

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 25, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Police Chief,
- Budget discussion with Assistant City Manager and Finance Director
- Solid waste discussion with staff
- EOC exercise with City staff
- Employee of the Quarter selection committee meeting

Spoke to, attended and/or met with:

- Individual budget overview meetings with commission members
- City/County Managers' meeting
- State of the City meeting with City and Chamber staffs
- Email update of City events to Wayne Grant, Ormond Beach Observer

Community Development

Planning

- The Planning Director participated along with other essential staff in the EOC Exercise where emergency support functions were reviewed and discussed.
- Planning Director and Economic Development Director participated in a telephone conference with Dr. Owen Beitsch of Real Estate Research Consultants (RERC) out of Orlando. RERC provides real estate and economic advisory services to public clients.
- Staff has been busy fielding telephone calls from property owners along the US 1 N corridor who received a postcard from Volusia County regarding the County and City meetings regarding the Interlocal Service Boundary Agreement.
- The Planning Director reviewed documentation from the property owner of Wild Bills and Hog Pen regarding inclusion into the list of Interlocal Merchant Licenses that will not be considered amortized. Provided the Legal Department with a response to the documents and a meeting with Legal is being scheduled.
- The Planning Director reviewed and made comments to Main Street regarding the submitted Interim Report and budget for next year's funding cycle.
- Completed final reviews and waiting on final completed contract for ProjectDox. Reviewed the four options with the Finance Director. A meeting with the City Manager has been scheduled to discuss the proposed contract and the following four options:
 1. Software-as-a-Service (SaaS) financed;
 2. SaaS without financing;
 3. Purchase with Avolve Hosting; and
 4. Purchase with City Hosting.
- Prepared the contract award regarding the Brownfield RFP for the 8/19/14 CC agenda. The price Cardno presented for preparing the grant was \$3,800. It is a very good price because the firm's

experience with EPA, and funding success rate experienced in the past, brings a value that exceeds the \$3,800.

- Placed on the City's main web page Nomination Forms for potential brownfield sites in preparation of the Brownfield Advisory Board's (BAB) public meeting which will be promoted in the newspapers. A copy of the press release was sent to members of the US1 Coalition. BAB is looking for a list of potential properties that may be eligible to take advantage of the program.

Building Inspections, Permitting & Licensing

- 244 inspections performed.
- 5 business tax receipts issued.
- 104 permits issued with a valuation of \$1,319,687.00

Development Services

- The SPRC received the following for review:
 1. Concept Plan – Storage facility on Parque Street.

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. Tomoka Holdings is in the process of preparing the documents and website that will promote the Ormond Crossings project that will be utilized to recruit businesses and investors. 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 and the Agreement will be provided to the Commission.

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 scheduled for August 11. Construction of the building is expected in late August.
- 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. The final draft will be presented to the full Chamber Tourism Committee prior to production. Production of the brochure is expected in September.
- 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 an 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 has requested a proposal from Austin Outdoor to conduct periodic clearing of the airport's perimeter fence. Overgrowth of grass and other vegetation can cause damage and impact the effectiveness of the fence.
- Gate 10 at the airport malfunctioned earlier this week, repairs were made and the gate is operational.
- Staff responded to a request from the FDOT for copies of the plans created by AVCON, Inc. during the recently completed design phase of the Taxiway "G" construction project.
- Staff is working with consultants from Kimley-Horn and Associates, Inc. to prepare for phase two of FDOT's Statewide Airfield Pavement Management Program (SAPMP). Engineers from Kimley-Horn are scheduled to visit the airport this September to conduct thorough inspections of the airport's runways, taxiways and ramp areas.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Budget preparations for fiscal yr 2014-15.
- Completed Projects - Weekly
 - Processed 28 Journal Entry Batches (# 4,488 – 4,566).
 - Approved 24 Purchase Requisitions totaling \$301,988.87.
 - Issued 15 Purchase Orders totaling \$75,252.51.
 - Prepared 126 Accounts Payable checks totaling \$449,629.30 and 36 Accounts Payable EFT payments totaling \$441,419.05.
 - Prepared 34 Payroll checks totaling \$27,403.94 and 350 Direct Deposits totaling \$411,459.37.
 - RFP 2014-24, Utility Billing Services, RFP Opening on July 22, 2014.
 - BID 2014-25, Water and Wastewater Chemical Purchases, Bid Opening on July 23, 2014.
 - RFP 2014-26, Employee Group Health Insurance, RFP Opening on July 22, 2014.
 - Transferred IRS 941 payment of \$158,139.38.
 - Processed 3,893 cash receipts totaling \$581,987.23.
 - Processed 1,697 utility bill payments through ACH totaling \$151,482.77.
 - Processed and issued 7,808 utility bills with billed consumption of water of 47,541k.
 - Issued 304 past due notices on utility accounts.
 - Auto-called 74 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Ormond Beach Wants You! (Brownfield Advisory Board, Nominations of Sites)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ads for Ormond Observer.
 - Attended weekly staff meeting.

- Attended EOC exercise.
- Attended State of The City meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 6
- Hazardous: 10
- EMS: 81
- Motor Vehicle Accidents: 4
- Public Assists: 39

TOTAL CALLS: 143

- Aid provided to other agencies: 13 calls – Daytona Beach (6), Volusia County (7)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 53
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 66

Training Hours

- NFPA 1001: Firefighting 10
- NFPA 1002: Driver/Operator 10
- NFPA 1500: Safety/Equipment 45
- NFPA 1620: Pre-Fire Planning 29
- EMT/Paramedic 10
- TOTAL TRAINING HOURS: 104

Station Activities

- Updated 37 pre-fire plans
- Conducted 9 fire inspections

Significant Incidents

- 7/18/14, E. Granada Blvd. / Riverside Dr. – Motor Vehicle Accident – Two car collision into stone wall in front of The Casements – one patient transported to hospital.

Operations

- Held monthly fire administrative staff meeting.
- Attended Volusia County Emergency Management partners meeting on concept of operations.

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. Interviews have been scheduled with four (4) applicants for 07-30-14 and 07-31-14.
 - Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal on-line, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open

until filled. Seventy-four (74) applications and resumes have been received, entered on the applicant tracking 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. Interviews have been scheduled with four (4) applicants for 08-01-14.

- 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.
- 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. Seven (7) candidates are scheduled to be interviewed on 07-30-14.
- Promotions/Transfers
 - Fire Department – A Battalion Commander candidate was selected from the eligibility list with promotion effective 08-02-14.
- 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 – Project completed.
- Email Server Upgrade – Project completed.
WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide starting with City Hall.
- iSeries system (HTE Sungard Naviline) - System was down for most of Monday due to upgrade issues.
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 16 New work - 56 completed - 54 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,001	Inbound E-Mails Blocked	10,563
Delivered Inbound E-Mails	12,340	Quarantined Messages	98
Percentage Good Email	53.6%	Virus E-Mails Blocked	148

- Notable Events:
 - Major Naviline upgrade from version 7 to version 9.1 was performed over the weekend. We had held off doing updates for nearly two years as we evaluated system alternatives in the RFP process. The upgrade had some glitches, resulting in the system being down nearly all day Monday. Sungard has worked with staff to diligently resolve the issues as they are discovered.
 - The complete upgrade to NaviLine version 9.1.14.3 included:
 - All iSeries programs (32 products in all)
 - New Document Management (DMS) server (virtualized)
 - New NaviLine server (virtualized)
 - Upgraded 5 Click2Gov web sites
 - Upgraded credit card payment server software
 - Upgraded 7 point of sale workstations programs and configurations
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 2 Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,804 (88.0%) potable 19,247, Irrigation 548, Effluent 9
 - Notable Events: Deployed Vantage Points GIS (GeoBlade upgrade/replacement) and attended Admin Training for the new product.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - EOC Exercise
 - Sports Complex Walk Thru
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Andy Romano Beachfront Park Monitoring
 - Rock 'n Roll Snack 'n Stroll
 - 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 held their summer practices this week at the Sports Complex Softball Quad Monday and Wednesday evenings.
 - Louis Camacho is once again renting the fields for his 6-a-side league starting Saturday and Sunday 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 Ormond Beach Golden Spikes 13's and 14's teams continue training this week Monday through Thursday nights at the Sports Complex at 6pm. They also hosted a clinic at Nova Fields #3 and #4 on Saturday from 9am to 1pm.
 - 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 one more tournament this weekend at the Softball Quad at the Sports Complex.
 - Summer Sports Clinics are continuing. This week was the Golf Clinic. This was held at the Sports Complex from 9am to 12pm daily, Monday through Friday. Athletic Supervisor, Gerry Pitchford, ran the clinic.

- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - All fields open for use; game fields only are restricted
 - Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
 - 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 for practice and games during the week.
 - Began installation of four field goal post on Soccer Fields 11 and 12
 - Finished spraying a liquid pre-emergent to try to control the weeds
 - 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
 - OB Pride Football began practice on Fields 11 and 12; put out benches and trash cans for them.

- OBSC held soccer clinics on Felds 1-3 nightly this week.
- Prepped Quads 1-4 for a Saturday men's softball tournament.
- Prepped Quad 1 for a Coed softball tournament on Sunday.
- Prepped Nova Field 2 for a hitting clinic daily this week.
- Sprayed the Quads and Baseball common areas with armadillo repellent.
- 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 Thursday: CMT Theatre Camp
 - The Performing Arts Center is preparing to host the following events:
 - National Gym Assoc. Bodybuilding Competition, Saturday, July 26th, 10:00am to 6:00pm
- 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 week of the second session began on Monday
 - Summer Camp field trip to Daytona Lagoon this week
 - Pavilion Rentals Saturday, Tuesday, Thursday and Friday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Leader position and new Community Events Technician
 - Attended weekly staff meeting, EOC training exercise, Senior Games meeting, and event meeting
 - July 4th sponsor tasks - recognitions for all sponsors
 - Summer Sounds Concert Series, Concert #3, Friday 7pm-9pm, Rockefeller Gardens
 - Researching fishing industry companies for annual fishing tournament
 - Event task for Reel in the Fun kids fishing tournament and Summer Sounds concert series
 - Assisting with Nation Night Out event
- 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 the August 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.
 - 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 will be 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 and Saturday from 10 to 11:30am.
 - Enviro Camp was held in Room 205 Monday to Friday.
 - A family reunion took place in Bailey Riverbridge on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding was held in Bailey Riverbridge on Sunday afternoon.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Wednesday evening.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - A wedding was held in Ormond Memorial Gardens on Thursday afternoon.
 - The Camera Club met in Bailey Riverbridge on Thursday evening.
 - The Casements Guild is presenting another Centennial event, Rock 'n Roll Snack 'n Stroll in partnership with the Ormond Memorial Art Museum, Ormond Historical Society, Ormond MainStreet, East Granada merchants and Oceanside Country Club from 4pm-7pm this evening.
 - The Summer Sounds Concert was held in Rockefeller Gardens last 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/maintenance of the water wheel and sump pumps at The Casements
 - Daily inspection/maintenance of Andy Romano and SONC Splash Pads
 - Replaced A/C at Nova Ball Field Maintenance
 - Checked Administration A/C not cooling at Senior Center
 - Cleaned window A/C unit in Gymnastics Office
 - Replaced bag in hand sanitizer dispenser at Engineering kitchen
 - Picked up janitorial supplies from vendor
 - Ordered, picked up and delivered five #10 ABC fire extinguishers to new field house
 - Gathered and delivered restroom amenities for contractor to install at Airport Sports
 - Picked up and installed P-TAC unit from Flair for Range Master's Room
 - Assisted with repair of pump house door at Airport Sports
 - Replaced locksets on electrical shed at Wendelstedt Baseball
 - Checked and serviced A/C in Gymnastics
 - Reset lightning detection controller at Andy Romano
 - Corrected power problems at Rockefeller Gardens
 - Repaired access panels at Andy Romano
 - Repaired ladies restroom toilet at the Ormond Art Museum
 - Installed new ground floodlights at the entrance of the Ormond Airport
 - Installed new water heater for the sink at Waste Water Collections Office
 - Moved file cabinets at City Hall for Human Resources
 - Repaired water fountain on the second floor of The Casements
 - Installed new ceiling tiles and repaired florescent light in bunk area at Fire Station 93
 - Replaced a ceiling fan in the garage bay area at Fire Station 92
 - Installed form boards for sidewalks for the new greenhouse at the Ormond Art Museum
 - Repaired handicap ramp post at Tennis Center
 - Assisted with repair of the access panel latches at Andy Romano Beachfront Park
 - Assisted with form boards and digging for the new greenhouse at the Ormond Art Museum
 - Reset irrigation pressure switch at the Tennis Center
 - Repaired toilet seat in men's room at Fortunato Park

- Repaired gate to back entrance to Airport Sports
- Reset lightning detection at Andy Romano Splash Pad
- Parks Maintenance
 - Installed new bike rack at Sanchez Park
 - Pressure cleaned two benches on Plaza Grande
 - Cleaned out homeless camp off of Division Avenue
 - Replaced vandalized dog waste station at Riviera Park
 - Sprayed for weeds in workout stations at Central Park I
 - Pressure cleaned playground equipment at Central Park II
 - Repaired door closers at Andy Romano Beachfront Park
 - Removed graffiti from new bridge at Central Park II
 - Repaired men's room door at Sanchez Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = Splash pad at SONC not working

Police Department

Administrative Services

- Command Staff attended/participated in the City Managers staff meeting and Hurricane Preparedness Exercise held at the Police Department.

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.
- Members of the Youth Directors Council will assist with the summer program partnership and serve as youth chaperones during the Daytona Lagoon Field trip.

Community Services & Animal Control

- Animal Calls: 58
- Animal Bites: 0
- Animal Reports: 6
- Animals to Halifax Humane: 8 (Dogs: 1 Cats: 7)
- Wildlife: 1

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 9
- Inactive: 6
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 6
- Larceny Carbreak: 8
- Grand Theft: 2
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0

- Police Information: 1
- Suspicious Incident: 0
- Undetermined Death: 1

Narcotics

- One Meth Lab Investigation
- Training
- One Search Warrant
- Two Knock and Talks

Comments:

- Fraud: Investigators are looking into a time share fraud that has occurred numerous times using an Ormond Beach address.
- Robbery: Investigators are looking into a shoplifting incident at Wal-Mart where the suspect grabbed a baseball bat and threatened loss prevention. The subject then pulled out a knife and threatened employees as they confronted him in the parking lot.

Records

- Walk - Ins / Window 65
- Phone Calls 80
- Arrest / NTA'S 19
- Citations Issued 71
- Citations Entered 87
- Reports Generated 127
- Reports Entered 124
- Mail / Faxes / Request 30

Patrol

- Total Calls 1,801
- Total Traffic Stops 152

Operations

Crime Opportunity Report Forms: 159

- 7/17/2014
 - Burglary - Residence. 252 Jefferson Street. Walk up to the Police Department. Four month time lapse, ceramic pieces, fur wraps and lamps taken.
 - Burglary - Residence. 432 Collins Street. Victim has been on vacation since July 13, 2014 and upon returning home discovered items missing from her residence to include an X-Box and a small flat screen TV.
 - Shoplifting Arrest, 405 West Granada Boulevard (Office Depot) shoplifting reported by a customer to store employees. The customer/witness stated that the subject shoplifting appeared to be intoxicated. Upon arrival officers found the suspect passed out in the rear of his vehicle after apparently huffing canned air intended to clean computer keyboards.
 - Carbreak, 706 Montana Terrace. Radio removed from the vehicle.
 - Burglary - Residence, 515 Laurel Drive. Victim walked up to the Police Department to report several items stolen from his residence that he recently noticed/discovered missing.
 - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect switched UPC labels on two items to reduce the price and attempted to purchase the items at the reduced price.
 - Sex Offense, 1614 North U.S. 1 (Econo Lodge). Two females drove from Bunnell to meet several males at the Econo Lodge. One female claims that two males sexually assaulted her on the side of Dairy Queen. All parties have different stories. Three males advised that the victim did conduct sex acts on them willingly. All parties advised that the victim

was upset because someone allegedly stole money from her. The victim was taken to Halifax for an exam but refused to cooperate. Incident appears to be drug related.

- 7/18/2014
 - Burglary-Residence, 115 Rockefeller Drive Unit C. A bicycle was taken out of a covered carport overnight. The suspect left an older bike on scene in place of the one stolen from this residence.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect brought items to a self checkout register. He only paid for about half of the items the rest he bagged and put back in his cart.
 - Carbreak, 97 Treasure Lane. Unlocked vehicle. Laptop and other items taken.
 - Grand Theft Arrest, 386 South Atlantic Avenue. \$300 bicycle taken from the rear of Aliko Plaza, security lock was cut. Officers later responded to a suspicious subject at Fortunato Park where contact was made with an individual who was in possession of the stolen bike. He was arrested and the bicycle recovered/returned to its owner.
 - Battery – Domestic Violence Arrest, 1614 North U.S.1 #236. Motel guest claimed to have observed a male grab a female by the throat and drag her upstairs to a second floor room. Contact was made with the male and female subjects who both initially advised nothing happened. A subsequent investigation determined the offense did in fact take place and the male subject was arrested for domestic violence battery.
 - Battery – Domestic Violence Arrest, 690 South Center Street. Boyfriend and girlfriend are co-habitants got into a physical altercation. The female was determined to be the primary aggressor and was arrested for domestic violence battery.
 - Warrant Arrest, 1300 Block Hand Avenue. Subject was arrested on an outstanding warrant following a routine traffic stop. He was also found to have narcotics in his possession. A second male subject was also arrested for possession of narcotics and narcotics paraphernalia after a syringe and crack cocaine were found on the seat he was occupying in the vehicle.
- 7/19/2014
 - Carbreak, 169 Rockefeller Drive Unit B. Felony amount of medical supplies was reported taken out of the unlocked trunk of a vehicle parked in the driveway of the residence.
 - Carbreak, 143 Benjamin Drive. Papers were removed from an unlocked vehicle. They were found on a neighboring street by an AT&T worker and returned to the victim.
 - Battery, 839 South Atlantic Avenue (Andy Romano Park). Suspect and victim were in an argument over a parking space. Suspect ran up to victims' vehicle, reached in and started pulling on him. Suspect then fled the area when a witness told him she was calling the police. Ofc. Pearson spotted the vehicle and conducted a traffic stop and the suspect positively identified, however, the victim declined to press charges.
- 7/20/2014
 - Robbery, East Granada Boulevard and John Anderson Drive. Juvenile victim was stopped at a red light on John Anderson Dr. sitting on his motorcycle. An individual known to the victim exited a vehicle, ran up to the victim and ripped the backpack off his back then fled the area. Victim advised he had cash and a laptop computer in the backpack.
 - Fraud, 205 East Granada Boulevard (Walgreens). Pharmacy received a call for a prescription for codeine. Pharmacist thought it was suspicious because the doctor that the caller claimed to be does not normally call in prescriptions. The doctor's office was called and it was confirmed the prescription was false.
 - Burglary-Residence, 9 Fair Oaks Circle. Suspect cut open a screen to a rear porch and made entry into the residence.
 - Fleeing and Attempting to Elude Arrest, West Granada Boulevard and North Orchard Street. Motorcyclist fled from an officer attempting a traffic stop. No pursuit was initiated. Other officers saw the subject flee the area on various streets. Officers began checking the area and the subject was found backed into a space at the Oaks of Lake Bridge trying

- to avoid detection. He was detained, identified by the officer who tried to stop him, and arrested.
- Battery – Domestic Violence, 261 Sanchez Avenue. Boyfriend and girlfriend were engaged in a physical altercation. Unable to determine primary aggressor. Male left for the evening and cross complaints were filed.
 - Resisting an Officer without Violence Arrest, 220 South Nova Road. Officers attempted to stop 4 juveniles on bicycles with no lights. Subjects refused to stop and fled into Forest Hills.
 - 7/21/2014
 - Suspicious Incident, 226 Cardinal Drive (Pirate's Cove) Owner called in to advise that his maintenance worker had located a piece of PVC pipe, with caps on the ends, underneath their soda machine. VCSO Bomb Squad responded, as well as our CID and Evidence Technicians. Object was determined not to be harmful and was destroyed.
 - Grand Theft, 661 South Nova Road (Curb Appeal Outdoor Design) Two lawn decorations taken over the weekend.
 - Warrant Arrest, 1503 San Marco, Apt #107. Suspect arrested after Flagler County Sheriff's Office requested contact be made to attempt to serve an outstanding arrest warrant.
 - Battery – Domestic Violence Arrest, 35 Oak Brook Drive, Suspect was arrested for domestic violence battery after pushing his mother during an argument.
 - Violation of Injunction Arrest, 392 South Halifax Drive, Victim reported her 24 year old son had stolen from her on two prior occasions. The victim also reported that there was a current protection order in place against her son. The son returned to the home while officers were still on scene and verbally threatened the victim. He was subsequently arrested.
 - Loitering and Prowling Arrest, 575 North Ridgewood Avenue. Zone unit observed a male on the side of a residence looking over a chain link fence. The suspect advised officers he was in the area looking for a lost dog. Subject could not advise his address but supplied a description of the residence where he was staying. After contacting the resident where the suspect was living she stated that she did not own a dog. Subject stated post Miranda Warning that he lied about looking for a dog and that he was not a good liar or crook.
 - 7/22/2014
 - Carbreak, 904 Rollins Avenue. Tools were taken from an unlocked vehicle.
 - Grand Theft, 5 East Tower Circle, (Atlantis Holding) several items taken from their parking lot overnight.
 - Carbreak, 122 South Nova Road (Big Lots) Two back pack style blowers removed from a lawn equipment truck and trailer.
 - Fraud, 61 Misty Falls Drive. Victim was recently contacted by a bank and notified that an account was opened in her name in another state where fraudulent checks were written.
 - Warrant Arrest, 464 Hollywood Street. Subject was during a routine traffic stop and arrested on an open warrant for Failure to Appear reference to an unregistered vehicle.
 - Undetermined Death (Suicide), 540 Harbour Lights Drive. Wife heard a pop noise come from her husband's bedroom. The deceased's wound was self inflicted and no foul play is suspected.
 - 7/23/2014
 - Carbreak, 143 Kent Drive. A pair of Maui Jim sunglasses removed from within an unlocked vehicle.
 - Warrant Arrest, 24 South Saint Andrews Drive (Tomoka Oaks). One of our detectives spotted a suspicious vehicle full of subjects soliciting tree work door-to-door without a permit. During investigation, one of the subjects, a transient out of Daytona, was arrested on an outstanding warrant for Failing to Appear.
 - Fraud, 636-A Flamingo Drive. Victim alleges his identity was stolen to open a Comcast account.

- Bicycle Theft, 500 block of West Granada Boulevard (Wooded area behind Buffington's Bar and Grill). Transient reported his unsecured black bicycle stolen.
- Carbreak, 333 Oak Drive. Victim reported a handgun was stolen from the glove-box of his unlocked vehicle sometime during the past two weeks.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was taken into custody by Loss Prevention for shoplifting and was issued a Notice to Appear for retail theft.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 34
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 42
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 6

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 3
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - 07/18/2014: Crash at East Granada Boulevard and Riverside Dr, westbound car made a left in front of an eastbound car, basically hit head on. The crash killed a small dog and blocked the outside lane for about 45 minutes.

- Traffic Complaints Received:
 - South Beach Street: Speeding and bicycle right of way violations - Extra Patrol request sent out.
 - Ocean Pines Drive: Parking complaint of vehicles blocking the traffic lane and the sidewalk - 3 parking citations issued.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Block North Orchard Street
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 5
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: One stop at 50 miles per hour

- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 600-Block Division Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 1.5
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: Highest speed 42 miles per hour

- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800-Block Wilmette Avenue
 - Reason for this STEP: Self-Initiated
 - Number of times worked: 1; Total Hours Spent: 5
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: Highest speed 44 miles per hour

- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Marjorie Trail / Winding Woods Trail
 - Reason for this STEP: Stop sign violation complaint
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: None

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Autumnwood Trail
 - Reason for this STEP: Stop sign violation complaint
 - Number of times worked: 1; Total Hours Spent: 0.5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700-Block South Beach Street
 - Reason for this STEP: Complaint of speeding
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 1; Written Warnings Issued: 0
 - Comments: None

- General Comments:
 - All agency radars were recertified on 07/16/14

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 5 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 3 Cases initiated
- 15 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with forty-seven (47) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymler Creek Phase I –Work continues to finish the box culvert crossing and sidewalk. Project curb & gutter has been installed and first layer of asphalt has been paved in the south bound lanes and 90% of the north bound lanes. Restoration around the pond areas continues to be worked on. All utility adjustment work has been completed. All project stormdrain has been installed.
- John Anderson Drive –The contractor has completed all underground water/stormwater/force main work. Activities will now concentrate on milling and final paving and restoration.
- 2 Inch Water Main Replacement – Mainland – The final pay application has been submitted. The final contract cost is \$1,618.98 under the bid award contract amount.
- 2-Inch Water Main Replacement – North Peninsula - The contractor is preparing the final pay request.
- Downtown Underground Utilities Conversion – Final Easements and Right-of Way agreements have been completed and are submitted for execution at the July 29 City Commission meeting; final restoration of the project area is anticipated to correspond with the easement recordation and be complete by the end of July.

- 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.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – Utility adjustments are nearing completion; FDOT has begun paving the friction course.
- Ormond Beach Sports Complex Roadway Improvements- Stormdrain pipe is 80% installed. Utility offsets were performed. Roadway grading is being performed.
- Nova Recreation Center Roof Repairs- Work continues on roofing the gymnastics center. The insulation inside the gymnastics center was removed after being exposed to rainwater during construction and will be fully replaced.
- 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 late August/early September.
- 2014 Roadway Resurfacing- Bid award is being prepared for Commission approval, August 19, 2014.
- Wilmette Avenue Bypass Pump Station – Final FEMA inspection is scheduled for Friday July 25, 2014.
- OBSC Multi-Purpose Building – Construction is complete. Only minor punch list items remain and staff is waiting on final as built survey to schedule the SPRC final inspection.

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.
- Nova Community Park Skate Park Expansion – AM Weigel is completing the overall scope of the project; arrangements are being made to move the portable classroom; it is anticipated that this move will be made the week of August 3.
- 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 secured a Volusia County Use-Permit to construct the improvements and is currently soliciting written quotations from contractors to issue a Purchase Order.
- Riverside Drive Drainage Improvements – Final revisions are being made to the bid documents; it is anticipated to bid the project in September.
- Fiber Optic Network Expansion – FDOT Utility permit plans have been submitted to the City for review and application to FDOT for permit approval.
- 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. It is expected that the draft report will be submitted in September.
- Nova Recreation Park- Work continues in designing the layout and grading plane for the parking lots and roadway areas to improve parking capacity and reduce speeding through the park.
- 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 re-submitted for FDOT review in June 2014.
- 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 - Preliminary design plans are 30% 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 for this project has been completed.
- 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 Tr 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; the City met with QLHA the week of July 15; QLHA anticipates providing 90% plans for City review the first week of August.
- Kent Dr- Staff is designing an improvement plan to address resurfacing the roadway and replacing the curb & gutter. Adjustments to the site grading and driveway transitions are being designed to improve the positive flow of stormwater on the street and to eliminate existing depressions in the curb & gutter and street, which holds water.
- 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.

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).
- Reviewed plans and created wetland protection permits for 494 Riverside Dr
- Reviewed plans and created work in the right of way permit for fiber optic conduit placement along the Division, Coolidge, and Andalusia Ave right of ways per AT&T request

- Reviewed plans and created work in the right of way permit for fiber optic conduit placement at 2 Riverside Cir per Brighthouse request
- Continued to update the Nova Rec Paving Project design plans (calculating the volume of cut and fill for parking area "A") per project manager's comments
- Researched and began preliminary construction plan set of Kent Dr for the proposed re-surface/re-construction of the roadway
- Created exhibit map/aerial showing the construction extents and misc. improvements along John Anderson Dr
- Reviewed, printed and provided as-built copies of the Lift Station Rehab project per Utilities Div request
- Updated the construction drawing and provided copies, for 157 Windward Cir sewer lateral connection per Utilities Div comments
- Created drawings of the watermain replacements along John Anderson per City Engineer's request
- Rima production well backup generator- FDEP is reviewing the limited site assessment report for the diesel fuel leak from the back-up generator at Well 39R.
- Brownfield RFP- Reviewed consultant proposal to perform application package for Federal grant assistance through the Brownfield program.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Pulled forms & barricades and backfilled at 10 King Edwards Dr., on Granada at the Police Department, and on Seminole Ave.
 - Patched hole with asphalt at Winding Woods & Caudro Pl.
 - Patched potholes at various citywide locations
 - Removed & formed concrete sidewalk at Sterthaus & N. Orchard St.
 - Filled in radius with recycled concrete at Seville & S. Beach St.
 - Trimmed street and sidewalk areas on Nova Rd.
 - 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 on Wye Dr., on Bosarvey, and at South Ormond Neighborhood Recreation
 - Cut limbs over sidewalks and picked up debris at Central Park II and Central Park III
 - Trimmed trees on Central Ave., at Granada Professional Center, on Moreland Blvd. on N. St. Andrews Dr., on Cherrywood, on Santa Fe, on Hickory Hills, and on Nova Rd.,
 - 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 ROW (Right-of-Way) areas on N. Halifax Dr., on Dianne Dr., on Nova Rd., just north of Sterthaus and on Nova from Hand to US1
 - Repaired shoulder with recycled concrete at Seville & S. Beach St.

- Dropped off generator for red lights at A1A & Neptune

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
- Various Citywide Locations, stop bar inventory
- Northbrook Dr. and other various locations, installed stop bars
- Nova Recreation, met with Lori about a sign
- Hand Ave., installed pedestrian crossing marker
- Cassen Park, installed parking 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
- Various Outfalls, installed PVC bars (if tide permits)
- Lucerne Cir. – took care of road flooding
- Tomoka Meadows – removed garbage can lid from inside pipe
- Clyde Morris Blvd – blew out grass cuttings
- Bennett Ln. – cleaned screens off for pumps

Vactor

- Lakebridge, Wandering Oaks, N. Halifax, and St. Marks Cir. – cleaned basins

Mowing

- Reachout Mowing – Nova Recreation, Arroyo Pkwy pond, Wilmette Ave., SR40, and Airport Rd.
- Slope Mowing – Arroyo Pkwy, and (2) ponds on SR40, west
- Brush Hog – N. US1, and Arroyo Pkwy

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

25,394

PM Services completed for the week:

Emergency—Vehicles and Equipment

13

Non-Emergency Vehicles and Equipment

24

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 12,051 unleaded and 4,427 gallons of diesel fuel on hand.

- Fuel Used in one week: 2,229 gallons of unleaded and 850 gallons of diesel.
- Fleet completed 72 work orders this week.
- Utilities
 - Projects Summary
 - Annual Supply of Chemicals for Water Wastewater – Attended bid opening.
 - Backflow Prevention Device Testing, Certification and Repair Services – Making modifications to bid documents to add various items from the Volusia County bid documents for a similar project.
 - Breakaway Trails Lift Station Control Panel Replacement – Discussed the requirements with the design engineer.
 - Concentrate Piping Connection to Reuse Storage Tank – Crom is preparing to install the reuse tank piping. Electrician installed conduit to the storage tank.
 - Division Avenue Well Field Raw Water Piping – Easements were reviewed for construction. Park Place Phase 2 Homeowner's Association will require notification. Responding to design questions as they occur.
 - Cross Connection Control (CCC) Program Management Services – Project is advertised for receipt of bids 7/24/14.
 - 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) – A plan review was held with Engineering this week.
 - 2581 John Anderson Drive Water Service Replacement – submitted Volusia County Use Permit Application – awaiting response.
 - Nassau Circle Water Service Replacement – Volusia County is reviewing the USE Permit Application RAI. Received an invoice from Volusia County for processing.
 - 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 – Letter sent to contractor requesting a schedule to install a similar impeller in Influent Pump Station pumps 1 and 2.
 - 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. Specifications were received for review.
 - Saddler's Run Lift Station Rehabilitation – Sent word version of specifications to consultant requested during the 60% review meeting.
 - 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. Met with JD Weber to obtain a cost for centering the offset ring and cover.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – As-built drawings were reviewed and comments sent to contractor.
 - Storage Tank Repairs and Maintenance - A revised scope of services was reviewed from Hazen and Sawyer.
 - SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Valiant Diner – Plans were approved. River Oaks – As-built drawings were reviewed for the sanitary sewer system. A pump station start up is rescheduled for 7/25/14. 1301 W. Granada Boulevard Shoppes – Received plans for review.

Departmental Activities

- Water Distribution
 - Exchanged 20 water meters per Finance Department work orders.
 - Responded to or repaired 19 water service leaks.

- Performed accuracy testing on 3-3" and a 4" commercial water meters, all tested within accuracy limits. Replaced the low side water meter on the compound meter serving 2600 Ocean Shore Blvd. Scheduled 4 commercial water meters for accuracy testing.
- Assisted 17 customers with misc. concerns.
- Replaced 10 water meter boxes.
- Responded to 14 water pressure and/or water quality grievances.
- Replaced 8 water services due to aged pipe causing low pressure, 2-2" pipe casings were installed by the contractor for water service replacements under roads.
- Installed and performed pressure testing on 3 city owned backflow preventers on irrigation systems in the Trails subdivision.
- Replaced 28 water meter boxes.
- Repaired a 6" water main on Oak Forest Dr and Sea Harbor Dr West (Sea Bridge Subdivision).
- Performed scheduled maintenance on 13 Water Distribution system valves due to water main breaks.
- Energized and flushed the new water main serving River Oaks Subdivision.
- Performed water service disconnections due to building demolition at 454 Druid Cir and 229 Oleander Place.
- Performed flushing activities on Ormond Sports complex, Airport business Park, Pine Trails, Ormond Green, Broadwater, Southern Pines, Saddlers Run, Tymber Crossings
- Rescinded boil water alerts due to water main breaks on Lincoln Ave and Sea Bridge Subdivision.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 133 regular and 4 emergency utility locates for the previous week.
- Water Treatment
 - Delivered 36.47 million gallons for the week ending July 13, 2014 (5.210 MGD)
 - Backwashed 10 filters for a total of 600,000 gallons backwash water.
 - Produced and hauled 80 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - We had one Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.35 Million Gallons.
 - Produced 18.45 Million Gallons of Reuse.
 - Produced 12.90 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.48 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 39.14 (14%-18% Solids).
 - Permit Renewal Sampling: cyanide, thallium, silver, mercury, dichlorobromomethane and dibromochloromethane.
 - Primary and Secondary Drinking Water Standards sampling kits ordered for concentrate, reclaimed and blend analyses.
- Wastewater Collection – Reuse
 - Crews responded to 12 trouble calls Breakaway/Hunters Ridge PEP System service area and 2 in town.
 - Replaced manhole lid at A1A and Harvard Dr.
 - Evaluated depression in ground reported at 92 Tropical Falls Way – findings indicate City maintained system is not the cause.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 6 psi.
 - Rewired J-Box at 6 Cottonwood Flat
 - Took 5 loads of low pressure sewer from Westland Run. (Total of 10,000 gallons.) Due to rain. Total rainfall from 7/17/14 to 7/23/14 was 3"
 - Low pressure sewer gauge readings: Westland Run (2 inch) 31/28psi. Foxhunters Flat (2 inch) 28/22 psi & Shadow Creek Blvd. (4 inch) 4/5 psi.

- Utilities Maintenance Division

- Wastewater Plant – Lift Stations

- Digester Blower #2 – blower unit seized – obtaining quote for replacement blower.
- Centrifuge #2 – GEA Tech onsite for control programming and system checks - vibration persists – working to resolve with GEA main office.
- City Wide – Lift Stations – continued follow up from FPL service interruptions due to thunder storms - FPL power to all stations – ok.
- 8P – w/ electrician diagnosis repair needs for high level calls – replaced float – will monitor.
- Fermentation Submersible Mixer #3 - not operating – confirmed – replaced mixer with used inventory. Send to manufacturer for warranty repairs.
- Hunter's Ridge LS – installed repaired Flygt controller – ok.
- 4P L.S. – generator was found running - verified an FPL outage - called FPL to report outage – found generator run status wire in PLC not landed - landed wire and duty phone received Win911 call for generator run status - normal power restored and gen was off – all ok.
- SCADA monitor/response: 8P, San Marco, Walmart , McDonalds, Halifax Medical Center, Laurel Oaks, 10M, 12M, 8M3 & 9M; phase voltage loss – found power restored upon arrival – found no mechanical problems at station – recent powerful thunderstorm – all ok; 9M - high level – possible FPL power related issue due to other “Trails” stations suffering power losses in heavy thunderstorms – as other station were powered back on they may have overpowered this station with flows – all OK .
- Influent pump room – deragged pumps as directed.
- Pep Tank – 27 Hunt Master Court - found non-functioning circuit feeding the control box - informed homeowner to call an electrician for repairs.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Poly Blends #1, #2; Swing Zone Blowers #1, #2; Carrousel Surface Aerators #1N, #1S, #2N, #2S.
- Semiannual PM's: Sand Filters #1, #2, #3.
- Annual PM's: Swing Zone Blowers #1, #2.
- Lift Station PM's: 20 monthly and 0 annual performed.
- Plant wide oil & grease route.
- 72 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Well 37R – not responding - reset motor starter – all ok.
- Polyphosphate pump - rebuild failed unit.
- North Sludge Pit - replaced the controller.
- Well 30H – not responding – motor starter and transformer not functioning - will obtain quotes for replacement of motor with correct voltage to eliminate transformer.
- Rima Wells – mowed and weed eat. Obtained motor and installation costs for Wells 35 and 39 damaged during recent lighting storms.
- H.S.P. #8 control cabinet - breaker remote cable broken - removed for purchase and replacement.
- Water Plant Elevated Storage Tank Altitude Valve – not fully functioning – in contact with vendor for scheduling repair.
- Monthly PM's – Rima Wells 36,37,38,40,41; Hudson Wells 22,23,24,25,26; all Division Wells; LPRO clear well pumps and sand filter motors and pump; Scrubber 1,2,3,4.

- 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 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.
 - Diesel Fuel Release Remediation: Engineering and Utilities Divisions 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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended City Manager Staff Meeting
- Office Assistant III attended the FLGISA Certified Public Technology Manager (CPTM) Class Conference on July 21 and 22, 2014, and graduated from the program as a Certified Public Technology Manager on July 23.
- Agenda packet preparation and creation for July 29, 2014, City Commission Operating Budget Workshop
- Agenda packet preparation and creation 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.