

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 2, 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:

- Weekly meeting with Public Works operations staff
- Weekly staff meeting with Directors
- Discussion with Economic Development Director and Airport Manager on airport issues
- One on one meetings with City Attorney, HR Director, Fire Chief, IT Manager, and Police Chief
- Discussion with staff regarding influent pump station
- Discussion with staff regarding financial management system procurement
- Discussion with staff regarding Countywide Volunteer Group
- Budget discussions with Assistant City Manager and Finance Director
- Gateway Sign staff discussion

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioner Boehm and Commissioner Stowers
  - Rotary meeting
  - Operating Budget workshop
  - Shade meeting
  - City Commission meeting
- Conducted Walk with the Manager at the Airport with the Airport Manager as guest walker

### **Community Development**

- Planning
  - The Planning Director was selected to be on the VTPO Selection Committee for a consultant to prepare the 2040 Long Range Transportation Plan (LRTP) Update. Much time was devoted to evaluating proposals in response to the criteria contained in the Scope of Services. The Selection Committee met on July 30 to short list the firms based on qualifications, experience and capabilities. Oral presentations to the Selection Committee by the short listed firms will be on August 19, 2013. The Executive Director of the VTPO will then present the recommendations of the Selection Committee to the VTPO Board.
  - The Planning Director attended the Operating Budget Workshop.
  - The Planning Director met with Steve Searle regarding a permit issued in error for the repainting of his hangar doors using a checkerboard paint pattern that was found later to be part of his business logo.
  - The Board of Adjustment approved two variances for properties located at 141 Cardinal Drive and 711 South Atlantic Drive. Staff recommended denial of the variance for 141 Cardinal Drive since it was a conversion of a single family house (conforming) to a duplex (non-conforming).

- Building Inspections, Permitting & Licensing
  - 86 permits issued with a valuation of \$1,610,282.00
  - 201 inspections performed.
  - 2 business tax receipts issued.
- Development Services
  - The following SPRC activities occurred this week:
    - Staff met with Chris Butera to discuss the redevelopment of properties at 75 N. Nova and 162 S. Nova Road.
    - Reviewed and commented on the development of Lot 3 of the Ormond Business Center.
    - Staff met with Rob Merrill and representatives from SUNOCO regarding the access driveways for 1546 West Granada Boulevard.
    - A pre-construction meeting was held on 3 Yonge Street (SUNOCO) prior to work beginning onsite.

### **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 cost 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 of walls, windows and HVAC systems are 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 with 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 completed work with the City Engineering Department this week to prepare and submit documentation to the FAA regarding a proposed perimeter road project at the Airport Sports Complex.
- Staff submitted final closeout reports for the Taxiway Alpha Relocation & General Airfield Improvements project to FDOT this week.
- Staff participated in a "Walk with the Manager" event this week at the air traffic control tower and the sports complex.
- Staff completed work to install new hardware and software upgrades needed to repair the digital voice recorder system at the air traffic control tower. Staff was able to work remotely with the recorder vendor to complete the work internally, without incurring additional costs for a service call.
- 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.

**Finance/Budget/Utility Billing Services**

- On-going Projects
  - Held FY 2013-14 Budget Workshop meeting.
- Completed Projects - Weekly
  - Processed 23 Journal Entry Batches (# 4343 - 4394).
  - Approved 22 Purchase Requisitions totaling \$130,131.39.
  - Issued 33 Purchase Orders totaling \$154,976.50.
  - Opening of RFP 2013-32, Copier Maintenance Agreement on July 25<sup>th</sup>, received (4) proposals.
  - Opening of RFP 2013-34, Employee Group Health Insurance Benefits on July 25<sup>th</sup>, received (15) proposals.

- Opening of RFP 2013-30, Management and Operation of the Ormond Beach Gymnastics Center Building on July 29<sup>th</sup>, received (0) proposals.
- Prepared 123 Accounts Payable checks totaling \$199,321.87 and 33 Accounts Payable EFT payments totaling \$261,385.78.
- Processed 3,204 cash receipts totaling \$681,960.28.
- Processed 558 utility bill payments through ACH totaling \$50,484.84.
- Processed and issued 3,217 utility bills with billed consumption of water of 12,435.98k.
- Issued 414 past due notices on utility accounts.
- Auto-called 174 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Press Releases
    - Foreclosure Prevention Workshop (8/13)
    - Florida Licensing on Wheels (8/12)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Issued CodeRED alert for Ivanhoe and Kent Drives for construction of watermain improvements to begin in the next several weeks.
    - Completed Employee Newsletter for August 2013
    - Attended weekly staff meeting
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

##### Weekly Statistics

- Fires: 2
- Fire Alarms: 2
- Hazardous: 3
- EMS: 76
- Motor Vehicle Accidents: 6
- Public Assists: 48

TOTAL CALLS: 137

- Aid provided to other agencies: 16 calls – Daytona Beach (3), Flagler County (1), Volusia County (12)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 43

##### Training Hours

- Communications: 2
- EMS Training: 22
- Emergency Vehicle Operations: 48

- Hose Evolutions: 24
  - Policy Review: 6
  - Preplans: 9
  - Water Supply: 46
  - Wildland Firefighting: 8
- TOTAL TRAINING HOURS: 165

#### Station Activities

- Updated 26 pre-fire plans
- Conducted 5 fire inspections

#### Operations

- Fire Chief attended the Annual Florida Fire Chief's Conference in Key West. Development classes attended included the following:
  - Fire Service Leadership 2013 and Beyond
  - Fire Chief Leadership
  - Marketing your Fire Department and Positive Public Perception
  - Ethical Changes Facing the Fire Service
  - Leadership in the 21st Century
  - Leading with Vision and Purpose
  - Hiring Revisited

#### **Human Resources**

##### Staffing Update

- Job Requisitions
- 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
  - 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, 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 scheduled for the week of 07-08-13. A conditional offer was made to a candidate who successfully completed the pre-employment processing. Tentative start date is 08-19-13.

- 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, the pre-employment processing was successfully completed and the candidate will start work 08-05-13.
- 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 07-16-13 and 7-17-13 and a candidate was made a conditional offer of employment. Pre-employment processing is being conducted.
- Police Department – Evidence/Crime Scene Technician and Evidence/Crime Scene Custodian were advertised in-house, on the City Web, 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 two candidates and the pre-employment processing started.
- 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. Pre-employment screenings are being conducted.
- 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.
  - Public Works/Streets – Maintenance Worker II effective 08-09-13.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program June, 2013, monthly report reflects savings of \$88,398.03 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,238 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- New Employee Orientation is scheduled for 08-26-13. 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 on 08-21-13 and 08-28-13 at the ATC.
- HR Staff attended FHCP's ACA seminar on 07-22-13

Risk Management Projects

- Continue project planning for HIPAA.
- Begin 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.

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 39 New work - 56 completed - 22 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	46,274	Inbound E-Mails Blocked	34,775
Delivered Inbound E-Mails	11,387	Quarantined Messages	112
Percentage Good Email	25.2%	Virus E-Mails Blocked	146

- Notable Events:
  - None.

- Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 0 Corrections: 0
- Map/Information Requests: 35
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 13,954 (62.0%) potable 13,493, Irrigation 461
- Notable Events: Attended Volusia County GIS User Group meeting which included a tour of the new EOSCC located at 3825 Tiger Bay Road.

**Leisure Services**

• Administration

Meetings attended/hosted:

- Public Works weekly meeting
- City Manager weekly meeting
- General Discussion – Assistant City Manager
- Park Visits
- Enviro-camp Fishing with Dan Smith
- Operating Budget Workshop held at Senior Center
- City Commission meeting
- 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
- Movies on the Halifax, "The Muppets"

- Athletics
  - The City's Summer Youth Volleyball Program continued this week on Tuesday and Thursday from 5:30 – 7pm, and 7 – 8:30pm. Session runs through August 8<sup>th</sup>.
  - 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.
  
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield.
  - Went to South Ormond Neighborhood Center to clean tennis and basketball courts.
  - Went to Osceola Elem. School to tend to the infields, tennis and handball courts.
  - Nova Park - mowed infields and outfields.
  - Cleaned Skateboard Park.
  - Cleaned handball and basketball courts at Nova Park.
  - Cleaned tennis courts at 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, 3 times a week.
  - Continue mowing of the soccer fields, 2 times a week.
  - Continue mowing of the softball fields, 2 times a week.
  - Continue mowing, edging and trimming the T-Ball fields.
  - Replacing sprinklers as necessary.
  - Daily clean up of Limitless Playground near 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 and summer league for high school boys baseball.
  - Have competitive soccer leagues practicing Mon.-Fri.
  - Began 2<sup>nd</sup> round of spraying herbicide on all fields. Finished at the Sports Complex.
  - Began roto-tilling and removing or adding top dressing material to the infields, at both Nova and the OB Sports Complexes to assist the contractor performing the laser grading and sod work on the baseball fields.
  - Started Verti-cutting the baseball fields at Sports Complex.
  - Hosted a 3 vs. 3 soccer tourney on Saturday. Roughly 40 teams showed up.
  - Prepped Champions Field for Pop Warner pep rally on Sunday. Pressure washed the restroom building and grandstands, freshened up the paint in the interior of the restrooms. Moved trash totes into place.
  - Working on an irrigation break, valve broke off the 8" main on the soccer fields.
  
- 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: Show Club held regular classes. Kopy Kats held regular classes.
    - Tuesday: Show Club held regular classes. "Still I Weep" held onstage rehearsal.
    - Wednesday: Show Club held regular classes. "Still I Weep" held onstage rehearsal.
    - Thursday: Kopy Kats held regular classes. "Still I Weep" held onstage rehearsals.
  
  - The Performing Arts Center is preparing to host the following events:  
City Lites, LLC, presents "Still I Weep", Friday, 7:00pm to 9:30pm, \$20, \$17

City Lites, LLC, presents "Still I Weep", Saturday, 6:00pm to 8:30pm

- South Ormond Neighborhood Center
  - Splash Pad ( **OPEN DAILY @ 10:00AM**)
  - Youth football practice **Wednesday** (Ormond Pride) 6:00pm-8:00pm
  - Fitness room open( 6pm-9pm weekdays )
  - Summer Camp Connection (Monday thru Friday 7:30am thru 5:30pm)
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended Event Meeting with Recreation Manager
  - Attended National Night Out meeting
  - Attended Senior Games Meeting with Chairman
  - Assisted with City Commission Budget Meeting and meal
  - Assisted with City Commission Workshop Meeting and meal
  - Attended Preferred Business Group Sponsorship and Advertising Meeting
  - Assisted in the planning of 2013 Senior Games with tasks including: location confirmations, updating application, sponsorships and marketing
  - Continued 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.
  - Assisted with Walk with the Manager Friday, August 2<sup>nd</sup>, Ormond Beach Municipal Airport
  
- Gymnastics
  - August/September session registration continues
  - August/September session begins August 1<sup>st</sup>
  
- Nova Community Center and Special Populations
  - FitGyms personal training sessions and tennis lessons held at various times throughout the week.
  - Pickleball continues to be offered Wednesday, Thursday, and Saturday from 9:00am-12:30pm.
  - Adult Jazzercise from 9:00-10:00am Monday through Friday in the gym and 5:45-6:45pm Monday, Wednesday, and Thursday in Activity Room. Saturday 9:00-10:00am in the Activity Room.
  - This is the last week of Camp T-Rec. They meet every day from 8:30am-2:30pm in the Activity Room. Closing Ceremony will take place Aug 2 at 12:00pm.
  - The Summer Food Program will be offered from 12:00pm-1:00pm Monday through Friday. Lunches are available for children under the age of 18 years old.
  - Nova will offer planned recreational activities in the afternoon from 12:30pm-4:30pm for children.
  - Coed Volleyball meets Tuesday and Thursday from 5:30-8:00pm.
  
- The Casements
  - Yoga Classes ended until September
  - 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 4.
  - A wedding 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 Guild crafters met in Room 203 Thursday afternoon.
  - A wedding rehearsal took place in The Gallery on Friday afternoon.

- Movie Night was held in Rockefeller Gardens on Friday evening.
- Parks Maintenance
  - Installed new trash can by the basketball court at Central Park I
  - Picked up storm debris from Riviera Park
  - Installed new trash can by the basketball courts at Nova Community Park
  - Cleaned dirt run off from dock stairs at Riverbend Nature Park
  - Removed graffiti from picnic table at Central Park II
  - Installed two new picnic tables at Riviera Park
  - Installed engraved bench slat on bench on pier behind Bailey Riverbridge Gardens
  - Installed new bicycle rack at Bailey Riverbridge Gardens
  - Removed surplus items from old Planning offices and took to Fleet for auction
  - Assisted Facility Maintenance with demo work in old Planning Department
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Call Out = repaired water cooler at Central Park I
- Building Maintenance
  - Weekly Inspection of airfield runway, taxiway lighting and directional signage
  - Daily preventive maintenance of City vehicles and equipment as necessary
  - Assist contractor with A/C install @ Memorial Art Museum
  - Assist contractor with cantilever gate install @ Breakaway Trails
  - Scoped out new places for thermostats at City Hall in new conference room
  - Replaced 75 air filters @ 4 City facilities
  - Repaired deficient condensate line @ Building Maintenance
  - Replaced drive belt on AHU at Wastewater Treatment Plant
  - Installed new contactor for street lights at MacDonald House
  - Installed new electric circuit to IT
  - Repaired breaker for bridge lights
  - Moved strobe light for fire alarm in new conference room at City Hall
  - Repaired lightning detector at SONC
  - Repaired well pump at I-95
  - Repaired lights at Nova Gym
  - Continued wiring in the new conference room at City Hall
  - Repair Sally Port Gate at the Police Dept
  - Removed partition walls and carpet for the new conference room at City Hall
  - Adjusted ceiling grids for the new wall in conference room at City Hall
  - Repaired Central Park II water cooler
  - Repaired toilet outside restroom at SONC
  - Met plumbing contractor for conference room remodel at City Hall
  - 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 Hall
  - Weekly inspection of Andy Romano and SONC splash pads
  - Met fence contractor for Andy Romano splash pad equipment
  - Met Massey Pest Control at Standish water plant
  - Installed new locks on partition doors in the ladies room at Pop Warner
  - Checked sink water leak at Senior Center Building B
  - Met second plumbing contractor for quote for conference room at City Hall
  - Prepared maintenance invoices and receipts for City facilities

### **Police Department**

#### **Administrative Services**

- Attended Operating Budget Workshop

- Attended weekly Police Department and City Manager/Department Head staff meetings.
- Conducted in-house quarterly training to Department members.

#### 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. The educational programs conclude August 1st. PAL educational programs will resume in October 2013.
- Youths in the summer program partnership with SONC worked on math and reading skills in the computer lab and tutoring classes. Students completed final portfolios and finished any art work not completed in the 6 week program. This week students studied sea life in the science class.
- Six members of the Youth Directors Council served 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 August 6, 2013. A meeting was held with the Outreach Unit on July 25<sup>th</sup> to review the details for the event.
- PAL staff made contacts for its annual Golf Tournament fundraiser, *Golfing for Kids*, to be held at River Bend Golf Course on October 19, 2013.
- Preparations were finalized for the Sea World field trip which will take place on Friday August 2. The final field trip to Daytona Lagoon will be held on August 8<sup>th</sup>.

#### Community Services & Animal Control

- Animal calls: 35
- Animal bites: 2
- Animal reports: 8
- Animals to HHS: 6
- Dogs: 1
- Cats: 5
- Animal Traps: 3
- Wildlife: 2
- Reclaim Fee: 1
- NOV: 1

#### Criminal Investigations

- Cases Assigned: 37
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 10
- Inactive: 21
- Fraud: 5
- Burglary Business: 2
- Burglary Residential: 9
- Larceny Car break: 9
- Grand Theft: 6
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Death: 1

- Home Invasion: 1

Narcotics

- Three Buy Walks
- Three Knock and Talks
- One Search Warrant

Comments:

- Auto Theft: A vehicle was reported as stolen from S. Arbor Dr. The vehicle was located in Daytona Beach and an arrest was made. Items stolen from several car burglaries were located in the stolen vehicle. Additional charges are pending.
- Burglary: A stolen iPad from a car burglary in the Trails was tracked to an apartment in Daytona Beach and a suspect has been identified. Charges Pending
- Burglary: Numerous tools were stolen out of a vehicle at the Rock N Ranch. VCSO later was investigating a disturbance and the stolen tools were found in a vehicle at the disturbance location. Investigators responded and several suspects were indentified. Investigation continues and charges are expected.

Crime Trends: N/A

Records

- Walk - Ins / Window 60
- Phone Calls 75
- Arrest / NTA'S 20
- Citations Issued 139
- Citations Entered 135
- Reports Generated 136
- Reports Entered 136
- Mail / Faxes / Request 35

Patrol

- Total Calls 1,684
- Total Traffic Stops 236

Operations

Crime Opportunity Report Forms: 82

- 7/24/2013
  - Burglary (Business), 1101 South Nova Road (Volusia Exhaust Systems) Rear door pried open. Money and Harley Davidson Motorcycle taken.
  - Burglary (Residential), 515 Laurel Drive, Glass broken out of rear sliding door.
  - Warrant arrest, 619 Arroyo Parkway. Suspect taken into custody.
  - DUI, Forest Hills. The driver was spinning his tires in the subdivision. He was intoxicated and arrested.
  - Grand Theft, 3 Stonequarry Trail, Babysitter suspected of stealing jewelry.
  - Shoplifting, 122 South Nova Road (Big Lots) Suspect arrested for retail theft and Violation of Probation.
  - DUI, 521 South Yonge Street, suspect arrested for DUI.
- 7/25/2013
  - Stolen Vehicle, 86 South Arbor Drive. Vehicle left unlocked with keys inside in a cup holder.
  - Burglary (Residential), 630 Santa Anna Avenue, Owner fell asleep with her purse with her. She woke to find money and items missing from it.

- Carbreak(s), 205 Woodland Avenue, 63 South Capri Drive, 200 Woodland Avenue, 407 Cherrywood Drive. Unlocked vehicles in all cases. Various items and money taken.
- Shoplifting, 1521 West Granada Boulevard (Walmart), Suspect detained and issued Notice to Appear.
- Shoplifting, 1521 West Granada Boulevard (Walmart), Suspect taken into custody for stealing medications.
- Narcotics, 690 South Nova Road. Started as traffic stop. Suspect given Notice to Appear.
- Burglary (Residential), 481 Bryant Street, entry via rear sliding glass door.
- Burglary (Residential), 3 Spring Meadows Drive, Homeowners heard noise on the rear screened in porch. The resident looked out and saw an unknown male squatting down attempting to enter the home by lifting up the sliding glass door. The resident yelled at the burglar, who then began to flee, but then turned and approached the home again. The resident fired a round from his S&W revolver to scare burglar off. The burglar then fled westbound. VCSO assisted with a perimeter and AIR-1. VCSO K-9 tracked the suspect to the cul-de-sac where the tracks stopped.
- Battery-Domestic Violence, 353 Thackery Road, Suspect arrested and taken to jail.
- 7/26/2013
  - Grand Theft, 1254 West Granada Boulevard, An entire air conditioning unit was taken.
  - Burglaries (Residential), 4 Spring Meadows Drive, Officers were flagged down when following up at #3 Spring Meadows about another occurrence.
  - Grand Theft, 281 South Atlantic Avenue, large screen TV taken from a hotel room. Suspect was identified and arrested.
  - Trespassing; Central Park (601 Fleming Avenue), Transient arrested for trespass after warning.
  - Carbreak, 1521 West Granada Boulevard (Walmart), over \$10,000 in jewelry stolen from vehicle while it was there for repair.
- 7/27/2013
  - Grand Theft, 29 Oceanshore Boulevard, Laptop and iPad taken from outside residence.
  - Stolen Vehicle(s), 4 Highwood Ridge Trail, Three (3) vehicles taken from the same residence since midnight.
  - Grand Theft; 1634 North US Hwy 1; same subject from a beachside theft yesterday was seen taking another television from the property at this address. Subject was not located but his wallet and other belongings were obtained and secured.
- 7/28/2013
  - Burglary (Residential), 23 Wildwood Trail, victim was away for the night and someone entered her residence from the rear sliding glass door and took \$650 worth of jewelry.
  - Shoplifting, 1521 West Granada Boulevard (Walmart), Suspect caught shoplifting and was arrested.
  - Grand Theft, 1614 N.US1, 1608 N. US1, 537 S. A1A, Suspect has been in motels committing thefts over the last two days. He stole a TV from 281 S. A1A Friday and yesterday afternoon he stole a TV from his motel room at 1614 N. US1 and was seen by an employee committing the theft. Later last night he went into the office at the Days Inn at 1608 N. US1 and took over \$200 out of the register. Suspect was caught on video on the register theft and admitted to all of the thefts.
  - Carbreak, 36 Highland Avenue, small .22 North American revolver taken out of an unlocked vehicle.
  - Battery - Domestic Violence, 2 Springwood Trail, suspect arrested.

- Armed Robbery-Home Invasion, 50 New Britain Avenue apartment #1, three subjects forced entry when the victim answered the door to his 2<sup>nd</sup> floor apartment above Caffeine. Pistol whipped him and stole his flat screen TV.
- 7/29/2013
  - Grand Theft, 142 Pine Cone Trail, several items / jewelry removed from the home. Known guests of the home are suspected.
  - Burglary (Business), 221 Vining Court (Salty Church), safe and contents removed from office area. No forced entry or alarm tripped.
  - Carbreak, 11 Spivey's Court, two unlocked vehicles entered and several items disturbed. No items taken.
  - Carbreak, 559 Woodgrove Street, unlocked vehicle had currency removed from interior.
  - Felony Hit and Run Arrest, Cardinal Dr. / Flamingo Dr. Suspect arrested.
  - Warrant Arrest, 101 South Capri Drive. Suspect arrested for outstanding warrants.
- 7/30/2013
  - Warrant Arrest, 570 Collins Street. Suspect has an active warrant and was taken into custody.
  - Traffic arrest, Midway Avenue / South Yonge Street. Suspect arrested for driving on a suspended license since 2002 for DUI / Child Support and failure to pay fines.
  - Narcotics Arrest, West Granada Boulevard / Beach St. Suspect arrested for possession of felony narcotic.
  - Burglary (Residence), 541 Lakebridge Drive, sliding glass door was pried on and damaged by suspect. Entry wasn't made but incident documented.

#### Traffic Unit

- VCSO Aggravated Assault assist, SR-40 and I-95 southbound entrance ramp. Received a BOLO from dispatch in reference to a motor home that was traveling east on SR-40 from SR-11. The driver of the motor home allegedly pointed a fire arm at another party in the county's jurisdiction. Sgt. Smith located the motor home and conducted a traffic stop. A fire arm matching the description that was given by the other party was located on the suspect. VCSO made an arrest and took over investigation.
- 13-07-00608 Hit & Run w/ injuries, Division Ave and S Ridgewood. Vehicle was traveling east on Division Ave from S Ridgewood and left the roadway, striking a tree. Two females exited the vehicle and fled the scene on foot. One ran south on Grove St and the other ran north on Grove St. Air 1 and VCSO K9 were in the area reference a 24 in Holly Hill. K9 tracked south on Grove and located the passenger at her uncle's house. The driver was identified as the registered owner of the vehicle. Witnesses reported the driver should have facial injuries and also saw her spitting out what looked to be teeth as she fled the scene. The passenger sustained puncture wounds to her cheek and neck.
- Traffic Citations 79
- Parking Citations 0
- Crash - No Inj. 6
- Crash - Injury 1
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
- Self-Initiated Enforcement Locations:
  - Central Park Corridors
    - Division Avenue
    - Fleming Avenue
    - Hand Ave Detour
    - South Yonge St
    - 2000 block SR-40

- Enforced Complaints:
  - John Anderson Drive
  - Clyde Morris Blvd.
  - Beach Street
  - Fleming Avenue

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Case initiated
- 28 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and fifty-nine (59) 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 has continued to store 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

#### Project Summary

#### Construction Projects:

- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Reviewed project As-Builts.
- North Halifax Dr. Improvements – the project is complete.
- 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 contractor has completed installation of all underground infrastructure. The contractor is focusing on preparing the section from Coolidge Avenue to Center Street for paving. Road construction has commenced on the section from Center Street west to the culvert crossing. 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. The elliptical culvert across Hand Avenue was installed. 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 - The project is complete.
  - 2-inch Water Main Replacement – Mainland – The new watermain was installed on Old Barn Trail, was pressure tested and is being processed for clearance. Work is starting on Andalusia.
  - 2-Inch Waterline Replacement – North Peninsula - The third progress meeting for this project is scheduled for August 7<sup>th</sup>. ThadCon is continuing their work on Essex Drive and Riverbreeze Boulevard, and will move to River Drive next.
  - 2-inch Water Main Replacement - South Peninsula – The contractor has started work on Ivanhoe Drive and is completing the work on Cardinal and other 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 - Approximately 70% of the new roofing has been installed, including supports for the HVAC system, flashing and coping.
  - Downtown Underground Utilities Conversion - A pre-construction meeting was held for this project on July 16<sup>th</sup>; a notice to proceed will be issued for the project to begin construction with a commencement date of August 5<sup>th</sup>. Carter Electric finalized their construction schedule which was presented and discussed at the weekly update meeting on July 31<sup>st</sup>. The pre-construction video of the downtown by Carter Electric was also on July 31<sup>st</sup>. Arrangements have been made for the contractor to use the lot at 70 West Granada (corner of Granada and Lewis St.) for the storage of materials; initial delivery of conduit from FPL is scheduled for August 8<sup>th</sup>. Preliminary information has been added to the City of Ormond Beach website.
  - FDOT A1A Left Turn Lane at Lynnhurst Drive - Masci began construction of the A1A left turn lane on July 19<sup>th</sup>, with the construction scheduled for completion on September 30<sup>th</sup>.

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 – A meeting has been scheduled on August 1<sup>st</sup> to meet with A.M. Weigel to discuss construction management for this project.
- Audible Pedestrian Signals – Contract documents for the low bid submitted by American Lighting and Signalization have been uploaded to the FDOT LAPIT system for review by FDOT.
- 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 a 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. The City Commission approved the bid award at its July 30<sup>th</sup>

- 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 to JD Weber Construction for execution on July 18<sup>th</sup>.
  - 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 was approved at the July 30<sup>th</sup> City Commission meeting.
  - OBSC Roadway Improvements - Wetland mitigation permitting is in process. Final plans and bidding documents continue to be worked on. Awaiting approval from FAA to construct the proposed perimeter road. The perimeter road will be combined with the Doug Thomas Extension and milling & resurfacing of the main entrance road to the Sports Complex off Hull Road. Staff is also investigating parking lot improvement needs for the parking lot area which is shared by the Airport Control Tower and the OBSC, near the Limitless Playground. Parts of the parking lot are in need of asphalt resurfacing, but also some surface grading modifications to eliminate standing water is also needed and restriping and relocating of some of the parking stalls to accommodate the perimeter road connection.
  - 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 20<sup>th</sup>.
  - 2013 Roadway Resurfacing - Bids were received and the award of bid was approved by the City Commission on July 30<sup>th</sup>.
  - 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<sup>th</sup>. City review period is complete, and it is anticipated that revised maps will be issued with a letter of final determination during the month of August.
  - Cassen Fishing Pier and Guardrails Under Bridge – The construction contract award is scheduled for August 20<sup>th</sup> City Commission meeting.
  - Corrugated Metal Pipe Rehabilitation - Prepared bidding documents and plans for cured in place pipe lining of gravity sanitary sewer and CMP storm drain, in several high priority areas throughout the City. Intent to let project for competitive bidding will be presented to City Commission on August 20<sup>th</sup>.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Concrete repair for the Water Department at 801 S. Ridgewood Ave.
        - Poured concrete sidewalks at 1212, 1220 & 1226 Scottsdale Dr., and at Scottsdale & Capen St.
        - Removed barricades at Rogers Park
        - Removed forms, backfilled and did stress cuts on Scottsdale Dr.
        - Asphalted a patch for the Water Dept. at River Ln. & John Anderson Dr.

- Asphalted potholes at Standish & John Anderson Dr., at the Senior Center, at Wilmette & US1, and at 465 Robin Rd.

#### 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
- Removed trees at Center St. & Pinehurst St., River Ridge Trl., at Main Trl. & Rio Pinar Dr., at 75 Sandpiper, 16 Central Ave., and at 621 S. Ridgewood Ave.
- Trimmed trees at Ocean Shore Blvd. & Standish Dr., and across from 58 Orchard St.

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, 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 at Scottsdale Dr.
- Picked up & removed a dump truck from City Hall for Building Maintenance
- Picked up cones from Memorial Gardens
- DOT (Department of Transportation) weed control on Nova Rd., and on Granada Blvd.

#### 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
- Park Pl., checked rumble strips that have been installed
- Fleming Ave. & S. Center St., replaced stop sign
- Orchard Ave., replaced post on pedestrian crossing sign
- Various locations, washed stop & speed limit signs
- Various locations, conducted road striping inventory

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Weedeated sidewalks – SR40, west
- Sprayed weeds – various citywide locations
- Filled in ruts w/Gradall – SR40 sidewalk
- Removed old tires - Airport

##### Vactor

- John Anderson Dr. – assisted Wastewater cleaning manholes

##### Mowing



- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids are to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project – A pressure gauge will be installed on the suction side of the Breakaway Trails booster pump to determine the pressure spike on the force main when the motor operated valve closes.
- Laboratory Testing Services Contract – The apparent low bid is in the amount of \$74,475. The City Commission authorized award of the annual contract for lab testing services to ALS Group USA, Jacksonville, FL on July 30.
- Mainland 2-inch Water Main Replacement – The new water main is being installed on Old Barn Trail.
- North Peninsula 2-inch Water Main Replacement – A conflict between the relocated water main and the proposed French drain was discovered. Contractor will relocate the water main to 34 feet left of the base line to eliminate the conflict. FDOT's contractor is 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 – The City Commission authorized contract award to contractor 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. Instrumentation and Controls design activities will be included. Consultant met onsite with staff this week to discuss additional design details.
- Saddler's Run Lift Station Rehabilitation – Work Authorization authorized for design services by QLH & Assoc.
- Sanitary Sewer Pipeline Repair – Measurement and Payment items for grouting and restoring service connections were prepared.
- SR 40 from Tymber Creek Road to Perrott Resurfacing – Awaiting construction commencement by FDOT contractor.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Meeting minutes were distributed. Insurance information, Performance and Payment Bonds were received. Shop drawings were received for review. Substitution of a stainless steel base plate in lieu of sump liner is acceptable. Parts costs were received for each lift station from the vendor for billing purposes when the contract begins. The pump manufacturer's factory will be closed for two weeks and parts delivery is an additional 10 weeks. Due to the length of time needed to procure the pump station equipment, the notice to proceed will be issued on September 30, 2013.
- Tymber Creek Road Phase 1 Utility Relocation Project – Contractor is performing roadway and stormwater improvements north of the Little Tomoka River. Utilities staff is supporting contractor activities as necessary.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC – Attended preconstruction meeting for Hospice of Volusia/Flagler. Project will start the first week of August. Received Volusia County Technical Staff review comments on Sunrise Cove. Reviewed conceptual plans for Ormond Beach Business Park Lot #3.

Received approved plans for Sunoco at 460 S. Atlantic showing revised sewer lateral configuration.

Departmental Activities

Public Works – Utilities Division

• Water Distribution

- Exchanged 11 residential/commercial water meters
- Responded to and/or repaired 10 water service leaks
- Installed 5 new water meter and services
- Replaced 3 water services due to aged piping and low pressure
- Repaired/replaced 8 meter boxes
- Performed meter accuracy testing on 3 - 2" commercial water meters. Scheduled 5 commercial meters for testing.
- Performed maintenance on 58 City-owned fire hydrants in the mainland base map B1 grid area.
- Disconnected 3 water services due to building demolition.
- Performed testing on 11 City-owned backflow preventers.
- Connected 2-2" irrigation services on Cardinal Dr
- Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
- Performed valve maintenance and exercising on 30 valves in the south peninsula A2 grid area. Installed 3 valve box risers.
- Performed a water main shutdown on Ocean Shore Blvd to facilitate the deflection on the water main around a future storm drain system
- Water Main Flushing Locations: Ormond Lakes Phase III, Ocean Shore Blvd (Plaza Dr - Lynnhurst Dr)
- Initiated valve locating for future leak detection - Base Map A6 grid area.
- Repaired an 8" valve packing leak for the fire system interconnect at the entrance to Breakaway Trails subdivision
- Assisted meter readers by pumping ground water from the meter vault serving Pathways Elementary School
- Assisted two plumbing companies by shutting the water off for plumbing repairs at 1425 and 2700 Ocean Shore Blvd
- Utility location services for water/wastewater/reuse: received notice of 107 regular utility locates for the previous week. Continued ongoing locating for Hand Ave. and Tymber Creek Rd Projects. Continued 2" water main replacement project locates in the north peninsula, south peninsula, and mainland areas.
- Continued 4.5 mile locates assistance with a directional boring company installing fiber optic conduit along US1.

• Water Treatment

- Delivered to the City 35.553 million gallons for the week ending July 28, 2013 (5.079 MGD)
- Backwashed 10 filters for a total of 385,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.

• Wastewater Collection – Reuse

- Crews responded to eight (8) trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
- Total rainfall for Breakaway Trails (1.75") and Hunters Ridge was (2.00") from 07/25/13 to 07/31/13.
- Cleaned five, televised eleven sewer laterals.
- Professional Piping Service, Inc., completed cleaning 10" & 12" force main on Ocean Shore Blvd. with City crews assisting. Ten inch force main at 1085 Ocean Shore Blvd.

- pressure @ 7 psi and 11 psi at Spanish Waters. 12" force main @ 7 psi near Ormond Mall lift station on 07/31/13. Six inch force main at 1800 N. US-1 @ 7 psi.
- Low pressure sewer psi reading Westland Run 25/21 psi, Foxhunters Flat 22/20 psi and 4" on Shadow Creek Blvd. 3/5 psi.
- Checked trouble spots on beach side (7) and mainland (8). All good.
- Performed preliminary visual I&I evaluation on 8P system as high flows were noted during pigging operations.
- Ongoing flushing of reuse on beach side.
- Cleaned bermad filter at Tomoka Oaks golf course. (weekly)
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 36.27 Million Gallons. Influent flow values are elevated due to recent rainfall and A1A force main pigging activities.
  - Produced 16.73 Million Gallons of Reuse.
  - Produced 19.54 Million Gallons of Surface Water Discharge. Surface water discharge values for weekly period at higher rate due to current week period final effluent tank cleaning activities requiring bypass to river.
  - Influent flows average for week @ 5.18 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 85.55 (14%-18% Solids).
  - Received FDEP notification that WWTF Consent Order has been closed and all reporting activities and order conditions have been completed to Department satisfaction.
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division
  - WATER PLANT - WELL FIELDS - BOOSTER STATIONS
    - Repaired lime slurry tank dilution water valve and float
    - Changed out electrical drive for lime slurry pump #1
    - Rebuilt polymer feed pump
    - Replaced pressure relief valve on hypochlorite pump #4
    - 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.
    - Calibrated level probe at Shadow Crossings tank
    - Installed master well control switch for BAT tank
  
  - WASTEWATER PLANT – LIFT STATIONS
    - A1A Force Main – assisted Collections Division as needed with pigging of force main and monitoring of main pressures
    - Spanish Waters – met tanker crew from Collections Division to assist as needed
    - Carrousel Blower #3 – Operations noted Motor Fault – found no problem with machine – reset at SCADA – all OK
    - Performed the following plant PMs: Grit Snails, Poly Blends, Digester Blowers, Clarifiers, Swing Zone Blowers, and Bar Screens
    - Spanish Waters – check station – alternate pump manually
    - PM at 15 stations
    - 8P – WIN911 – high level – reverse both pumps – all OK

- Transfer Station – high level – found station fully operational – found ground water could not get into station due to garbage blockages at floor drains – station all OK
- Final Tanks – assisted Lead Operator overseeing final effluent tank cleaning
- 8P – Follow up from call out - pull pump #2 to clear blockage at volute – all OK
- 13M – SCADA – pump #2 stuck on – clean & adjust floats as needed – all OK
- 8M1 – SCADA – no starts pump #2 – reset motor starter – pull pump to clear obstruction at impeller – all OK
- Influent Room – deragg pumps as per Lead Operator
- Sodium Bisulfite Pump #1 – Operations noted not operating in automatic – check meters – check pumps – possible operations corrective action – turned over to Lead Operator for further investigation
- Transfer Station – high level – pull both pumps to deragg as needed
- Fermentation Submersible Mixer #10 – Motor Fault – pulled unit – changed all oils – found seal chamber oil mixed in motor chamber oil – motor chamber oil over full – seal chamber oil low - bad motor
- 1P – SCADA – high starts – check floats & transducer – deragg transducer – all OK
- Chlorine Building – assist operators as needed with sampling ports at tank site glasses
- 61 work orders closed and completed for this section for this week
  
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - 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: Printer has provided initial draft of the reuse customer brochure. Staff is issuing proposed revisions to the draft and will await a second proof.
  - Contract Laboratory Testing Bid: Staff inspected the lab recommended for award on July 23. The lab found to meet City specifications for delivery of customer service and quality of data. Staff is coordinating the logistics with the laboratory and for the sampling requirements of the City's Utility.
  
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Consumer Confidence Report (CCR): Staff preparing Certificate of Delivery to Volusia County Health Department. The form and packet certifies the City fulfilled CCR delivery requirements to customers. The 2012 annual water quality report is contained on the City's website.
  - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. 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, 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 City Manager Staff Meeting

- Staff attended and provided support for the July 29, 2013, City Commission Operating Budget Workshop
- Staff attended and provided support for the July 30, 2013, City Commission Meeting
- Agenda packet preparation and creation for the August 7, 2013, City Commission Meeting
- Agenda packet preparation and creation for the August 9, 2013, Pension Boards 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.
    - Awaiting scheduling of architectural admin training