

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 8, 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 discussions with City Attorney, Finance Director, Economic Development Director, Risk Manager, Fire Chief and IT Manager
- Worked on talking points for the August 21 County Council meeting on the US1 corridor item
- Staff meeting with directors

Spoke to, attended and/or met with:

- As requested, agenda review with Commissioner Boehm
- Peggy Farmer and US1 Corridor Committee regarding the beautification of North US 1
- Claims committee meeting

Community Development

- Planning Services
 - The Board of Adjustment and Appeal approved a variance at 1190 North US Highway 1 (Energizer-Playtex Manufacturing) to allow a steel building over new boilers on an existing concrete slab within the rear yard setback. The Board approved the variance to allow a building (25'x16') over two steam generators on an existing hard surface area at a setback of 9.45' abutting the Railroad Street right-of-way, requiring a variance of 10.55' to the required 20' rear yard setback.
 - Planning staff received a variance application for 12 Tanglewood Circle, to locate a pool screen enclosure at a setback of 1.9' along the rear property line, requiring a 8.1' variance to the pool screen enclosure standard of 10'.
- Building Services
 - 4 new business tax receipts issued
 - 239 inspections performed within the City
 - 93 permits issued within the City, with a valuation of \$2,508,383.00
- Development Services
 - Members of the Site Plan Review Committee (SPRC) performed a final inspection for Phase 1 of the River Oaks subdivision. The inspection yielded minor comments and a Certificate of Completion was issued. The construction of phase 2 of the subdivision is approximately 65% complete.
 - The SPRC reviewed the submittal of the Boulevard Shoppes project at 1301 West Granada Boulevard. The project was part of the recent land use amendment from "Office/Professional" to "Low Impact Commercial" The project proposes approximately 12,000 square feet of retail with a drive-thru unit shown. No tenants have been identified.

- The SPRC has received sewer and water as-builts for the Phase 4B of the Deer Creek subdivision. Phase 4B consists of 49 lots and is moving towards completion of the required subdivision improvements.
- The SPRC received a submittal for infrastructure improvements of Phase A of the Ormond Crossings development that consists of approximately 220 acres. The phase area is located east of I-95 and west of US Highway 1.

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.
- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. A staff meeting to review and comment on the plans is scheduled for September 3.

Airport Business Park

- Staff is working with Padwell Holdings to facilitate the development on the City's vacant property in the Airport Business Park. 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.
- Family Dollar Store, located at 274 West Granada Boulevard, has been recently vacated. Staff has identified the property owner and property management company to discuss the future leasing opportunities.

Airport Operation and Development

- The FAA has issued a grant agreement to the City to fund two projects at the airport; an airport master plan update project and an airport master drainage plan project. The grant agreement will be presented to the City Commission for approval at their meeting on August 19th.
- Staff received confirmation from the FAA that the annual inspection of the airport's Automated Weather Observation Station has been successfully completed.
- Gate 9, which malfunctioned last week, has been repaired. It was determined that an electric motor and a capacitor had failed, requiring replacement of those components.
- City crews continued clearing vines and overgrowth from the perimeter fence near Gate 10 and the main entrance to the airport.
- The Sunrise Aviation fuel farm, which was temporarily out of service, has been repaired and is now fully functional.
- Staff worked with AVCON, Inc. to arrange for a site visit on August 21st by representatives from Zev Cohen, Inc. and the SJRWMD regarding the Taxiway G design project.
- Staff responded to a request for additional information from the FDOT regarding phase two of FDOT's Statewide Airfield Pavement Management Program (SAPMP). A consultant is scheduled to visit the airport this September to conduct 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 35 Journal Entry Batches (# 4,689 – 4,760).
 - Approved 19 Purchase Requisitions totaling \$246,423.64.
 - Issued 17 Purchase Orders totaling \$147,248.13.
 - Prepared 152 Accounts Payable checks totaling \$241,891.77 and 46 Accounts Payable EFT payments totaling \$515,069.72.
 - Processed 5,159 cash receipts totaling \$974,160.53.
 - Prepared 34 Payroll checks totaling \$27,703.42 and 347 Direct Deposits totaling \$409,134.99.
 - Transferred IRS 941 payment of \$156,544.70.
 - Processed 1,029 utility bill payments through ACH totaling \$56,921.55.
 - Processed and issued 3,855 utility bills with billed consumption of water of 15,219k.
 - Issued 731 past due notices on utility accounts.
 - Auto-called 75 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Power and Light Tree Trimming
 - Youth Volleyball League
 - Youth Flag Football League
 - Men's Fall Softball League
 - 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 Questys training.
 - Attended weekly staff meeting.
 - Met with Community Service Officer regarding TNR grant possibilities.
 - Met with other staff members on the State of the City event.
 - Presented the City's FRDAP grant applications to the Quality of Life Board.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 7
 - Hazardous: 1
 - EMS: 106
 - Motor Vehicle Accidents: 10
 - Public Assists: 35
- TOTAL CALLS: 160

- Aid provided to other agencies: 19 calls – Daytona Beach (10), Volusia County (9)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 38
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 86

Training Hours

- NFPA 1001: Firefighting 6
- NFPA 1002: Driver/Operator 3
- NFPA 1500: Safety/Equipment 42
- NFPA 1620: Pre-Fire Planning 3
- EMT/Paramedic 29
- TOTAL TRAINING HOURS: 83

Station Activities

- Updated 18 pre-fire plans
- Conducted 5 fire inspections

Human Resources

Staffing Update

- Job Requisitions
 - Human Resources/Employee Relations Assistant
 - Fire Department/Firefighter-EMT
 - Finance Department – Customer Service Supervisor
- 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.

- Screening/Interviews Scheduled
 - 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. Nine (9) applications have been received, entered on the applicant tracking sheet with qualifications and sent to the department for review. Interviews have been scheduled.
 - Police Department - Police Officer was advertised on the Florida Police Chief's Association web site and the City web site on 06-10-14 with a closing date of 07-03-14. Twenty-two (22) applications have been received, entered on the applicant tracking sheet with qualifications and sent to the department for review. Seven (7) candidates were interviewed on 07-30-14 and four (4) candidates were recommended to the Chief. Interviews with the Chief were held on 08-04-14 and 08-05-14.
 - 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. The interview panel has recommended three (3) candidates be interviewed by the City Manager and interviews are scheduled for 08-18-14.
- Background/Reference Checks/Job Offers
 - Leisure Services/Administration – Office Assistant III was advertised 06-10-14 on the City web site with a closing date of 06-27-14. A candidate has been selected and will begin pre-employment processing on 08-08-14.
- Promotions/Transfers
 - Fire Department – A Fire Captain has been promoted to Fire Battalion Commander effective 08-02-14.
 - Fire Department – A Fire Driver Engineer has been promoted to Fire Captain effective 08-02-14.
 - Fire Department – A Firefighter has been promoted to Fire Driver Engineer effective 08-02-14.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 07-31-14: 5.82% (excluding retirements).
 - Finance Department – Senior Accountant/Budget Analyst has resigned effective 09-05-14.

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.

City Events/Employee Relations Update

- The Community Events Coordinator was selected as the Employee of the Quarter for the third quarter.
- The Nationwide 457 Deferred Compensation Representative will be available to meet with employees on 08-22-14 in the HR Training Room.
- Blood drive will be held on 08-25-14 (8:30 – 1:30) in the City Hall parking lot.

- New Employee Orientation is scheduled for 08-25-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Risk Management Projects

- Attended Mayor's Health & Fitness Challenge 2015 event planning meetings.
- Assisted with updating employee beneficiary forms in Public Works.
- Restitution and subrogation file management.
- Attended Insurance Program Committee meeting and Claims Committee meeting.
- Attended Wellness Council meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Proposals being reviewed by committee members. RFP Committee meeting held 7/30/2014
 - Community Development – Electronic Plan Review – Contract Negotiations with Legal Dept
 - WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide starting with City Hall

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 23 New work - 51 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,334	Inbound E-Mails Blocked	12,241
Delivered Inbound E-Mails	12,024	Quarantined Messages	69
Percentage Good Email	49.4%	Virus E-Mails Blocked	136

- Notable Events:
 - None – Quiet week thankfully.
- Geographical Information Systems (GIS)
 - Addressing Additions: 4 Changes: 224 Corrections: 0
 - Map/Information Requests: 6
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,957 (88.7%) potable 19,400, Irrigation 548, Effluent 9
 - Notable Events: Collected water clarity samples and depth information at 52 locations across five Central Park lakes.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant 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
- City Commission Meeting
- National Night Out
- Lunch with the Camp Counselors
- Building Maintenance Staff Meeting
- Quality of Life Board Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The Lady Renegades Competitive Softball Program had their makeup tryouts this Tuesday at the Sports Complex Softball Quad.
 - The Ormond Beach Golden Spikes 13's and 14's teams continue training this week Tuesday 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 currently have four teams and are working on a possible fifth team.
 - The City Coed Adult Softball fall season will begin next week. Practices are being held Monday through Thursday this week at 6pm.

- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - All fields open for use; game fields only are restricted
 - Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
 - Construction continues on the building for the Champion Field.
 - The Ormond Beach Golden Spikes are using Baseball Field 4 to practice at night.
 - Finished 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 practices.
 - Digging up "Bullhead" weeds on Quads. Laying new sod where we cut them out.
 - Ormond Beach Pride Football has begun practice on Fields 11 and 12; put out benches and trash cans for them. Goal post frames have been installed on both fields, uprights will come next.
 - Aerating and verti-cutting baseball and softball fields.

- 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 Wednesday: CMT held their Alumni show rehearsal
 - The Performing Arts Center is preparing to host the following events:
 - 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 – Final week of the second session began on Monday
 - Summer Camp field trips to Ormond Lanes and Daytona Lagoon this week
 - Pavilion Rental Saturday and Sunday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Leader position and new Community Events Technician
 - Attended weekly staff meeting
 - Attended Senior Games application review meeting
 - Attended event meeting
 - Assisted with National Night Out event
 - Contacting volunteers for judges and judge's assistants for annual fishing tournament and other event tasks
 - Continued the advertising and promotions for the kids' fishing tournament including flyer and document updating
- Gymnastics
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - August session will begin Monday, August 11th due to construction
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Adult Jazzercise continues to meet at various times throughout the week.
 - National Night Out took place in the gym from 6:00pm-9:00pm on Tuesday.
 - Summer Coed Volleyball League will take place on Tuesdays and Thursdays from 6:15pm-8:00pm.
- The Casements
 - Pilates class met at Bailey Riverbridge this week.
 - The Casements was closed this week due to floor refinishing in the Atrium and 2nd floor Room 204. On Wednesday and Thursday, staff worked on airing out the building and replacing all furnishings moved for the refinishing.
 - A rental took place on Saturday at Bailey Riverbridge from 10am to noon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.

- A baby shower rental was held in Bailey Riverbridge on Sunday afternoon.
- Enviro Camp counselors met for lunch and a wrap up session on Thursday. All supplies were inventoried, organized and stored for future use.

- 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
 - Water leaking onto carpet backstage; water fountain at PAC
 - A/C in ballroom not working at Senior Center
 - A/C in main gallery not working at Ormond Art Museum
 - Checked hot areas at City Hall, found chiller running at half power, clean coils and added Freon.
 - Front door needs weather-stripping at Ormond Art Museum
 - Repaired 10 hp motor on Pistol Range exhaust system at Police Station
 - Serviced motor and bearings in intake system on Pistol Range at Police Station
 - Call Out: #9 Gate at Airport
 - Call Out: A/C in Ballroom at Senior Center
 - Portal #9 - gate controller needs new capacitor and possible new motor at Airport
 - Two active wasps nest removed at Senior Center
 - Repaired threshold light #8 at Airport
 - Installed a new lock on the towel dispenser at City Hall
 - Transported old decorative light fixtures to Fleet
 - Replaced a starting capacitor on fountain pump at Bailey Riverbridge
 - Repaired fountain pump at City Hall
 - Installed new fixtures at Ormond Airport
 - Brought electrical feed up to code at the Tennis Center
 - Installed a new garbage disposal at Fire Station 92
 - Replaced damaged light fixture at Sanchez Park
 - Delivered plumbing material for replacement at Sanchez Park
 - Cleaned up broken bathroom fixtures at Sanchez Park
 - Adjusted backdoor lock at Ames House
 - Installed neutral wire irrigation at Tennis Center
 - Repaired decorative light on Granada Bridge
 - Installed access cover locks at Andy Romano
 - Repaired lights on Runway 35 at the Airport
 - Installed a light box under new stage floor at the PAC
 - Repaired and adjusted Mag Locks at Sanchez Park
 - Sprayed and cleanup dead bugs at Bailey Riverbridge
 - Adjusted bathroom doors at Fortunato Park

- Parks Maintenance
 - Repaired damaged railing on the gazebo at Ames Park
 - Formed up for concrete slab to be poured at Central Park III
 - Cleaned up vandalized toilets and security light at Sanchez Park
 - Installed access box for temporary flag pole at Rockefeller Gardens
 - Removed graffiti from men's restroom at Central Park II
 - Removed graffiti from bench on Division Avenue
 - Filled in low spot in the turf at Riviera Park

- Pressure cleaned the sun shade at Fire Station # 91
- Removed graffiti from the men's restroom at Cassen Park
- Removed vandalized dog waste station at Sanchez Park
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations
- Call Out = Repaired eyeball spray at Andy Romano Beachfront Park
- Call Out = Restock restrooms at Central Park II

Police Department

Administrative Services

- Held annual National Night Out event at the Nova Community Center.
- Conducted police applicant interviews.

Community Outreach

- A Field trip to SeaWorld was held on Friday, August 1. Eighty youths participated in the field trip and enjoyed a day filled with roller coasters, penguins and Shamu.
- Members of the Youth Directors Council (YDC) assisted with the summer program partnership and served as youth chaperones during the SeaWorld field trip.
- National Night Out was held on August 5th at the Nova Community Center. Area businesses and community safety organizations participated in the event.
- The final field trip for the OBPAL summer program partnership was held on Thursday, August 7th at Daytona Lagoon. Members of the YDC and officers from the Police Department attended as chaperones.

Community Services & Animal Control

- Animal calls: 46
- Animal Bites: 1
- Animal Reports: 7
- Animals to Halifax Humane: 5
- Dogs: 3 Cats:1 Other:1
- Animals Reclaim: 1
- Animal Citation: 1
- Trap Neuter Release:1
- CSO's attended National Night Out

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 10
- Fraud: 7
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car Break: 1
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0

- Police Information: 0

Narcotics:

- Three Meth Lab Investigations
- Training
- One Search Warrant
- One Buy Walk

Comments:

- Missing Person: Investigators located a missing juvenile that left the Skate N Shake business during an outing. The juvenile was located in DeLand and has a history of this type of activity.
- Burglary Business: Investigators identified a suspect in a recent business burglary at Dimitri's restaurant. The subject is an ex employee at the restaurant and has fled the area. Investigation continues.
- Car Break: Investigators located stolen property from a recent car burglary on Rollins Ave. The items were pawned by a local transient. Charging affidavits have been prepared.

Records

- Walk - Ins / Window 102
- Phone Calls 88
- Arrest / NTA'S 16
- Citations Issued 65
- Citations Entered 76
- Reports Generated 149
- Reports Entered 138
- Mail / Faxes / Request 29

Patrol

- Total Calls 1,734
- Total Traffic Stops 161

Operations

Crime Opportunity Report Forms: 192

- 7/29/14
 - Traffic Stop/Narcotics Arrest, 200 Ormond Shores Drive. During a traffic stop the subjects acted nervous and evasive. The K-9 unit conducted a walk around of the vehicle and the dog alerted for the presence of narcotics. An adult female was arrested for possession of methamphetamine.
 - Car Break – 123 and 138 Creek Forest Lane. Three adult males were arrested for breaking into cars parked at these residences.
 - Warrant Arrest, 14 North Laurel Creek Court. Adult male arrested on an outstanding warrant.
- 7/30/14
 - Burglary – Business, 2 Sunshine Boulevard (Aramark / Vacant Business). Suspect(s) attempted to remove two large batteries from a storage area.
 - Warrant Arrest, 1000 block of Southern Parkway. An adult male was arrested on an outstanding warrant for dealing in stolen property
 - Narcotics Arrest, 3 North Yonge Street. An adult female was arrested for possession of drug paraphernalia. She met the criteria and was released with a Notice to Appear.
- 7/31/14
 - Felony Vandalism (Criminal Mischief); Sanchez Park (329 Sanchez Avenue); Estimated over \$1,500 damage to the fixtures within the women's restroom, an outdoor light pole and lamp, and the dog waste disposal station. The restrooms automatic locking mechanism failed to operate properly and the restrooms remained unlocked throughout the evening/night.

- Burglary-Business, Plantation Island Resort (187 South Atlantic Avenue), Room 531. Approximately \$1,800 worth of jewelry reported taken from the victim's room over a period of several days.
- Felony Shoplifting (Retail Theft); Lowes (1340 West Granada Boulevard); Two backpack blowers and two chainsaws discovered missing/stolen.
- Car Break; 7 Forest Oak Drive.
- Felony Shoplifting (Retail Theft); Wal-Mart (1521 West Granada Boulevard); An adult male was arrested for theft of over \$1,300 in merchandise and resisting without violence as he refused to stop for the police officer and a foot pursuit ensued. After the officer drew his taser, suspect complied with officer's warning to stop or be tased.
- Burglary; 646 Hand Avenue.
- Warrant Arrest; Adult male was arrested on an open warrant out of Volusia County for violation of pre-trial release after stopped for a routine traffic violation.
- Warrant Arrest, 19 N Yonge Street #17, An adult female was arrested on an outstanding warrant.
- Narcotics, Cardinal Drive/Flamingo Drive; The driver of a vehicle was charged with possession of drug paraphernalia following a routine traffic stop. Subject was released after being issued a Notice to Appear.
- 8/1/14
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught by Loss Prevention (LP) staff switching tags on higher-priced items. All property recovered. The suspect was released after being issued a Notice to Appear.
 - Warrant Arrest, 2425 North Atlantic Avenue (Bellair Plaza). An adult male was arrested on an outstanding warrant.
 - Burglary – Residence, 709 South Center Street. Occupied, occurred overnight. Unknown suspect(s) cut the screen to the rear porch and removed a box with miscellaneous cutlery items and currency worth approximately \$100.
 - Grand Theft, 84 St Anne Circle. Large amount of cash hidden under a mattress was reported missing by the homeowner. The victim identified a family member as a possible suspect in the money's disappearance.
 - Trespassing Arrest, 125 Interchange Boulevard. An adult male was found trespassing on the business property after having been issued a prior trespass warning. He was arrested and transported to the Branch Jail.
 - Disturbance Arrest, East Granada Boulevard and North Halifax. Intoxicated female was causing problems and refusing to get into a vehicle that had arrived on scene to transport her home. Officers determined her actions were putting her small child in danger. She was charged with Child Neglect/Endangerment and Violation of her Probation. The child was turned over to a grandparent.
- 8/2/14
 - Traffic Stop/Narcotics Arrest, South Ridgewood Avenue and Central Avenue. An adult male was arrested for possession of Alprazolam following a routine traffic stop.
- 8/3/14
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was caught by Loss Prevention for shoplifting and was detained. The suspect was released after being issued a Notice to Appear. All stolen items were recovered.
 - Subject Stop/Warrant Arrest, 100 Block North Nova Road. An adult male was stopped for a bicycle violation/infracton during which he was found to have an outstanding warrant for his arrest for violation of his probation.
 - Warrant Arrest, 35 Tomoka Meadows Boulevard. An adult male was arrested on an outstanding arrest warrant for violation of probation.
- 8/4/14
 - Traffic Arrest, US 1 / SR 40. Driver was arrested for driving while her license was suspended or revoked.

- Battery - Domestic Violence Arrest, 304 South Ridgewood Avenue. An adult female threw a potted plant and a bowl of oatmeal at her husband during an argument. She hit her target with the oatmeal. She was arrested for domestic violence battery and transported to the county jail.
- Warrant Arrest, 1634 West Granada Boulevard (Texaco). Adult male transient was found to have an open arrest warrant for soliciting without a permit. He was arrested and transported to the County jail.
- Shoplifting Attempt / False ID / VOP, 1521 West Granada Boulevard (Wal-Mart). An adult male attempted to shoplift several items of merchandise but was intercepted by Loss Prevention staff. He provided officers with an altered identification card bearing a false name and date of birth.
- Battery – Domestic Violence Arrest, 378 West Granada Boulevard (Granada Place). An adult male battered his wife during an altercation while waiting at a Votran bus stop.
- Narcotics, 1622 North US1, (Exxon). A citizen reported that they had observed a white male and female parked on the side of an Exxon station with an infant in the backseat crying. The caller stated that they believed the couple may have been taking drugs. Units observed both the male and the female asleep in the front seats of the vehicle. They also observed drug paraphernalia on the seat in plain view next to the male. The subjects were woken up by officers at which time they suspected the male subject to be under the influence/impaired. The K-9 team conducted a walk around of the vehicle and alerted to the presence of narcotics. A subsequent search revealed a small amount of marijuana, syringes, one Alprazolam pill, and two Oxycodone pills. The male subject admitted to possession of the narcotics and paraphernalia and was arrested.
- Warrant Arrest, 10 Fox Hollow Drive. An adult female called to advise that her son (31 YOA) was arguing with her over a laptop and requested police assistance. Upon arrival the adult male son was found to have an open arrest warrant out of Levy County for dealing in stolen property. The subject was taken into custody and was transported to the County jail.
- 8/5/14
 - Reckless Driver/ DUI. A report of a reckless driver turned into an investigation for driving under the influence after the vehicle was stopped. The driver was arrested and transported to the County jail.
 - Warrant Arrest, 500 Shadow Lakes Boulevard. Subject was reported to be “acting out” and was throwing things around within his apartment. When he was contacted by officers he was found to have an open warrant and was subsequently arrested and transported to the County jail.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 36
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 46
 - Number of Written Warnings Issued: 3
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - 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:
 - Crash with Injuries, 14-07-00565, Arroyo Parkway / South Nova Road. A power pole was involved. The intersection was shut down for approximately 45 minutes.
- Traffic Complaints Received:
 - Illegal parking on Cantilever Court - Warnings given.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500-Block Lincoln Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 5
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 2. 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: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: Marjorie Trail / Winding Woods Trail
 - Reason for this STEP: Stop Sign Complaint
 - Number of times worked: 1; Total Hours Spent: 1.25
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: In marked patrol Car for 1 hour of this.
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 600-Block Hand Avenue
 - Reason for this STEP: Self-initiated
 - Number of times worked: 1; Total Hours Spent: 0.2
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No violations
- General Comments:
 - Driving Under the Influence Arrest on 08/05/2014, adult female was called in by retired Law Enforcement Officer from out of state who witnessed driver nearly strike a skate boarder. Ormond officer then witnessed her nearly strike a parked car. Arrested for DUI as well as possession controlled substances.
 - All agency marked units speedometers recalibrated 08/01/14.
 - 14-07-00566 Reckless motorcycle southbound on United States Highway 1 from the 900-Block. Extremely high rate of speed. Originally clocked at 80 mph climbed to approximately 120 mph. Holly Hill Police Department Officer stopped motorcycle in his city. Driver was issued five citations.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 13 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 8 Cases initiated
- 18 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with seventy-one (71) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymber Creek Phase I –The new mast arms at SR40 and Tymber Creek were painted green. Work continues on completion of the master stormwater pond on the east side of the road. Sidewalk installation was completed. Approximately 80% of the project site has been restored. The final layer of asphalt remains to be paved. The City utility relocation component of the project

was completed. Staff had worked with the County and the contractor throughout the project to minimize the utility offset needs, which resulted in a savings of approximately \$80,000 to the City's cost share component.

- 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. Due to scheduling issues the contractor has moved the milling and paving to the week of August 18th.
- 2 Inch Water Main Replacement – Mainland – Final As-Builts are being prepared.
- 2-Inch Water Main Replacement – North Peninsula – Final closeout documents are being prepared.
- Downtown Underground Utilities Conversion – FPL and AT&T have removed the remaining overhead poles from the project area; minor restoration activities remain and should be complete by September 15.
- Audible Pedestrian Signals – The FDOT has indicated they will not require additional ADA work as initially requested. Thus staff will now close out the project.
- 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 – Stabilized road subgrade was installed on the Roadway perimeter road. Offset of existing utilities was completed. Mitered end sections were constructed on the ends of the newly installed stormdrain pipe. Construction began for the roadside drainage ditch of the perimeter road.
- Nova Recreation Center Roof Repairs- Work began on installing new wall insulation inside the Gymnastics Center. The old plywood wall board inside the Gymnastic Center will be replaced by high impact resistant sheet rock panels as accepted by the Building Division.
- 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 has been submitted for Commission approval, August 19, 2014.
- Wilmette Avenue Bypass Pump Station – Project is complete.
- 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 met with the City last week and is working on final adjustments to the project 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 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 – Plans have been submitted to the FDOT for permit approval. An RAI was issued and will be responded to with a modification to the plan.
- Granada Medians (West of I-95) – The bid award was approved at the June 17th, City Commission meeting. Work is expected to start next week.
- 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 drainage and grading plan for the three primary existing shell parking areas was completed, including the area in front of the maintenance sheds, north of the gymnasium.
- Reforestation Street Tree Planting – The bid award was approved at the June 17th City Commission meeting. Contracts are being executed. Notices were sent to residents informing them of the upcoming work.
- 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.
- Downtown Stormwater – A kick-off meeting was held August 4, 2014; Sliger and Associates is beginning survey work for Zev Cohen and Associates to begin design.
- Ph II 2-Inch Water Main Replacement – Mainland - Design of 60% plans is in progress. Consultant is implementing design review comments and staff is working with the consultant to best plan locations for the watermain replacement on a per roadway basis to avoid impacts to existing trees, landscaping and ornamental driveways.
- Ph II 2-Inch Water Main Replacement – North Peninsula - Survey work has commenced, McKim and Creed anticipates submitting 30% plans for City review the week of August 11.
- 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 for August 7, 2014 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 Tr Sewer Connection- Quotes have been received for directional drilling of a gravity line along the roadway from the customer's home to the existing gravity sewer on along Seminole Avenue. Staff is determining project cost allocations and determining the benefit of City crews to perform the tie-in to the existing sanitary sewer and provide stubout to the property line, with the directional drill being the only contracted component of the project, versus having a contractor complete all the work.
- 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).
 - Completed additional topo/elevation survey @ Nova Rec Park for the development of new parking areas
 - Ormond Crossings- Staff reviewed the Phase "A" construction plans for the proposed Ormond Crossings development, which is intended for the roadway and utilities infrastructure for future industrial lots and is located in the southwest corridor of N. US1 and I-95.
 - Franchise Utilities- Staff inspected franchise utility work to avoid conflicts with existing City utilities. FPL has partially completed work on Arroyo Parkway. AT&T started work near 131 Business Center Drive and 202 Division Avenue.
 - Rima Well Site Cleanup- Coordinated with environmental consultant and FDEP for follow-up soil and groundwater sampling after the soil was excavated from a diesel fuel leak near the Rima production well 39R. Staff is working to promptly conclude environmental activities, satisfactory to the FDEP, in order to return the well back into use.
 - Prepared and hand delivered construction notices for the Street Tree Planting Project along Wilmette Ave
 - Modified the plans for the West Median Planting & Irrigation project per comments.
 - Compiled the data for the recent Central Park Lake draw down test.
 - Completed right of way ID and tree locate @ 171 Riverside Dr per N.I.D. request.
 - Performed the bi-monthly ground water and air gas monitoring at the Nova Landfill.
 - Created and provided PDF and hard copies of the FPL pole replacement along Wilmette per Water Div request.
 - Researched property ownership and right of way location for 179 N Ridgewood Ave relating to a fallen tree per Streets Div request.
 - Researched the wet retention pond standard detail regarding the fountain requirement aspect and the retro fitting of their pre-existing lakes per Hunters Ridge HOA request.
 - Researched and supplied riparian rights and dock extension to Homeowner along N Beach St per 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.
 - Reviewed SWMP submittals for 160 Pine St and 940 Arroyo for accuracy and submitted comments for correction to consultant.
 - Researched and located map of beachside properties south of Granada per request.
 - Reviewed plans and created approved wetland protection permit for 477 Pine Bluff Trl.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Trimmed trees on Nova Rd. and on SR40 (large project that crews focused on)
 - 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
 - Maintenance of trucks and equipment at the Public Works Yard
 - Trimmed trees on Nova Rd. and SR40
 - 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 Nova Rd. and on SR40

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 & "No Parking" 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
- Cassen Park, installed stop sign
- Citywide Locations, checked all school zones for crosswalks and proper signage

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
- (5) Lakes – took out boat with GIS (Global Information Systems) people to check lakes
- Hammock Lane – cleaned out area with Dump Truck #258
- Fortunato Park – installed bars over outfalls

Vactor

- Various Citywide Locations – cleaned basins

Mowing

- Reachout Mowing – SR40, west
- Slope Mowing – N Nova Rd. FDOT ponds, Clyde Morris, Bennett Ln., and on SR40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

26,710

PM Services completed for the week:

Emergency—Vehicles and Equipment

18

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 7,094 unleaded and 11,004 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,418 gallons of unleaded and 832 gallons of diesel.
- Fleet completed 70 work orders this week.

- Utilities
 - Projects Summary
 - Annual Supply of Chemicals for Water Wastewater – Bids are being evaluated. Bids from Florida Chemical Supply were deemed to be non-responsive because a bid bond was not included. Additional quotes will be required for solar salt, solid anionic polymer and sulfuric acid.
 - 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 installed the reuse tank piping. Contractor is preparing to make the connection to the existing concentrate piping.
 - Division Avenue Well Field Raw Water Piping – Park Place Phase 2 Homeowner's Association will require notification prior to construction. A proposal was requested from McKim and Creed for additional survey.
 - 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.
 - Dual Check Valve Assembly Procurement – Parts are being ordered.
 - 2-inch Water Main Replacement Project (Priority 2 Areas) – Plans are being prepared by the consultant incorporating staff comments.
 - 2581 John Anderson Drive Water Service Replacement – Volusia County Use Permit Application is being reviewed by the County.
 - Nassau Circle Water Service Replacement – Operations staff is preparing to replace the services.
 - Ormond Beach Wastewater Plant Operating Permit Renewal – Information requested at the meeting with FDEP is being collected to prepare a response to the RAI. A short form consent order is being reviewed.
 - 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. A bearing seized in Pump #3. Quotations are being solicited for repairs.
 - 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 – Reviewed the proposed pump design for the lift station.
 - SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Contractor proposal was received for centering the offset ring and cover and replacing the chimney for the manhole at station 1506+00. The cost is \$24,390. A purchase order is being prepared. Utility Technicians, Inc. is ready to begin lining the manhole once the manhole is repaired.
 - 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 was received for evaluation.
 - SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. River Oaks – Punch list items are being addressed. 1301 Deer Creek Phase 2 – Received videos of sanitary sewer main for review.
- Water Distribution
 - Exchanged 5 water meters per Finance Department work orders.
 - Responded to or repaired 12 water service leaks.
 - Performed accuracy testing on 4 each 3 inch commercial and 1 each ¾ inch water meters, all tested within accuracy limits.

- Assisted 10 customers with misc. concerns.
- Replaced 6 water meter boxes.
- Responded to 4 water pressure and/or water quality grievances.
- Replaced 1 water service due to aged pipe causing low pressure.
- Installed and performed pressure testing on 3 city owned backflow preventers.
- Repaired a 2" water main on Anchor Dr.
- Performed scheduled maintenance on 2 Water Distribution system valves due to water main breaks.
- Performed flushing activities in Western Ormond Beach areas.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 29 regular and 22 emergency utility locates for the previous week.

- Water Treatment
 - Delivered 38.755 million gallons for the week ending Aug.3, 2014, (5.536 MGD)
 - Backwashed 12 filters for a total of 626,000 gallons backwash water.
 - Produced and hauled 67.5 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 33.55 Million Gallons.
 - Produced 23.96 Million Gallons of Reuse.
 - Produced 9.59 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.79 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 210.29 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town.
 - Televised 9 and cleaned 5 sewer laterals.
 - Cleaned 3,200/ televised 2,200 feet of sewer main in 8P sewer system.
 - Located reuse main at 151 Windward Cir. for 1" reuse service install.
 - Raised 4" clean out at 108 Colina Pl.
 - Relocated 1" reuse service at 137 Orchard Ln.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 6 psi.
 - Pumped out pep tank at 61 Tomoka Ridge Way.
 - Replaced pep tank pump at 62 Circle Creek Way
 - Low pressure sewer gauge readings: Westland Run (2 inch) 32/30psi. Foxhunters Flat (2 inch) 26/22 psi & Shadow Creek Blvd. (4 inch) 4/5 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Influent Room – pump #3 not working – bearing failure at pump assembly confirmed by pump manufacturer representative – obtaining quote from manufacturer machine shop TAW for repair – general housekeeping.
 - Chlorine Tank #1 – leak at tank discharge flange – future repair part of WARF 39.
 - Scum Well #1 – cleaned & serviced mixing chamber at blend unit.
 - Effluent Reuse Pump #1 – phase fault - fuse #3 blown - replaced - all ok.
 - SCADA monitor/response: 8P - high level – FPL power outage – contacted FPL – placed on generator until FPL power restored; 8M1 – no starts pump #2 – starter tripped - pulled pump - cleared blockage at volute –ok.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.

- Quarterly & Bi-annual PM's: Screw Pump #1.
- Lift Station PM's: 20 monthly and 3 annual performed.
- Plant wide oil & grease route.
- 50 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Sand Filters - #1 & #4 Alma valves - cleaned pressure lines.
 - Thickener transfer pump #1 – starter tripped – reset overloads –monitor.
 - Ammonia pump - replaced injector.
 - Thickener vault pump - adjusted floats and test system operation.
 - Well 23H – leak noted in pump room well pipe – replacement part on order – will replace when received - housekeeping and preparation work.
 - Well 31H - feed wires to the main breaker burnt – replaced wires – all ok.
 - Rima Well Field – verified 36R, 37R, and 38R proper operations.
 - Elevated tank altitude valve – awaiting repair parts.
 - Monthly PM's: Ormond/Holly Hill and Ormond/Daytona interconnect;
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program: Two facilities submitted an Industrial Pretreatment application - survey, one is an initial survey and the other requesting a revision to the current permit. Staff is evaluating the applications.
 - Sewer Collection System Programs: Staff in 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.
 - Annual Reuse Report: Prepare revised report based on updated information due to the discovery of an inoperative bulk reuse meter.
 - Wastewater Treatment Facility: Establish a sampling regiment to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes.
 - Preparing notification to FDEP regarding upcoming short for consent order conditions and penalty adjustments for consideration.
 - 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.
 - Backflow Device Installation Notice: Staff drafting a notice to residential customers affected by the future installation or refurbish of existing backflow prevention devices in the City's Reuse Service Area.
 - Backflow Prevention Device Testing: City Ordinance requires backflow prevention devices to be tested annually on all commercial potable water customers. Staff assisted several customers with the coordination of having their device certified and/or processing the report have the testing was complete.
 - Diesel Fuel Release Remediation: Engineering and Utilities Divisions staff to continue collaborations with consultant and FDEP for remaining source removal alternatives. Contaminated soils that we previously excavated were transported and properly disposed this week.

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 August 6, 2014, City Commission Meeting
- Staff attended and provided support for August 7, 2014, Quality of Life Advisory Board
- Staff attended and provided support for August 8, 2014, Pension Boards Meeting
- Agenda packet preparation and creation for August 13, 2014, Public Works Advisory Board
- Agenda packet preparation and creation for August 19, 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