

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: August 1, 2014

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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,
- Staff meeting with directors
- Wastewater treatment plant discussion with staff
- Former HUM building discussion with staff
- Athletic Fields Maintenance bid discussion with staff
- Gateway/welcome sign discussion with staff

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Rotary board meeting
- United Way Annual Board meeting
- Councilman Doug Daniels and Deputy County Attorney Jamie Seaman regarding beachfront property for future parking
- Operating Budget Workshop and City Commission meeting
- Tim O'Shaughnessy, CLQ Communications, and City staff discussion regarding a communications antennae
- Walk with the Manager, guest walker was Kelly McGuire
- Bob Elkins regarding Rotary
- Wayne Grant, Ormond Observer participated in Walking with the Manager.

### **Community Development**

#### **Planning**

- The Planning Director met with Bill Bay, owner of 1065 US1 North, concerning the City's Interlocal Agreement and Itinerant Merchant License criteria.
- The RFP Committee met to evaluate the responses submitted by vendors for the Enterprise Resource System. Tyler, SAP, Springbrook and CRW submitted responses, while PublicStuff and Digital Map Products submitted responses for the mapping portion of the RFP only.
- The Economic Development Director, Planning Director and Finance Director met to discuss the Letter of Engagement from Real Estate Research Consultants.
- The Planning Director, City Engineer, City Attorney, Assistant City Manager and City Manager met to discuss a possible trade of the HUM building for a residential lot on Lincoln to be used for drainage.
- The Planning Director, Leisure Services Director, Assistant City Manager and City Manager met with Tim O'Shaughnessy concerning the placement of communication antennae on a light standard.
- The Planning Director participated on the interview team for the HR Director. Five candidates were interviewed.

#### Building Inspections, Permitting & Licensing

- 207 inspections performed.
- 6 business tax receipts issued.
- 81 permits issued with a valuation of \$2,387,427.00

#### Development Services

- The SPRC received the following for review:
  1. Site Plan – 1301 West Granada Boulevard.

#### Economic Development/Airport

##### Economic Development

##### Ormond Crossings

- Tomoka Holdings is in the process of designing marketing material and a website to generate investment in the Ormond Crossings project. A copy of the material will be provided to the Commission when the project is completed.
- 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 is included in the Ormond Crossings Master Development Plan.

##### 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 on August 19.
- 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.
- Staff is preparing an analysis for the reuse of the former City nursery property adjacent to the Airport Business Park. A preliminary survey is underway and an appraisal will be conducted in August to determine the value of the undeveloped land that has a large percentage of wetland/floodplain restrictions. The findings will be presented to the Aviation Advisory Board and the City Commission in September/October.

##### 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 October.
- Staff met this week with representatives of Team Volusia to discuss their site assessment project for two 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, which will be completed in August.
- 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

- Gate 9 at the airport malfunctioned earlier this week. It was determined that an electric motor and a capacitor had failed, requiring replacement of those components.
- A work authorization for Allen's Tree Service to begin a large obstruction clearing project at the airport was approved by the City Commission at their meeting on July 29<sup>th</sup>.
- City crews cleared vines and overgrowth from the perimeter fence near Gate 10 and the main entrance to the airport this week.
- Staff issued a Notice to Airmen (NOTAM) this week to advise them that the Sunrise Aviation fuel farm is temporarily out of service. It is expected that the fuel farm will be functional by August 1<sup>st</sup>.
- A proposed FAA policy on the non-aeronautical use of airport hangars has been published in the Federal Register. Under the proposed policy, the City may permit limited, non-aeronautical items to be stored in hangars provided those items are incidental to the aeronautical use and occupy an insignificant amount of hangar space. Comments on the proposed policy are due on September 5<sup>th</sup> of this year.
- Staff responded to a request for information from Kimley-Horn and Associates, Inc. regarding phase two of the FDOT's Statewide Airfield Pavement Management Program (SAPMP). Kimley-Horn is scheduled to visit the airport this September to conduct inspections of the airport's runways, taxiways and ramp areas.
- Staff was notified that FAA has awarded the Ormond Beach Municipal Airport \$199,574.00 for the update of the Airport Master Plan Study. Once staff receives the grant agreement, it will be presented to the Commission along with the work authorization resolution for Hoyle Tanner and Associates.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Budget preparations for fiscal yr 2014-15.
- Completed Projects - Weekly
  - Processed 32 Journal Entry Batches (# 4,584 – 4,680).
  - Approved 15 Purchase Requisitions totaling \$144,732.99.
  - Issued 16 Purchase Orders totaling \$73,642.74.
  - Prepared 120 Accounts Payable checks totaling \$145,052.45 and 34 Accounts Payable EFT payments totaling \$158,534.84.
  - RFP 2014-23, for Property, Casualty, Liability, Workers' Compensation Insurance, RFP opening on July 25, 2014.
  - RFP 2014-11, Enterprise Resource System, Evaluation Committee on July 30, 2014.
  - Processed 3,647 cash receipts totaling \$734,732.74.
  - Processed 1,080 utility bill payments through ACH totaling \$116,006.63.
  - Processed and issued 5,723 utility bills with billed consumption of water of 17,213k.
  - Issued 770 past due notices on utility accounts.
  - Auto-called 165 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
  - Press Releases
    - Legal Advice Clinic for Civil Matters (8/7)

- Florida Power and Light Tree Trimming (multiple)
- Casements Closure (August 2-10)
- Florida Licensing on Wheels (August 5)
- REEL in the Fun – FREE Kids Fishing Tournament (September 6)
  
- 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 Budget Workshop.
  - Attended City Commission meeting.
  - Completed Employee Newsletter for August.
  - Attended meeting with staff and videographer on State of the City.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
- Fire Alarms: 6
- Hazardous: 2
- EMS: 86
- Motor Vehicle Accidents: 5
- Public Assists: 29

TOTAL CALLS: 130

- Aid provided to other agencies: 13 calls – Daytona Beach (7), Volusia County (6)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 19
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 68

#### **Training Hours**

- NFPA 1001: Firefighting 9
- NFPA 1002: Driver/Operator 6
- NFPA 1500: Safety/Equipment 47
- NFPA 1620: Pre-Fire Planning 11
- EMT/Paramedic 15
- TOTAL TRAINING HOURS: 88

#### **Station Activities**

- Updated 16 pre-fire plans
- Conducted 3 fire inspections
- Provided tours of fire Stations 92 and 93:
  - 30 Students – Academy of Martial Art
  - 15 Children – Care Bear Cottage
- Attended the grand reopening of Granada Plaza. Provided handouts to the public.

## **Human Resources**

### **Staffing Update**

- **Approved/Active Recruitment**
  - 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. Eighteen (18) 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**
  - 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 were scheduled with four (4) applicants on 07-30-14 and 07-31-14.
  - 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 were interviewed on 07-30-14.
  - Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal on-line, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open until filled. Seventy-four (74) applications and resumes have been received, entered on the applicant tracing sheet with qualifications and scanned for the selection committee's review. Three (3) candidates were interviewed on 05-12-14 but a selection was not made. Position 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 five (5) applicants for 08-01-14.
  
- **Promotions/Transfers**
  - Fire Department – A Battalion Commander candidate was selected from the eligibility list for 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.
  - Police Department/NID – Office Assistant III effective 07-25-14

### **Employee/City Benefits Program Update**

- The National League of Cities Prescription Discount Card Program June, 2014 monthly report reflects savings of \$94,066.34 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,547 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 was held on 07-28-14 with three new employees attending. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

### Risk Management Projects

- Mayor's Health & Fitness Challenge 2015 event planning meetings.
- Attended Wage & Hour online seminar.
- Restitution and subrogation file management.
- Wellness Team meeting; activity planning & Health Fair/Wellness Day preparations.

### 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
    - WindowsXP to Windows7 implementation – Phase 2- Continued upgrading the remaining systems city-wide starting with City Hall

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 24 New work - 82 completed - 39 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,682	Inbound E-Mails Blocked	13,111
Delivered Inbound E-Mails	12,425	Quarantined Messages	146
Percentage Good Email	48.4%	Virus E-Mails Blocked	247

- Notable Events:

- IT Manager attended the Volusia Tech Council – Connecting the Dots forum at ERAU.

- Geographical Information Systems (GIS)

- Addressing Additions: 59 Changes: 1 Corrections: 1
  - Map/Information Requests: 29
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 19,898 (88.4%) potable 19,341, Irrigation 548, Effluent 9
  - Notable Events: Updated parcel layer.

### Leisure Services

- Administration

- Supervisory Staff Meeting
  - Public Works Meeting
  - City Manager's Meeting
  - Sports Complex Walk Thru
  - Met with Landscape Contractor for Weekly Updates
  - Weekly Professional Janitorial Meeting
  - Park Visits
  - Andy Romano Beachfront Park Monitoring
  - Office Assistant III Interviews
  - Budget Workshop
  - City Commission Meeting
  - State of the City Meeting

- Communications Tower Meeting
- Grounds Maintenance Bid Meeting
- HR Director Interviews

#### Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- The Lady Renegades Competitive Softball Program continued their summer practices this week at the Sports Complex Softball Quad Monday and Wednesday evenings.
- 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.
- The Ormond Beach Pride Tackle Football Program continued practices this week, Monday through Saturday 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 another tournament Sunday at the Softball Quad at the Sports Complex.
- Athletic Field Maintenance
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned handball, tennis, and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continued mowing of baseball fields, three times a week
  - Continued mowing of the soccer fields, two times a week
  - Continued mowing of the softball fields, two times a week
  - Continued 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 spraying pesticide to help control weeds
  - Adding insecticide to all tanks of spray to help keep harmful insects under control.
  - Put out goals on Soccer Fields 1-3 for OBSC practices.
  - Digging up "Bullhead" weeds on soccer fields.
  - Ormond Beach Pride Football has begun practice on Fields 11 and 12; put out benches and trash cans for them.
- 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: Kopy Kats held regular classes
  - No performances are scheduled due to stage floor replacement
- 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 – third week of the second session began on Monday
  - Summer Camp field trip to SeaWorld this week
  - Pavilion Rental Sunday
- 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 Senior Games application review meeting
  - Attended event meeting
  - Assisted with City Commission workshop 7/29
  - Assisted with Korean War ceremony on 7/29
  - Assisted with Walk with the Manager 8/1
  - Contacting volunteers for judges and judge's assistants for annual fishing tournament and other event tasks
  - Began the advertising and promotions for the kids' fishing tournament including flyer and document updating
  - Assisting with upcoming 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 continued to meet at various times throughout the week.
  - This was the last week for Camp T-Rec.
  - Basketball Madness, a summer youth league for players 12-18 years of age, continues. This week will be contest week. Each age group will compete in a Slam Dunk contest, game, free throw, and hot shot competitions.
  - Free breakfasts and lunches 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 203 Monday to Friday.

- A wedding took place in Bailey Riverbridge on Saturday morning
- A wedding was held in Ormond Memorial 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.
- The Guild crafters met in room 205 on Thursday afternoon.
- Movies on the Halifax 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
  - Weekly inspection of DOT and facility lighting at various city locations
  - Repaired north public entrance ADA button to joint permit center at City Hall
  - Replaced UV lamps at Fire Station 91
  - Removed old lights from rooftop at PAC
  - Checked A/C units after FP&L re-powered The Casements
  - Replaced all filters in lead removal system at the Police Station
  - Assisted with new sidewalk installation at Ormond Memorial Gardens
  - Picked up parts from vendor for t-stat move at City Hall
  - Checked the electronic gate malfunctioning at Breakaway Trails
  - Checked configuration on new t-stat at Box Office
  - Met Building Inspector for inspection at Box Office
  - Researched and ordered padlocks for electrical panel boxes at Rockefeller Gardens
  - Removed form boards new sidewalks at Ormond Memorial Gardens
  - Checked portal #10 stuck open at Airport
  - Checked roof leak in Green Room at PAC
  - Researched cabinet locks for access panels at Andy Romano Beachfront Park
  - Picked up UV lamps for replacement in AHU's at Fire Station 91
  - Completed irrigation repairs at Airport Sports
  - Connected electric to two new 1-hp fountain pumps at City Hall
  - Replaced four fountain light bulbs at City Hall
  - Repaired bathroom magnetic locks at Sanchez Park
  - Maintenance of the City Hall fountain
  - Replaced three emergency lights fixtures at The Casements
  - Installed a new toilet fill valve at Fortunato Park in the men's restroom
  - Repaired the chair lift for the stage area at the Senior Center
  - Installed new lens covers in the Engineering office at PW
  - Moved decorative lights from outside maintenance bay to the inside shop at Building Maintenance
  - Reset the main gate at the Airport
  - Removed cupola up lights and bricks at Fortunato Park
  - Replaced sand and brick pavers after cupola ground lights were removed at Fortunato Park
  - Repaired the gate for the greenhouse at Ormond Memorial Gardens
  - Installed access door on the fence at Ormond Memorial Gardens
  - Installed a wheel on the greenhouse gate at Ormond Memorial Gardens
  - Cut form boards for the Street Division at PW
  - Reset lightning detection at SONC
  - Repaired water cooler at Cassen Park
  - Prepared bulbs and ballast for recycling pickup

- Repaired vandalism to the water cooler at Central Park II
- Reset lightning detection at Andy Romano Splash Pad
- Parks Maintenance
  - Applied herbicide in exercise stations at various City parks
  - Cleaned fish cleaning station at Cassen Park
  - Pressure cleaned raised boardwalk spanning from Hand to Division Avenue
  - Changed basketball net at Central Park I
  - Replaced missing bricks at Bailey Riverbridge Gardens
  - Completed monthly pressure cleaning at Andy Romano Beachfront Park
  - Repaired playground equipment at Fire Station #91
  - Assembled new picnic tables for installation at various City parks
  - Pressure cleaned gazebo at Joyce Ebbets Pier
  - Pressure cleaned pavilion at Central Park II
  - Citywide safety inspections of parks and equipment.
  - Weekly inspections of park facilities for reservations
  - Call Out = Repair water cooler at Central Park II

### **Police Department**

#### **Administrative Services**

- Command Staff attended a Criminal Justice Training Officer Advisory meeting at Daytona State College.
- Command Staff conducted new hire interviews with the assistance of fellow employees and members of Human Resources.
- Staff attended the monthly Volusia & Flagler Police Chiefs Association meeting.

#### **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 field trip to Daytona Lagoon was held on Friday July 25, 2014. Seventy youths participated in 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.

#### **Community Services & Animal Control**

- Animal Calls: 47
- Animal Bites: 1
- Animal Reports: 6
- Animals to Halifax Humane: 6 (Dogs: 2 Cats: 4)
- Injured Wildlife: 1
- Trap Neuter Release: 1
- Notice of Violation: 2

#### **Criminal Investigations**

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 7
- Inactive: 6
- Fraud: 8
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Carbreak: 10

- Grand Theft: 7
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Police Information: 0
- Suspicious Incident: 1
- Undetermined Death: 3

#### Narcotics

- One Methamphetamine Lab Investigation
- Swat Training
- Two Search Warrants
- Two Knock and Talks
- Two Buy Walks

#### Comments:

- Death Investigation: Investigators have identified the subject that was struck by the train. Investigators found information indicating that the subject was planning on taking his own life. Family notified
- Sex Offense: Investigators are looking into a report where an adult male had inappropriate contact with a female juvenile. The female juvenile has made similar complaints in the past regarding others.
- Death Investigation: Investigators responded to the Royal Floridian Resort where a subject jumped from the seventh floor to his death. The subject in question had a suicide note in his wallet and was possibly involved in several crimes in Brevard County prior to his death.
- Death Investigation: Investigators found no signs of foul play at an apparent suicide at a Harbour Lights residence. The 65 year-old subject was suffering from several medical issues.

#### Records

- Walk - Ins / Window 51
- Phone Calls 94
- Arrest / NTA'S 19
- Citations Issued 78
- Citations Entered 82
- Reports Generated 161
- Reports Entered 149
- Mail / Faxes / Request 29

#### Patrol

- Total Calls 1,658
- Total Traffic Stops 139

#### Operations

##### Crime Opportunity Report Forms: 169

- 7/24/2014
  - Theft, Ormond Green Boulevard/Airport Road (Ormond Green HOA). A 4'x6' American flag was stolen from the flagpole at the entrance of the subdivision overnight.
  - Stolen Tag, 39 South Yonge Street (The Bike Shop). License plate stolen off of a motorcycle.

- Warrant Arrest, 13 River Ridge Trail (The Trails). Defendant was contacted at the residence per request from Bay County Sheriffs Office to pick her up on a warrant in reference to grand theft.
- DUI Arrest, 880 South Atlantic Avenue (Olive Garden). Subject was found passed out at the wheel in the parking lot with the engine running, vehicle in drive and his foot on the brake.
- Trespassing Arrest, 1546 West Granada Boulevard. Subject was trespassing at the business after having been issued a trespass warning.
- Grand Theft, 51 Pine Valley Circle. Victim advised her father moved out and she is now missing \$8,100 in cash she had been keeping in her closet.
- Narcotics Arrest, Division Avenue and South Nova Road. Traffic stop was initiated during an investigation being conducted by the Narcotics Task Force. Narcotics were recovered from the vehicle during a search of same and an arrest made.
- 7/25/2014
  - Theft, 117 Ormond Shores Boulevard. Victim reported United States and British currency missing and identified a relative as a possible suspect.
  - Warrant Arrest, 60 North Saint Andrews Drive. Suspect arrested on a Volusia County warrant.
  - DUI Arrest, East Granada Boulevard / North Halifax Drive. Suspect ran into the back of a vehicle that was at the traffic light at East Granada Boulevard / North Halifax Drive. The female then fled the scene northbound on Halifax Drive. She crashed into a tree at north Halifax Drive / Banyan Drive. A witness followed the female from Granada Boulevard to the scene of the crash at Banyan Drive. The female was arrested for driving under the influence.
  - Petty Theft, 1545 North United States Highway One (Cheaters). An employee reported \$100 stolen from her wallet. She advised that she turned her back for a moment and the money was removed. The victim identified two other employees as possible suspects as they were both aware of the amount of money she had in her possession.
- 7/26/2014
  - Battery - Dating Violence Arrest. 1614 North United States Highway One. (Econo Lodge) Responded to a 911 disconnect that turned out to be a battery between a dating couple staying at the hotel. Suspect was arrested for pouring liquid from a food container on the victim and later pushing her out of the door during which she suffered a laceration to her arm and lip. The victim also tried to call for assistance prior but the defendant pulled the phone wires out of the phone and wall to prevent her from doing so.
  - Burglary – Business, 790 South Atlantic Avenue. (Dimitri's Bar and Grill) Fence was breached sometime overnight and entry was made through the back door. A safe and its contents were taken.
  - Burglary – Residence, 590 Leeway Trail. Barn entered and chainsaw taken.
  - Warrant Arrest. 176 Division Avenue. (South Ormond Neighborhood Center) Suspect arrested for two open Volusia County warrants.
  - DUI Arrest. Traffic stop was conducted on a vehicle that was driving recklessly throughout the city. Stop was conducted at 80 Knollwood Estates Boulevard. Driver was arrested for driving under the influence following an investigation.
  - Burglary – Residence, 2380 Baja Trail. Multiple tools removed from the residence.
  - Burglary - Residence, 444 North Halifax Drive. Victim advised that he was on a drug binge during this time and stated that while he was in the hospital under a Baker Act, someone entered his residence and stole \$18,000 cash and his bag of marijuana. When asked why he waited to report the theft he advised that he had drugs and paraphernalia in the residence and wanted to get rid of it.
- 7/27/2014
  - Carbreak, 1 Cameo Circe. Locked vehicle entered overnight with no signs of forced entry. Debit and credit cards taken.
  - Theft, 143 Myra Boulevard. Victim reported that she discovered her bank card missing today and called her banks automated services to discover \$5,000 missing from her savings account.

- Theft, 385 South Old Kings Road. 22 foot, beige, "Hunter" sailboat taken from the water behind this location sometime within the last two days.
- Shoplifting Arrest, 1521 West Granada (Wal-Mart) Suspect was arrested and charged with retail theft and resisting arrest after a foot chase through several parking lots.
- Narcotics Arrest, 28 Woodlands Boulevard. Units on scene discovered possible methamphetamine in a coffee filter in the back bedroom where the grandson of the resident was staying. Further investigation revealed all the material necessary to make methamphetamine. The Narcotics task force was called out and executed a search warrant on the residence and disposed of the methamphetamine lab. Suspect was charged with manufacturing methamphetamine and possession of methamphetamine.
- Suspicious Person (Death), 51 South Atlantic Avenue (Royal Floridian) Security called in reference to a suspicious male seen on the sixth floor trying door handles to rooms. Officers located the subject sitting in the stairwell on the seventh floor. The male grabbed a large knife when he observed officers approaching. Officers ordered the subject to drop the knife at which time the subject stood up and ran down the hallway and jumped to his death off the seventh floor walkway/balcony. A suicide note was located in his wallet.
- 7/28/2014
  - Warrant Arrest, 19 North Yonge Street #80 (Granada RV Park). Suspect was arrested on two open warrants for violation of his pre-trial release.
  - Theft, 19 North Yonge Street #80 (Granada RV Park). Guest accused another guest of stealing money out of her wallet overnight.
  - Burglary – Business, 661 South Nova Road (Curb Appeal Outdoor Design). Exterior fence lock cut and a large stone fish decoration was taken.
  - Carbreak, 61 Circle Creek Way (Breakaway Trails). iPod and cash removed from an unlocked vehicle in the driveway overnight.
  - Carbreak (Vessel Burglary), 101 Sandy Spring Road (Tymber Creek). Two batteries and a battery charger were removed from a boat parked within the HOA storage area sometime last week.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for shoplifting food and toys.
  - Warrant Arrest, 125 South Orchard Street #205, Suspect was arrested on a warrant/writ of bodily attachment.
  - Burglary – Residence, 125 South Orchard Street #205, Victim had missing tools from the residence. Victim believes workers that the landlord let in to do work are responsible for the theft.
  - Carbreak Arrest, 68 Old Wiggins Lane. Suspect was arrested for breaking into a vehicle. He was detained after trying to return to the scene and was positively identified by the victim.
  - Loitering and Prowling Arrest, 88 Old Wiggins Lane. Suspect was with carbreak arrestee in the area and couldn't dispel officers' alarm to why he was in the area.
- 7/29/2014
  - Burglary – Residence, 12 Meadowmist Court (Spring Meadows). Part-time residence entered sometime since March with no sign of forced entry.
  - Fraud, 880 Airport Road #113 (Allen Engineering). Victim paid a mechanic to work on boat and Jet Ski engines. The engines have not been returned and it appears that the mechanic closed up shop and disconnected all means of contact.
  - Narcotics Arrest, 200 Ormond Shores Drive. During a traffic stop the subjects began acting nervous/suspicious. K-9 drug detection dog conducted a walk-around of the vehicle and alerted for the presence of narcotics. One of the vehicle occupants was found to have felony amount of narcotics (methamphetamine) in their possession.
  - Warrant Arrest, 14 North Laurel Creek Court. Suspect was arrested on a warrant after he bonded out of jail on a DUI charge from the previous night. The subject had been out on bond stemming from an arrest for a double traffic homicide occurring two years prior.
  - Carbreak Arrest, 123 and 138 Creek Forest Lane. Officers were flagged down by the resident from 123 Creek Forest Lane about three subjects that he saw break into his vehicle. He

chased them and lost sight. Officers set up a perimeter and searched the area and found a second carbreak on Creek Forest Lane. Officers were unable to locate the subjects in the area so the search was terminated. A few hours later VCSO responded to a stabbing at 332 Endora. The subjects involved in the stabbing matched the description of the suspect involved in the carbreaks noted above. OBPD officers responded and assisted VCSO at the scene. The subjects were eventually located and arrested.

- 7/30/2014
  - Recovered Property, 332 Endora Street. During the carbreak and stabbing investigations (noted above) revealed that the American flag stolen from Ormond Green HOA was discovered in a bedroom of this residence.
  - Fraud, 1501 San Marco Drive #107 (San Marco Apartments). Victim agreed to advertise for unknown out-of-state company. Was delivered a check that was counterfeit for the advertising “costs” with a request to return a portion of the funds.
  - Fraud, 280 Melrose Avenue. Victim’s identity stolen for credit card use in Fayetteville, NC.
  - Burglary – Business, 2 Sunshine Boulevard (Aramark/Vacant Business). Unknown suspects attempted to remove two large batteries from a storage area. Suspects that appeared to be scrap metal dealers operating a large white box truck with no lettering were in the area at the time an alarm sounded at the business.
  - Fraud, 1070 Arroyo Parkway. Victim had his bank information stolen with several subsequent unauthorized transactions made on a Microsoft account.
  - Fraud, 1530 North United States Highway One, McDonald’s. Victim’s credit cards were stolen in Daytona and used at this location.
  - Warrant Arrest, 1000 block of Southern Parkway. Suspect was arrested on an outstanding warrant for dealing in stolen property.
  - Narcotics Arrest, 3 North Yonge Street. Suspect was arrested for possession of drug paraphernalia.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 36
  - Number of DUI Arrests: 1
  - Number of Uniform Traffic Citations Issued: 32
  - Number of Written Warnings Issued: 5
  - Number of Parking Citations Issued: 0
- 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:
    - 10-Motor-14 & 10-Motor-12 worked a Coach Bus versus Votran Bus on North United States Highway 1 (28 page report with a total of 60 people between the two busses).
- Traffic Complaints Received:
  - Parking complaint - Queen Anne Court - Fire hydrant and not leaving at least 12-feet of the lane available - Contact made and vehicles moved.
- 1. Strategic Traffic Enforcement Program (STEP) Information:
  - Location: 800-Block Wilmette Avenue
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1;                      Total Hours Spent: 0.5
  - Citations Issued: 0;                                      Written Warnings Issued: 0

- Comments: 14-07-00519, Aggravated Assault on Law Enforcement Officer. Attempted to stop a newer black Dodge Charger for 42mph. Vehicle was flagged to pull over onto grass shoulder. Driver accelerated once in the grass causing the vehicle to spin sideways coming directly at Officer. Vehicle then proceeded east on Wilmette at a high rate of speed going head on with traffic. Other witnesses observed the vehicle on Division Ave then eastbound over the Granada Bridge. Unable to locate.
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 2000 Block West Granada Boulevard
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 4; Written Warnings Issued: 0
  - Comments: All Uniform Traffic Citations issued were for 15mph over speed limit
- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Williamson Boulevard / Hand Avenue
  - Reason for this STEP: Self Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
  - Location: Division Avenue / South Old Kings Road
  - Reason for this STEP: Complaint of stop sign violations
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- General Comments:
  - Driving Under the Influence arrest on 07/27/2014 on subject previously arrested for two counts of Driving Under the Influence Manslaughter.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 8 Cases initiated
- 20 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with seventy-two (72) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### Construction Projects:

- Tymer 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. Paving operations are expected to begin the week of Aug 8<sup>th</sup>.

- 2-Inch Water Main Replacement – Mainland – Final As-Builts are being prepared.
- 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 approved by the City Commission; 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 the main distribution conduit. Adjustments were required based upon conditions encountered in the field. The remainder of the conduit installation (service), conductor installation and connection is currently being completed.
- 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 installation has been completed. Roadway grading continues to be performed on the new perimeter road.
- Nova Recreation Center Roof Repairs- The new roof has been fully installed. The inside of the Gymnastics Center is scheduled to receive new insulation and wall board during the first week of August.
- City Hall Chiller Replacement – A preconstruction meeting was held June 19<sup>th</sup>. 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 has been submitted for Commission approval, August 19, 2014.
- Wilmette Avenue Bypass Pump Station – Final inspection with FEMA occurred on Friday July 25, 2014.
- OBSC Multi-Purpose Building – Construction is complete. The Certificate of Occupancy has been issued. Carpet installation is expected next week.

#### Design Projects:

- Nova Community Park Skate Park Expansion – AM Weigel has prepared an overall scope and project budget which included construction of a new building rather than relocation of the Volusia County School Board Portable. The work required to upgrade the portable building to current windload and electrical codes was extensive and a new building was determined would cost less. Final adjustments are being made to the scope which will be placed upon the next available Commission Agenda.
- City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6<sup>th</sup> 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 17<sup>th</sup>, 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- The project layout and grading plan is being completed and construction cost estimates are being performed.
- Reforestation Street Tree Planting – The bid award was approved at the June 17<sup>th</sup> 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 – A preconstruction and field meeting were held and the contractor has ordered materials and will start work upon delivery.
- 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 – A kick-off meeting is being scheduled to begin the design.
- Ph II 2-Inch Water Main Replacement – Mainland - Staff met with consultant to review the 30% design submittal.
- 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 - The consultant is working on 30% plans for City review.
- 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 with FPL has been scheduled by Dickens and Associates who are in the process of preparing a conceptual plan for the project. The FPL meeting will assist in determining final design.
- Seton Trl Sewer Connection- Pricing is being determined for directional drilling a gravity line along the roadway from the customers home to the existing gravity sewer on along Seminole Avenue.
- 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 – With approval of the design work authorization, the consultant will begin the site survey and environmental survey.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- 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).
- Franchise Utilities- A gas service line to the Osceola Elementary school off of Lucky Drive, which was in conflict with a City stormdrain, has been repaired. The gas line was lowered and the damaged stormdrain section was removed and replaced. Final restoration to be completed the following week.
- Scanned and Archived drawings from hanging file.
- Created Exhibit Maps for Street Tree Planting on Wilmette Ave.
- Searched for Deeds of Ciulla property for legal.
- Updated EOC Map Books.

- Provided Storm water Information about St. Mark Cir.
- Modified Plans for West 40 Median Planting & Irrigation.
- Took Elevation shots during 5 hour Central Park Interconnect Pump Down Test.
- Examined and Approved SWMPs for Building Dept.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Trimmed trees on Nova Rd.
- Pulled forms and backfilled at Sterthaus & N. Center
- Ground down sidewalks at Spring Meadows
- Repaired asphalt on Pineland 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
- Trimmed trees on Nova Rd., at Division & US1, 500 block of Center St., and King Phillips Dr.
- Removed a dead limb on Bramblewood Dr.

- 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 Riverside Cir., at Riverside & Oceanshore Dr., and Nova Rd.

- 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
- Sign Shop, met with Shawn from Stellar Pavement for upcoming job
- Lincoln & N. Ridgewood, installed (3) new "No Activity" signs
- Cassen Park, installed "No Parking" sign
- Various Locations, conducted stop bar inventory and checked on the road striping project
- Hand Ave., installed Tomoka Church sign

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- 161 Heritage Cir. – inspected pond with homeowner

- SR40 & Williamson – picked up Menzi debris
- Mirror Lake Dr. – installed a 12" A-2000 pipe
- Hernandez Ave. – replaced an A-2000 clay pipe

Vactor

- Fleet – took truck in for maintenance
- Plaza Grande, Cordova, N. Arbor Dr., and on Fox Hunter Flat – cleaned the lines

Mowing

- Reachout Mowing – SR40, Tymber Creek Rd., N US1, Hunters Ridge area
- Slope Mowing – N US1

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week  
23,792

PM Services completed for the week:

Emergency—Vehicles and Equipment  
5

Non-Emergency Vehicles and Equipment  
17

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 9,512 unleaded and 11,004 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,252 gallons of unleaded and 847 gallons of diesel.
- Fleet completed 54 work orders this week.

- Utilities

Projects Summary

- Annual Supply of Chemicals for Water Wastewater – Received bids for all chemicals except solar salt. Bids are being evaluated.
- Backflow Prevention Device Testing, Certification and Repair Services – Modified bid documents to add desirable conditions referenced in Volusia County recent bid documents for a similar project scope.
- Breakaway Trails Lift Station Control Panel Replacement – Discussed the requirements with the design engineer.
- Concentrate Piping Connection to Reuse Storage Tank – Crom is installing the reuse tank piping. Electrician installed conduit to the tank.
- Division Avenue Well Field Raw Water Piping – Park Place Phase 2 Homeowners Association will require notification prior to construction. Additional survey work will be needed.
- Cross Connection Control (CCC) Program Management Services – Two bids were received for evaluation.
- Dual Check Valve Assembly Installation Services – A pre-construction meeting is scheduled on August 11<sup>th</sup>.
- Dual Check Valve Assembly Procurement – Parts are being ordered.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – Proposed plans reviewed with the Engineering Division.

- 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit Application is being reviewed by the County.
- Nassau Circle Water Service Replacement – Received USE Permit from Volusia County.
- 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 – Awaiting response from contractor for City's request for 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 – Received a proposed pump design for the lift station. Design engineer visited site to obtain additional information.
- 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. Utility Technicians, Inc. is ready to begin lining the manholes.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – As-built drawings are being prepared by the contractor.
- Storage Tank Repairs and Maintenance - The scope of services was discussed with Hazen and Sawyer. A revised proposal will be submitted.
- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Multi Purpose Building Sports Complex – Performed field inspection of constructed utilities. River Oaks – Final inspection performed and punch lists prepared. 1301 W. Granada Boulevard Shoppes – Reviewed plans. Deer Creek Phase 2 – Reviewed as-built drawings.

#### Departmental Activities

- Water Distribution
  - Exchanged 8 water meters per Finance Department work orders.
  - Responded to or repaired 15 water service leaks.
  - Performed accuracy testing on 5 each commercial water meters, all tested within accuracy limits.
  - Assisted 11 customers with misc. concerns.
  - Replaced 8 water meter boxes.
  - Responded to 14 water pressure and/or water quality grievances.
  - Replaced 3 water services due to aged pipe causing low pressure.
  - Installed and performed pressure testing on 5 city owned backflow preventers.
  - Repaired a 6" water main on Lindenwood and 2" main on Roberta Rd and Anchor Dr.
  - Performed scheduled maintenance on 13 Water Distribution system valves due to water main breaks.
  - Inspection and punch list for distribution system at River Oaks Subdivision.
  - Performed flushing activities on N. Beach Street-Sanchez-Warwick-Cumberland area.
  - Rescinded the boil water alerts for water main breaks on Lindenwood, Sea Bridge and McIntosh.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 30 regular and 16 emergency utility locates for the previous week.
- Water Treatment
  - Delivered 37.928 million gallons for the week ending July 27, 2014 (5.418 MGD)
  - Backwashed 6 filters for a total of 312,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had two (2) Precautionary Boil Water notices this week.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 35.49 Million Gallons.

- Produced 20.10 Million Gallons of Reuse.
- Produced 15.39 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 5.07 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 96.29 (14%-18% Solids).
  
- Wastewater Collection – Reuse
  - Crews responded to 16 trouble calls Breakaway/Hunters Ridge PEP System service area and 5 in town.
  - Televised 1460, cleaned 4,200 feet of sewer mainline in 8P system
  - Disconnected 2 each 4 inch sewer services 454 Druid & 297 Oleander
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 32 psi, Ocean Mist Hotel @ 31 psi, Ormond Mall @ 8 psi.
  - Repaired cleanouts/ laterals 97 Emerald Oaks & 6 Holly Fern Chase
  - Rewired 6 PEP System pumps due to old wire corrosion/ connections.
  - Daily low pressure sewer gauge readings as of 07/29/14: Westland Run (2 inch) 32/30psi, Foxhunters Flat (2 inch) 26/28 psi, Shadow Crossings Blvd. (4 inch) 6/6 psi.
  - Repaired 2 inch reuse main on Orchard Lane.
  - Cut “V”s in curbing with angle grinder to mark sewer services on the following streets: Plaza Grande, Buena Vista, Alcazar, Seville, Cordova
  
- Utilities Maintenance Division
  - Wastewater Plant – Lift Stations
    - Airport Road Force Main – assisted Collections as needed with station shut downs for force main work.
    - Hull Road Ball Fields – pull pump #1 - ship to vendor for warranty repairs.
    - Poly Blend Skid System (spare unit salvaged from construction) – repair unit as needed to make operational for use at Scum Well #1.
    - SCADA monitor/response: 1P, 2P, 3P, 5P – phase voltage loss - major power outage throughout all of south beach side - power restored by FPL – all OK; Towne Square – phase voltage loss – power restored – all OK.
    - 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.
    - Annual PM's: Carrousel Surface Aerator #2N, #2S; Fermentation Submersible Mixer #10, #12.
    - Semi-annual PM: Screw Pump #2 & #3.
    - Lift Station PM's: 24 monthly and 2 annual performed.
    - Plant wide oil & grease route.
    - 58 work orders completed and closed for this section for this week.
  
  - Water Plant – Well Fields – Booster Stations – Reuse System
    - Riverview Booster Station not responding – FPL equipment failure – repairs made by FPL - station back in service.
    - Dump Truck #368 – Contractor painting interior of truck bed.
    - WTP – weed control.
    - Elevated tank altitude valve – begin troubleshoot and repair – will update when complete.
    - Monthly PM's: B.A.T. reuse pumps; WTP: Claricones & Lime Slurry Pumps; Wells: 18SR, 19SR, 21SR; Nova Booster Station
  
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - Industrial Pretreatment Program: Two facilities submitted an Industrial Pretreatment application/survey, - 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.

- WWTP: Staff continuing to prepare submittals for assisting consultant with permit renewal activities.
- 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 and FDEP 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
- Staff attended and provided support for July 29, 2014, City Commission Operating Budget Workshop and City Commission Meeting
- Agenda packet preparation and creation for August 6, 2014 City Commission Meeting
- Agenda packet preparation and creation for August 7, 2014 Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation for August 8, 2014 Pension Boards 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