

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: August 29, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Utilities Manager and Economic Development Director
- Discussion with senior staff on electronic planning software options

Spoke to, attended and/or met with:

- Concerned citizen about lot size issue in Bear Creek
- United Way Board meeting
- General discussion with Rich Pernell, Director, Facilitation & Mediation Services, Embry Riddle
- City/County Managers meeting
- City and FDOT staffs on Granada Bridge lighting
- As requested, bi-monthly meeting with Commissioner Kent
- Budget Advisory Board meeting
- Chamber of Commerce Board meeting
- Discussion with Staff and Waste Pro representatives Ted Oglesby and Tim Dolan
- Phone call with Wayne Grant, Ormond Observer, on various topics
- Lunch meeting/general discussion with senior staff, and the executive directors of the Chamber of Commerce and Ormond MainStreet.

Community Development

Planning

- Staff attended the Renaissance Condominium (hospital site) Neighborhood Meeting at the YMCA. Approximately 20 people attended including Jeff Brok, attorney for the project; Parker Mynchenberg, engineer of record, and Buddy LaClour, a partner in the project. The project involves 11 buildings (26 units in each building); five story high with underground parking (1) and surface parking (1) for each unit. Total area is 17 acres and 186 units planned with three phases: Phase 1 (5 bldgs.); Phase 2 (3 bldgs.); and Phase 3 (3 bldgs.). Due to tree preservation and compensatory storage, the church site has been eliminated, but it will be provided elsewhere in the area but not part of this project. ***The developer expects to break ground in the first quarter of 2015 and complete the first building of Phase 1 by the end of the third quarter or beginning of the fourth quarter of 2015.*** Price points begin at a low of \$210,000 and increase up to \$300,000 depending on floor and type of unit sold. Top floor will be penthouses. Condo fees are projected in the range of \$250-\$300 a month. Interesting, the developer indicated seasonal rentals may be permitted but the City's transient accommodations require the unit to be occupied for 6 months plus 1 day to not be a transient unit. Staff intends to meet with Buddy LaClour to clarify this statement.
- City staff met with Volusia County staff regarding the proposed land use changes related to the Interlocal Service Boundary Agreement (ISBA). Volusia County staff indicated support for whatever our proposed land uses would be. Staff is proposing to annotate the intensity and density by property on the land use plan to ensure the impact is no more and no less than what currently exists. The Department of Economic Opportunity (DEO) allows for intensity and density standards to be

annotated on the future land use map. Staff is currently coordinating with our representative from DEO to visit with us to discuss the ISBA, the amendment and the process.

- The Planning Director, Finance Director, IT Manager and City Manager met to discuss the proposed electronic plan review software (ProjectDox).
- The Planning Director met with Lewis Heaster and his sign contractor regarding unpermitted signs that occurred for the Gaslight Project.
- A nonconforming use determination application has been received on behalf of Shoreham, Ocean Club North, Holiday Club and Bent Palm, through their representative Vivien Monaco. Review will begin once an application fee has been received. The applicant was notified.

Building Inspections, Permitting & Licensing

- 192 inspections performed.
- 3 business tax receipts issued.
- 100 permits issued with a valuation of \$4,594,884.00

Development Services

- The SPRC received the following for review:
 1. Parque Warehouses – pre-application meeting
 2. Concept meeting with Chipotle and CVS

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 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.
- Staff met to strategize on options that would facilitate the extension of utilities and roads to open up the Commerce Park for industrial development.

Airport Business Park

- Ameritech, Inc, currently located at 6 East Tower Circle, is planning to construct an 18,000-23,000 square foot manufacturing facility to accommodate their growth. The site plan review is under review and construction should be underway later this year.
- 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 has been presented to the Chamber Board and is ready for production 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.

Prospective Business Attraction/Retention/Expansion

- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers. Several business prospects from Enterprise Florida and Team Volusia have visited the property in the past several months.

- Staff is working on revisions to the City's Economic Development marketing materials and website, which will be completed in September.
- 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

- A grant agreement between the city and the FAA was approved by the City Commission at their meeting on August 19th. This grant agreement will provide primary funding for two projects at the airport; an airport master plan update project and an airport master drainage plan project. The City Commission also approved a work authorization for AVCON, Inc. to conduct a focused environmental assessment project to address development of the western quadrants of the airport. This assessment is required by the FAA but will be funded primarily by the FDOT, under a Joint Participation Agreement approved by the City Commission on June 17th.
- Austin Outdoor finished clearing foliage and tree trimming near the main entrance to the airport.
- Staff compiled and submitted the monthly Active Aviation Grants Status Report to the FDOT.
- The Automated Weather Observation System (AWOS) is not currently providing ceiling and altimeter data. Staff has issued a Notice to Airmen (NOTAM) advising pilots that this information is unavailable, and will arrange to have the AWOS serviced as soon as possible.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (# 4,968 – 5,072).
 - Approved 23 Purchase Requisitions totaling \$121,511.13.
 - Issued 21 Purchase Orders totaling \$1,046,062.42.
 - Prepared 109 Accounts Payable checks totaling \$473,188.53 and 28 Accounts Payable EFT payments totaling \$322,650.67.
 - Processed 3,288 cash receipts totaling \$763,600.06.
 - Processed 503 utility bill payments through ACH totaling \$38,766.45.
 - Processed and issued 6,335 utility bills with billed consumption of water of 30,235k.
 - Issued 179 past due notices on utility accounts.
 - Auto-called 199 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Meeting with the Manager – UPDATED (Rescheduled from September 8th to September 17th)
 - Florida Power & Light Tree Trimming
 - Ormond Beach Performing Arts Center Friends Receive Donation of a Baby Grand Piano
 - Amsden Road Closures (9/2-9/9)
 - 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.
 - Completed Employee Newsletter for September 2014.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Provided requested revisions for the VOCA FY 2014-2015 grant for approval by the Attorney General's Office.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 6
 - Hazardous: 3
 - EMS: 97
 - Motor Vehicle Accidents: 4
 - Public Assists: 39
- TOTAL CALLS: 150

- Aid provided to other agencies: 17 calls – Daytona Beach (5), Holly Hill (1), Volusia County (11)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 73

Training Hours

- NFPA 1001: Firefighting 151
- NFPA 1002: Driver/Operator 2
- NFPA 1021: Officer 8
- NFPA 1500: Safety/Equipment 35
- NFPA 1620: Pre-Fire Planning 11
- EMT/Paramedic 17
- TOTAL TRAINING HOURS: 224

Station Activities / Operations

- Updated 10 pre-fire plans
- Crews practiced performing Rapid Intervention Training, a firefighter survival and rescue technique.

Significant Incidents

- 8/19/14, 12:33 AM: 300 Main Tr. – Animal Rescue – Deer found stuck between railings on Main Trail Bridge and bicycle path at ground level – Quint 92 crew and police department were able to remove top two railings from boardwalk to free deer – animal was not injured and made its way back to the woods.
- 8/22/14, 11:50 AM: W. Granada Blvd. / N. Beach St. – Motor Vehicle Accident – Motorcycle vs. car with motorcyclist being ejected – motorcyclist transported as a trauma alert.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled. Twenty (20) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Human Resources - Employee Relations Assistant was advertised on 08-25-14, In-house, on the City web site and S.H.R.M. web site with a closing date of 09-10-14.
 - Engineering/Joint Permit Center – Permit Technician was advertised on 08-25-14, In-house and on the City web site with a closing date of 09-05-14.
 - Leisure Services/Nova – Part time Recreation Leader was advertised on 08-25-14 on the City web site, ERAU Student Job Center, Daytona State College Student Job Board and Bethune Cookman College Student Career Center job board as open until filled.

- Screening/Interviews 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 were received, entered on the applicant tracking sheet with qualifications and scanned for the selection committee's review. Three (3) candidates were interviewed on 05-12-14 but a selection was not made. Position was re-advertised on the F.P.E.L.R.A. web site, the S.H.R.M web site and LinkedIn as open until filled. Interviews have been scheduled with five (5) applicants for 08-01-14. The interview panel recommended three (3) candidates be interviewed by the City Manager and interviews were conducted on 08-18-14.
 - Police Department/N.I.D. – Office Assistant III candidates were reviewed from L.S. recruitment, three (3) candidates were interviewed 08-13-14 and 08-14-14. The department asked that the position be advertised for one week to received a larger pool of applicants. The ad was put on the City web site and in-house starting 08-18-14 and closed on 08-22-14. Thirty-one candidates were received, entered on the applicant tracking sheet with qualifications and made available for department review.
- Background/Reference Checks/Job Offers
 - 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 were made to three (3) candidates and backgrounds started.
 - 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 as open until filled. This position was re-advertised when the selected candidate declined the position. A candidate was selected and will begin pre-employment processing soon.
- Promotions/Transfers
 - Leisure Services/Nova – The part time Recreation Leader position was filled with a 2014 Summer Camp Counselor and the applicant transferred effective 08-18-2014.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 07-31-14: 5.28% (excluding retirements).
 - Police Department – Police Officer effective 10-01-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July, 2014 monthly report reflects savings of \$94,730.89 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,572 residents have utilized the program during that time.
- Staff is working of the implementation of the new Plansource program for benefit enrollment/administration.

City Events/Employee Relations Update

- New Employee Orientation – Orientation was conducted on 08-25-14 with two (2) new employees. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Risk Management Projects

- Mayor's Health & Fitness Challenge 2015 event planning meetings.
- 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 – Committee met to finalize evaluation of the options available.
 - WindowsXP to Windows7 implementation – Phase 2 - Continue upgrading the remaining systems City-wide starting with City Hall. Finance installs started this week, Community Development next.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 29 New work - 56 completed - 41 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	31,875	Inbound E-Mails Blocked	18,959
Delivered Inbound E-Mails	12,818	Quarantined Messages	98
Percentage Good Email	40.2%	Virus E-Mails Blocked	1,190

- Notable Events:
 - Worked with Utilities to resolve a SCADA server access issue.

- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 2 Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 2222,502 total, completed 20,159 (89.5%) potable 19,590, Irrigation 560, Effluent 9

Leisure Services

- Administration
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Director and Assistant Director attended the FRPA Conference
- 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.
 - The City's Coed Adult Softball fall season continued games this week Monday through Thursday at 6:20, 7:30 and 8:40pm. Eleven teams are signed up, which is our biggest fall in many seasons. The season will run through early November.
 - The Ormond Beach Soccer Club's competitive teams continue practices this week on Fields 1-4, as well as 9 and 10. Recreational practices will start in September.

- The City's Youth Flag Football had their Coaches Meeting on Thursday at the Nova Community Park Activity Room at 6:30pm. Teams, rules, etc. were discussed. Practices will start after Labor Day and games on September 22.
- The Lady Renegades have begun practicing for their fall season, Monday through Friday evenings, as well as Sunday, on the Softball Quad at the Sports Complex.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continued mowing of baseball fields, three times a week
 - Continued mowing of the soccer fields, two times a week
 - Continued mowing of the softball fields, two times a week
 - Continued mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - Lady Renegade softball teams continue workouts; prepare fields for them to use nightly
 - The Ormond Beach Golden Spikes are using Baseball Field 2 and 3 to practice at night.
 - Adding insecticide to all tanks of spray to try and keep the harmful insects under control.
 - Put out goals, benches and trash cans on Soccer Fields 1, 9 and 10 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.
 - Began treatment of pre-emergent fertilizer, 15-0-15 with Ronstar on Nova, South Ormond and OBMS fields.
 - Began laying out soccer fields for the fall season. Started with fields 9 and 10.
 - Fall season of Coed Softball has started. Prepped Softball Field 7 for them to use Monday through Thursday nights.
 - Helped prepare for the new Field House dedication last Friday night.
 - Opening day for Pop Warner was on Saturday. Prepped field and grandstand areas for them. Set up portable bleachers.
 - Hosted a men's Freedom League softball tournament on Saturday; prepped the Quad Fields 1-4 for them.
- Senior Center
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church was held on Sunday from 9:00am to 1:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT and Kopy Kats held regular classes.
 - Tuesday and Wednesday: CMT held regular classes.
 - Thursday: CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.

- 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)
 - Activity room rental Saturday
 - Gym rental Saturday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Coordinator attended FRPA Conference

- Gymnastics
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - Third week of August session; registration opens next week for September session
 - Tumbling tots working on balance coordination
 - Developmental class working on bars
 - Levels classes concentration will be on upper skills including back walkovers, back handsprings, and round off back handsprings

- 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 meets Monday through Saturday from 9:00am-10:00am and Monday, Wednesday, and Thursday from 5:45pm-6:45pm.
 - Challenger Gymnastics will continue to meet on Friday from 3:30-4:30pm at the Ormond Beach Gymnastics Center.
 - Political elections took place in the gym from 7:00am-7:00pm on Tuesday.
 - The Coordinator attended the FRPA conference in Orlando.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 11:30am.
 - A wedding was held in Bailey Riverbridge on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Docent training was held in The Preservation Room on Wednesday afternoon.
 - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
 - The Guild Crafters met in Room 203 on Thursday afternoon.

- 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
 - Assist with repair of CU 4 at Fire Station 93
 - Hinge on door squeaking breezeway entrance City Hall
 - Gathered information on internet cameras for Ames Home

- Checked door closer at Ormond Memorial Art Museum
 - Re-programmed two t-stats at Ormond Memorial Art Museum
 - Gathered information of fire suppression vendor for facility Senior Center
 - Investigated leaking roof at Fire Station 93
 - Researched options for security concerns at Ames Home
 - Replaced a ballast and approximately 40 tubes at Fire Station 93
 - Repaired roof panels at Nova Gym
 - Condensate line clogged 2nd Floor WWTP Main Lab
 - Monitor edaccess of electricians for pre-chiller replacement work at City Hall
 - Filled timed misters in stairwells at City Hall
 - Safety and lighting inspection of City Hall Commission Chambers
 - Reloaded mister at PW Administration
 - Inventory and order janitorial, first aid and batteries at Building Maintenance
 - Repaired toilet at Fire Station 93
 - Picked up tilt trailer and loaded lift for Fleet
 - Replaced lamps in ceiling fixtures at Fire Station 93
 - Repaired lights in the breezeway at City Hall
 - Installed cable for camera system at Fleet
 - Repaired light at the Police Department
 - Fixed electric door lock at the Police Department
 - Replaced lamps in kitchen at The Casements
 - Installed new lighting at the Performing Arts Center
 - Repaired lightning strike items at Ormond Art Museum and Ormond Memorial Gardens
 - Installed new door stop in Sally Port at the Police Department
 - Repaired front office toilet at Fleet
 - Met Hall Construction for gym ceiling tile repair at Nova
 - Picked up parts for fountain repair at the Performing Arts Center
 - Ran a new water line for the 2nd floor lab at Waste Water
- Parks Maintenance
 - Cleared out herb garden area at Bailey Riverbridge Gardens
 - Sprayed for weeds at various City playgrounds
 - Removed graffiti from men's restroom at Fortunato Park
 - Cleaned up broken glass from underneath bridge approach at Fortunato Park
 - Formed up for concrete pour at Central Park III
 - Trimmed low hanging limbs at entrance to Sanchez Park
 - Repaired vandalized grill at Sanchez Park
 - Removed graffiti from men's restroom at Ames Park
 - Repaired door closer at Sanchez Park
 - Cleaned sand from walkways at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = Restocked men's restroom at Central Park I

Police Department

Administrative Services

- Staff participated in the ALS Ice Bucket Challenge as representatives of the Police Department.
- Staff attended the ribbon cutting ceremony at the Greg Smith Field House.

Community Outreach

- The fall sessions of Science on Patrol at Ormond Beach Elementary School will begin in October. The program at Ormond Beach Middle School is being moved to the fall. Currently, schedules are being reviewed with the schools.

- 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 responded to: 52
- Animal Reports: 2
- Animal Bites: 0
- Animals to Halifax Humane: 6 (cats and kittens).
- CSO Soard attended Special Masters hearing for an unpaid animal citation.

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 12
- Inactive: 2
- Fraud: 7
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 4
- Auto Theft: 4
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Suicide: 1

Narcotics

- One Search Warrant
- Two Buy Walks
- One Knock and Talk
- Two Meth Lab Investigations
- Narcotics Arrest
- Training

Comments:

- Robbery Investigation: Investigators have identified the subject responsible for the robbery at Wal-Mart. The subject threatened loss prevention with a bat and a knife after trying to leave the store with unpaid items. Investigation continues and an arrest is expected in the near future.
- Death Investigation: Two subjects were found deceased in their vehicle in Tomoka State Park. A hose was found attached to the exhaust pipe and into the vehicle. A detailed suicide note was found in the vehicle and there were no signs of foul play.
- Grand Theft: An Employee at Crown Pawn Shop has been identified as the person responsible for several items that have turned up missing. Charges are pending.
- Missing Juvenile: The juvenile reported missing has been located in California and is being held until she can be returned to Florida. The subject traveled to California by bus after running away.
- Fraud: Investigators have identified an Ormond Beach man responsible for obtaining prescriptions at the Walgreens store by calling in and using a doctors DEA number. Investigation continues and charges are expected.

Records

• Walk - Ins / Window	123
• Phone Calls	109
• Arrest / NTA'S	14
• Citations Issued	98
• Citations Entered	75
• Reports Generated	110
• Reports Entered	98
• Mail / Faxes / Request	38

Patrol

• Total Calls	2,090
• Total Traffic Stops	247

Operations

Crime Opportunity Report Forms: 207

- 8/21/2014
 - Burglary-Residence, 132 Deer Lake Circle (Deer Lake Subdivision). Storage shed was broken into over night. The suspect attempted to sell a water sprinkler control box that was taken during the burglary to his mother's boyfriend who is the maintenance manager for the property.
 - Battery, 1 South Beach Street (Cassen Park). The victim came to the lobby to report that she was shoved by a known suspect at the park. Contact was made with the suspect and he stated that he did not touch her but yelled at her for being mean to his dogs.
 - Trespass Warning, 570 South Atlantic Avenue (Accurate Automotive). Suspect was issued a trespass warning from the property after an argument with the owner about the lack of repairs on his vehicle.
 - Disorderly Intoxication, 1 North Beach Street. Suspect was at the park. He was intoxicated and yelling at others. He was arrested
- 8/22/2014
 - Stolen Vehicle, 37 Marvin Road. Vehicle stolen overnight, owner maintained the keys to the vehicle.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart) Suspect was arrested for retail theft.
 - Trespass, 30 South Beach Street, Ormond Library. Female was causing a disturbance and refused to leave when asked. She was trespassed from the property.
 - Burglary-Residence 125 Fairway Drive. Reporting party is watching a rental property for a family member. He found the side door open and the washer and dryer missing.
 - Trespassing, 353 West Granada Blvd. (Winn Dixie). Suspect was causing a disturbance inside the liquor store of the business. The manager requested the subject be trespassed. Suspect was issued a trespass warning and left without incident.
 - Battery – Dating Violence, 1Moss Point Drive. Boyfriend and his girlfriend became involved in a confrontation after a night out drinking. Both have been dating for the past nine months. The male man-handled the female and threw her to the ground. The male was placed under arrest.
 - Warrant Arrest, 500 Block South Beach Street. Subject was seen sleeping on the sidewalk on South Beach Street. Teletype check revealed that the subject had an open warrant out of Volusia County for Failure to appear reference to Open Container. The subject was placed under arrest.
- 8/23/2014
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart) Loss Prevention was alerted by an out of state Wal-Mart store of information regarding a past shoplifting incident. Evidence was gathered, affidavit filed.
 - Narcotics Arrest, 125 Fairway Drive. Suspect was hiding in the residence at 125 Fairway Drive after a neighbor witnessed a confrontation with a female who advised that she was robbed. The female left prior to arrival. The residence was vacant and when units arrived the

suspect came out of the residence. The suspect's elderly grandfather arrived on scene to advise that it was ok for the grandson to be at the residence. The grandfather requested a search of the property be completed. During the search a bag of syringes and several pills were located in clothing that belonged to the suspect. He admitted to the possession and was placed under arrest.

- Loitering and Prowling Arrest, Royal Dunes/ Ocean Shore Boulevard, subject was stopped for a traffic violation. While waiting to conduct FST's on subject, he fled on foot from the officer. The subject ran through several enclosed fenced yards and eventually made his way north towards 11 Brendale Drive where he resides. Several units as well as AIR1 responded. Subject was eventually located near Lynhurst Drive in the County area. Subject was arrested.
- 8/24/2014
 - Shoplifting Arrest, 1340 West Granada Boulevard (Lowes) Suspect was arrested after concealing electrical outlets in his clothing and leaving the store.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart) Suspect was arrested and issued a Notice to Appear for retail theft.
 - Stolen Vehicle, 257 Tomoka Avenue. On-going civil issue between a divorced couple. Vehicle is registered to the female and the male refuses to return the vehicle to her.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart) Adult female was arrested for stealing several items. The suspect was issued a trespass warning and a Notice to Appear for retail theft.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart) Adult female was arrested for stealing several food and household items. She was issued a trespass warning for the business and met the criteria for a Notice to Appear for retail theft.
 - Battery-Domestic Violence Arrest, 187 South Atlantic Avenue (Plantation Island). Received a call that the male was going crazy and possibly beating a female. Suspect was arrested for domestic violence after he threw a cell phone and hit the victim in the head during a heated argument. The victim refused to cooperate or complete a statement.
- 8/25/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect took misdemeanor amount of clothing. Released with a Notice to Appear for retail theft.
 - Grand Theft, 84 Foxcroft Run (Hunters Ridge). Expensive watch was discovered missing from the residence. New cleaning crew was hired and inside the residence the day the watch was taken.
 - Shoplifting Attempt, 1521 West Granada Boulevard (Wal-Mart). Unknown female attempted to steal \$1,000 worth of merchandise. She lost her shirt while being grabbed by store loss prevention staff. Last seen jumping into a black Lincoln driven by a male southbound on Williamson Boulevard.
 - Carbreak, 744 John Anderson Drive. Unlocked vehicle entered overnight. Wallet and credit cards were taken.
 - Grand Theft, 52 Bovard Avenue (Surfari Surf Shop). Suspect took a surfboard from the shop to "test" for the day and never returned.
 - Warrant Arrest, 376 West Granada Boulevard (Granada Place). Suspect was arrested on a warrant without incident.
- 8/26/2014
 - Burglary-Residence, 22 Byron Ellinor Drive #B. Lawn mower and jewelry was possibly stolen by a known subject.
 - Stolen Vehicle, 78 Timucuan Drive, Stolen vehicle was recovered at 111 Oak Lane (county area) Air1 and VCSO assisted in finding the stolen truck.
 - Narcotics Arrest, Sanchez Avenue and North Yonge Street. Vehicle was stopped for equipment violation. Investigation found misdemeanor narcotics. Subject was issued a Notice to Appear.
 - DUI Arrest, 20 South Yonge Street (Magic Car Wash). Minor rear end crash resulted in a DUI arrest of the at-fault driver

- 8/27/2014
 - Missing Person, North Capri Drive. Juvenile left the residence yesterday afternoon and has not returned. Local areas checked where the juvenile frequents with negative results in locating him.
 - Warrant Arrest, 1451 North U.S.1. Suspect was arrested for an open warrant out of Hillsborough County for Dealing in Stolen Property.
 - DUI Arrest, 421 Andrews Street. Suspect was stopped after receiving a report of him driving down Andrews Street yelling out of the vehicle window. He was contacted and found to be extremely intoxicated. Attempted to conduct field sobriety exercises, however, the subject was unable to stand. He was placed under arrest and refused a breath test.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 54
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 43
 - Number of Written Warnings Issued: 4
 - Number of Parking Citations Issued: 0

- Traffic Crash Reports:
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 2
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - Serious Bodily Injury crash at Beach Street and State Road 40. Motorcyclist ran red light and struck a car.
 - DUI Arrest with crash on 08/26/2014, Adult/Female arrested.

- Traffic Complaints Received:
 - South Nova Road / Moreland Boulevard - Vehicles passing stopped school bus - Emailed out as extra patrol and members of the traffic unit are working on a Community Policing Project proposal in reference to this violation and similar violations.
 - 130 Warwick Avenue - Speeding complaint and request for Speed Measurement and Awareness Radio Detection and Ranging Trailer.
 - 700-Block North Ridgewood Avenue - Speeding in School Zone - Speed Measurement and Awareness Radio Detection and Ranging Trailer was re-deployed from Warwick Avenue to this location. This is also in one of the assigned school zones for the traffic unit to work.
 - 46 Bluebird Lane - Vehicles sometimes parking in the street - Sent out as an Extra Patrol.
 - 70 Bluebird Lane - Recreational Vehicle and trailers sometimes parked in the street - Sent out as an Extra Patrol.
 - 843 Lucerne Circle - Parking violation - Warning given - Follow-up pending.
 - South Center Street / Arroyo Parkway - Speeding complaint - Extra Patrol
 - Ormond Beach Middle School - Parking complaint related to Pop Warner Football - Met with Principal and Assistant Principal about the issue and they are going to pass the information on to Pop Warner people. Email also sent to patrol supervisors for Extra Patrol tonight.

- 1. Strategic Traffic Enforcement Program (STP) Information:
 - Location: All Public Schools in Ormond Beach
 - Reason for this STEP: School Zones
 - Number of times worked: 34; Total Hours Spent: 25.75
 - Citations Issued: 0; Written Warnings Issued: 5

- Comments: First week of school - helping to teach the traffic pattern and second week of school - traffic enforcement
- 2. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-400-Block Clyde Morris Boulevard
 - Reason for this STEP: Speeding
 - Number of times worked: 4; Total Hours Spent: 4.75
 - Citations Issued: 6; Written Warnings Issued: 0
 - Comments: High speeds
- 3. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 100-Block Warwick Avenue
 - Reason for this STEP: Speeding complaint
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No violations
- 4. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 700-Block Arroyo Parkway
 - Reason for this STEP: Speeding
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: 1 verbal warning
- 5. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 300-Block South Atlantic Avenue
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None
- 6. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 400-Block North Beach 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
- 7. Strategic Traffic Enforcement Program (STP) Information:
 - Location: 500 Block South Center Street
 - Reason for this STEP: Self Initiated
 - Number of times worked: 1; Total Hours Spent: 0
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: None

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 6 Cases initiated
- 14 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with two walk-ins and fifty-seven telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- John Anderson Drive – The contractor has started final paving operations and should be complete this week. Final thermoplastic striping will be completed after pavement cures in two weeks along with the specialty pavement work at Neptune Ave., Amsden Rd., Standish Dr., and Halifax Dr. After this, 3-way stop signs will then be installed at these intersections.
 - 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.
 - Audible Pedestrian Signals – The contractor is finalizing as-builts in contract format; closeout documentation is being uploaded to FDOT.
 - 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 from FDOT 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- Heavy rains over the past several weeks had impeded the contractor's progress in completing the stabilized subgrade for the perimeter road, but significant progress has since been made and approximately 70% of the perimeter road subgrade has been completed.
 - Nova Recreation Center Roof Repairs- The project is complete.
 - City Hall Chiller Replacement – The chiller unit has been installed and the contractor is completing final adjustments prior to requesting a final inspection.
 - 2014 Roadway Resurfacing- Bid was awarded. Contracts are being prepared.

- Design Projects:

- Nova Community Park Skate Park Expansion – City staff is working with AM Weigel to finalize their Guaranteed Maximum Price Proposal; it is expected that the contract will go to Commission for consideration at their September 29 meeting.
 - City Welcome Sign – ZCA presented conceptual drawings to the City Commission at the May 6th workshop. Staff has prepared alternate designs based on comments from the meeting and will arrange individual meetings with the City Commission to review them.
 - 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, as well as City of Ormond Beach Engineering Permits for this project have been issued. A minor RAI has been received from Volusia County, the contractor will respond to the County this week. A pre-construction meeting is anticipated in early September.
 - Granada Medians (West of I-95) – The contractor is working on installation of the irrigation mains.
 - Water and Wastewater Master Plan Update – Staff made field visits to several area treatment facilities to see new technologies in service that may be included as recommendations in the Master Plan. It is expected that the draft report will be submitted in September.

- Nova Recreation Park- Design is being finalized and project bidding documents are being prepared for the Pavement Improvement project, which will provide 55 designated regular parking spaces and 7 handicap parking spaces. The project will also provide pavement over the existing dirt roads and parking areas to eliminate erosion problems and reduce maintenance needs.
- 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 – Sliger and Associates began survey work last week, it is anticipated that they will have a completed survey for Zev Cohen and Associates to begin design early in September.
- Ph II 2-Inch Water Main Replacement – Mainland - Design of 60% plans is in progress.
- Ph II 2-Inch Water Main Replacement – North Peninsula - Survey work has commenced, McKim and Creed anticipates submitting 90% plans for City review the week of August 25.
- Ph II 2-Inch Water Main Replacement – South Peninsula - 60% plans have been transmitted to the City for review, a review meeting with QLH has been scheduled for the week of September 1.
- 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 directional drilling a gravity line along the roadway from the customers 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 stub-out 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 90% plans this week for City review, the City has reviewed these plans and finds them ready to proceed with bid documents; QLH will prepare documents for consideration at the October 7 City Commission meeting, with an advertisement for construction planned for around October 11.
- Environmental Learning Center – With approval of the design work Authorization, the consultant has begun the site survey and environmental survey. Staff will be visiting the Vero Beach Environmental Learning Center to discuss programs with their Program Director.

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).
- Rima Well Site Cleanup- A ground water monitoring well was installed and additional soil samples were extracted as part of follow-up action as directed by the FDEP.
- Nova Road Landfill- Two new ground water monitoring well were installed and sampled for additional reporting that was prepared as directed by the FDEP for the ongoing site assessment study.
- Reviewed plans and created an approved Wetland Protection Permit for 144 Riverside Dr.
- Continued developing the Nova Rec Paving Project design plans per project manager's comments.

- Updated the drawing showing the locations of the different milling and resurfacing depths for the John Anderson Dr Improvement project per inspectors' comments.
 - Researched and provided as-built drawing PDF's of City Utilities along Sanchez Ave and Andrews St intersection per FPL request.
 - Created construction plan set for the Public Works Building Storage Deck per Publics Works request.
 - Created an exhibit drawing map for the proposed Airport Sports Complex Restroom.
 - Began updating the book of bids per City Engineer's request.
 - Created drawing exhibit map of the proposed Nova Rec Paving Improvements for City Commission Memo.
 - Researched and provided easement and City maintenance responsibilities for sanitary lines in the Woodridge (The Trails) Subdivision per Wastewater Div request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Removed concrete (broken) & formed for pour on Melrose Ave.
 - Asphalted potholes on Manderley Ln., and at Wilmette & Center
 - Poured a concrete sidewalk & driveway on Riverview Ln
 - Trimmed trees on SR40
 - Asphalted patches at South Forty & Saddlecreek, at Tomoka & S. Ridgewood, on Nassau Cir., and at Hernandez & N. Ridgewood

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 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 various DOT (Department of Transportation) locations on W. Granada, east of Lowe's, on W. Granada west of Orchard, and on W. Granada east of Old Kings Rd.

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock and put away stock that was received
- Thompson Creek, installed 2nd set of wildlife signs
- Airport Rd./Hangar Way, installed a stop sign
- Pathways Elementary, checked on road striping job with Stellar Pavement

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
- City Hall – helped with and participated in Ice Bucket Challenge
- Hand Ave. – inspected and sprayed areas
- Tomoka Ave. – repaired basins

Vactor

- Various Citywide Locations – cleaned basins in all zones
- Loyola Dr. – cleaned lines
- Riverview Dr. – repaired pipe

Mowing

- Reachout Mower – various SR40 FDOT (Florida Department of Transportation) ponds, and on Arroyo Pkwy
- Slope Mower – various SR40 FDOT ponds, and on Airport Rd.
- Walk-behind Mower - Bennett Ln.

Street Sweeping/Streetsweeper

- 46.0 miles of road cleaned (This is for 2 days)
- 8.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

30,706

PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 8,470 unleaded and 7,141 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,798 gallons of unleaded and 1,053 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

Projects Summary

- A1A Force Main – Main was cleaned using polypigs and operating pressures are returned to normal.
- Annual Supply of Chemicals for Water Wastewater – A City Commission agenda item recommending award to various vendors is scheduled for consideration at the September 15 City Commission meeting..
- Backflow Prevention Device Testing, Certification and Repair Services – Modifying 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 – SCADA programmer was unable to access the historian server, IT department is assisting.
 - Division Avenue Well Field Raw Water Piping – An amended work authorization for McKim and Creed to perform additional survey and design services was prepared.
 - Cross Connection Control (CCC) Program Management Services – The bids were evaluated to confirm bidder qualifications. A City Commission agenda item recommending award to the low bidder was prepared for presentation at the October 7 City Commission Meeting.
 - Dual Check Valve Assembly Installation Services – Notice to proceed will be issued after meetings with the homeowner’s associations are held.
 - Dual Check Valve Assembly Procurement – Parts are stored.
 - 2-inch Water Main Replacement Project (Priority 2 Areas) – Plans were received for review for the south peninsula portion of the project.
 - 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 was collected and a response to the RAI was prepared. Staff awaiting receipt of a short form consent order for previous plant exceedances now corrected.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Contractor indicated that they will proceed with impeller replacement after Pump #3 is repaired. A purchase order to repair Pump #3 is being prepared. Warranty discussions underway regarding hypochlorite storage tanks.
 - Rima Wells Auxiliary Power Generator – Additional information is needed for the leak detector. Specifications and final plans were received for review.
 - Saddler’s Run Lift Station Rehabilitation – The designer is preparing the 90% plans and specifications.
 - SR 40 (Tymber Creek Road to SR Perrot) Resurfacing – Utility Technicians, Inc. will be contacted for a schedule to line the manholes.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Revised as-built drawings were prepared by the contractor for review.
 - Storage Tank Repairs and Maintenance - A revised proposal is being evaluated.
 - SPRC –North Peninsula Force Main – Bids are being evaluated by Volusia County. Deer Creek Phase 2 – Waiting for verification that the leaking lateral was repaired. Waiting for preliminary as-built drawing comments to be addressed. Deer Creek Phase 4B and 4C – Partial Clearance received for water distribution system. Temporary MRI – Reviewed revised plans. Ormond Crossings – Received plans for review. A meeting with the developer is scheduled for next week. Valiant Diner – Revised water service connection plans were reviewed. Zaxby’s – Reviewed plans. 1480 N US 1 – Reviewed a request to vacate easements on that parcel.
- Water Distribution
 - Exchanged 18 water meters per Finance Department work orders.
 - Responded to or repaired 6 water service leaks.
 - Performed accuracy testing on 6- 1½” commercial water meters, all tested within accuracy limits. Scheduled 8 commercial meters for testing.
 - Assisted 10 customers with misc. concerns.
 - Installed 1 new water service and meter for a residential customer.
 - Replaced 12 water meter boxes.
 - Responded to 9 water pressure and/or water quality grievances.
 - Replaced 5 water services due to aged pipe causing low pressure, 1-2” pipe casings were installed by the contractor for water service replacements under roads.
 - Completed maintenance activities on 15 fire hydrants in Utility map book area C1.
 - Installed and performed pressure testing on 5 city-owned backflow preventers, 1 of which needed repairs. Installed 2 new devices on irrigation system serving medians in The Trails subdivision.
 - Repaired a 2” water main on Bosarvey Dr.

- Performed scheduled maintenance on 19 distribution system valves as part of the valve maintenance program.
- Assist Building Maintenance with plumbing matter at park on Coquina Dr.
- Relocate water service - 1736 John Anderson Dr - septic tank installation.
- Abandon a 2" GSP water main on Coquina Dr. Connected the three residential water service on the 2" WM to an existing 6" WM.
- Performed flushing activities at Coquina Dr, Ormond Business Park, Pine Trails, Ormond Green, Broadwater, Southern Pines and Saddlers Run.
- Completed landscape restoration due to excavations at Anchor Dr, Marsh Ridge Watch, 2100 and 747 Ocean Shore Blvd, Rio Pinar Dr.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 94 regular and 2 emergency utility locates for the previous week.

- Water Treatment
- Delivered 38.168 million gallons for the week ending Aug.24, 2014 (5.452 MGD)
 - Backwashed 10 filters for a total of 450,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - No Precautionary Boil Water notices this week.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.32 Million Gallons.
 - Produced 24.93 Million Gallons of Reuse.
 - Produced 6.39 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.47 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 189.95 (14%-18% Solids).
 - Completed electronic DMR signup for FDEP reporting.

- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls Breakaway/Hunters Ridge PEP System service area and 3 in town conventional collection system.
 - Televised 6, cleaned 10 & root inhibitor applied on 2 sewer laterals.
 - Installed sod at 173 Windward Cir.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 15 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 5 psi.
 - Checked eleven trouble spots - Mainland & eight trouble spots – Peninsula - all clear.
 - Installed 8" basket in manhole at 550 Wilmette Ave. for collection system reconnaissance.
 - Cleaned 800' of two inch low pressure sewer - Shadow Creek Blvd.
 - Repaired broken cleanout at 7 Stone Haven Trail.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 30/30psi. Foxhunters Flat (2 inch) 24/21 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Grit Snail – found damaged shaft at belt knocker – shaft has clean break at existing weld – weld shaft – reinstall – all OK.
 - R.A.S. Room – floor drains partially clogged – clean floor trough, sump and pump – all ok.
 - Temporary Chlorine Tank – began reassembly of tank and connecting plumbing.
 - Breakaway Trails – supported Flygt warranty replacement of LS controller.
 - Towne Square – supported FPL scheduled power outage.
 - Pep Tank – 79 Deep Woods Way – replaced control box.
 - Pep Tank – 15 Crescent Lake Circle – replaced faulty wires from control panel - reconnected and tested – all ok
 - Influent Pump room – SCADA monitor screen is blank - contacting vender for repair/ replacement.

- WWTP – SCADA system failed causing problems all areas of plant – rebooted servers to regain automatic control - Emerson controls responded to troubleshoot software – working towards long term solution with controls contractors – Master Plan Update Project.
- SCADA monitor/response: 6P - #2 pump stuck on – clean probe – all OK; 7M1 – high starts – clean probe – all OK; 8M1 – no starts #2 – reset motor starter – inspected station – all OK; 8P - high level - no visible signs of recent high level – appears to be RTU related – working to resolve; 4M1, 8M3 - phase voltage loss and high level – storm related power outage – all ok; San Marco - high level – cleaned probe – all ok.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Screw Pumps #1, #2, #3; Poly Blends #1, #2;
- Quarterly PM's: Influent Odor Control Unit.
- Semiannual PM's - Carrousel Blower #1.
- Annual PM's: Fermentation Submersible Mixer #3;
- Lift Station PM's: 24 monthly and 0 annual performed.
- Plant wide oil & grease route.
- 57 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 23H – not responding remotely – hand-off-auto switch at fault – made repair – tested with operations – all ok.
- Plant - replaced bulbs and photo cells on lighting around the plant.
- Aerator blowers - cleaned air intake filters - met with Economy Electric to receive price quote to replace corroded conduit at blower motor assembly.
- Scrubbers #1, #2 - cleaned the filters.
- Shop - built skid for the new lawn sprayer.
- Well 35R – Partridge Well Drilling – replaced pump and motor – performed clean up - discharged well on the ground for 15min. adjusted the Bermad valve to 500 gpm – on-line.
- Well 39R – Partridge Well Drilling – began motor replacement – 60 feet of drop pipe removed – motor and pump not attached to pipe – obtaining quotes to televise and retrieve equipment – pending.
- Sludge Thickener - replaced the 1” valve on wash down hose.
- Claricone #1- blow down valve - discovered small hole in the plug valve – replacement valve on order - reset limit switches for close stop.
- Claricone #2 - reamed injection ports.
- Repaired leaking 2” chlorine line to the splitter box.
- Lime slurry #2 - replaced tube and roller.
- Lime slurry #1 - replace feed belt for the lime mixer.
- Monthly PM's: scrubber 1, 2, 3,4; Hudson wells 22,23,24,25,26,27,28,29; Polymer pumps 1,2,3; all Lime Slurry pumps; Standish booster station.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Sewer Collection System Programs: Staff in process to establish collection system programs including Fats, Oils & Grease reduction program and a program to eliminate wipes and other items which disrupt the City's sewer system. Programs seek to eradicate sanitary sewer overflows caused by blockages in the system. Staff began documenting locations of assisted living facilities for educational 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. Also, staff is monitoring specific sections of the sewer collections system to isolate areas where items are being flushed which are harmful to the system.

- Forwarded notification to FDEP regarding upcoming short form consent order conditions and penalty adjustments for consideration for recent and resolved TN exceedances.

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. Also, staff contacted the effected Homeowners Associations to schedule an information session in order to allow for residents' concerns to be heard.
- Cross Connection Control Program: Reviewing the bids for the management of the CCC program data for award.
- Diesel Fuel Release Remediation: Engineering and Utilities Divisions staff to continue collaborations with consultant and FDEP for remaining source removal alternatives and monitoring.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- Staff attended and provided support for the August 27, 2014, Budget Advisory Board Meeting
- Staff attended and provided support for the August 29, 2014 Firefighters' Pension Board Special Meeting
- Agenda packet preparation for the September 15, 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