

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: June 13, 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:

- Staff meeting with directors
- Reviewed materials with staff regarding sanitation collection
- Finished budget meetings with departments
- General discussion with Utilities Manager and IT Manager
- Prep work with staff for the County's water quality workshop on June 26
- Radio read water meters discussion with staff and City Attorney's office

Spoke to, attended and/or met with:

- LEAPS training- Performance Appraisal System
- Rotary board meeting
- Held Meeting with the Manager
- Held Walk with the Manager
- Finance Director and I met with Darren Parker of American Fidelity regarding management tools for benefits enrollment
- Commissioner Stowers general discussion
- Individual meetings held with the commissioners on sanitation collection
- PACE board meeting
- Rotary Leadership Retreat

Community Development

Planning

- The Planning Director met with the Brownfield Advisory Committee to discuss the Brownfield Initiative Program RFP and the status of the RFP. Six respondents were received and the Committee made up of representatives from Engineering, Planning, and Economic Development/Airport will meet on June 19th to select the best qualified respondent.
- The Planning director spoke at the Lion's Club meeting held at Mario's. The Club was interested in hearing about the current Planning and Building projects occurring in the city.
- The Planning Director presented the Interlocal Service Boundary Agreement to the Planning Board for review and action.
- The Department will be contacting Tomoka Christian Church that the grass parking is permitted but according to the LDC must have paved aisles. The two conex storage containers which look a lot like the picture below, but painted in the same color as the church, are not permitted in a residential zoning district. A 60 day period of time is being provided by the Department to the Church to remove the illegal storage containers.



- A Neighborhood meeting for the Shoppes on Granada (1298 W Granada) has been scheduled for June 18th at 5:30 at the Church of the Holy Child, 1225 West Granada Boulevard.
- A Neighborhood meeting for the Beach Bucket (867 S. Atlantic) will be held on June 23 at 6:20 pm in order to perform a noise assessment of outdoor music.

Building Inspections, Permitting & Licensing

- 249 inspections performed.
- 11 business tax receipts issued.
- 111 permits issued with a valuation of \$1,317,028.00

Development Services

- The SPRC met to discuss the following:
 - Sarah House revisions.
 - Ormond Methodist grass parking.
 - Valiant Diner Expansion at the City's Industrial Park.

Economic Development/Airport

Economic Development

Ormond Crossings

- Staff has scheduled a meeting with Tomoka Holdings in June to discuss the design and distribution of marketing material to generate investment in the Ormond Crossings project.
- Tomoka Holdings met with FDOT officials to discuss transportation mitigation studies that are required in the Ormond Crossings Development Agreement.

Airport Business Park

- ECN purchased the Reflections Building #1. The company has completed the building renovations and moved into the new facility. Staff is processing the growth assistance funds for the 2013 job creation and capital investment. An open house event is scheduled for June 19.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement with Padwell Holdings has been signed by the buyer and approved at the November 19 Commission meeting. The company has secured financing and staff is reviewing the final site plan to initially construct a 20,000 square foot manufacturing facility, which is expected to be finalized in late June. A property sale closing is required within 90 days of the final site plan approval.
- Staff is working with Ameritech, Inc., currently located at 6 East Tower Circle, in their consideration of purchasing Lot 31 in the Business Park to construct an 18,000-23,000 square foot manufacturing facility to accommodate their growth. Staff is also evaluating the project's economic development benefits and the submittal of an Economic Growth Assistance Fund Application to the Commission.
- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff met with the Chamber Tourism Committee to finalize the layout of the marketing brochure. Production of the brochure is expected in July.

- Staff met with Chamber officials to review revisions to the “Doing Business In Ormond Beach” resource guide. An updated edition is expected in September.
- Staff met with representatives of Team Volusia to discuss their site assessment project for two properties in Ormond Beach, which include the Former Food Lion property and the Airport Business Park and related vacant properties.
- Staff met with a prospective Aviation prospect from Enterprise Florida.

Prospective Business Attraction/Retention/Expansion

- SR Perrott has completed construction of their 100,000 square foot distribution facility at their North US 1 site. Staff is working with SR Perrott on the June 24 open house celebration.
- 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.

Airport Operation and Development

- Staff successfully repaired the aviation signal lamp at the air traffic control tower, avoiding the costs and out-of-service period involved with utilizing an outside repair service. In the case of a radio failure or an aircraft not equipped with a radio, controllers may use the signal lamp to direct the aircraft. The signal lamp has a focused bright beam and is capable of emitting three different colors: red, white and green. These colors may be flashed or steady, and have different meanings to aircraft in flight or on the ground. Pilots can acknowledge the instruction by rocking their wings, moving the ailerons if on the ground, or by flashing their landing or navigation lights during hours of darkness.
- Staff attended an annual planning meeting in Orlando with representatives from the FDOT and the FAA. The purpose of the meeting was to discuss state and federal funding procedures, and to review funding requirements for airport capital improvement projects planned or anticipated for the next five years.
- The FDOT provided the Joint Participation Agreements (JPAs) to fund obstruction mitigation work at the airport and to provide funding for a focused environmental assessment project to address development of the western quadrants of the airport. Staff has submitted agenda items for these JPAs to be presented to the City Commission at their meeting on June 17th.
- Staff has received preliminary 30% design documents as part of the ongoing tower systems upgrade project.
- Staff has been notified that the FDOT Aviation and Spaceports Office Statewide Aviation Economic Impact Study Update is nearly complete. FDOT is updating economic impact data for the airport and has requested staff’s assistance in reviewing information collected to date. Staff is working to respond to this request.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 42 Journal Entry Batches (# 3766 - 3866).
 - Approved 29 Purchase Requisitions totaling \$246,202.09.
 - Issued 20 Purchase Orders totaling \$156,462.20.
 - Prepared 131 Accounts Payable checks totaling \$231,393.57 and 44 Accounts Payable EFT payments totaling \$929,881.49.
 - Prepared 29 Payroll checks totaling \$23,873.64 and 333 Direct Deposits totaling \$504,714.73.
 - Transferred IRS 941 payment of \$227,578.63.
 - Processed 4,376 cash receipts totaling \$1,194,381.38.
 - Processed 623 utility bill payments through ACH totaling \$46,960.44.
 - Processed and issued 5,191 utility bills with billed consumption of water of 32,668k.
 - Issued 710 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (6/17)
 - Community Garden Meeting (6/19)
 - Community Garden Meeting (updated)
 - John Anderson Drive Road Closure (Neptune to Amsden)
 - 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 Meeting with the Manager.
 - Attended weekly staff meeting.
 - Attended Local Mitigation Strategy (LMS) quarterly meeting.
 - Attended CRS Users Group meeting.
 - Attended Local Mitigation Strategy training: Roadmap to Adapting to Coastal Risk.
 - Updated Identified Site Registry for Teco Gas relative to facilities located in Ormond Beach.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
 - Fire Alarms: 1
 - Hazardous: 1
 - EMS: 74
 - Motor Vehicle Accidents: 12
 - Public Assists: 52
- TOTAL CALLS: 140

- Aid provided to other agencies: 19 calls – Daytona Beach (7), Volusia County (12)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 53

Training Hours

- NFPA 1001: Firefighting 12
- NFPA 1002: Driver/Operator 15
- NFPA 1500: Safety/Equipment 37
- NFPA 1620: Pre-Fire Plan Inspections 3
- EMT/Paramedic 17
- TOTAL TRAINING HOURS: 84

Station Activities

- Conducted 2 fire inspections
- Updated 17 pre-fire plans

- Attended Homes for Heroes event at Coldwell Banker. Station 91 crew talked to residents, explained equipment and displayed fire truck aerial.

Human Resources

- **Approved/Active Recruitment**
 - Leisure Services/Administration – Office Assistant III was advertised 06-10-14 on the City web site with a closing date of 06-27-14.
 - Leisure Services – Enviro Camp – Summer Camp Counselor was re-advertised 06-11-14 on the City web site with a closing date of 06-13-14.
 - Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal on-line, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open until filled. Seventy-four (74) applications and resumes have been received, entered on the applicant tracing sheet with qualifications and scanned for the selection committee's review. Three (3) candidates were interviewed on 05-12-14 but a selection was not made. Position will be re-advertised.
 - Public Works/Fleet – Fleet Operations Manager was advertised on 04-21-14 on the Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators and will remain open until filled. Thirteen (13) applications have been received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Leisure Services/P.A.C. – Part Time Box Office Attendant was advertised on the City's web site on 03-25-14 and closed on 04-11-14. Four (4) applications were received and forwarded to Coordinator for review. Interviews were conducted and a candidate was selected. Selected candidate did not come in for processing and department requested that the position be re-advertised which was done on 05-08-14 as open until filled.
 - 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.
 - Police Department – Police Officer was advertised on the Florida Police Chief's Association web site and the City web site on 06-10-14 with a closing date of 07-03-14.
- **Background/Reference Checks/Job Offers**
 - Public Works/Fleet – Mechanic III position was advertised on Government Fleet's Job Finder web site, NAFA Fleet Management Association web site, Hire-A-Hero web site and the City web site and emailed to all members of the Florida Association of Governmental Fleet Administrators on 05-08-14 with a closing date of 05-23-14. One (1) application was received and forwarded to the department for review. An interview was held and the department requested that a conditional offer be made to the candidate. Pre-employment screenings were successfully completed and the candidate started work on 06-09-14.
 - Leisure Services/P.A.C. – A part time Custodian candidate was selected and began employment on 06-04-14.
 - Leisure Services/Community Events – Part time Community Events Technician interviews have been conducted and a candidate began employment 06-09-14.
 - Public Works/Utilities – Water Treatment Plant Operator interviews were conducted on 06-03 & 04-14 and a candidate will begin employment on 06-30-14.
- **Promotions/Transfers**
 - Fire – A Battalion Commander candidate was selected from the eligibility list to be Acting Battalion Commander.

- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 04-30-14: 4.6% (excluding retirements).
 - Leisure Services/Facilities Maint. – Facilities Maintenance Manager effective 06-30-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program April, 2014 monthly report reflects savings of \$93,276.56 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,496 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation – Next orientation is scheduled for 06-25-14. 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.

Training & Development Opportunities

- LEAPS training on the City's Performance Management process began with facilitator, Mark Toombs conducting Supervisor and Employee training sessions. Final Supervisor training session was held on 06-09-14 at the Advanced Technology Center.

Risk Management Projects

- Attended Fun Coast Worksite Wellness Council Wellness Workshop with Wellness Action Team.
- Mayor's Health & Fitness Challenge 2015 event planning meetings.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Proposals were received 5/30/2014. Proposals being reviewed by committee members
 - Community Development – Electronic Plan Review – Contract Negotiations with Legal Dept.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old Domain servers. Resolving issues one by one.
 - Email Server Upgrade from version 2003 to 2007 – In process of decommissioning the old servers.
WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the remaining systems City-wide starting with City Hall
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - VPN issues at remote sites, resolved within 24 hours.
 - Work Orders: - 23 New work - 49 completed - 54 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	44,138	Inbound E-Mails Blocked	31,198
Delivered Inbound E-Mails	12,803	Quarantined Messages	137
Percentage Good Email	29.0%	Virus E-Mails Blocked	14

- Notable Events:
 - Networking switch module failure at Data Center, system redundancy prevented connectivity outage. Vendor replaced parts within 24 hours, network path redundancy restored. Good to know the system redundancies work as designed.

- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 6 Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 4
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 19,367 (86.1%) potable 18,820, Irrigation 543, Effluent 4
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Meeting
 - Supervisory Staff Meeting
 - Assistant City Manager's Meeting
 - Parks Department Staff Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits – Andy Romano Beachfront Park Monitoring
 - Weekly Coordinator One-on-One Meetings
 - CIP Discussion
 - JD Atlantic Pool Service Splash Pad Meeting
 - Pride Football Bathroom Meeting
 - Sports Complex Lighting 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 OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through Thursday evenings.
 - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Thursday evenings. They also hosted a tournament on Saturday and Sunday at the Sports Complex and Nova Community Park on Fields #2 and #3.
 - Louis Camacho is renting the fields for his 6-a-side league starting Saturday on Fields #2C, #9 and #10.
 - Ormond Beach Soccer Club will continue to hold their Sunday free clinics at 3pm on the Soccer Fields 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
 - 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
- Golden Spikes Baseball league is using Nova fields; prep daily for them
- Boys' Pinto Leagues are using the Quad's softball fields for practice and games; prep for them daily
- Construction continues on the building for the Champion Field
- Finished spraying pesticide and insecticide at the Sports Complex. Nova, SONC and OBMS are next.
- Adult 6 vs. 6 soccer league has started on Saturdays; painted and prepped seven fields for them.
- Seabreeze summer boys' baseball has been using a field to practice during the week.

- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Big Band America met on Thursday from 7:00pm to 9:00pm
 - 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 and Kopy Kats held regular classes
 - Tuesday: CMT held regular classes
 - Wednesday: CMT held regular classes. CMT Dance Camp registration was held.
 - Thursday: CMT held regular classes
 - Friday: CMT Dance Camp registration was held
 - The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Spring Showcase, Saturday, 6/14 2pm and 7pm Call 386-254-2999 for tickets (South Beach Dance)

- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)
 - Open gym (1pm to 8:30pm weekdays and Center hours on weekends)
 - Fitness room open (Center hours)
 - Pavilion Rental Saturday/Sunday
 - Preparing for Summer Camp

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee for Community Events Leader position and new Community Events Technician
 - Walk w/ Manager program
 - Senior Games tasks - application updates
 - July 4th tasks - food vendors, entertainment contacts, and general event activities & promotions.
 - Researching fishing industry companies for annual fishing tournament.
 - Event tasks for upcoming Summer Sounds concert series.

- Gymnastics
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - June session is in progress
 - Registration is open for the July 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.
 - Ms. Debby conducted a summer camp for Dancing and Acting from 3:30pm-5:30pm during the week.
 - Challenger Gymnastics will continue to meet on Friday from 3:30-4:30pm at the Ormond Beach Gymnastics Center.
 - Preparation for Camp T-Rec continues.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday and on Saturday from 10am to 11:30am.
 - Pat Spano's art exhibit began on Monday.
 - Wedding portraits were taken in Ormond Memorial Gardens on Saturday morning.
 - A baby shower was held in Bailey Riverbridge on Saturday afternoon.
 - A wedding took place in The Casements on Saturday afternoon and evening.
 - A wedding took place in Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A Guild Christmas Gala meeting was held in The Preservation Room on Tuesday morning.
 - A wedding took place in Ames Park on Tuesday afternoon.
 - A meeting and dinner event was set up in The Gallery on Wednesday morning.
 - A Hospice seminar and dinner was held in The Atrium and Gallery on Wednesday evening.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - A memorial service was held in Ormond Memorial Gardens on Thursday afternoon.
 - A wedding was set up in The Casements on Friday morning.

- 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
 - Repaired soap dispenser at first floor men's room at City Hall
 - Repaired dragging gate at Water Plant
 - Installed window unit in Centrifuge Room icing up at Water Plant
 - Repaired three taxiway lights, one threshold light, one directional sign at airport
 - Trouble shoot and got information on R.E.I.L. at Runway 35 at airport
 - Checked key stuck in door in Finance at City Hall
 - Installed hand sanitizer in CID at Police Station
 - Attended section meeting at PAC
 - Repaired ice machine at PAC
 - Updated correct key for lock at Public Works Training Room
 - Repaired bent key for chemical room at Public Works
 - Assisted with lamp repair at Water Plant
 - Prepared storage closet for re-piping of chilled water make up at City Hall
 - Organized area for the generator in preparation for the storm season

- Repaired high bay light at Nova Gym
 - Replaced lamps in the parking lot lights at the Water Treatment Plant
 - Installed new ballast and lamps in three wall fixtures at Water Treatment Plant
 - Installed new flush stopper in men's urinal at Sports Complex
 - Relocated light pole from Airport to Sports Complex
 - Replaced broken flush handle in the women's bathroom at the PAC
 - Fire alarm inspections at Airport, Nova, Senior Center, Fire Station 92, City Hall and Police Department
 - Connected water line and shut off to greenhouse at Ormond Memorial Gardens
 - Ormond Memorial Gardens – installed two spigots, sink, and water line for the turtle fountain, installed plant irrigation system with timer in the greenhouse, added fill dirt, weed mat and gravel around the greenhouse.
- Parks Maintenance
 - Removed graffiti from picnic table at Riviera Park
 - Installed removable bollards at Melrose Lift Station
 - Repaired vandalized sign at Birthplace of Speed Park
 - Removed graffiti from mens' room at Cassen Park
 - Repaired pavers at the Boundless Playground at Sports Complex
 - Installed City seal on signs at Bailey Riverbridge Gardens
 - Delivered two memorial bench slats for engraving
 - Pressure cleaned Cassen Park boat ramps
 - Sprayed for spiders at the Magic Forest
 - Pressure cleaned pavilion area at Sanchez Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Attended City Manager staff meeting.

Community Outreach

- Members of the Youth Directors Council held a meeting to discuss upcoming programs and service projects. Youth assisted in cleaning out rooms for the PAL Summer program to begin June 23rd.
- The OBPAL Boys 7th grade team prepared for the State United States Specialty Sports Association Tournament in Ft. Meyers and the National Tournament in Gainesville. The tournament will be held June 15-6, 2014.
- Preparations for summer camp continued. The summer session of art, science, tutoring and computer lab held in partnership with the Leisure Services Department will begin June 23rd and continue through July 31st.

Community Services & Animal Control

- Animal Calls: 64
- Animal Bites: 1
- Animal Reports: 4
- Animals to HHS: 12 (Dogs: 1 Cats : 11)
- TNR: 2
- Fostered Kittens: 8
- Injured Wildlife: 2
- Bear sightings in Zone 4.

Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 9
- Inactive: 4
- Fraud: 2
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 0
- Grand Theft: 1
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Undetermined Death: 1

Comments:

- Fraud, Bermuda Estates, someone called our victim and claimed to be from the Internal Revenue Service. The caller told the victim they would be arrested if they did not pay their tax bill of close to \$4,000. The victim was told they could pay an installment with a 'green dot' card. They paid a \$500 installment and then realized that it was a scam. Case assigned for investigation, suspect had not been identified as of yet.
- Burglary, 19 Carriage Creek way, approximately \$3,000 taken out of boxes. Credit cards also missing. Case assigned but victims have not called the detective back yet and they have not been at home.
- Burglary, 493 Bryant Street, suspect arrested for going into a relative's home, stealing a check, and cashing it fraudulently. He was also arrested for dealing in stolen property.

Records

- Walk - Ins / Window 53
- Phone Calls 80
- Arrest / NTA'S 21
- Citations Issued 122
- Citations Entered 112
- Reports Generated 119
- Reports Entered 117
- Mail / Faxes / Request 10

Patrol

- Total Calls 1,945
- Total Traffic Stops 176

Operations

Crime Opportunity Report Forms: 146

- 6/05/2014
 - Warrant Arrest, 246 Tomoka Avenue, an officer was flagged down by a victim regarding the theft of a tool by his son. The officer was able to investigate, obtain an arrest warrant and make a felony arrest for Dealing in Stolen Property all within the course of her shift.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect was arrested for retail theft
- Loitering & Prowling, 2 Pine Valley Circle. Call originated as a solicitor complaint. Suspect lives at 14 Pine Valley Circle. Suspect approached several neighbors asking for money. When units arrived on scene, suspect jumped a privacy fence at 2 Pine Valley Circle. Photo lineup completed. Positive identification on suspect.
- 6/06/2014
 - Stolen Tag, 115 Bosarvey Drive. Vehicle tag was stolen from a white Chevy Blazer. It was swapped with a tag from a stolen white Chevy Blazer out of Port Orange. Neighbor provided suspect information but waited 20 minutes before calling us.
 - Burglary – Business, 333 South Yonge Street (New Life Cremation). This business has been closed for a month. The landlord went to check on the property today and discovered forced entry to the rear of the building. Deadbolt was smashed off.
 - Theft, 126 Bear Foot Trail. Victim answered an ad from an antique collector who visited her home. She is now alleging that he stole silver flatware while there.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect tried on a pair of boots and walked out the door.
 - Burglary – Residence, 19 Carriage Creek Way (Breakaway Trails). Elderly victim reported that his wallet, credit cards, and several thousand dollars are missing from the kitchen counter in his locked home overnight. No signs of entry.
 - Warrant Arrest, 618 North Ridgewood Avenue. Suspect taken into custody for two local warrants.
 - Battery – Domestic Violence, 130 Bennett Lane. Male and Female got into a fight. He did a battery on her and held her against her will for 45 minutes. She was able to get away. She indicated he grabbed a knife and threatened to kill himself. He appeared to have fled on foot. K-9 and Air One were called. He was later located in a shed on the property and taken into custody.
- 6/07/2014
 - Narcotics Arrest, 1102 West Granada Boulevard (Hess). Two suspects in a silver minivan spotted casing gas stations at SR 40 / US 1 by an off-duty Daytona Beach police officer. We saturated patrols of gas stations and located the vehicle at the Hess. Enough cannabis was located in the vehicle to charge both occupants, so they were arrested.
 - Battery – Domestic Violence, 621 Santa Ana Avenue. Suspect punched and shoved his aunt at this location during an argument. He also kicked in the front door of the residence. He lived there part time, but will not be any longer. He was contacted at his mother's house and arrested.
 - Burglary – Residence, 26 Queen Ann Court (Castlegate). Surfboard removed from an open garage.
 - Warrant Arrest, 1670 West Granada Boulevard. Adult male contacted at a transient camp near the address. He had an active local warrant. Arrest made.
 - Battery – Domestic Violence Arrest, 281 South Atlantic Avenue. Husband grabbed his wife and slapped her on the shoulder. Another male jumped in and the wife was knocked to the floor. Husband was arrested.
 - Warrant Arrest, East Granada Boulevard and South Atlantic Avenue. Adult male was found to have a warrant during a traffic stop.
- 6/08/2014
 - Burglary - Residence, 383-A Pine Road. Victim claims a neighbor broke into his attic, but no items are missing.
 - Burglary – Residence, 220 North Beach Street. Three bicycles taken from the garage sometime within the last week.
 - Burglary – Residence, 462 Riverside Drive. Purse is missing from inside the home, allegedly taken overnight. Unknown how anyone got in, as the home was allegedly secure with no sign of entry.

- Narcotics Arrest, 507 South Atlantic Avenue. Staff called reference two subjects who rented a room at the Howard Johnson's. A strong odor of Marijuana was detected. Officers followed up and subjects admitted they had marijuana. Also located was a substantial amount of mushrooms.
- DUI Arrest, 867 South Atlantic Avenue (Beach Bucket). Two subjects in a truck bumped another vehicle, possibly switched drivers and then went south on A1A. Stopped in Daytona. The driver at that time was arrested for DUI.
- Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). A suspect was detained for shoplifting. During the investigation she was found to have trace amount of Methamphetamine on her.
- 6/09/2014
 - Battery on Law Enforcement Officer Arrest, 1521 West Granada Boulevard (Wal-Mart). Three suspects were arrested for retail theft in three separate incidents. Two were released with a Notice to Appear and one of the suspects was transported to the Volusia County Branch Jail.
 - Shoplifting Arrest, 3 North Yonge Street (Shell). Patrol unit spotted the female suspect who began running on Lincoln Avenue. She then ran between two houses and was apprehended. Suspect began kicking and trying to strike officers.
 - Shoplifting Arrest, 1340 West Granada Boulevard. (Lowes). Male suspect stole several items and was apprehended by Loss Prevention.
 - Petty Theft, 489 Chelsea Place. Theft of the fuses from the outside air conditioning box.
 - Aggravated Battery, 195 West Granada Boulevard (Maria Bonita). Female suspect left the restaurant without paying for her \$49 bill. The bartender ran out after the female and grabbed onto the driver's door as the suspect began to pull away. The suspect put the vehicle in reverse and struck the bartender with the door mirror. She then put the vehicle in drive and sped away. Suspect was contacted at her residence and was extremely intoxicated. She admitted to speeding away, but advised that the bartender was hanging onto her vehicle.
- 6/10/2014
 - Burglary- Residence, 306 Rio Pinar Drive. Entry was made through an open garage door where a Trek bicycle was taken. Homeowner was working in the back yard.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 40
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 45
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 3
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information:
 - Thursday - 4 car crashes on top of Granada Bridge, very minor injury, two vehicles had to be towed, backed traffic up westbound for about 45 minutes.
- Traffic Complaints Received:
 - Vehicles not yielding to pedestrians in the beach access crosswalks on Ocean Shore Boulevard north of East Granada Boulevard.
 - Trucks on Melrose Avenue - Called complainant, but unable to reach him

- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 800-1200-Block North United States Highway 1
 - Reason for this STEP: Self-Initiated work for move over and speeders in unmarked vehicle
 - Number of times worked: 2; Total Hours Spent: 10
 - Citations Issued: 21; Written Warnings Issued: 0
 - Comments: Numerous speeders and vehicles that fail to move over.

- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 20-Block North Halifax Drive
 - Reason for this STEP: Self-Initiated work for vehicles driving through safety zone and opposing turn lane
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 2; Written Warnings Issued: 0
 - Comments: Violations stopped after bridge work was completed

- 3. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: River Beach Drive
 - Reason for this STEP: Speed Complaint
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: Very Light Traffic

- 4. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Marjorie Trail / Winding Woods Trail
 - Reason for this STEP: Citizen complaint of vehicles not stopping for stop sign
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No Violations

- 5. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: Haven Wood Trail / Autumn Wood Trail
 - Reason for this STEP: Citizen complaint of vehicles not stopping for stop sign
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 0; Written Warnings Issued: 0
 - Comments: No Violations

- 6. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: River Beach Drive / Pinewood Drive
 - Reason for this STEP: Citizen complaint of speeding on River Beach Drive
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: ; Written Warnings Issued:
 - Comments: Data was not available as to the results since this officer was out on Workers' Compensation. From the call, it appears that there were no associated traffic stops.

- General Comments:
 - Numbers for this report were only obtained from three of the five members of the Traffic Unit, due to two of them being out on Workers' Compensation Leave on the reporting day.
 - 06/09/2014 two OBPD motorcycles involved in a crash with injuries. FHP worked the crash.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 11 Cases initiated
- 9 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with two (2) walk-in and seventy-five (75) telephonic inquiries.

Public Works

• Engineering

Project Summary

Construction Projects:

- Tymber Creek Phase I – The northbound lane from Tymber Run to Peruvian Lane was paved.
- John Anderson Drive –The final phase of drainage improvements is underway between Royal Palm and Riverwood Drive. Following completion of this work final paving can be completed.
- 2 Inch Water Main Replacement – Mainland – All customers within the project limits are now being served off of the new water mains. Restoration is being performed.
- 2-Inch Water Main Replacement – North Peninsula - A letter of substantial completion has been issued, final as-builts have been found to be satisfactory; the contractor is preparing final pay request.
- Wilmette Avenue Bypass Pump Station – Remote monitoring of the flow meter has been established, final paperwork and clearances are being completed.
- Downtown Underground Utilities Conversion – AT&T is continuing removal of overhead lines and poles. Carter electric is completing restoration activities.
- Audible Pedestrian Signals – Project is complete, awaiting final sign off by the engineer of record and FDOT.
- Traffic Signal Maintenance (Mast Arm Painting) – Revised MOT plan has been resubmitted to FDOT; the City is awaiting issuance of a permit to commence the project.
- Airport Business Park Overhead Utilities Conversion/Hardening – FPL has rescheduled installation of conduit to commence mid-June, the project is anticipated to be complete early July.
- OBSC Multi-Purpose Building – The double door frame has been installed, the privacy walls were built, the roofing has been completed and the stucco is 50% complete.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott - FDOT has completed milling and structural course resurfacing Granada Boulevard, it is expected that their contractor will complete paving of the friction course in June. Utility adjustments are nearing completion.
- OBSC Roadway Improvements – Site clearing continues and is approximately 50% complete.
- Nova Recreation Center Roof Repairs - The east side roof section of the facility has been reroofed.
- N. Beach Street at Lincoln Ave Storm Drain Repairs- Volusia County completed performing repairs at the intersection in preparation to begin to resurface N. Beach Street, within an estimated three weeks.
- City Hall Chiller Replacement – A preconstruction meeting is scheduled for June 19th. The Chiller will be direct purchased to allow the City to receive the tax savings of \$2,708.44

Design Projects:

- FEMA HMGP Grant for Wilmette Avenue Bypass Pump Station – The actual bid cost for the project was \$14,560 above the estimated cost and grant award amount. The original FEMA grant received also did not include funding for construction engineering services. Upon completion of the project Staff requested if costs for the additional construction amount and CEI services could be funded. FEMA responded that another project recently completed under budget which has now allowed additional funds to be added to the City's grant and thus cover the additional

construction costs and CEI costs at 75% for an additional amount of \$19,370.27. Staff will be presenting a grant mediation agreement to the City Commission for the additional funding once documents are received from FEMA.

- Environmental Learning Center – The County Council approved the ECHO Committee recommendations and the City will receive a \$400,000 grant. Staff is coordinating with its design consultant on a scope of work and cost proposal for the final engineering design of the facility.
- Nova Community Park Skate Park Expansion – A Pre-bid meeting was held by the City's Construction Manager, A.M. Weigel on June 10, 2014; prospective bidders for the design build portion of the skate park expansion attended the meeting. Weigel has a deadline of June 26, 2014 set for delivery of proposals.
- 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. A workshop is anticipated for July 29th.
- Beach Ramp Beautification – Staff is revising the design plans per comments received by Volusia County's review for a Use-Permit.
- Riverside Drive Drainage Improvements – A letter stating no permit required has been received from the St. Johns River Water Management District. Zev Cohen and Associates is preparing the final plans for bidding and construction.
- Fiber Optic Network Expansion – A revised work authorization was approved at the June 2 City Commission Meeting providing for completion of the fiber optic loop to Fire Station 93, and expansion to PAL and South Ormond Neighborhood Center. A kickoff meeting with the contractor Danella is being coordinated for the week of June 16.
- Granada Medians (West of I-95) – The bid award was moved to June 17th due to a bid protest.
- 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.
- Nova Community Park – Road Paving - Preliminary design drawings are being drafted.
- Reforestation Street Tree Planting – The bid award is scheduled for the June 17th, City Commission meeting.
- 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 submitted for FDOT review on 3/13.
- Police Department Fencing – The bid award is scheduled for the June 17th, City Commission meeting.
- Ormond Beach Municipal Airport Taxiway G - Completed review of the construction plans and specifications for the project bid package.
- 2014 Roadway Resurfacing - Project has been advertised and is scheduled to receive bids on June 25, 2014.
- Sidewalk from Tomoka State Park to Sanchez Park - The grant application was reviewed and scored by the TPO sub-committee at their May 21 meeting.
- Downtown Stormwater - Zev Cohen has submitted a scope of services and cost proposal that has been found acceptable to the City, authorization of the project is anticipated at the July 29 Commission meeting.
- Ph II 2-Inch Water Main Replacement – Mainland - Approximately 90% of the land survey work has been completed for project preliminary design. Design work has begun.
- Ph II 2-Inch Water Main Replacement – North Peninsula - Survey work has commenced, the consultant is preparing plan and should shortly have 30% plans ready for City review.
- Ph II 2-Inch Water Main Replacement – South Peninsula - Survey work commenced on this project the week of May 26.
- 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.

Department Activities

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
 - Continue to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going).
 - Nova Rd Landfill- Staff met with consultant and performed a series of gas monitoring tests using City's equipment and the consultant's equipment to cross verify testing results and ground water samples were taken from the monitoring wells for the semiannual report in accordance with FDEP requirements.
 - Brownfield RFP- Reviewed proposals for environmental consultant services regarding proposed Brownfield program which will involve grant opportunities for redevelopment of properties within the City which may have environmental conditions which would otherwise impede owners from redeveloping the properties.
 - Riverbend Golf Course- As the golf course property is owned by the City and is leased for recreational golf use, staff met with the Riverbend grounds maintenance manager to perform a cursory review of the maintenance needs of the golf cart/pedestrian bridge crossing over Airport Road. A proposal from a continuing contract structural engineering consultant has been sought to perform a bridge inspection and maintenance recommendation report.
 - TECO Gas- The utility provider has tentatively scheduled for the week of June 16th, the relocation of the service line to Osceola Elementary School and repair of a City stormdrain which was impacted by the installation of the gas line.
 - Reviewed plan set and created wetland protection permit for 587 N Beach St for approval.
 - Reviewed plan set and created exhibit drawings to accompany the approved work in permit at 1 Ave La Vista per FPL request.
 - Continued work on the proposed paving improvements drawing plan set for the Nova Recreation Park Paving Project.
 - Began compiling survey data and creating the plan drawing set for the proposed Nova Skate Park Addition.
 - Located and provided digital drawings of the Tower Circle Extension plat to Engineering Firm (Upham) request.
 - Researched and provided as-built drawings of the utilities in the 1200-1300 block of W Granada Blvd per Utilities Div request.
 - Completed additional topographic survey of the Nova Recreational Park Skate Park area required for the proposed Skate Park Expansion Project.
 - Revised the plan set drawing of the Windward Cir Sanitary extension to reflect comments provided by project manager per Utilities Div Mgr request.
 - Completed tree in the right of way locate at 12 Tanglewood Cir, per N.I.D. Div request.
 - Provided full size copy sets of the Lift Station Rehab Project to Utilities Div per request.
 - Continued modification of the Birth Place of Speed ADA Ramp plan set drawing per comments.
 - Created as-built drawing set of the Anchor Dr Watermain Replacement Project per Utilities Div request.
 - Completed the Bi-Monthly measuring & recording of the underground gas samples at the Nova Landfill, this was repeated over a 2 consecutive day period along with BFA Engineering on site to compare results of the gas levels taken during the same time periods.
 - Modified the proposed Bermuda Estates Sidewalk Plan set to incorporate the provided FDOT Sidewalk connection improvements.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed pavers that were trip hazards on Streetscape (State Road 40)
 - Removed a broken sidewalk, put down base material & formed for a pour on N. Beach St.
 - Removed bad areas and repaired with asphalt on Arroyo Pkwy, N. Beach St., and La Costa Cir.

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Maintenance of trucks and equipment at the Public Works Yard
- Trimmed low limbs on Deer Lake Cir., on Woodgate Ct., at corner of Iroquois & Shawnee, at the corner of Sterthaus & Old Kings, on Spring Meadows Dr., on Bonita Pl., on Forest Hills, on N. Halifax, and at Hidden Hills & Tidewater,
- Removed trees on S. Ridgewood, on Arroyo Pkwy and on Tanglewood Cir.
- Removed a broken limb at Tomoka & Orchard

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 at ROW (Right-of-Way) locations – on Hickory Hills, on Center St., on A1A, south of Wedgewood, on N. Nova at east ballfield, and on A1A south of Royal dunes
- Assisted Building Maintenance with the dump truck moving rocks at Melrose
- Assisted Asphalt crew with flagging at Lincoln & Beach St.

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs for upcoming jobs, ordered materials for stock and put away stock that was received
- Citywide Locations, checked various areas in need of new stop bars and installed where needed
- Sign Shop, met with Stellar Pavement Markings for upcoming jobs
- Cassen Park, installed "Boat Parking" signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Pineland Trl. – repaired concrete barricade
- Wilmette Ave. – measured pipe for gate
- Public Works Yard – CDL testing

Vactor

- Selden Ave. – cleaned drains
- Andy Romano Park – cleaned lines
- Sterthaus – cleaned lines
- E. River Oak – dug up pipe next to basin

Mowing

- Reachout Mower – On Santa Fe, on Fleming Ave., on Wilmette, on Sterthaus, and on Division
- Slope Mower – Bennett Lane, and SR40, west
- Brush Hog Mower – Old Kings Rd., and SR40, west

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

28,719

PM Services completed for the week:

Emergency—Vehicles and Equipment
4

Non-Emergency Vehicles and Equipment
7

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 9,180 unleaded and 3,968 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,624 gallons of unleaded and 773 gallons of diesel.
- Fleet completed 27 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Awaiting results of bacteriological sampling activities for clearance. As-built drawings and clearance applications were prepared.
- Annual Supply of Chemicals for Water Wastewater – Bid specifications - advertisement documents scheduled for review at June 17 CC Meeting.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- WWTP Biosolids Treatment & Disposal – Award was authorized by City Commission and contracts were executed with Shelley's Septic Tank, Inc.
- Breakaway Trails Lift Station Control Panel Replacement – Information was requested from the engineer to prepare the design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – Meeting was held to discuss directional drilling options to install the concentrate piping. A proposed route was submitted for review.
- Division Avenue Well Field Raw Water Piping – 90% plans and specifications received for review. FDEP permit applications were executed and forwarded to consultant.
- Cross Connection Control (CCC) Program Management Services – Disposition memo prepared for June 17 City Commission meeting for review of bid documents prior to advertisement.
- Dual Check Valve Assembly Installation Services – A City Commission memo recommending contract award to National Metering Services, Inc. is prepared for consideration at the June 17 City Commission meeting.
- Dual Check Valve Assembly Procurement – Contract documents were sent to the vendor for execution.
- 2-inch Water Main Replacement Project (Priority 2 Areas) – Survey/ design is underway.
- Nassau Circle Water Service Replacement – Submitted Volusia County Use permit applications for execution. Design drawings are completed.

- Ormond Beach Wastewater Plant Operating Permit Renewal – A request for additional information (RAI) was received from FDEP. A meeting is scheduled with FDEP in July prior to submitting the response to the RAI.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Evaluation of pump #3 is being expanded to 24 hours per day. Settings were changed to minimize cycling frequency during the midnight shift. Daytime and evening shift testing of the pump indicated that the Pump continues to operate within evaluation criteria limits. The pump impeller has been found free of debris during the evaluation period.
- Ormond Beach Wastewater Treatment Plant - Replace RAS Valves and Install New Actuators – RAS valves were installed. Electrical connection remains for completion.
- Rima Wells Auxiliary Power Generator – Sent 75% plan review comments to engineer. Received revised mechanical drawings for review. A review meeting is scheduled with the design engineer next week.
- Saddler's Run Lift Station Rehabilitation – Reviewed 60% design plans and specifications. A design review meeting is scheduled with the consultant on June 13.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Awaiting contractor proposal for estimated cost for centering the offset ring and cover for the manhole at station 1506+00. Issued purchase order to repair leaks and install lining in 5 deteriorated manholes to the contractor.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Paving at Lift Station 9M was performed. Record drawings received for review.
- Storage Tank Repairs and Maintenance - A meeting was held with Hazen and Sawyer to finalize the scope of services prior to the official submittal.
- SPRC – The Sarah House - Received Volusia County Health Department Water Main Extension permit. Discussed plan revisions. Zaxby's – Submitted as-built drawings and hydrant information to the design engineer. North Peninsula Force Main – Bids are being evaluated by Volusia County. Valiant Diner – Received plans for review. Kingston Shores – Received conceptual plans for review.
- Equipment Purchase – Wach's Valve Maintenance Trailer – City Commission Agenda item prepared for consideration on June 17, 2014.
- 1311 N. Beach Street – Prepared Volusia County Use permit applications for execution. Design drawings are completed.

Departmental Activities

- Water Distribution
 - Exchanged 7 water meters per Finance Department work orders.
 - Connected 1 water service due to new building construction.
 - Responded to or repaired 12 water service leaks.
 - Performed accuracy testing on 10 commercial water meters and coordinated with owner schedule for 4 future tests.
 - Assisted 18 customers with misc. concerns.
 - Responded to 5 water pressure and/or water quality grievances.
 - Replaced 6 water services due to aged pipe causing low pressure.
 - Replaced 13 water meter boxes.
 - Performed inspection and testing of 7 city-owned backflow preventers, all tested good.
 - Performed necessary maintenance on 21 city-owned fire hydrants.
 - Performed valve maintenance on 4 valves/ boxes.
 - Restoration activities (sod/ backfill) @ several locations city-wide impacted during main and service repairs.
 - Utility locate service for water/wastewater/reuse: received notice of 90 regular and 4 emergency utility locates for the previous week.
- Water Treatment
 - Delivered to the City 37.430 million gallons for the week ending June 8, 2014 (5.347 MGD)
 - Backwashed 6 filters for a total of 229,000 gallons backwash water.

- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- No Precautionary Boil Water notices this week.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.47 Million Gallons.
 - Produced 28.46 Million Gallons of Reuse.
 - Produced 1.01 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.21 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 134.94 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls Breakaway/ Hunters Ridge PEP System service area and 1 in town.
 - Televised 24, cleaned 11 & root inhibitor applied on 3 sewer laterals.
 - Disconnected sewer line at 490 South Atlantic Ave.
 - Installed new sump pump at Oceanside Country Club reuse meter.
 - Installed new sewer lateral at 940 Arroyo Parkway.
 - Replaced manhole ring & cover at 1530 N. US 1.
 - Repaired 2” reuse service at 440 N. Nova Rd.
 - Force main pressure check for 1287 & 1301 West Granada Blvd.
 - Cleaned truck wash rack with vactor per Fleet request.
 - Repaired sewer Lateral at 8 Sequoia Ct.(Ashton Lakes Sub)
 - Located 5 PEP tanks on Circle Creek Way - etched location on curb.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 20 psi, Ocean Mist Hotel @ 12 psi, Ormond Mall @ 8 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 29/15psi. Foxhunters Flat (2 inch) 24/8 psi & Shadow Creek Blvd. (4 inch) 9/2 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Recycle, R.A.S., Decant, Influent Pump Rooms – serviced sump pump – cleaned floors, trough & sump.
 - Poly Blends – no power to either unit – found circuit breaker tripped – reset – will monitor.
 - Post Anoxic Basin –clearing blockages at nozzle heads.
 - Centrifuge #2 – High Vibration alarms - pulled Bowl & Scroll assembly to inspect for blockage or build up – P.O. underway for GEA process engineer site visit for controls trouble shoot & repair.
 - Breakaway Trails – found circuit breaker #3 inoperable – replaced – found station high level – reset controller – will monitor; replaced plumbing and valves as needed at wash down line.
 - Post Anoxic Zone Tank – cleaned all spray mist heads – blew out lines.
 - SCADA monitor/response: Breakaway Trails L.S – continuing increased site visits station not receiving WIN911. Walmart – wet well high alarm – “reset” – possible storm related –ok; San Marco – no starts pump #2 – pull pump #2 – replace impeller & wear ring – all ok
 - Influent pump room – deragged pumps daily to support testing of pump #3.
 - 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: Influent Odor Control.
 - Quarterly PM's: Screw Pump #2.
 - Lift Station PM's: 22 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 69 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 24H – locksmith replaced lock cylinder – replaced surge protector damaged in storm – all ok.
 - Clear well - main control panel tripped – reset – will monitor.
 - Plant Pump Mechanic position – conducted interviews – selected candidate - Human Resources processing.
 - Aerator pump #1 – drive faulted - found fuses blown – replaced with shop stock – further troubleshooting revealed non operational VFD – replaced VFD with new unit – all ok.
 - Disc flow pump #1 - Replaced packing material.
 - Polyphosphate pump – recalibrated – all ok.
 - No.6 sand filter – rehab – sand blasted / painted hatch door – fabricated new hatch seal, replaced bolts, reinstalled door.
 - Monthly PM's: wells 35R, 36R, 37R, 38R, 39R, 40R, 41R.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: PEP System brochure is being modified to reflect updated policies/ procedures. Contract printer prepared 2nd draft version for review by Utility staff.
 - Industrial Pretreatment Program: Staff is periodically updating the FDEP on the status of the Thomas & Betts Facility on Southland Rd. The facility submitted an Industrial Pretreatment application/survey as requested by the Utility. Staff is reviewing the survey to determine whether the facility should be operating under a permit.
 - Sewer Collection System Programs: Staff initial activities to establish collection system programs including Fats, Oils & Grease reduction and elimination of wipes and other items which enter and disrupt the City's sewer system. The programs seek to eradicate sanitary sewer overflows caused by blockages in the system. Staff documenting locations of assisted living facilities for educational program and best management practices outreach.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
 - Consumer Confidence or Annual Water Quality Report: The CCR is finalized and has been submitted to the printer. Web ready version is posted on City website to include tweet and Facebook posting.
 - 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.

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 Florida Association of City Clerks (FACC) Conference June 9 – 11, 2014
- Assistant City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation and creation for June 17, 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.