 59 Abacus Drive to discuss swale construction error.
 - Onsite meeting at 38 Black Creek Way for final inspection on seawall/grading.
 - Researched and provided as-built drawings for the proposed Environmental Learning Center surrounding area.
 - Researched proposed utility pipe locations to verify right-of-way encroachment for the proposed Division Ave Raw Water Transmission Main.
 - Calculated the square footage of the conservation tracts and upland buffers on the Tower Circle Extension Plat at the Airport Business Park to verify the required mitigation areas per SJRWMD.
 - Modified the plans set for 200 Seton Trail per Utilities Division comments.
 - Completed tree locate at corner of Navajo/Cherokee Trails per Neighborhood Improvement Division request.
 - Completed sight triangle stakeout at the northeast and northwest corners of Grove Street/Division Avenue intersection per Neighborhood Improvement Division request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Repaired damaged sidewalk caused by tree on Granada Blvd. by the Police Department
 - Eight employees attended class for two days at the Sunshine Safety Council for 4-yr. MOT (Maintenance of Traffic) certification
 - Poured concrete sidewalks on King Edward Dr., at Granada & US1 and Seminole & Seton Trl.

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 stumps at various citywide locations

- Trimmed trees on Sanchez, on Rosewood, on Lakebridge, on Shawnee Trl., corner of Granada & Water Oak, at Granada Professional Center, on Moreland Blvd., at Central Park III, and on Central Ave.
- Removed a tree at Grove & Central

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed trees on Sanchez, Sagebrush, SR40, Riverside Cir., Dianne Dr., and at US1 & Lincoln

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
- Northbrook/Overbrook Area, installed stop bars, where needed
- Sunshine Safety Council in Daytona Beach, attended class for 4-yr. certification for (2) days
- Fluhart Dr., installed delineator
- Sanchez, installed "No Truck" sign
- Sign Shop, cut up and took apart old posts

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
- Sunshine Safety Council in Daytona – (4) employees attended (2) day class for 4-yr. certification in Maintenance of Traffic (MOT)

Vactor

- The Crossings – helped the Water Department

Mowing

- Reachout Mowing – US1, Hull Rd. ditch, and Airport Sports
- Slope Mowing – Bennett Ln., and various FDOT ponds

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

27,065

PM Services completed for the week:
Emergency—Vehicles and Equipment
14

Non-Emergency Vehicles and Equipment
19

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has gallons of 14,280 unleaded and 5,277 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,210 gallons of unleaded and *1,929 gallons of diesel.
- Fleet completed 55 work orders this week.

*Note higher diesel usage due to filling up off site generators.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Project is completed.
- Annual Supply of Chemicals for Water Wastewater – Addendum 1 issued.
- Backflow Prevention Device Testing, Certification and Repair Services – Incorporated review comments into the bid documents.
- Breakaway Trails Lift Station Control Panel Replacement – Discussed the requirements with the design engineer.
- Concentrate Piping Connection to Reuse Storage Tank – Crom is installing supports for the reuse tank piping. Electrician is digging trenches for conduit to the storage tank. Directional bore completed.
- Division Avenue Well Field Raw Water Piping – 90% plans and specifications were reviewed with the consultant. Easements are being reviewed for construction. FDEP wastewater collection system permit application was executed and sent to the consultant for processing.
- Cross Connection Control (CCC) Program Management Services – Project is advertised for bids.
- Dual Check Valve Assembly Installation Services – A pre-construction meeting is being scheduled.
- Dual Check Valve Assembly Procurement – Parts are being ordered.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – Survey/ design is underway.
- John Anderson Drive Water Service Replacement – Submitted design to Engineering and received a set of plans. Prepared Volusia County Use Permit Application.
- Nassau Circle Water Service Replacement – Volusia County is reviewing the USE Permit Application RAI.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Information requested at the meeting with FDEP is being collected to prepare a response to the RAI.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 operated within evaluation criteria limits and official testing was concluded. Similar pump modifications for other units pending.
- 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. Generator exhaust system is being modified to retain the same building foot print.
- Saddler's Run Lift Station Rehabilitation – Consultant is preparing plans and specifications to address comments received during the 60% review meeting.
- South Peninsula Reclaimed Water Main Extension – Reviewed preliminary plans with design engineer. Discussed options to reduce the project cost to stay within the allotted budget.
- 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. A different contractor will look at the manhole next week due to the slow response from FDOT's subcontractor.

- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – As-built drawings were received for review.
- Storage Tank Repairs and Maintenance - A revised scope of services was received from Hazen and Sawyer is under review.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Kingston Shores – Discussed plans and potential options for reducing costs with the design engineer. Valiant Diner – Reviewed revised plans. River Oaks – Clearance received for water distribution system. Received a request to turn on the water. Met with developer to discuss pump station start up obstacles. CVS – Reviewed conceptual design plans.

Departmental Activities

- Water Distribution
 - Exchanged 33 water meters per Finance Department work orders.
 - Installed 3 new water service connections for residential properties.
 - Responded to or repaired 24 water service leaks.
 - Performed accuracy testing on 3-3", 2-8", 1-6" and 1-10" commercial water meters, all tested within accuracy limits. Replaced the low side 2" water meter connected to the 10" water meter serving the Crown Apartment complex on Williamson Blvd.
 - Assisted 16 customers with misc. concerns.
 - Responded to 10 water pressure and/or water quality grievances.
 - Replaced 2 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 annual pressure testing on 5 city owned backflow preventers, all backflows held tight. Initiated backflow installation on irrigation services for the medians in the Trails subdivision.
 - Replaced 28 water meter boxes.
 - Repaired 2-2" GSP water mains on Cypress View Trail and Hibiscus Dr and a 6" AC main on Lincoln Ave.
 - Performed maintenance on 5 city owned fire hydrants, Water distribution system map B4 (Northbrook-N. Beach St area).
 - Performed scheduled maintenance on 8 Water Distribution system valves in the A5 map book area.
 - Assisted customer with the removal of a large honey bee nest inside the water meter box.
 - Performed flushing activities on Indian Springs, Tymber Crossings, Hunters Ridge, Ashford Lakes, Briargate, Deer Creek, Forest Quest, Huntington Woods, Colonial Cir, John Anderson Dr, Riverwood Dr, Lincoln Ave.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 80 regular and 5 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 36.512 million gallons for the week ending July 13, 2014 (5.216 MGD)
 - Backwashed 11 filters for a total of 600,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - There was one Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.32 Million Gallons.
 - Produced 17.89 Million Gallons of Reuse.
 - Produced 13.43 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.47 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 97.33 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 17 trouble calls Breakaway/Hunters Ridge PEP System service area and 10 in town.
 - Replaced reuse valve box lid at S. Nova Rd. & Fleming Ave.
 - Checked seven sewer trouble spots on beach side and ten on mainland side. All clear.
 - Flushed sections of reuse water system along Ocean Shore Blvd.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 14 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 6 psi.
 - Replace check valve at 1 Winding Creek Way.
 - Locate sewer valve and replaced J-Box at 6 Stagden Look.
 - Drained six loads of low pressure sewer from Westland Run (12,000 gallons) due to rain. Total rainfall from 7/9/14 to 7/16/14 was 5"
 - Low pressure sewer gauge readings: Westland Run (2 inch) 31/28 psi. Foxhunters Flat (2 inch) 28/22 psi & Shadow Creek Blvd. (4 inch) 4/5 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Scum Well #2 –weekend call out – tested all electrical components – cabinet now operating properly and automatically – OK.
 - Bar Screens – replaced float –broke up and removed large rag – Bar Screens fully operational in auto – OK.
 - Dewatering Pump #1 – installed repaired warranty pump returned by Vendor.
 - Digester – possible seepage at flange gasket noted – tightenrd flange gasket at plumbing – will monitor.
 - SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911; 2M – no starts pump #2 –replaced with repaired inventory; 10M – High Starts – found evidence of possible lightning strike – multiple electrical problems found throughout control cabinet - replaced assorted blown fuses – repair motor starter #2 – reprogrammed SCADA PLC – all OK; 7P - found FPL power out – 300 customers effected – set up generator – monitored generator use during power restoration – FPL restored – OK; Ormond Mall - high level – reboot controller – OK – no overflows; 12M L.S. – light blinking on SCADA - Found blown fuse on 120V feeding SCADA cabinet - Replaced fuse and batteries – OK.
 - Influent pump room – deragg 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.
 - Monthly PM's: Influent Odor Control; Girt Snail; Sand Filters #1, #2, #3; Digester Blowers #1, #2, #3; Sand Filters #1, #2, #3; W.A.S. Pumps #1, #2; R.A.S. Pumps #1, #2, #3, #4, #5; Effluent Transfer Pumps #1, #2, #3.
 - Lift Station PM's: 15 monthly and 0 annual performed.
 - Plant wide oil & grease route.
 - 64 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Tomoka State park booster station - reset overloads on #2 pump - reboot PLC and adjust timer relay.
- Rima well field – FPL power outage – all wells affected – wells 35, 40, and 41 operated under generator power until power was restored - Well 35R out of service due to lighting – getting quotes for repairs.
- H.S.P. #7 checked valve – installed re-machined internal components.
- Shadow Crossing Reuse - fire pump running - #1 V.F.D. over temperature fault indicated - replaced fans and circuit board with shop stock - all ok.
- Well 37R - phase monitor fuses blown – replaced – all ok.
- Polyphosphate pump - installed returned to operations for calibration.

- North pit – prepped control panel for installation - added controls to cabinet to allow for auto control.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program: Two facilities submitted an Industrial Pretreatment application/survey, one is an initial survey and the other requesting a revision to the current permit. Staff is evaluating the applications.
 - Sewer Collection System Programs: Staff has begun the process to establish collection system programs including a Fats, Oils & Grease reduction program and a program to eliminate wipes and other items which disrupt the City's sewer system. The programs seek to eradicate sanitary sewer overflows caused by blockages in the system. Staff began documenting locations of assisted living facilities for educational program and best management practices outreach.
 - Wastewater Treatment Facility: Staff assisted in collecting low level mercury samples of WWTF effluent for compliance with the current permit.
- 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 have the testing was complete.
 - Diesel Fuel Release Remediation: Engineering and Utilities Divisions collaborated with geotechnical firm for removal of diesel contaminated soils and preparation of Limited Site Investigation & Interim Source Removal Report. Report finalized and forwarded to FDEP. Staff to continue collaborations with consultant for remaining source removal alternatives.

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
- City Clerk attended City Manager Staff Meeting
- Agenda packet preparation for July 29, 2014, City Commission Operational Budget Workshop
- 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.