

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 15, 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:

- Discussion with senior staff of review options for redevelopment proposals.
- Prep work for presentation at Ormond Beach Chamber Lunch and Learn session on August 20
- Attended Florida League of Cities conference

Spoke to, attended and/or met with:

- Jacqueline Waters regarding an anti-bullying program business plan

Community Development

Planning

- The Brownfield Advisory Board met to discuss the status of the contract with Cardno and the nomination form for sites to be investigated. Tom Lewis of Cardno was in attendance. Future outreach efforts are planned with meetings scheduled with the Board of Realtors and the US 1 Beautification Committee.
- A neighborhood meeting is scheduled for the property at 875 Sterthaus Drive, the former hospital site. The project proposes 286 condominium units and a 100 seat house of worship. The project shall require a rezoning to a Planned Business Development with public hearings before the Planning Board and City Commission. The neighborhood meeting is scheduled for Tuesday, August 26th at the Ormond Beach Y.M.C.A at 500 Sterthaus Drive from 5:15 p.m. to 6:15 p.m.
- The Planning Director met with the City Manager, Assistant City Manager, Finance Director and Economic Development Director to discuss review processes for redevelopment proposals.
- Staff is in contact with Volusia County and the Florida Department of Economic Opportunity (DEO) staff to set up meetings as early as possible after the Volusia County Council acts on the Interlocal Service Boundary Agreement scheduled for August 21st. Target dates for the County are the end of August, and early September for DEO staff.
- Alan Feker, President of Hunter's Ridge, has hired Attorney Kim Booker to begin work again on the land transfers located at the northeast and northwest section of Airport Road and SR 40. It was indicated to Ms. Booker that the RPC will require a Notice of Proposed Change (NOPC) and once that is acted upon an amendment to the Ormond Beach Hunter's Ridge DRI Development Order is needed to eliminate the requirement for a waste water treatment plant at that site. Also indicated to Ms. Booker that Ormond Beach would need to know the status of the Flagler County DRI DO since the land to be transferred is to be developed as a Regional Park and it is part of that DO – not the Ormond Beach DO.

Building Inspections, Permitting & Licensing

- 242 inspections performed.
- 5 business tax receipts issued.
- 105 permits issued with a valuation of \$703,949.00

Development Services

- The SPRC received the following for review:

1. Second submittal of Site Plan – 1287 West Granada Boulevard (Zaxby's)
2. Canoe/Kayak rental at 821 US 1 North Highway
3. Pre-construction meeting with Valiant Diners

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 Holding 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 was completed this week and 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 and Enterprise Florida to discuss business recruitment.

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 has received from AVCON, Inc. the 90% design plans for the Air Traffic Control Tower systems upgrade project.
- City crews continued clearing vines and overgrowth from the perimeter fence and trimming trees near Gate 10 and the main entrance to the airport.
- Staff continues to work with the FDOT regarding phase two of FDOT's Statewide Airfield Pavement Management Program (SAPMP). A consultant working on behalf of FDOT requested supporting design documents (such as plans and reports) to account for recent airport pavement updates.
- Governor Rick Scott signed Senate Bill 320 into law on June 13, 2014. This law is known as the "White-Miskell Act" and contains specific language about parasailing operations near airports, such that airports now have support from local law enforcement resources to respond to prohibited parasail activities within two miles of an airport. The law goes into effect October 1, 2014.
- Staff repaired a faulty circuit in the airport's electrical vault. This circuit provides power to a Global Positioning System (GPS) device that provides location and time information for aviation purposes.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (# 4,782 – 4,856).
 - Approved 21 Purchase Requisitions totaling \$101,678.87.
 - Issued 24 Purchase Orders totaling \$257,414.22.
 - Prepared 130 Accounts Payable checks totaling \$338,096.75 and 35 Accounts Payable EFT payments totaling \$150,982.07.
 - Processed 4,159 cash receipts totaling \$1,065,058.84.
 - Processed 914 utility bill payments through ACH totaling \$81,802.41.
 - Processed and issued 5,904 utility bills with billed consumption of water of 41,369k.
 - Issued 900 past due notices on utility accounts.
 - Auto-called 118 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (8/26)
 - 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 pre-construction conference for the Birthplace of Speed Park ADA renovations funded by CDBG.
 - Completed NIAB packet for distribution for August 21st meeting.
 - Held Sole Purpose informational meetings for the City's FRDAP applications – Nova Community Center and Sports Complex.
 - Presented the City's FRDAP grant applications to the Leisure Services Advisory 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: 2
- EMS: 75
- Motor Vehicle Accidents: 8
- Public Assists: 34

TOTAL CALLS: 127

- Aid provided to other agencies: 17 calls – Daytona Beach (4), Holly Hill (1), Volusia County (12)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 24
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 58

Training Hours

- NFPA 1001: Firefighting 89
- NFPA 1002: Driver/Operator 2
- NFPA 1500: Safety/Equipment 43
- NFPA 1620: Pre-Fire Planning 19
- EMT/Paramedic 25
- TOTAL TRAINING HOURS: 178

Station Activities

- Updated 39 pre-fire plans
- Conducted 5 fire inspections
- Participated in National Night Out

Significant Incidents

- 8/7/14, 6:41 AM: John Anderson Dr. / Sandcastle Dr. – Motor Vehicle Accident – One vehicle rolled over on its roof – a power pole was struck and lying across roadway with wires on vehicle – driver was extricated by removing front and rear doors and transported to hospital – accident caused power outage in area – cleared scene at 8:35 a.m.

Operations

- Attended Florida Fire Chief's Association Executive Development Conference and annual meeting in Fort Lauderdale. Classes attended: Florida Health Insurance, Marketing Fire and Emergency Services, Yarnell Hill Fire Lessons Learned, Labor Management and Labor Relations, Take Action Against Cancer in the Fire Service, Fire Safe America, Life is a Race, Succession Planning, Insurance Services Office (ISO) Fire Suppression Rating, Courage to be Safe, and Cussing Won't Help.

Human Resources

Staffing Update

- Job Requisitions
 - Human Resources - Employee Relations Assistant
- 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.
 - 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.
 - Finance Department – Customer Service Supervisor was advertised in-house and closed on 08-11-14. Four (4) employees applied for this position and interviews were scheduled for 08-14-14.
 - Police Department/N.I.D. – Office Assistant III candidates were reviewed from L.S. recruitment and three (3) candidates were interviewed 08-13-14 and 08-14-14.
- Background/Reference Checks/Job Offers
 - Leisure Services/Administration – Office Assistant III was advertised 06-10-14 on City web site with a closing date of 06-27-14. A candidate was selected and began pre-employment processing on 08-08-14.
 - Police Department - Police Officer was advertised through 07-03-14. Interviews were held 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. Conditional offers made to three (3) candidates and backgrounds started.
- Promotions/Transfers
 - Fire Department – Firefighter/EMT position is being filled with an in-house candidate effective 08-25-14.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 06-30-14: 5.21% (excluding retirements).
 - Finance Department – Senior Accountant/Budget Analyst 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 Nationwide 457 Deferred Compensation representative will be available to meet with employees on 08-22-14 in the H.R. Training Room.
- The ICMA-RC Deferred Compensation representative will be available to meet with employees on 08-25-14 in the H.R. Training Room.
- One Blood – Blood drive bus will be in the City Hall parking lot on 08-25-14 from 8:30 AM to 1:30 PM.
- 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

- MH&FC 2015 event planning meetings.
- Assisted with beneficiary forms in PW.
- 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- 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: - 23 New work - 56 completed - 31 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,192	Inbound E-Mails Blocked	15,330
Delivered Inbound E-Mails	12,718	Quarantined Messages	152
Percentage Good Email	45.1%	Virus E-Mails Blocked	186

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 18,240 (81.1%) potable 17,704, Irrigation 534, Effluent 2
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Public Works Meeting
 - Assistant City Manager's Meeting
 - Sports Complex Walk Through
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Andy Romano Beachfront Park Monitoring
 - Riverbend Park Cleanup
 - YMCA Meeting
 - Community Garden Meeting
 - Leisure Services Advisory 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 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.
 - The City Coed Adult Softball fall season will wait another week to start games, with practices continuing this week Monday through Friday at 6pm.
 - The Ormond Beach Soccer Club's competitive teams start their practices this week on Fields 1-4 as well as Fields 9 and 10. Recreational practices will start in September.

- Athletic Field Maintenance
 - 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
 - Final construction continues on the building for the Champion Field.
 - The Ormond Beach Golden Spikes are using Baseball Field 4 to practice at night.
 - 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.
 - Verti-cut baseball and softball fields.
 - Began treatment of pre-emergent fertilizer, 15-0-15 with Ronstar, on Soccer Fields 1-12 and Baseball Fields 1-4.
 - Laid out and painted practice football fields on 11 and 12 for the Pride teams.

- 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: CMT held their Alumni Show rehearsal. Kopy Kats held regular classes.
 - Tuesday and Wednesday: CMT held their Alumni Show rehearsal.
 - Thursday: Kopy Kats held regular classes.
 - The Performing Arts Center is preparing to host the following events:

- CMT Alumni Scholarship Benefit Show, Saturday, August 16th, 7pm \$15 reserved seating.
- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)
 - Open playground (sunrise to 11pm daily)
 - Open gym (1pm to close weekdays and Center hours on weekends)
 - Fitness room open (Center hours)
 - Clean up after summer camp; inventory of supplies, etc.
 - Pavilion rental 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
 - Planning and taking RSVP's for Dedication Ceremony for new Field House
 - Preparing for HR Director Interview Luncheon
 - 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 began Monday, August 11th due to construction
 - 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 continues to meet at various times throughout the week.
 - National Night Out took place in the gym on August 5th from 6:00pm-9:00pm.
 - Summer Coed Volleyball League will take place on Tuesdays and Thursdays from 6:15pm-8:00pm.
- The Casements
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Staff reset the first floor and Room 204 after the floor refinishing project.
 - Staff cleared Room 203 to make way for the A/C replacement project starting on Tuesday.
 - Staff moved Enviro Camp items to their storage area until next year!
 - Halifax Health rented Rockefeller Gardens and Room 205 for a calendar photo shoot on Monday. Several Cancer Survivors were on sight as the models.
 - An exhibit hang took place for the artwork of Jeannie Deegan, a local artist suffering from pancreatic cancer. The opening reception will take place on Thursday from 3pm-5pm.
 - On Thursday from 12:30 to 3:30pm, the Guild Crafters worked on their items for the upcoming Christmas Gala.
 - Staff prepared for another Greek Cooking that will take place on Saturday in the kitchen from 8:00am to 1:00pm.
- 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
- East Ballroom A/C not working at Senior Center
- Moved thermostat from closet to IT Manager's office at City Hall
- Safety inspection of 14 electronic gates Citywide
- Safety inspection of Commission Chambers at City Hall
- Picked up A/C parts order and distribute at various City locations
- Checked A/C unit at Ormond Art Museum
- Assisted with installation of chair molding in Engineering conference room
- Assisted with repair of trash gate at City Hall grounds
- Five men spent three hours repairing seating rows in Commission Chambers
- Moved and remounted thermostats at Gymnastics Center
- Tested heat strips and had VAV repaired City Hall
- Restroom key will not go all the way into lock at East-field at Nova
- Replaced runway lights at Ormond Airport
- Installed wire mold at the PAC on stage area
- Pulled in four new electrical circuits for the new stage at the PAC
- Installed a 20 amp dedicated outlet in work bay area at Fleet
- Replaced old G.F.C.I. and cover at Fleet
- Removed pump from City Hall fountain, picked up and installed new fountain pump
- Removed pedestrian key pad at the Ormond Airport
- Picked up supplies for plumbing repairs at Sanchez Park
- Mounted new mailbox for Ormond Airport Towers
- Replaced plumbing on two drinking fountains at the east baseball fields at Sports Complex
- Met the contractor for new doors at The Casements
- Replaced bulbs in the AD light at the Airport
- Replaced bulbs on the PAPI light at the Airport
- Replaced light fixture on Runway 26 at the Airport
- Replaced bulbs in the ground light on Runway 17 at the Airport
- Installed wire for the new stage floor plug at the PAC
- Repaired door vent to the electrical room at the PAC
- Replaced bulbs in the bathroom fixture at Airport Tower
- Evaluated a new water line for test room at Waste Water
- Repaired men's room toilet at the Ormond Art Museum
- Met fire monitoring contractor at Gymnastics Center
- Repaired three toilets in women's room at Sanchez Park
- Repaired garage doors at Fire Station 92
- Parks Maintenance
 - Repaired trail sign on Hand Avenue
 - Removed graffiti from men's restroom at Fortunato Park
 - Removed graffiti from bench on Division Avenue
 - Worked with P.D. to remove vagrant from Fortunato Park
 - Installed new doggie station at Sanchez Park due to vandalism
 - Painted over stain in ladies restroom at Sanchez Park
 - Replaced dome lid for trash can at Cassen Park
 - Replaced deadbolt on storage room door at Central Park II
 - Replaced rusted playground equipment bars at Milton Pepper Park
 - Repaired deck board on stairs at Birthplace of Speed 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 = Repaired damaged bollard at Melrose Park

Police Department

Administrative Services

- Provided/attended in-house Officer re-fresher training.
- Command Staff held the Citizen's Law Enforcement Advisory Board meeting.

Community Outreach

- O.B.P.A.L. programs have concluded for the summer session. The fall sessions of Tutors R Us, and Science on Patrol will begin in October.
- The O.B.P.A.L. annual golf tournament, Golfing for Youth is scheduled for November 8th at River Bend Golf Club. This year's hole in one prize is sponsored by Bruce Rossmeyer's Daytona Harley Davidson.

Community Services & Animal Control

- Animal Calls: 43
- Animal Reports: 2
- Animal Bites: 0
- Animals to Halifax Humane: 0
- Injured Wildlife: 2
- Large Bear seen near Aberdeen

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 13
- Inactive: 7
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Carbreak: 3
- Grand Theft: 4
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 1
- Death Undetermined: 1

Narcotics

- One Meth Lab Investigation
- One Search Warrant
- Two Buy Walks

Comments:

- Bank Robbery: Investigators identified a second subject involved in the PNC Bank robbery. Investigators conducted controlled phone calls and obtained an arrest warrant for the brother of the subject originally arrested. Investigators located the subject in question and he was in possession of some of the money taken in the robbery.

- Sex Offense: Investigators have identified a subject believed responsible for exposing himself in The Trails subdivision.
- Death Investigation: Investigators are looking into the death of a 44 year-old female who was found deceased in her Tomoka Meadows residence. It appears at this time that the subject may have accidentally overdosed on prescription medication found in the residence.

Records

- Walk - Ins / Window 95
- Phone Calls 120
- Arrest / NTA'S 18
- Citations Issued 128
- Citations Entered 89
- Reports Generated 157
- Reports Entered 151
- Mail / Faxes / Request 50

Patrol

- Total Calls 1,749
- Total Traffic Stops 210

Operations

Crime Opportunity Report Forms: 96

- 8/07/2014
 - Carbreak, 362 Tymber Run (Tymber Creek). Purse removed from an unsecured vehicle overnight.
 - Burglary – Residence, 195 Fairway Drive. Bicycle removed from carport overnight.
 - Battery – Domestic Violence, 355 Fir Street. Suspect started a fight with his brother and battered him, causing injuries. He fled the residence prior to arrival and we were unable to locate. A complaint affidavit has been completed.
 - Bank Robbery, 128 East Granada Boulevard (PNC Bank). Suspect implied he had a weapon and demanded cash from a teller. He then fled with the cash on foot. A perimeter was set up with several officers, deputies, CSO's, beach officers, K-9's, and Air One. CID and Crime Scene were deployed also. Beach Patrol spotted a suspicious male matching the description while walking through heavily wooded dunes onto the beach. He was positively identified as the robber and arrested.
- 8/08/2014
 - Battery - Domestic Violence Arrest. 80 Standish Drive. Teenage son called in to report that his stepfather and mother were in some type of altercation where he believed his mother was hit. The investigation indicated that the stepfather was the aggressor in the fight and was arrested.
 - Failure to Pay, 1608 North US1 (Days Inn). Female failed to pay for three nights of rent. Female left the area on foot and the hotel towed her vehicle. Unable to locate the female in the area. Complaint Affidavit completed.
- 8/09/2014
 - Traffic Arrest, US Highway One and I-95. Traffic stop made on a suspect vehicle identified involved in a theft ring. Suspect was arrested with an assist from VCSO and Rapid ID system.
 - Carbreak, 40 Greenwood Avenue, victim noticed that several tools were taken from her vehicle.
 - Narcotic Arrest, 600 Block South Yonge Street. Traffic stop was conducted and a strong odor of marijuana was detected. The vehicle was searched and three grams of marijuana was discovered. Suspect was issued a Notice to Appear for Possession Under 20 Grams.
- 8/10/2014
 - Battery - Dating Violence. 855 South Nova Road. Suspect was arrested after cutting his girlfriend off in traffic causing a crash and then battering her after the incident.

- Narcotics Arrest, 240 Willow Place. Mother of the residence advised that she and her son were in a verbal argument when he retrieved a handgun and locked himself in his room. Upon officer's arrival on scene the mother was outside of the residence and assisted officers in attempting to contact the subject. The subject exited the residence and was secured without incident. While clearing the residence and the subject's room, cannabis and paraphernalia were located.
- Burglary- Business Arrest, 650 South Atlantic Avenue (Mobile Gas). Security guard from Casa Del Mar witnessed a suspect smash the front door of the Mobile Gas Station with a skate board and then enter the business. The subject was then seen taking off to the south west from the business. Responding units located the suspect on Riverside Drive. He was bleeding heavily from his leg from a cut he received from the broken glass. The suspect was positively identified by the witness and placed under arrest for the burglary. The suspect was found to be in possession of fifteen packs of cigarettes that were stolen during the burglary of the business.
- 8/11/2014
 - Grand Theft, 96 South Beach Street. Known acquaintance accused of taking the victim's prescription medications, a safe, and a laptop computer from the home.
 - Bicycle Theft, 323 South Yonge Street (Momma's Market). Victim reported his blue Fuji 21-speed bicycle missing after it was left unlocked near closing time in front of the business.
 - DUI Arrest, SR 40 / Williamson Boulevard. Citizen called in a male on a scooter on SR 40, swerving all over the road. He was stopped and arrested for DUI after a field investigation.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention and admitted to attempting to shoplift and making a fraudulent refund.
 - Warrant Arrest, Andrews Street / Greenwood Avenue. Suspect was known to be wanted by a VCSO deputy who spotted him on Wilmette Avenue. A perimeter was established and the suspect was taken into custody without incident.
 - DUI Arrest, 241 North U.S. 1. Suspect was backing his motorcycle when he made contact with another vehicle. He then fell off his motorcycle. Crash investigation completed followed by a DUI investigation and arrest.
- 8/12/2014
 - Carbreak/Battery, 119 Rogers Park Drive. Suspect reached through an open car window and struck the driver with a closed fist. The fight was over the victim asking the suspect's girlfriend for sexual favors for giving her a ride home.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect attempted to walk out with a case of beer. He was stopped by loss prevention and issued a Notice to Appear for retail theft.
 - Fraud, 664 South Nova Road #107. Elderly woman contacted by phone by a subject posing as her grandson. The subject convinced her to send \$612 to bond him out of jail. She later spoke with her grandson and determined it was fraud.
 - Narcotics Arrest, Airport Road and US 1. Adult Female was arrested for possession of narcotics after an investigation. Suspect was issued a Notice to Appear and was released.
 - Carbreak/Attempt, 31 Blockhouse Court. Officers responded to a report of an attempted carbreak. The zone officer was in the neighborhood and was able to put out a good description of the suspect. Other officers located a subject coming out of the woods on US 1 that matched the description and detained him. The subject became combative and was arrested.
- 8/13/2014
 - Aggravated Battery- Domestic Violence Arrest. 745 Garden Lane. Suspect was arrested after chasing after his mother with a kitchen knife and threatening to kill her.
 - DUI Arrest, 800 South Beach Street. Suspect was arrested for DUI after crashing his vehicle into a large tree.
 - Warrant Arrest, 565 Parque Drive. (Southern Plastic & Rubber) Suspect was arrested without incident on two separate outstanding warrants.
 - Shoplifting, 1521 West Granada Boulevard. (Wal-Mart) Suspect was issued a Notice to Appear for shoplifting.

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- Stolen Vehicle, 1504 San Marco Drive. Victim works at San Marco and left his 2004 Kia Optima (silver) running while he walked up to an apartment. He returned to find the vehicle gone. "Student Driver" sticker on the back bumper of the vehicle.
- Battery-Domestic Violence Arrest, 1118 Sherbourne Way. Suspect choked his live-in girlfriend and threw her on the ground during an argument. The suspect also broke a ceramic dish and tried to cut the victim with it. The suspect was arrested and charged with Domestic Violence by Strangulation and Aggravated Battery.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 74
 - Number of DUI Arrests: 2
 - Number of Uniform Traffic Citations Issued: 78
 - Number of Written Warnings Issued: 9
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - Crash with Injuries, Monday 08/11/2014 @ 1000 Block S Nova Rd. Southbound car crossed the median and all three lanes of northbound Nova Rd, and then struck a tree and building. Driver had injuries from crash, possible seizure. (14-08-00215)
- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-400 Blk Clyde Morris Blvd
 - Reason for this STEP: Self Initiated - Speeders
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 4; Written Warnings Issued: 0
 - Comments: High Speeds again on this road
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 200-Blk Ocean Shore Blvd
 - Reason for this STEP: Self Initiated
 - Number of times worked: 2; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 800 Blk Wilmette Ave
 - Reason for this STEP: Self Initiated
 - Number of times worked: 3; Total Hours Spent: 3
 - Citations Issued: 6; Written Warnings Issued: 0
 - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: East Granada Blvd / Riverside Dr
 - Reason for this STEP: Self-initiated
 - Number of times worked: 1; Total Hours Spent: 1

- Citations Issued: 3; Written Warnings Issued: 0
- Comments: High speeds east and westbound

- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300 Blk John Anderson Dr
 - Reason for this STEP: Self-initiated
 - Number of times worked: 2; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
 - Comments: None

- General Comments:
 - DUI Arrest on 08/06/14, Fleeing & Eluding (took off while I was trying to get him out of the vehicle), Resisting w/o violence, Habitual Traffic Offender (14-08-00130)
 - DUI Arrest on 08/11/14.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases initiated
- Zone 2: 15 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 8 Cases initiated
- 86 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with sixty-nine (69) telephonic inquiries.

Public Works

• Engineering

Project Summary

Construction Projects:

- 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 – As-Builts were resubmitted and are being reviewed.
- 2-Inch Water Main Replacement – North Peninsula – Staff is resolving final pay quantities; final closeout paper work will be completed shortly.
- Downtown Underground Utilities Conversion – All restoration activities have been completed, the contractor is preparing final quantities which will result in a deductive change order and closeout of the project.
- Audible Pedestrian Signals – The FDOT has indicated they will not require additional ADA work as initially requested. Thus staff will now closeout 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 has been installed, 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- Road subgrade continues to be worked for soil stabilization along the perimeter road. Roadside drainage ditch has been rough excavated. Part of the existing parking lot pavement near the Airport tower was demolished and is being prepared for new pavement.

- Nova Recreation Center Roof Repairs- New wall insulation and high impact resistant sheet rock panels were installed inside the Gymnastics Center. The new roof system has been completed.
- City Hall Chiller Replacement – A preconstruction meeting was held June 19th. The chiller will be direct purchased to allow the City to receive the tax savings of \$2,708.44. Delivery of the chiller is expected in 7-8 weeks. It is expected that installation of the new chiller will occur in late August/early September.
- 2014 Roadway Resurfacing- Bid award has been submitted for Commission approval, August 19, 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 met with Misiano Skate Parks 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; due to several home/lot owners not being in town this has delayed the ability for staff to acquire necessary easements. Once easements are secured, staff will proceed to bid out the project.
- Fiber Optic Network Expansion – FDOT utility permit for this project has been issued. The contractor has submitted for Volusia County Use permit approval and Ormond Beach Engineering Permit.
- Granada Medians (West of I-95) – The contractor is currently directional drilling the irrigation mainline carrier pipe under the turn lanes to connect each median together. The work crew is also trenching and installing the irrigation mainline in the grass median. The contractor started at the western project limit, working east.
- 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- A grading and paving plan was designed for the access road to ball field 4, including the addition of 2 handicap parking stalls. Cost estimates are being performed for the various proposed pavement improvement areas throughout the park. The drainage and grading plan for the three primary existing shell parking areas has been 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 - 30% plans are being transmitted this week 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 was held August 7, 2014 by Dickens and Associates who are in the process of preparing a conceptual plan for the project. The FPL meeting assisted in determining final design; Dickens is beginning calculations and design this week.
- Seton Tr Sewer Connection- Quotes have been received for directional drilling 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 completes all the work.
- South Peninsula Reclaimed Water Extension – Quentin Hampton is transmitting 90% plans this week for City review.
- Environmental Learning Center – With approval of the design work authorization, the consultant has begun 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- FPL is installing new power poles on Melrose Avenue.
- Rima Well Site Cleanup- Spoils from the soil excavation that was performed from a diesel fuel leak near the Rima production well 39R was collected and transported to a proper disposal facility. Staff is currently working with an environmental consultant to perform follow-up soils testing and reporting to obtain approval from FDEP to accept reactivation of the production well.
- Researched and provided information on sidewalk maintenance along S Nova Rd right of way south of Hand Ave per Streets Div request.
- Modified the drawing plans and created updated PDF's for the Police Station Fence Project per project manager comments.
- Located previously unidentified storm water manhole and checked invert elevation at 110 Riverside Dr for the Riverside Dr Project.
- Researched utilities along Airport Rd at F.E.C. Railroad Track crossing and supplied information and exhibit maps to consultant (Partner Eng) per request.
- Continued to update the Nova Rec Paving Project design plans (calculating the volume of cut and fill for the 4 newly created parking areas) per project manager's comments.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired broken sidewalks at Riviera Park
 - Asphalted patches on 100 block of Orchard Ln., on Hamlet Trace, and at Ashton Look & Hunters Ridge Blvd.
 - Asphalted a berm at the 400 block of Collins St.
 - Concrete repair on Whispering Pine Trl.
 - Formed for a pour at S. Forty & Saddlecreek
 - Trimmed trees on SR40

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
- Removed trees on Hand Ave., and on Collins St.
- Trimmed trees on Moreland Blvd., Sandcastle, at the corner of Linden & Royal, Pine Trail, King Phillips Way, Indianhead Dr., 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 at Lincoln & Orchard,, at Tomoka & Hammock on the east side, and on SR40, west of Nova
- Picked up litter at Wilmette & Orchard

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 and 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
- Fleming Ave., installed dead end markers
- Citywide locations, checked on stop bar inventory
- Thompson Creek Rd., installed Wildlife sign
- Various school zones & Andy Romano Park, installed thermoplastic markers, where needed

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
- S. Forty – removed concrete basin with Gradall
- Old Kings Rd. – trimmed trees

Vactor

- Various Citywide Locations – cleaned basins
- Fleet – in for troubleshooting
- Deer Creek - inspection

Mowing

- Reachout Mowing – SR40, west by Hunter's Ridge, and Northbrook ditch
- Slope Mowing – various city ponds, on SR40, and at Nova Rec.

Street Sweeping/Streetsweeper

- 127.8 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

26,239

PM Services completed for the week:
Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
19

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has gallons of 13,315 unleaded and 8,959 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,201 gallons of unleaded and 1,213 gallons of diesel.
- Fleet completed 66 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 – Contractor installed 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 received from McKim and Creed for additional survey and design services.
- Cross Connection Control (CCC) Program Management Services – Bids are being evaluated.
- Dual Check Valve Assembly Installation Services – A pre-construction meeting was held on August 11. Notice to proceed will be issued after meetings with the homeowner's associations are held.
- 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 – The offset ring, cover and chimney was replaced for the manhole at station 1506+00. Utility Technicians, Inc. is ready to begin lining the manholes once the manhole is repaired.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Submitted as-built drawings to electrical engineer for signing and sealing. Sent comments on as-built drawings to the contractor.
- Storage Tank Repairs and Maintenance – A revised proposal is being evaluated.

- SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. River Oaks – FDEP clearance received for collection system in Phase 1. Deer Creek Phase 2 – Reviewed videos of sanitary sewer main and requested verification that leaking lateral is repaired. Field checked preliminary as-built drawings and submitted comments. Shoppes of Granada – Water Distribution and Sewer Collection System permit applications were executed and returned to the design engineer. Valiant Diner – Volusia County Health Department indicated that no water distribution system permit will be required.
- Water Distribution
 - Exchanged 14 water meters per Finance Department work orders.
 - Performed accuracy testing on 2-3” and 9-2” commercial water meters, all were within accuracy limits. Scheduled 6 commercial water meters for accuracy testing next week.
 - Performed pressure testing on 5 city owned backflow preventers, 2 of which needed repairs. Installed 3 new backflow prevention devices on the irrigation system serving medians in The Trails subdivisions.
 - Responded to and repaired 7 water service leaks.
 - Repaired the automatic flushing device located at 624 N. Beach St.
 - Replaced 9 water meter boxes.
 - Replaced 5 water services due to aged pipe causing low pressure, 2-2” pipe casings were installed by the contractor for water service replacements under roads.
 - Raised and rebuilt a fire hydrant on Sycamore Cir, straightened and rebuilt the fire hydrant at 300 N. Beach St due to vehicle accident.
 - Removed contaminated soils that had been excavated well site 39R.
 - Assisted 11 customers with misc. concerns.
 - Responded to 5 water pressure and/or water quality grievances.
 - Performed pre-paving inspection of valve placements located on Tymber Creek Rd as part of the road widening project.
 - Performed scheduled maintenance on 19 Water Distribution system valves as part of the valve maintenance program.
 - Performed flushing activities on Minnow Dr, S. Nova Rd, Winding Woods subdivision, The Trails (west), Hidden Hills subdivision, The Falls subdivision, Coquina Point subdivision, Aberdeen subdivision, Chelsea Place.
 - Performed flushing activities in Western Ormond Beach areas.
 - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 86 regular and 3 emergency utility locates for the previous week.
- Water Treatment
 - Delivered to the City 37.576 million gallons (5.368 MGD) for the week ending August 10, 2014.
 - 2014 Backwashed 10 filters for a total of 531,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - We had one Precautionary Boil Water notice this week.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.44 Million Gallons.
 - Produced 25.48 Million Gallons of Reuse.
 - Produced 5.96 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.49 MGD, plant designed for 8 MGD.
 - Hauled 60 tons of biosolids (14%-18% Solids).
- Wastewater Collection – Reuse
 - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town.
 - Pumped out pep tank at Lake Isle Way.
 - Televised 2 and cleaned 22 sewer laterals.
 - Cleaned 1,200’ of sewer main in 8P sewer system.
 - Installed new pep tank at 98 Tomoka Ridge Way

- Disconnected sewer at 49 & 53 Fluhart Ave and 454 Druid Cir.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 42 psi, Ocean Mist Hotel @ 38 psi, Ormond Mall @ 16 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 28/26psi. Foxhunters Flat (2 inch) 25/20 psi & Shadow Creek Blvd. (4 inch) 2/0 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Centrifuge #2 – vendor on site for diagnosis of centrifuge vibration – primary and secondary gear boxes need replacement – proceeding with repair quotes by GEA.
 - Chlorine Tanks – leak test spare tank at water plant for relocation to wastewater. This tank is proposed to be utilized in place of an existing tank that is presently out of service.
 - Scum Well #1 – cleaned & serviced mixing chamber at Vorti Blend unit.
 - Weekly Preventative Maintenance (PM) performed on Grit Snail; Poly Blends #1, #2; Digester Blowers #2 and #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM performed on Carrousel Surface Aerators – #1 inboard, #2 inboard, #1 outboard, #2 outboard; Sand Filters – #1, #2, #3 and Influent Pump Station Odor Control unit.
 - Quarterly PM performed on Screw Pump #1.
 - Lift Stations – installed WIN911 software upgrade to include text message alerts.
 - SCADA monitor/response: 10M – phase voltage alarm was due to a blown fuse block causing the phase monitor to be inoperable. The fuse block was replaced and the system is back in operation. 8P – FPL power outage – set up generator to operate the station during outage until power was restored. 12M – pump #1 did not turn off because the operating float was caught on a pipe – The float was relocated and the pump is operating properly.
 - Lift Station PM's: 14 monthly performed.
 - 65 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 8D – replaced 12" corroded pipe nipple – all ok.
- Well 23H – leak noted in pump room well pipe – replacement part was received and the defective piping replaced.
- Rima Wells 35 & 39 – conducted site tour with contractor that is scheduled to repair these wells on August 19th.
- Elevated tank altitude valve – awaiting repair parts.
- Granada Booster station – complete electrical and controls upgrade – returned station to operations.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: Staff issued a new permit to an existing IPP user. The permittee implemented a new pretreatment system, which required a modification of their permit.
- 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: Prepared a revised report based adjusting reuse water quantities based upon updated information due to the discovery of an inoperative bulk reuse meter.
- Wastewater Treatment Facility: Establishing a sampling regimen to highlight the areas of the sewer collections system which are contributing higher concentrations of select analytes that are monitored as part of the operating permit.
- 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 when the testing was complete.
- Diesel Fuel Release Remediation: Engineering and Utilities Division staffs are continuing collaborations with consultant and FDEP for remaining source removal alternatives. Contaminated soils were transported and properly disposed.

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
- Agenda packet preparation and creation for August 19, 2014, City Commission Meeting
- Agenda packet preparation and creation for August 21, 2014 Neighborhood Improvement Advisory Board 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.