

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 26, 2013

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Discussions with Assistant City Manager and Accounting Manager on budget review meetings with commissioners and operating budget workshop scheduled for July 29.
- Staff meeting with Directors
- Discussion with Economic Development Director and Airport Manager on airport issues
- One on one discussions with Planning Director and HR Director

Spoke to, attended and/or met with:

- Rotary meeting
- Lean Six Sigma discussion with auditor Mike Sibley, James Moore & Co.
- United Way annual meeting
- City staff and I met with County staff on US1 Interlocal agreement
- Individual budget review meetings with commissioners
- City/County Managers' monthly meeting
- Met with Airport Manager and Richard Lemke regarding airport issues
- Met with City staff and Dick Jaffe regarding city gateway signage
- As Past President of FCCMA, was one of several who spoke at Florida Local Government Coalition (FLGC) kick-off event/press conference in Orlando
- Provided presentation to Flagler Hospital in Palm Coast on the United Way allocation process
- Met with Linda Camp regarding Ormond Beach Chamber Leadership 2014

### **Community Development**

#### **Planning**

- The Planning Director participated in a joint meeting between the City and Volusia County regarding the Interlocal Service Boundary Agreement (annexation) and the Interlocal Agreement (land use and regulatory control). The issue appears to still be the itinerant vending license and who controls the outdoor activity during the special events long term. The City's vision for the US 1 corridor long term should be the determinant factor regarding the long term viability of outdoor vending during special event weeks.
- The Planning Director, City Manager, Assistant City Manager and the Landscape Architect met with Dick Jaffe regarding the "Welcome to Ormond Beach" sign.
- Staff met with the property owner of the Tomoka Oaks Golf course to discuss future development.

#### **Building Inspections, Permitting & Licensing**

- 208 inspections performed.
- 15 business tax receipts issued.
- 70 permits issued with a valuation of \$1,493,489.00

Development Services

- There is no new activity of the SPRC to report this week.

**Economic Development**

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18, 2012 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Staff has transmitted their recommended amendments to the Master Development Plan Tomoka Holdings for their review. Staff arranged a conference call with Tomoka Holdings to discuss the few remaining issues in the MDP. The issues have been resolved and the documents were reviewed by the Planning Board at their July 11, 2013 meeting. The Planning Board unanimously approved the rezoning plans and staff is planning to present the findings to the City Commission for review and approval on August 20. Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial sites.
- Staff arranged a meeting between an out of state manufacturing business and an existing Ormond Beach manufacturer to discuss manufacturing their product in Ormond Beach. Further costs analysis is underway to determine the feasibility of the project.

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of area hotels, city and other events during the year. A meeting of the promotional subcommittee and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitors Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure. The Chamber Committee met with Mr. Hentz and the HAAA Board to discuss funding of the marketing brochure. Following a presentation of the funding request and period of Q&A, the HAAA Board decided to review the matter in more detail. The Chamber Tourism Committee will be meeting to discuss other funding options in the next few weeks. Staff is also participating in a Chamber membership outreach program and developing strategies to survey the businesses in the City.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Staff prepared incentive agreements for Healthcare Billing Systems and Edge Physicians to redevelop and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building is completed and installation walls and windows and HVAC systems is underway. Final

completion is expected in late summer 2013. A grand opening is planned in late September.

- Staff is working closely with an existing company for the construction of a large facility along North US 1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.
- Staff met with consulting engineers to discuss the reuse of the former Texaco Station at Nova Road and Granada Boulevard. Further discussions are expected in the next several weeks.
- Staff met the Volusia County Economic Development staff and the Regional Director of the Export-Import Bank (EX-IM Bank) to discuss trade related financial programs to assist Ormond Beach businesses. Staff transmitted the EX-IM Bank program guidelines to the businesses and will follow up with a possible webinar in the next few months.

#### Airport Operation and Development

- Staff received additional information from the FAA this week regarding the presence of unlit obstacle penetrations affecting instrument approach routes for the airport. Staff continues to work with AVCON and the GIS Department to develop a project to address these obstructions as part of the ongoing capital projects program at the airport.
- Staff worked with the City Engineering Department to prepare and submit documentation to the FAA regarding a proposed perimeter road project at the Airport Sports Complex.
- Staff has received and reviewed the final closeout reports for the Taxiway Alpha Relocation & General Airfield Improvements project.
- Staff worked with the GIS Department to acquire current airport imagery for reference and possibly marketing purposes. GIS has provided a link to FEMA aerial imagery which staff can use in the interim until other sources are made available.
- Staff worked with the ATIS Company to finalize arrangements to repair the digital voice recorder system at the air traffic control tower. Staff was required to provide additional information needed to complete the configuration of certain replacement components.
- A ribbon-cutting event to celebrate completion of the Taxiway Alpha Relocation & General Airfield Improvements Project and officially inaugurate use of the new taxiway and heliport facilities has been scheduled to take place at the airport on August 19<sup>th</sup> at 6:00 PM
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the appraisal rates and is in the process of preparing a tentative rate proposal to the tenants.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation of FY 2013-14 budget workshop meeting.
- Completed Projects - Weekly
  - Processed 38 Journal Entry Batches (# 4233 – 4334).
  - Approved 34 Purchase Requisitions totaling \$231,567.06.
  - Issued 18 Purchase Orders totaling \$52,374.66.
  - Mailed Letter of Intent to Award for Bid No. 2013-08, Downtown Medians & Streetscape Landscaping, on 7/19/2013.
  - Prepared 39 Payroll checks totaling \$32,212.22 and 340 Direct Deposits totaling \$392,164.51.
  - Transferred IRS 941 payment of \$150,901.43.

- Prepared 124 Accounts Payable checks totaling \$522,996.76 and 42 Accounts Payable EFT payments totaling \$430,360.61.
- Processed 3,675 cash receipts totaling \$577,804.64.
- Processed 1,040 utility bill payments through ACH totaling \$87,161.90.
- Processed and issued 6,278 utility bills with billed consumption of water of 48,213.30k.
- Issued 577 past due notices on utility accounts.
- Auto-called 177 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Press Releases
    - None
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

##### Weekly Statistics

- Fires: 3
- Fire Alarms: 7
- Hazardous: 5
- EMS: 71
- Motor Vehicle Accidents: 12
- Public Assists: 42

TOTAL CALLS: 140

- Aid provided to other agencies: 17 calls – Volusia County (11), Daytona Beach (4), Holly Hill (1), Port Orange (1)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 54

##### Training Hours

- EMS Training: 22
- Hose Evolutions: 36
- Policy Review: 8
- Preplans: 5
- Wildland Firefighting: 7

TOTAL TRAINING HOURS: 78

##### Station Activities

- Updated 20 pre-fire plans
- Gave a fire safety talk to the residents of Seaside Manor.

### Operations

- Attended Volusia County Fire Chief's Association monthly meeting.
- Attended Florida Fire Chief's Association annual conference in Key West.
- Attended Volusia County EMS quarterly advisory board meeting.

### Human Resources

#### Staffing Update

- Approved/Active Recruitment
  - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13. Twelve (12) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Leisure Services – Recreation Program Specialist will be advertised beginning 08-12-13 and will be recruited through 08-30-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference.
  - Leisure Services/Parks – Part Time Maintenance Worker II at the Andy Romano Park was advertised on 05-21-13 with a closing date of 06-04-13. No candidate was selected. Position was re-advertised on 07-23-13 with a closing date of 08-09-13.
- Screening/Interviews Scheduled
  - Public Works/Wastewater Collections/Reuse – Maintenance Worker II was advertised in-house and on the City web site 06-12-13 with a closing date of 06-28-13. Nineteen (19) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held 07-15-13 and 07-16-13 and a candidate was selected. Did not successfully complete background.
  - Police Department – Police Officer was advertised on the Florida Police Chief's Association web site and on the City web site on 06-13-13 with a closing date of 06-28-13. Thirty (30) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Eighteen (18) candidates were invited to interviews to be held on 08-14-13 and 08-15-13.
- Background/Reference Checks/Job Offers
  - Public Works/Wastewater – Supervisor of Equipment Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site, and Florida Water & Pollution Control Operators Association web site. In-house posting closed 03-22-13 and web site postings remain open until filled. Placed advertisement in the News Journal and on their web site on 04-08-13 to recruit a larger group of applicants. Eleven (11) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held the week of 07-08-13. A conditional offer was made to a candidate and the pre-employment processing started.
  - Public Works/Drainage Maintenance – Maintenance Worker II was advertised in-house on 06-12-13 and on the City web site 06-07-13 with a closing date of 06-21-13. Twenty (20) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were set up beginning 07-08-13. A conditional offer was made to a candidate and the pre-employment processing started.
  - Police Department – Records Clerk was advertised in-house and on the City web site 06-13-13 with a closing date of 06-28-13. Sixty-six (66) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 07-16 and 7-17-13 and a candidate was made a conditional offer of employment.
  - Police Department – Evidence/Crime Scene Technician and Evidence/Crime Scene Custodian were advertised in-house, on the City web site, the International Assoc. for Identification (I.A.I.) web site, the Florida Division of the International Assoc. for

Identification (F.I.A.I.) and the Crime Scene Investigator Network web site on 06-25-13 with a closing date of 07-08-13. Twenty-nine (29) applications were received for Custodian and thirty-one (31) applications were received for Technician. All applications were entered on applicant tracking sheets with qualifications, copied and forwarded to the department for review. Interviews were conducted on 07-22-13 and 07-23-13. Conditional offers were made to candidates and the pre-employment processing started.

- Terminations/Resignations/Retirements
  - FY Attrition – M/E 6-31-13: 4.91% (excluding retirements).
  - Police Department – Police Officer effective 07-31-13.
  - Leisure Services/Gymnastics – Part Time Recreation Leader effective 08-01-13.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program May, 2013 monthly report reflects savings of \$87,421.61 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,207 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- New Employee Orientation scheduled for August 26, 2013. 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: Customer Service Training has been scheduled for 07-24-13 and 07-31-13 at the ATC.
- LEAPS: Ethics Training has been scheduled for 08-21-13 and 08-28-13 at the ATC.
- HR staff attended FHCP's ACA seminar on 07-22-13

#### Risk Management Projects

- Met with Workforce Wellness Action Team.
- Received responses to RFP 2013-33 Property, Casualty, Liability and Workers' Compensation insurance.
- Continued project planning for HIPAA.
- Began final edit of Safety Manual.
- Mayor's Health & Fitness Challenge team meeting.

#### Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement - Reviewing additional information requested from the vendors.
    - City Clerk – Document Management and Retention – Vendor held training class for users.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 30 New work - 43 completed - 51 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	49,443	Inbound E-Mails Blocked	37,712
Delivered Inbound E-Mails	11,591	Quarantined Messages	140

Percentage Good Email 23.4% Virus E-Mails Blocked 4,456

- Notable Events:
  - Extremely high number of virus emails blocked 4,456. The weekly average is 49.
  - Attended FLGISA (Florida Local Government Information Systems Association) conference last week and shared ideas with 117 other City and County IT Directors. Ned Huhta was re-elected as treasurer of the organization for the next 2 years and was re-certified by the Florida Institute of Government as a CCIO (Certified Chief Information Officer) having fulfilled his CEU requirements.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 0 Corrections: 0
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 13,630 (60.6%) potable 13,173, Irrigation 457
  - Notable Events: Over 60% of the water meters have now been located by the GIS team and their GPS (Spatial) location has been documented and updated in the utilities' system.

### Leisure Services

- Administration

Meetings attended/hosted:

  - Public Works weekly meeting
  - City Manager weekly meeting
  - General Discussion – Assistant City Manager
  - Park Visits
  - Athletic field maintenance staff meeting
  - One on One meeting with coordinators
  - Andy Romano Beachfront Park visits
  - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen
  - Met with janitorial contractor
  - Met with landscape contractors for weekly updates
  - Summer Sounds cancelled last week
  - Summer Sounds Friday evening, Knights to Remember
- 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.
  - Six-A-Side soccer program, run by Luis Camacho, is a rental that plays every Monday night. Games are held from 5:30 to dark for ten weeks.
  - The City's Summer Youth Volleyball Program continued this week on Tuesday and Thursday from 5:30-7pm and 7-8:30pm. Sixty five participants are currently signed up, which is double the amount of participants usually registered for the summer session. The session will continue through August 8<sup>th</sup>.
  - The Ormond Beach Soccer Program is hosting a 3 V 3 Soccer Tournament Saturday at the soccer fields at the Sports Complex.
  - The Lady Renegades have their final practices of the summer this week on Tuesday and Thursday at 6pm before their final tournament at Disney.
  - The Boys' 10's recreational team is practicing this week before heading to Regional's in South Carolina.

- Pop Warner is having their pre-season festivities on Sunday evening at 5:30 pm at the Sports Complex, Championship Field #7.
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield
  - Went to South Ormond to clean tennis and basketball courts
  - Went to Osceola school to tend to the infields, tennis and handball courts
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned new handball and basketball courts at Nova
  - Cleaned tennis courts at Nova Park dumbbells
  - 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
  - Daily clean up of Limitless Playground by the softball Quad
  - Mowed football fields at Ormond Beach Middle School
  - Cleaned all sports parks of debris/trash from the events over the weekend
  - Had fields prepared for Lady Renegades, Golden Spikes, and summer league for the high school boys baseball
  - Have competitive soccer leagues practicing Monday-Friday
  - Painted eight soccer fields for 6 vs. 6 on Monday nights
  - Continued second round of spraying herbicide on all fields; finished at the Sports Complex.
  - Began tilling and removing or adding dirt to infields at Nova and Airport Sports Complexes for laser grading and sod work.
  - Started verti-cutting the baseball fields at the Airport Sports Complex.
- Senior Center
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
  - Jimmy Dorsey Orchestra "Then and Now" 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 Musical Theatre Camp and CMT Dance classes were held. KK dance rehearsal was held.
    - Tuesday: CMT Musical Theatre Camp and CMT Dance classes were held.
    - Wednesday: CMT Musical Theatre Camp and CMT Dance classes were held.
    - Thursday: CMT Musical Theatre Camp and CMT Dance classes were held.
    - Friday:
  - The Performing Arts Center is preparing to host the following events:
    - CMT Musical Theatre Camp presents "One Hundred Years of Broadway", Thursday, 7-9pm, \$7
    - City Lites presents "Still I Weep" Friday 8/2 at 7pm and Saturday, 8/3 at 6pm. \$20 General Admission, \$17 Students
- South Ormond Neighborhood Center
  - Splash pad open daily at 10am

- Pavilion rental Saturday July 27<sup>th</sup>
- AAU Youth basketball tournament all week held at Disney Wide World of Sports
- Fitness room open 6pm-9pm weekdays
- Summer Day Camp Connection Monday through Friday 7:30am-5:30pm
- Ormond Beach Pride Youth football practice on field Wednesday 6–8:30pm
- Open play in gymnasium 6-8:30pm all week
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Summer Sounds Concert, Friday, July 26<sup>th</sup>, The Knights to Remember
  - Attended Event Meeting with Recreation Manager
  - Attended Senior Games Committee Meeting
  - Attended meeting with Oceanside Country Club staff
  - Attended Chamber Tourism Committee meeting. Presentation to the Halifax Advertising Authority Board.
  - Attended Preferred Business Group Sponsorship Meeting.
  - Assisted in the planning of 2013 Senior Games with tasks including: location confirmations, updating application, sponsorships and marketing
  - Began planning of kids' fishing tournament scheduled for Saturday, September 7, 2013. Flyer design, rules sheet and market research.
  - Distribution of Independence Day Celebration sponsorship plaques and certificates.
  
- Gymnastics
  - Classes for the June/July session are continuing
  - Pre-registration for current students began on Monday, July 22<sup>nd</sup>
  - Open registration for the August/September session will begin on Monday, July 29<sup>th</sup> for new students.
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Adult Jazzercise continues throughout the week.
  - 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.
  - Summer Recreational Activities for children ages 7-17 years are being offered from 12:00-4:30pm Monday through Friday.
  - The Summer Food Program is being offered from 12:00-1:00pm Monday through Friday to children under the age of 18.
  - Camp T-Rec, a summer camp for children with special needs, continues Monday through Friday from 8:30am-2:30pm in the Activity Room. This week's theme is "Camping Week." Next week will be the last week for Camp T-Rec.
  - Summer Volleyball League meets every Tuesday and Thursday from 5:30-8:30pm throughout the summer.
  
- The Casements
  - Yoga Classes ended until August.
  - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday, Thursday and Friday
  - Tours continued Monday - Friday from 10am to 3:30pm and Saturday 10-11:30am.
  - Enviro Camp began on Monday and continues until Friday for Week 3.
  - Art Camp began on Monday and continued until Friday for Week 6.
  - The Herb Society met on Saturday morning

- A memorial service was held at Ormond Memorial Gardens on Saturday afternoon.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- St. James camp met in Rockefeller Gardens on Wednesday.
- The Casements Camera Club met in The Casements on Thursday afternoon.
- The Guild crafters met in Room 203 Thursday afternoon.
- A wedding rehearsal took place at Ormond Memorial Gardens on Friday afternoon.
- Summer Sounds concert was held in Rockefeller Gardens on Friday evening with the Knights to Remember.
  
- Parks Maintenance
  - Repaired broken railing at the Skate Park
  - Repaired rusted basketball backboard at Osceola Elementary
  - Removed railroad ties for new fence installation at Central Park I
  - Installed new posts for access gate at Central Park I
  - Installed no smoking signs at the Magic Forest Playground
  - Removed graffiti from men's room at Cassen Park
  - Picked up custom sign for installation at Sanchez Park
  - Repaired curb stop at Riverbend Nature Park
  - Projects done with assistance from Campus Outreach Volunteers:
    - Trimmed overgrowth around walking trail at Central Park 1
    - Backfilled holes left when removing coquina rocks at Central Park
    - Backfilled holes left when removing old posts from Central Park I
  
- Building Maintenance
  - Weekly inspection of Airfield runway and taxiway lighting, directional signage
  - Daily routine maintenance of City vehicles and equipment as necessary
  - Met with contractor at Breakaway Trails maintenance building for gate installation update
  - Met with contractor to get prices on replacement of circa 1997 A/C unit OMAM
  - Replaced Mister Refill in Public Works Administration area
  - Repaired base station microphone holders on both stations at Public Works Administration
  - Replaced 90 air filters at 14 facilities Citywide
  - Supply six remote transmitters and 24 replacement batteries to Police Department
  - Repair knee wall and construct new handrail at Buttleman Softball Quad
  - Repair ice machine at PAC
  - Weekly inspection of the Water Wheel and sump pumps at The Casements
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hal
  - Weekly inspection of Andy Romano and SONC splash pads
  - Replaced toilet tank handle men's room Cassen Park
  - Removed the splash pad feature pump at SONC
  - Repaired sink faucet ladies room at Central Park I
  - Met with the new elevator contractor at The Casements
  - Installed the new splash pad feature pump at SONC
  - Installed new dead bolt at WWTP
  - Remounted fire extinguisher in the ballroom at the Senior Center
  - Replaced gutter in Street Div at Public Works
  - Loaded material for contractor for Central Park 1 fence
  - Met with contractors for conference room work at City Hall
  - Installed new hand rail and hardy board at the Softball Quad at Airport Sports
  - Repaired cable for the dividing wall at Nova Gym
  - Repaired front door lock at Nova tennis court
  - Replaced landscape lights at the PAC
  - Changed ceiling tiles in joint permitting

- Repaired retention pond fountain at Lakebridge
- Replaced retractable cord at Fire Station 92
- Installed new switch in the laundry room at Fire Station 92
- Replaced photocell for street lights on New Britain
- Installed new outlets for computers at Public Works

### **Police Department**

#### Administrative Services

- Conducted pre-employment interviews for both of the vacant Evidence Unit positions and the vacant Records Clerk position.
- Conducted swearing in ceremony for Officer Royce James.
- Attended weekly Police Department and City Manager staff meetings.

#### Community Outreach

- OBPAL summer educational programs continued at the South Ormond Neighborhood Center (SONC). There are 72 youths enrolled in the summer program partnership with the Department of Leisure Services.
- Youths in the summer program partnership with the SONC worked on math and reading skills in the computer lab and tutoring classes. In the art classes students completed collages inspired by Henri Matisse, magic paper ring flyers and began one-point and two-point perspective drawings of an imaginary city. The topic for the science class this week was the weather cycle. Students created weather in a bag.
- 4 members of the Youth Directors Council serviced as volunteers and assistants for the science, tutoring, computer lab and art classes.
- Outreach staff made contacts for the upcoming National Night Out program which will be held at the Nova Community Center on August 6, 2013.
- PAL staff made contacts for our annual Golf Tournament fundraiser, *Golfing for Kids*, to be held at River Bend Golf Course on October 19, 2013.
- PAL educational staff met to review how the summer program was progressing and discussed needs for the fall *Tutors R Us* program and the fall *Science on Patrol* program at Ormond Beach Elementary School.
- Calendars for the fall and spring PAL educational programs were tentatively set. Details will be finalized after Volusia County Schools resume and the proposed schedules are submitted to the partner's schools for approval.

#### Community Services & Animal Control

- Animal calls: 57
- Animal Bites: 2
- Animal Reports: 9
- Animals to Halifax Humane Society: 8
- Dogs:2 Cats:5 WL:1
- Dogs Returned to owners: 2
- Injured Wildlife: 2
- Shot Clinic: 54 Pets received shots
- Hearing for Animal Cruelty case was held on July 25, 2013.

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 9
- Inactive: 23
- Fraud: 4
- Burglary Business: 0

- Burglary Residential: 4
- Larceny Car break: 8
- Grand Theft: 7
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0

Narcotics

- Two Buy Walks
- Seven Knock and Talks
- 3 Arrests on Washington Place for Narcotic Violations
- One Meth Lab Search

Comments:

- Burglary Investigation: A suspect has been identified after latent prints were developed from an occupied residential burglary on North Arbor Drive. Investigation continues and an arrest is expected.
- Grand Theft: Property from a grand theft on Mound Ave. has been located at a local pawn shop. Investigation and arrest pending.
- Burglary Investigation: A known suspect from a residential burglary on Kingsbridge has been contacted and interviewed by investigators. Subject confessed to the burglary and will be charged accordingly.
- Grand Theft: Approx. \$1,300 was stolen from the safe at Jimmy Johns on West Granada Blvd. Suspect developed and charges have been filed (employee theft – store manager). The suspect was contacted by investigators to be interviewed at which time the suspect quit and left the property without further comment.
- Stolen Gun: Daytona Police recovered a rifle that was stolen from our city in 2012. Investigation continues.

Crime Trends: N/A

Records

- Walk - Ins / Window 97
- Phone Calls 151
- Arrest / NTA'S 22
- Citations Issued 130
- Citations Entered 169
- Reports Generated 160
- Reports Entered 159
- Mail / Faxes / Request 22

Patrol

- Total Calls 1,941
- Total Traffic Stops 242

Operations

Crime Opportunity Report Forms: 106

- 7/17/2013

- Burglary (Business), 52 North Yonge Street, Advanced Auto Parts was burglarized. A rock was thrown through the glass front door. About 100 cans of A/C refrigerant taken.
- Stolen Vehicle, 711 South A1A (Coral Beach), victim states that a friend that she came here on vacation with stole her car last night while she was asleep. She claims that he is now in Orlando with her vehicle.
- Burglary, 63 South A1A, Subject was caught in the house by the resident. Subject said he was looking for the homeowner who he does not know. Resident held the suspect down in the front yard until we arrived. Defendant is on probation for dealing in stolen property. Subject charged with burglary and Violation of Probation.
- 7/18/2013
  - Burglary (Residence), 118 Rockefeller, power tool taken out of a shed overnight. A skill saw was thrown in his pool and an edger was stolen.
  - Shoplifting, 1521 West Granada Boulevard (Walmart); Suspect arrested and issued a Notice to Appear.
- 7/19/2013
  - Felony Battery/Domestic Violence, 170 North Yonge Street #86, boyfriend and girlfriend got into an argument. The male grabbed the female by the throat, choking her while she was at a neighbors' home trying to get them to call 911. He then dragged her back toward the residence, but fled when area residents started yelling at him. Affidavit completed and filed.
  - Grand Theft – 689 Wellington Station Boulevard #44 – Diamond ring stolen. Possible known suspect.
- 7/20/2013
  - Stolen Vehicle, 745 Alcazar, Vehicle stolen from victim's driveway. Suspect known.
  - Carbreak, 818 South Beach Street, Unlocked truck. \$4 in change was taken and the garage door was found open.
  - Warrant arrest, 50 block of North US1. Passenger had 2 felony warrants.
  - DUI/Hit and run. Suspect vehicle hit 2 cars at A1A and E. Granada. Suspect vehicle was spotted driving west on State Road 40. The vehicle was stopped at Willow Place and South Yonge Street. Witnesses were able to identify the driver. Suspect was arrested.
  - Narcotics Arrest, Ocean Shore Blvd / SR40, Suspect arrested for possession of Oxycodone.
  - Violation Pretrial Release Arrest, 337 Parque Drive, suspect arrested.
- 7/21/2013
  - Shoplifting, 1521 West Granada Boulevard (Walmart), suspect left the store without paying for several items. She refused to cooperate with Loss Prevention and fled in a vehicle. Officer conducted a traffic stop on the vehicle and subject was identified by store employee. She was arrested and issued a Notice to Appear.
  - Burglary (Residential), 87 Riverbeach Drive, pressure washer and blower taken from carport.
  - Battery/Domestic Violence, 19 Southern Pine Trail, juvenile suspect was the aggressor in this situation with the father. Suspect arrested.
  - Warrant arrest, LuLu's Restaurant. Suspect arrested without incident.
  - Narcotics arrest, 400 South Nova Road. Started as traffic stop. Male and female arrested for illegal possession of cannabis under 20 grams and possession of alcohol by person under 21 yoa.
  - Warrant Arrest – 1622 N US-1 (Burger King) – suspect arrested.
  - Narcotics Arrest/Traffic Stop, 555 West Granada Boulevard, suspect arrested for possession of cannabis under 20 grams.
  - Battery/Domestic Violence, 9 Fair Oaks Circle, suspect arrested.
  - Battery/Domestic Violence, 205 South Atlantic Avenue (Plantation Island) suspect arrested.
- 7/22/2013

- Warrant Arrest, 1521 West Granada (Walmart), Subject was arrested for making a fraudulent return and Violation of Probation.
- Theft, 1521 West Granada (Walmart), Victim was at the Customer Service desk when a suspect lifted a wallet from her purse. Suspect left the store out of the merchandise side of the front entrance.
- Trespassing; 7-Eleven (170 N Nova Rd); suspect arrested for trespass after warning.
- Burglary (Residence) Shadow Lakes Apartments (500 Shadow Lakes Blvd) #25; unlocked screen door; iPad & Laptop missing.
- Car Break/Attempted Theft; Winn Dixie (353 W Granada Blvd); Unsecure vehicle; Glove box was ransacked; Suspect left a cell phone in the back seat; Parking lot security surveillance video obtained. Two suspects and suspect vehicle were recorded on the video.
- 7/23/2013
  - Larceny, Car Break(s); 106 Shady Branch, 3 Deer Moss Trail, 5 Deer Moss Trail, 6 River Rock Trail, All vehicles were unsecure, Laptop, iPad, garage door opener, and other items taken. One victim was able to provide tracking information for the iPad,
  - Narcotics; 373 Collins St; Call came in as an overdose/verbal argument from poison control. Paraphernalia and Narcotics found in plain view and surrendered. Suspect arrested.
  - Trespassing; Cassen Park (1 South Beach Street); Reported as females in the ladies room in a verbal argument. Ended up being one of our local female transients with Tourette's syndrome being in the ladies room having a verbal argument with herself. She was arrested for Trespass after warning.

#### Traffic Unit

- 13-07-00321, Hit & Run Crash, US 1 and Hernandez Avenue. Apparent road rage incident resulted in a chase between two civilian vehicles. While chasing the other vehicle, the at-fault driver crashed into an FPL pole then left the scene. Witnesses provided a license tag number. Our investigation led us to the at-fault driver's workplace, where he was contacted and admitted to the incident. He was cited for the crash and leaving the scene.
- 13-07-00326, Crash w/Injury, 100 block of W SR 40. Three cars involved in a rear end crash. Injuries minor. One eastbound lane blocked for about 40 minutes. At-fault driver cited.
- 13-07-00330, Crash w/Injury, US 1 and Division Avenue. Northbound vehicle ran red light. Struck a westbound vehicle with the green light, forcing it diagonally across the intersection, impacting two more vehicles that were stopped at the red light in the southbound lanes. The first victim required extrication by Fire / Rescue and was hospitalized. Both lanes of US 1 southbound were shut down and diverted for about 45 minutes. At-fault driver cited.
- 13-07-00331, Crash w/ Injury, Granada Bridge westbound. Three cars involved in a rear end crash. Injuries minor. One lane temporarily blocked. At-fault driver cited.
- 13-07-00427, Hit & Run Crash, 700 block of S Nova Road. Vehicle observed swerving onto the median and destroying a crepe myrtle tree owned by the City. Vehicle continued northbound without stopping. Our investigation led us to the driver's workplace, where he was contacted and admitted to the incident. He was cited for the crash and leaving the scene.
- 13-07-00463, DUI Crash, SR A1A and Neptune Avenue. Rear end crash. At-fault driver attempted to separate the vehicles, probably attempting to leave the scene, but they were stuck together by a trailer hitch. Left burnout marks on the roadway while doing so. Began to start a disturbance with the other driver as well. He denied being the driver, but witnesses stated otherwise. Had no license and was determined to be DUI. He was cited and arrested. No injuries. SR A1A southbound was blocked and diverted for about 15 minutes.
- Traffic Unit awarded 1,500 incentive points for our achievements in the FDOT Law Enforcement Liaison program. Points will be redeemed for a new speed measurement radar unit.

- Conducted agency-wide speedometer and radar / laser speed measurement certifications. All were completed this week.
- Officer Keaton LaBrie selected and scheduled for Police Motorcycle Operator certification.

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 9 Cases initiated
- 8 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and forty-six (46) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office. There has been no change in the following reports. All cases are still active.

#### Zone 2

171 Marvin Road – Received a complaint that the owners of this property are running a business from their home. An onsite inspection was conducted. The owners operate chair concessions along the beach. The chairs have been kept on flatbed trucks stored at the house. Staff also learned that they did not have a city business tax receipt (BTR). They have since obtained their BTR but as of our last inspection are still parking their equipment on site. The owner was advised that the equipment associated with her business could not be kept at the residence. The owner agreed to find another location but have continued to store their equipment on site. A notice of violation for failure to comply with the conditions of the Home Occupational License (BTR) is being issued this week. Staff has received proof of service of the notice of violation. A re-inspection will be conducted to verify if compliance has been achieved.

#### Public Works

- Engineering  
Construction Projects:
  - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The remote telemetry control system for the reclaimed water system booster pumps and automated control valve was completed and is functioning to run the system automatically, but will continue to have staff oversight of the automatic operation until the system has been running without error for several weeks.
  - North Halifax Dr. Improvements – Received revised as-built drawings for utility work and prepared project completion application for FDOT for the reclaimed water main crossing at SR40.
  - Tymber Creek Phase I – FPL completed the majority of the power pole relocations, so now the contractor is able to increase roadway and stormdrain improvements north of the Little Tomoka River, while still actively working on completing the south section between SR40 and the culvert/ bridge crossing.
  - Hand Avenue – The current work phase is from Coolidge Ave. to Center St. Water main work and stormwater work is complete. Road construction has completed installation of curbing and base. Restoration behind the curbing is underway prior to paving. The contractor has constructed the lake interconnects and replacement of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue and is installing the final leg of Storm water piping upgrades from Center Street west. The elliptical culvert across Hand Avenue was installed and work continues on the retaining walls. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the

- road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- Ormond Beach Airport Taxiway Project- Reviewed project quantities for project completion.
  - 2-inch Water Main Replacement – Mainland – The new watermain is being installed on Old Barn Trail.
  - 2-Inch Waterline Replacement – North Peninsula - The third progress meeting for this project is scheduled for August 7, 2013. ThadCon is continuing their work on Essex Drive and Riverbreeze Blvd.
  - 2-inch Water Main Replacement - South Peninsula – The contractor is completing work on Cardinal Avenue and the streets at the south end of the City. A proposed schedule has been posted on the City's website.
  - Central Park Lake Interconnects – The closure of Hammock Lane has occurred and the contractor has milled the road in the area of work and has installed the new raw water main. Once the line is pressure tested and cleared by the Health Department the connection to the existing line can occur and construction on the culvert can commence. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
  - South Ormond Neighborhood Center- The existing top roof has been cleaned off and the new TPO system is being installed. Approximately 50% of the work is completed. Delays due to rain will slow down the completion; however, the contractor is ahead of schedule by 1 week and the roof is expected to be completed within 3 weeks.
  - Downtown Underground Utilities Conversion - A pre-construction meeting was held for this project for July 16, 2013; a notice to proceed will be issued for the project to begin construction with a commencement date of August 5, 2013. Carter Electric is in the process of finalizing their construction schedule. Preliminary information has been added to the City of Ormond Beach website.

Design Projects:

- Downtown Median Landscaping – The bid award is scheduled for the August 7<sup>th</sup> City Commission meeting.
- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion - The City Attorney's office has provided comments to the Engineering Division to resolve the contract documents conditions for soliciting design build RFP's.
- Audible Pedestrian Signals - PSI has submitted a proposal for CEI services for this project; a work authorization is being issued. The bid opening for this project was held on July 11, 2013 at 2:00 p.m., two bids were submitted with the lowest bid having been submitted by American Lighting and Signalization, coming in under budget estimate.
- Downtown Banner – The FDOT has issued the construction permit. Staff will solicit construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign – Staff has scheduled the construction contract award for September. Staff is working to secure an easement with Jaffe Corporation and an FDOT Utility Permit.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- John Anderson Drive – Bids were opened on June 11<sup>th</sup>. The apparent low bidder is Masci Construction. Masci construction was the contractor for the SR40 resurfacing project recently completed. Staff intends to request bid award at the July 30<sup>th</sup> City Commission meeting. Zev Cohen & Associates, as part of their neighborhood involvement task held a

- final design meeting on April 24<sup>th</sup> with the residents to inform them of the upcoming project and provide estimated time schedules for construction and inform them how they can stay involved and receive updates throughout the project's construction. Two residents expressed dissatisfaction over the plan to include stop signs at the intersections of Neptune, Amsden, and Standish.
- Riverside Drive Drainage Improvements – Although we have contacted several affected residents regarding easement needs, our consultant is having difficulty contacting all the affected residents to discuss easement acquisition. Staff is assisting in this process.
  - Wilmette Avenue Bypass Pump Station - Zev Cohen and Associates transmitted contract documents for JD Weber Construction for execution on Thursday, July 18, 2013.
  - CDBG Oleander Bus Stop – Staff is preparing finalizing design plans with FDOT assistance.
  - OBSC Multi-Use Fields – The required conservation easement dedication and construction contract award is scheduled for the July 30<sup>th</sup> City Commission meeting.
  - OBSC Roadway Improvements- Prepared FAA notification application for the proposed perimeter road installation. This is necessary since the Sports Complex is on the Airport Grounds. Final plans and cost estimates are being worked on. Additional geotechnical investigation is being performed to ensure proper design of roadway stabilization. The wetland impact of the proposed perimeter roadway was reduced by realigning the southeast portion of the roadway. Wetland mitigation application is in progress.
  - Fiber Optic Network Expansion – The City Attorney's office is finalizing review and a contract to piggyback the services bid by the City of Palm Coast for Fiber Optic installation and maintenance services to Danella Construction for the Phase 2 Fiber Optic project. The piggyback contract and work authorization for this project are scheduled to be presented to the City Commission on August 7, 2013.
  - 2013 Roadway Resurfacing- Bids were received and award of bid will be presented to Commission on July 30.
  - Revised FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. Engineering and Planning staff have reviewed the modifications and it appears that the "Proof" maps submitted to the City reflect the agreed upon changes per the City's most recent meeting with FEMA's consultant (Taylor Engineering). The maps will be reviewed by GIS one final time to ensure that the maps reflect the proper geography.
  - Cassen Fishing Pier and Guardrails Under Bridge – The construction contract award is scheduled for the August 20<sup>th</sup> City Commission meeting.
  - Corrugated Metal Pipe Rehabilitation- Staff is working on adding a scope of work for cured in place pipe lining of sanitary sewer that will along with the lining for corrugated metal storm drain, which will be released under one bid.

#### Department Activities

- Held weekly progress meeting for Hand Avenue Improvement project.
- Magnolia Wall measurement (on-going).
- Residential SWMP Permits review and filing (on-going).
- Masci began construction of the A1A left turn lane at Lynnhurst Drive on July 19, 2013 with the construction scheduled for completion on September 30, 2013.
- Staff completed survey of asphalt pavement condition of 49 streets, which will be used in developing the annual roadway resurfacing plans.
- Examined and archived "As-built" drawings submitted through GIS.
- Located, scanned, examined, archived, and prepared for storage non-digitized plans.
- Onsite meeting with homeowner at 141 Melrose Av to discuss SWMP options.
- Finalized the sketch and legal descriptions of Chelsea Place Phases 1 through 3 for the upcoming proposed annexation.

- Researched and completed sight triangle stakeouts at 844 Marvin Ave and 528 S Beach St per NID request.
- Researched ownership and maintenance responsibilities for decaying sidewalk on Pine St per Streets Div request.
- Located and provided as-builts of Andy Romano Stormwater plan per Public Works Div request.
- Created separate sketch and legal descriptions for 260 Williamson Blvd (parcel and Williamson Blvd right of way) per Planning/Legal Dept request.
- Researched and completed onsite visit for sight triangle responsibilities at the Old Tomoka / W Granada Blvd intersection.
- Researched, located and provided old Forest Hills Subdivision as-builts to the Water/Wastewater Div per request.
- Researched, located, and plotted plats and aerials for Park Place subdivision to help determine landscape median maintenance.
- Took groundwater measurements at the Nova Landfill and prepared Maps and Forms related to the groundwater monitoring.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Asphalted potholes at Airport Sports, and at Riverside & Harvard Dr.
- Asphalted a patch for the Water Department at N. Halifax & St. Anne's Cir.
- Asphalted a depression in the road at S. Arbor & Grove St.
- Asphalted patches for the Stormwater Department at Tomoka Ave. & S. Orchard St. and at 165 Riverside Dr.
- Poured a concrete sidewalk at Rogers Park Dr.
- Pulled forms, backfilled and made stress cuts at Rogers Park Dr.
- Cut & removed a broken sidewalk at Scottsdale Dr. in Zone 7
- Formed for a pour at 1220 & 1226 Scottsdale Dr.
- Ground down sidewalks at Shadow Crossing Blvd., and on Valencia Dr.

- 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
- Cleaned out debris from various ROW (Right-of-Way) locations
- Cleaned up around the hill at Nova Recreation
- Trimmed various trees in the Ormond Lake subdivision, at Center, between Hand & Fleming, and on Oceanshore Blvd, between Ocean Terrace & Standish Dr.
- Trimmed around a streetlight on Malaga Ave.
- Removed a tree on Sandpiper Dr.
- (2) employees attended a LEAPS class

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads 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

- Assisted the concrete crew on Rogers Park Dr.
- Assisted the tree crew on Sandpiper Dr.
- DOT (Department of Transportation) weed control on Granada Blvd., west of Winding Woods and on Nova Rd.
- Counted banner poles (single & double) on Streetscape (SR40)
- Dropped off barricades for Dogapalooza at Memorial Gardens
- Dropped off a truck at City Hall for Building Maintenance

Sign Shop

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

- Various Locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments
- Division & Grove, removed (2) plaques
- Village Dr. & Old Mill Run, installed a "Right Turn Only" sign
- Various Locations, inventory of various road striping jobs to be done and installed stop signs & speed limit signs, where needed
- Nova Rd., installed (2) signs
- Park Pl., installed a Curve sign and rumble strips

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Public Works Yard – hauled dirt by dump truck to railroad area
- Ormond Industrial Park – removed trees from ditch
- Various ponds, railroad tracks and boat ramp - sprayed

Vactor

- All zones – assisted with basin cleaning and cleaned hot spots, due to daily rainfall
- John Anderson Dr – available while pigging the force main

Mowing

- Reachout Mowing – N. US1
- Bush Hog & Slope Mowing – SR40, west

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

28,540

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

6

Road Calls for the week:

0

Quick Fleet Facts:

Fleet has 13,202 gallons of unleaded and 6,291 gallons of diesel fuel on hand.

Fuel Used in one week: 2,567 gallons of unleaded and 810 gallons of diesel.

Fleet completed 35 work orders this week.

• Utilities

- A1A Forcemain Cleaning – High pressures in the force main prevent Spanish Waters lift station from operating. The 12-inch force main was cleaned using specialty cleaning by poly-pig services to reduce operating pressure and improve flow capability at the Ormond Mall Lift Station. The 10-inch forcemain pressure at Spanish Waters was not significantly reduced when the 12-inch line was cleaned. Cleaning the 10-inch forcemain was added to the specialty scope of work and a disposition memo was prepared notifying the City Commission of this procurement activity.
- Chemical Procurement – Palm Coast has advertised the project for bid receipt from interested vendors on July 24. Responded to bid questions during the advertising period, awaiting receipt of bid tabulation.
- Concentrate Monitoring and Disinfection Upgrades – The newly installed conductivity meter is now illustrated on the SCADA trending screen. The data spiking previously realized was corrected by tightening the connection to the meter. As-built drawing comments were addressed by the consultant for final review. Record Drawings and Final Operation & Maintenance Manuals and Certificate of Completion documents were sent to FDEP for clearance of the project.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is revising plans and specifications to include staff comments. Application forms for a Minor Revision to a Wastewater Facility or Activity Permit were processed and a check for the permit applications was sent to the Consultant for submittal to FDEP.
- Division Avenue Well Field Raw Water Piping – A City Commission agenda item is scheduled for July 30 for consideration of a work authorization for design services proposal from McKim & Creed with alternate for water and sewer main extensions for proposed Environmental Learning Center.
- Fire Hydrant Replacement Program 2014 – Received a list of hydrants to be replaced.
- Cross Connection Control (CCC) Program Management Services: Reviewed scope of future work needs for program management services. Draft Specifications were prepared for review.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project - Motor operated valve and automation controls were adjusted by programmer and appear to be properly operating.
- Laboratory Testing Services Contract –The apparent low bidder is ALS Group USA, Jacksonville, FL in the amount of \$74,475. Award recommendation prepared for City Commission consideration on July 30. Visited lab on 7-23-13 for inspection and discussion of sampling coordination. The lab meets quality control standards.
- Mainland 2-inch Water Main Replacement – The third progress meeting for this project is scheduled for August 7, 2013. ThadCon is continuing their work on Essex Drive and Riverbreeze Blvd..
- North Peninsula 2-inch Water Main Replacement – A conflict between the relocated water main and the proposed French drain was discovered with resolution activities underway. FDOT's contractor has started installing the French drain on the east side of A1A.
- North Peninsula Force Main by Volusia County – Received request from County for alternate wholesale sewer draft arrangement for consideration.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced.

- Contractor continues to encourage Siemens performance of the installation in addition to supplying the replacement component.
- Ormond Beach Wastewater Treatment Plant Expansion – Warranty Assistance Requests are being administered by staff and contractor per contract conditions.
  - 2008 Lift Station Repair and Replacement Project – The complaint will be placed on the docket at a later date.
  - John Anderson Drive Roadway Improvements – Utilities Relocations – Awaiting notice of award to contractor scheduled for consideration by City Commission on July 30.
  - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. A work authorization was prepared for John Searcy & Associates for a total fee proposal of \$18,430. Awaiting revised proposal to include Instrumentation and Controls design activities.
  - Saddler's Run Lift Station Rehabilitation – Work Authorization authorized for design services by QLH & Assoc.
  - Sanitary Sewer Pipeline Repair – Priority segments for sanitary sewer mains requiring relining were sent to Engineering to be included with the storm system lining project.
  - SR 40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement.
  - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Meeting minutes were distributed. Pumping equipment has a 10 to 12 week lead time. Purchasing of equipment by the City is being considered for tax savings. Shop drawings were received for review. Substitution of a stainless steel base plate in lieu of sump liner is being considered.
  - Tymber Creek Road Phase 1 Utility Relocation Project – Contractor is performing roadway and stormwater improvements north of the Little Tomoka River. Utilities staff supporting contractor activities as necessary.
  - Water Storage Tank Cleaning and Inspection – The vendor received the tank cleaning and disposal information and is preparing a schedule for beginning the cleaning early next year.
  - SPRC – Initial review indicates water main on the east side of US-1 may need to be raised to provide gravity sewer service to the SR Perrott site. Gravity sewer system is being designed by the developer's consultant. Reviewed shop drawings for a fire line extension to Dunn's Attic at 136 W. Granada. Reviewed revised drawings for Hospice of Volusia/Flagler.
- Water Distribution
    - Exchanged 28 residential/commercial water meters
    - Responded to and/or repaired 7 water service leaks
    - Installed 5 new water meter and services
    - Replaced 3 water services due to aged piping and low pressure
    - Repaired/replaced 20 meter boxes
    - Performed meter accuracy testing on 8 - 2" commercial water meters. Scheduled 5 commercial meters for testing.
    - Performed maintenance on 22 City owned fire hydrants.
    - Disconnected 2 water services due to building demolition.
    - Performed testing on 4 and repaired 3 city owned backflow preventers.
    - Located and listed fire hydrants that will be placed on the fire hydrant replacement list
    - Water Main Repairs: 12" water main break at the intersection of N US1 Hwy and N Nova Rd
    - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
    - Performed valve maintenance and exercising on 19 valves in the south peninsula grid area.
    - Water Main Flushing Locations: Ormond Lakes Phase II, Standish Drive
    - Rescind the boil water notification for Hand Ave

- Utility locate service for Water/wastewater/reuse: received notice of 104 regular and 2 emergency utility locates for the previous week. Continued ongoing utility location activities for Hand Ave, Tymber Creek Rd projects. Continued 2" water main replacement project locates in the north and south peninsula, and mainland project areas.
- Continued 4.5 mile locates assistance with a directional boring company installing fiber optic conduit along US1.
  
- Water Treatment
  - Delivered to the City 36.492 million gallons for the week ending July 21, 2013 (5.213 MGD)
  - Backwashed 13 filters for a total of 523,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and clear two boil water notice
  
- Wastewater Collection – Reuse
  - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
  - Total rainfall for Breakaway Trails (3.25") and Hunters Ridge was (3.50") from 07/18/13 to 07/24/13.
  - Cleaned three, televised ten sewer laterals.
  - Professional Piping Service Inc. cleaning 12" & 10" force main on Ocean Shore Blvd. with collection crew assistance crews.
  - Rehab PEP tank - 25 Foxhunters Flat. Replace lid - 55 Saddlers Run.
  - Ten inch force main at 1085 Ocean Shore Blvd. pressure @ 23 psi and Spanish Waters, 12" line down to 2 psi Ormond Mall is at 5 psi at lift station as of 07/25/13. Still working with Professional Piping Services performing main cleaning (poly-pig) services. (Third day).
  - Six inch force main at 1800 N. US-1 @ 5 psi.
  - Low pressure sewer psi reading Westland Run 20/18 psi, Foxhunters Flat 21/19 psi and 4" on Shadow Creek Blvd. 10/8 psi.
  - Ongoing flushing of reuse on beach side.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.39 Million Gallons.
  - Produced 22.86 Million Gallons of Reuse.
  - Produced 6.53 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.20 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 149.96 (14%-18% Solids).
  - Passed Chronic Bioassay and submitted to FDEP.
  - Sampled for Primary and Secondary Drinking Water Standard on Reclaimed, Concentrate, and Blended Effluent.
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  - Prepared Quarterly Report (April-June 2013) as required by FDEP Consent Order condition. Requested FDEP consideration for acknowledgement of completion of consent order as all conditions have been attained.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Reset tripped breaker at well 21SR
    - Installed rebuilt meter BAT well #4
    - PM Riverview pump station, adjusted pump packing
    - Installed new control panel at well 35R

- Reamed the injection port on Claricones and greased tube pumps.
- Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
- Checked wells at BAT & Shadow Crossing
- Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
- Performed Booster Station PM's
- Adjust BAT well controls for increase reuse filling
- Inspected McDonald's lift station for false high level alarms
- Assisted Emerson on punch list items for Reuse project

#### Wastewater Plant – Lift Stations

- Continued to monitor A1A force main pressure readings
  - Carrousel Blower #2 – Operations indicated noise – check unit – all OK
  - Walmart – SCADA - #2 stuck on – checked and adjusted floats as needed – found plastic wrapped around float – cleaned all floats – all OK
  - 2P – SCADA – no starts pump #1 – checked pump and motor starter – found high amp draw at pump – pulled pump – deragged – all OK
  - PM at 10 lift stations
  - PM at WWTP: Grit Snail, Bar Screens, Poly Blend, Clarifiers, Digester Blowers, RAS/ WAS Pumps, Carrousel Surface Aerators
  - 2P – Follow Up From Call Out – replaced vacuum lines and filters with new
  - Clarifier #4 – repaired spray nozzles at center ring
  - Poly Blend #1 – Operations noted water flow problem – checked all lines for flow – all OK
  - Centrifuge #1 – Operations noted shut down due to high bearing temp – applied grease to bearings as needed – all OK
  - 8M1 – SCADA – no starts pump #2 – reset motor starter – cleared blockage at volute – all OK
  - 8P – SCADA – no starts pump #2 – reset motor starter – amp draw nominal – all OK
  - 1P – SCADA – high starts – uneven starts – found bad check valve – replaced check valve #1 with new inventory – deragged check valve #2 – OK
  - 58 work orders completed and closed for this section for this week
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP).
    - Waste Water Treatment Facility Permit: Engineer's Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP. Received FDEP acknowledgment of receipt and modified Discharge Monitoring Report Sheets for expansion capacities.
    - Reclaimed Water Educational Program: Staff has prepared draft system information and forwarded illustrations to printer for final preparation of reuse customer brochure.
    - Contract Laboratory Testing Bid: Staff evaluated the three submittals for the laboratory services contract RFP and prepared CC agenda item for consideration of bid award on July 30. Staff inspected the lab recommended for award on July 23. The lab is determined to meet the needs of the City in delivery of customer service and quality of data.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Consumer Confidence Report (CCR): Staff is preparing the Certificate of Delivery acknowledgement to the Volusia County Health Department. The form and packet

certifies the City has fulfilled its delivery requirements of the CCR to customers. The 2012 annual water quality report is contained on the City's website and notice was posted in News Journal regarding the availability of same to customers in addition to statements contained on customer billing statements throughout the month of June.

- Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program (see below).
- Florida Department of Health Inspection: Staff received the written report of findings from the FDOH Water Treatment Plant inspection performed on Friday June 14, 2013. Staff preparing response to single deficiency noted in regards to the compliance rate of the backflow prevention device testing certifications on the City's commercial water accounts.

### **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 the Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Agenda packet preparation and creation for the July 29, 2013, City Commission Operating Budget Workshop
- Agenda packet preparation and creation for the July 30, 2013, City Commission Meeting
- Agenda packet preparation and creation for the August 7, 2013, City Commission Meeting

### **Status of Department Projects**

- Audience Polling System
  - Project Status: Currently reviewing written quotes.
- Records Management System Upgrade
  - Project Status:
    - Identifying potential issues with system upgrade to relay to vendor.
    - Setting permissions and security settings for system users.