

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 21, 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 PW Operations
- One on one meetings with City Attorney, and HR Director
- Weekly staff meeting with directors
- Letter to County on Gas Tax
- Started operational budget review with city departments

Spoke to, attended and/or met with:

- Agenda reviews with:
  - Commissioner Boehm
  - Commissioner Stowers
- Spoke to Port Orange and South Daytona regarding VOTRAN
- Rotary meeting
- City Commission meeting
- FCCMA Executive Committee conference call

### **Community Development**

#### **Planning**

- Assigned team members from Planning and Engineering met to discuss ProjectDox and begin preparation of formal guidelines and protocols that will be needed for drawings and support document submittals. Incentives and disincentives will also be investigated to ensure that electronic submittal is used to its maximum capability.
- The Planning Director attended the Technical Coordinating Committee meeting of the TPO.
- Staff met with representatives of SUNOCO to discuss the eastern curb cut issue related to the proposed station location at 1546 W. Granada.
- The Planning Director participated as a member of the Performance Management Process Improvement Committee. The entire process of evaluations from initiation to supervisor preparation and review by senior management was reviewed and changes recommended.

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

- 255 inspections performed.
- 8 business tax receipts issued.
- 78 permits issued with a valuation of \$1,722,907.00

#### **Development Services**

- The Department received no new applications not already reported in previous weekly reports.

## **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 are expected to be reviewed by the Planning Board at their July 11, 2013 meeting. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval. Staff will begin discussions with Tomoka Holdings regarding 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 is in discussion with an existing business in the Park regarding a large expansion project on their property.
- 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.

#### 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 is planning to meet with Mr. Hentz and the HAAA Board on July 11 to discuss funding of the marketing brochure. Staff is participating in a Chamber membership outreach program and is 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 and installation of windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in September.
- Staff is working closely with an existing company for the construction of a large facility along North US1. 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.

#### Airport Operation and Development

- Staff has received a proposal from American Infrastructure Development, Inc. to conduct an independent estimate of the design, engineering and construction costs for the Taxiway Golf Construction and Airfield Electrical Rehabilitation Project. An independent estimate is required as part of the grant application process for this project, and the cost of the estimate is fully refundable under the grant.
- Staff worked with Hoyle, Tanner & Associates (HTA) to explore the possibility of developing new aircraft tie-down facilities in the vicinity of Taxiway Delta. HTA has forwarded several design proposals and is currently working on design and construction cost estimates for consideration by the City.
- Staff continued to work this week with a representative from TowerCom, LLC regarding a proposal to construct a wireless communications tower on the airport. Staff hopes to soon bring a lease agreement for the proposed tower site to the City Commission for consideration and approval.
- 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 p.m.
- Staff continues to work with a sign vendor under contract with Sunrise Aviation to adjust design and placement specifications for a new sign to be installed at the Sunrise Aviation fuel farm adjacent to Taxiway Bravo. Updated site plan information has been received and reviewed by Hoyle, Tanner & Associates, and the vendor has been requested to submit a permit application for the new sign.
- Staff prepared and submitted to FDOT the Active Aviation Grants Status Report this week.
- According to a press release from the American Association of Airport Executives, the House Appropriations [Subcommittee on Transportation met this week and approved legislation to fund the DOT and the FAA for fiscal year 2014, which begins on October 1<sup>st</sup>. The House draft proposes \*\*\\$140 million in dedicated funding for the Federal Contract Tower Program.\*\* This funding is intended to ensure that 251 contract towers across the country, including the tower in Ormond Beach, remain open and operational beyond September 30<sup>th</sup> and throughout the upcoming fiscal year.](#)
- 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 process.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Budget preparations for fiscal yr 2013-14.
- Completed Projects - Weekly
  - Processed 25 Journal Entry Batches (# 3705 – 3772).
  - Approved 23 Purchase Requisitions totaling \$2,222,432.79.
  - Issued 14 Purchase Orders totaling \$1,041,059.49.
  - Prepared 118 Accounts Payable checks totaling \$206,643.26 and 29 Accounts Payable EFT payments totaling \$52,526.39.
  - Processed 3,931 cash receipts totaling \$353,657.23.
  - Processed 1,673 utility bill payments through ACH totaling \$113,792.06.
  - Processed and issued 5,497 utility bills with billed consumption of water of 25,599k.
  - Issued 823 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Hammock Lane Road Closure
    - Jimmy Dorsey Orchestra Then and Now (7/7)
    - FLOW Mobile (7/1)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Attended quarterly Local Mitigation Strategy meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted JAG Countywide request for Cyberbullying Program funding.
  - Submitted Revised Annual Plan to Volusia County for distribution of additional CDBG FY 13-14 funding which will appear on an upcoming City Commission agenda.

#### Fire Department

##### Weekly Statistics

- Fires: 1
- Fire Alarms: 4
- Hazardous: 1
- EMS: 76
- Motor Vehicle Accidents: 3
- Public Assists: 44

##### **TOTAL CALLS: 129**

- Aid provided to other agencies: 15 calls – Volusia County (6), Daytona Beach (8), Flagler County (1)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 26
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 56

##### Training Hours

- Combustible and Flammable Liquids: 2
- Disaster Preparedness: 6
- EMS Training: 6
- Geriatric Emergencies: 32
- Ground Ladders: 2
- Hose Evolutions: 18
- Personal Protective Equipment: 2
- Preplans: 21

##### **TOTAL TRAINING HOURS: 89**

##### Station Activities

- Serviced 32 fire hydrants
- Updated 34 pre-fire plans
- Conducted 4 fire inspection

- Instructed CPR and First Aid training to 16 Leisure Services Camp Counselors.
- Conducted tour of Fire Station 93 to Care Bear Cottage summer camp children.

#### Significant Incidents

- 6/15/13, 9:19 AM: W. Granada Blvd. and N. Beach St. – Bicycle Accident – Responded emergency for bicyclist who hit curb after crossing through intersection – patient transported to hospital as a trauma alert.

#### Operations

- Attended the Integrated Emergency Management Course at the National Emergency Training Center in Emmitsburg Maryland. A FEMA provided training for a community specific event for Volusia County.
- Attended Volusia County Fire Chief's Association fire operations and training committee meeting.

#### Human Resources

##### Staffing Update

- Approved/Active Recruitment
  - 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 applicant. Eleven (11) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews are scheduled for the week of 06-10-13.
  - Public Works/Wastewater Collections/Reuse – Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13.
  - 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. Twenty (20) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - 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.
  - 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.
  - 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.
  - 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.
- Background/Reference Checks.
  - Leisure Services/Recreation Activities – Summer Camp Counselor positions for all summer day camps were advertised on the City web site on 04-09-13 as Open Until Filled. Fifty-six (56) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 05-20-13 and 05-21-13 and conditional offers of employment were made to eighteen (18) candidates. Pre-employment processing was conducted on 06/07/13.
- Job Offers
  - Police Department- Police Officer recruitment concluded on 04-03-13 after interviews with the Chief. Conditional offer was made to a candidate and pre-employment process

- started. New Police Officer candidate successfully completed all pre-employment requirements and will begin employment on 06-24-13.
- Leisure Services/Nova Community Center – Two (2) part time Recreation Leader conditional offers of employment have been made. Pre-employment processing has begun and awaiting screening results.
  - Promotions/Transfers
    - Public Works/Wastewater – The Maintenance Foreman position has been filled with one of the Maintenance Worker IV employees who applied. This promotion will be effective on 06-17-13.
  - Terminations/Resignations/Retirements
    - FY Attrition – M/E 5-31-13: 3.99% (excluding retirements).
    - Police Department – Police Officer effective 06/28/13.
    - Police Department – Police Records Clerk effective 06-07-13.

#### 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 is scheduled for 6-26-13. 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.
- Sam's Club representative Debra Krammer will be available to meet with employees on 06-21-13 in the Human Resources Training Room.
- ICMA representative Dee Turner will be available to meet with employees on 06-27-13 following the 401a plan orientation with new hires in the H.R. Training Room.
- A blood drive has been scheduled for 07-16-13 between 8:30 and 1:00 p.m. in the City Hall parking lot.

#### Training & Development Opportunities

- Staff participated in the *Performance Management Process* on 06-19-13.

#### Risk Management Projects

- Attended occupational health meeting for WC.
- Attended Respiratory Protection Program with FHCP & OBFD
- Attended OBPD Sergeants meeting.
- Attended Mayor's Health & Fitness Challenge meetings (2).
- Audited property schedule with broker for RFP.
- Continue project planning for HIPAA.
- Continue review and edit of Safety Manual.

#### 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 – Upgrade underway to the current vendor's latest product. Document conversion completed, waiting on scheduled training.

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 33 New work - 49 completed - 53 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	34,959	Inbound E-Mails Blocked	22,775
Delivered Inbound E-Mails	12,064	Quarantined Messages	120
Percentage Good Email	34.5%	Virus E-Mails Blocked	26

- Notable Events:
  - Site visit to the City of Deltona to see their new IT backup solution as a possible alternative for our pending upgrade.
  - Fire station 91 link went down due to equipment failure. We are working with vendor to secure and install replacement equipment. Failure not storm related, just a defective hardware item that failed. Implemented a temporary connectivity solution to keep them working with basic resources. Should have them back up and fully functioning by the weekend.
- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 0 Corrections: 0
  - Map/Information Requests: 14
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 11,781 (52.4%) potable 11,338, Irrigation 443
  - Notable Events: None.

### Leisure Services

- Administration

Meetings attended/hosted:

- Supervisory Staff meeting.
  - City Manager meeting.
  - Public Works meeting.
  - City Commission meeting.
  - Budget meetings with supervisory staff.
  - Budget meeting with City Manager, Asst. City Manager & Budget Director.
  - Park Visits.
  - Andy Romano Beachfront Park visits.
  - One on one meetings with coordinators.
  - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
  - SONC roof repair preconstruction meeting.
  - Met with janitorial contractor.
  - Met with landscape contractors for weekly updates.
- Athletics
    - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
    - The OBYBSA competitive programs, Lady Renegades (softball) and Golden Spikes (baseball) continued their practices this week.
    - 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 Lady Renegades softball program hosted a Father's Day Weekend Tournament at the Sports Complex and Nova Community Park Fields, Saturday and Sunday. Close to 100 games were played.
- The City's annual Baseball Clinic was held this week at the Nova Community Park Fields. Fifteen youngsters between the ages of 9-15 went through drills and skills Monday through Thursday from 9-1pm. The Clinic was run by Gerry Pitchford, Athletic Supervisor and volunteers.
- 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 hand ball and basket ball courts at Nova
  - 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 baseball fields, three times a week
  - Continue mowing soccer fields, two times a week
  - Continue mowing softball fields, two times a week
  - Continue mowing, edging and trimming the T-Ball fields
  - Replaced 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
  - Painted eight soccer fields for 6 vs. 6 on Monday nights
  - Began throwing fertilizer on the fields. All of baseball and four soccer fields have been completed
  - Continuing to aerate all fields. Just finished soccer fields 3 and 8
  - Hosted the Daytona 7's Rugby Tournament on Saturday
  - Preparing to put in irrigation for the baseball common area, creating a courtyard in front of baseball building. We then will be putting in sod.
  - Had the Campus Outreach Volunteers at both Nova and the Airport Complex helping with edging fields, putting in playground borders, digging for irrigation installation and painting curb stops.
- Senior Center
  - Granada Squares Dancers met on Tuesday night from 6:30pm to 9:00pm
  - Big Band America met on Thursday from 7:00pm to 9:00pm
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: CMT Dance Camp was held.
    - Tuesday: CMT Dance Camp was held.
    - Wednesday: CMT Dance Camp was held.
    - Thursday: CMT Dance Camp was held.
    - Friday: PAC stage was rented for a rehearsal.



- The Performing Arts Center hosted the following events:
  - CMT Dance Camp Recital, Thursday, June 20<sup>th</sup>, 7:00pm to 8:30pm, \$7
- The Performing Arts Center is preparing to host the following events:
  - Volusia Academy of Ballet, Saturday, June 22<sup>nd</sup> 7:00pm to 9:30pm, \$15
  - Surfscope Contemporary Dance Theatre "Maps and Legends", Friday, June 29<sup>th</sup> 7:30pm and Saturday, June 28<sup>th</sup> 4:00pm. \$28/\$18 students
- South Ormond Neighborhood Center
  - Splash pad open daily at 10:00am
  - Pavilion rental Saturday 2pm-5pm
  - Free play basketball 1pm-6pm
  - Youth basketball practice Monday - Thursday 6:00pm-8:00pm
  - Fitness room open 1pm-9pm weekdays
  - Summer Connection Day Camp Monday-Friday
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Planning for the 2013 Independence Day Celebration:
    - Continued ordering and purchasing supplies for event, developing sponsorship recognitions, preparing necessary equipment and supplies for each park location, updating Independence Day Celebration documents such as stage MC notes, bridge signs, vendor maps and permit identification tags, corner managers equipment lists, corner managers timeline, and staffing schedule. Researched bids for printed program, cleaned and organized decorations, prepped and cleaned eighty pieces of décor.
  - Assisted with daily lunch meals for Community Outreach Program
  - Assisted in the planning of 2013 Senior Games with tasks including: location confirmations, updating application, sponsorships and marketing.
  - Meet and greet interview with a potential volunteer for events
- Gymnastics
  - June/July session continues to progress well.
  - New Adult Gymnastics class participants are quite enthusiastic and enjoying class.
  - More inquiries regarding new birthday party offering at Gymnastics Center are coming in and parties are being scheduled.
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Regular classes continued throughout the week, including: Adult Jazzercise
  - 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 1:30-4:30pm 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 counselors met this week to prepare and train for Camp T-Rec.
- The Casements
  - Classes met this week including Yoga and Pilates.
  - Tours continued Monday through Friday from 10am to 3:30pm and Saturday 10-11:30am.

- Art Expressions summer art camp was held this week in Room 203.
- The Herb Society met at Bailey Riverbridge on Saturday.
- A wedding ceremony was held at Ormond Memorial Gardens on Saturday.
- A wedding was held in Rockefeller Gardens on Saturday.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- The Casements Guild held a publicity meeting in the Gallery on Monday morning.
- St. James summer campers visited Rockefeller Gardens on Monday afternoon.
- The Casements Coordinator attended the Performance Management Process Improvement Committee meeting on Wednesday.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- An Italian cooking class took place in The Casements kitchen on Thursday afternoon.
  
- Parks Maintenance
  - Installed two new picnic tables and two new park benches at Milton Pepper Park
  - Removed graffiti from men's room wall at Cassen Park
  - Assisted with graffiti removal at the Skate Park
  - Pressure cleaned approximately 7200 square feet of sidewalk at Central Park II
  - Projects done with Campus Outreach Volunteers
    - Filled in washouts by seawall at Riviera Park
    - Assisted with clean up at Andy Romano
    - Fill in washouts at Andy Romano
    - Cleared underbrush at Vadner Park
    - Loaded approximately 40 coquina rocks from The Casements and brought them to the old landfill
  - Citywide safety inspections of parks and equipment.
  - Weekly inspections of park facilities for reservations
  
- Building Maintenance
  - Weekly inspection of Airfield runway and taxiway lighting, directional signage
  - Daily routine maintenance of City vehicles and equipment as necessary
  - Repaired ice machine at Ormond Tennis Center
  - Reset gates at Airport from thunderstorm
  - Demolished and replaced deck and carriage of wooden sidewalk on South Orchard
  - Repaired leaky toilet in Neighborhood Improvement Division at Police Department
  - Checked humidity at Police Station - one compressor was not running
  - West Sallyport gate Police Station not working, drive belt stuck/slipping
  - A/C south end of building failed at Ormond Memorial Art Museum
  - Checked north classroom A/C thermostat was blank at SONC
  - Adjust times on all programmable thermostats to 7 am Monday-Friday at SONC
  - Forwarded purchase orders to two vendors with cover letters for Breakaway Trails Maintenance Complex
  - Scheduled repairs to Chiller at Police Station
  - Scheduled computer upgrade for operation of Chiller at Police Station
  - Repaired A/C at Casements Carriage House
  - Installed misters in stairwells at City Hall
  - Marked area to be located at Breakaway Trails maintenance complex
  - Picked up janitorial supplies from vendor
  - Cleared dead tree debris off motorcycle shed roof at Public Works
  - Patched holes on roof motorcycle shed at Public Works
  - Repaired ice machine at Senior Center
  - Installed AED's at Nova Gym and Soccer Fields
  - Replaced timer for wash rack at Fleet
  - Installed noise abatement sign at the airport runway
  - Repaired sign light at the Airport

- Installed outlet for generator charging system at PAC
- Repaired lights at The Casements
- Installed solar powered lights for Sanchez towers
- Relocated power panel in the gym at Nova
- Replaced lights on Ford Street
- Replaced locks for the splash pad equipment at Andy Romano Park
- Repaired toilet flapper and strap the tank at L-R/R Cassen Park
- Assisted with the sidewalk repair on Orchard Avenue
- 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

### **Police Department**

#### **Administrative Services**

- Initiated semi-annual in-service training for all sworn police officers, to include active shooter response training at Ormond Beach Middle School utilizing simunitions (non-lethal ammunition). OBMS personnel were invited to attend and participate in this live training exercise.
- Attended weekly Police Department and City Manager/Department Head weekly meetings.
- Attended 2013-2014 budget meeting with City Manager and Finance Director for both the Police Department and Neighborhood Improvement.
- Conducted quarterly Sergeant's Meeting and supervisory training session.

#### **Community Outreach**

- Members of the YDC attended the State of Florida Association of Police Athletic Leagues Youth Conference Committee training June 13 to 15, 2013.
- OBPAL summer educational programs will begin June 24 at the South Ormond Neighborhood Center. Art, tutoring, computer lab assistance and fieldtrips to SeaWorld and Daytona Lagoon will be help during the summer months. Preparations were made for the program to begin.

#### **Community Services & Animal Control**

- Animal calls: 65
- Animal reports: 8
- Animal bites: 1
- Animals to Halifax Humane Society: 3
  - Dogs: 2
  - Cats: 1
- Traps issued: 4
- Injured wildlife: 1
- Notice of Violation cards issued: 1

#### **Criminal Investigations**

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 8
- Inactive: 17
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 3

- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0
- Death: 1

Comments:

- Missing Adult: Subject was reported missing by his parents. Subject was located unharmed and returned home.
- Death Investigation: A 72 year-old female was found deceased in her bathroom. Investigation is ongoing but appears to be of natural causes. No foul play suspected.
- Residential Burglaries/Car Burglaries: Two black males were observed breaking into a vehicle on Orchard Ave. A witness chased one of the subjects prior to officers arriving on scene. Officers located one subject in the area and the other was not located. Investigators continued the investigation and identified the other subject involved. The subjects were responsible for several car burglaries and a residential burglary in the area.

Narcotics

- One search warrant
- 2 knock and talks
- 3 buy walk attempts
- 2 buy walks

Records

- Walk - Ins / Window:132
- Phone Calls: 195
- Arrest / NTAs:19
- Citations Issued:103
- Citations Entered:148
- Reports Generated:162
- Reports Entered:161
- Mail / Faxes / Request: 43

Patrol

- Total Calls:1,598
- Total Traffic Stops:191

Operations

- Crime Opportunity Report Forms: 77
- 6/12/13
  - Armed Robbery, 300 West Granada Boulevard (Jimmy John's), female employee was going to the business for work. She was approached by a B/M in green "army" type clothes and a black cap. Subject beat her with the weapon on the head and then fled on foot.
  - Retail Theft, Wal-Mart, suspect arrested and released after being issued a Notice to Appear for retail theft.
  - Larceny Carbreak, 25 Laurel Oaks, pink .22 caliber cricket rifle stolen.
  - Burglary-Residence, 31 Kingsbridge Crossing Drive, safe, vehicle records and a stolen car- 2008 Ford Escape Lime Green.

- Battery-Domestic Violence, 150 Greenwood Avenue, suspect was arrested for domestic violence battery.
- Narcotics, 400 Block South Nova Road, male arrested for possession of narcotics and narcotics paraphernalia.
- Battery-Domestic Violence, 206 Ormwood Drive, suspect arrested for domestic violence battery.
- 6/13/13
  - Burglary-Business, 200 Highland Avenue, air conditioning units removed from inside and outside the residence.
  - Larceny Carbreak, 278 South Old Kings Road.
  - Battery Domestic Violence, Oaks of Lakebridge #103, female arrested for domestic violence battery and possession of narcotics.
  - Narcotics, Cuadro Place and Pinion Circle, female suspect found lying in roadway and was subsequently arrested for possession of narcotics.
- 6/14/13
  - Retail Theft, Bealls (1458 West Granada Boulevard), suspect arrested for felony retail theft.
- 6/15//13
  - Retail Theft, Wal-Mart. Suspect issued a notice to appear for retail theft.
  - Burglary Residence, 3 Havenwood Trail, tools stolen out of the open garage.
- 6/16/13
  - Larceny Carbreak, 508 South Yonge Street, Witness observed a male suspect remove fishing poles from the bed of a parked truck and place them inside his apartment and ride off on his bicycle. Victim notified, witness identified the suspect who gave permission to search his apartment for the items. Fishing poles recovered and returned to the victim. Drug paraphernalia and marijuana plant were also seized from inside the suspect's apartment.
- 6/17/13
  - Numerous Burglaries-Residential and Larceny Carbreaks, 700 block South Orchard Street, and on Johnson Drive. 2 suspects on bicycles involved. They were confronted by one of the victims and fled. Air One and K-9 requested and assisted in the search of the suspects. Numerous units responded. One of the subjects was captured on US1. The other was not located.
  - Larceny Carbreak, 522 North Yonge Street, unlocked vehicle. Sunglasses and GPS taken.
  - Warrant Arrest, 353 Thackery Road, fugitive arrested on an outstanding warrant.
  - Warrant Arrest, Tomoka Avenue and South Yonge Street, fugitive arrested on an outstanding warrant.
  - Aggravated Battery-Domestic Violence, 142 South Halifax Drive # ½, male was arrested for cutting his wife's arm several times with a steak knife and then calling dispatch to report his wife had attempted suicide.
- 6/18/13
  - Warrant Arrest, 125 Mound Avenue, fugitive arrested on outstanding warrant.
  - Burglary- Business, Burger King on Nova Road, large amount of cash taken. No forced entry
  - Retail Theft, 220 North Nova Road, suspect arrested for felony retail theft.
  - Battery-Domestic Violence, 54 Tomoka Meadows Boulevard, suspect arrested for domestic violence battery.

#### Traffic Unit

- Crash – case # 13-06-00316 – 1100 Block North US-1 - A Northbound pickup truck pulling a 28 ft cabin cruiser had the drawbar break off at the hitch causing the trailer to separate from the truck. The boat was thrown off the trailer into the roadway. Northbound traffic had to be

diverted into the inside Southbound lane while a large crane put the boat on a lowboy trailer from the wrecker service. Traffic was diverted for almost 3 hours.

- Crash with injury – case # 13-06-00315 – 100 Block North Orchard Street – Truck into power pole driver under the influence refused blood draw at the hospital.
- Crash with injury – case # 13-06-00344 – crash in front of the Moose Lodge on SR 40 minor injuries reported.
- Case # 13-06-00257 – Traffic stop for Driving While License Suspended (DWLS) led to a foot chase of the driver after they ran from the vehicle after being stopped.
- Traffic Citations: 52
- Crash - No Injury: 9
- Crash – Injury: 2
- Warnings: 9
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park area
    - 1200 Block North US 1
    - South Yonge Street
    - SR A1A
    - North Beach Street
    - Fleming Avenue

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases Initiated
- Zone 2: 12 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 12 Case initiated
- 42 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with sixty-four (64) 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 1

- 1) 1112 Overbrook Drive – Received a complaint about a boat in the driveway. Notice of violation was issued on June 13, 2013. The respondent has one day from receipt of the notice to comply with the RV screening requirements or remove the boat.
- 2) 1114 Overbrook Drive - Received a complaint about a boat in the driveway. Notice of violation was issued on June 13, 2013. The respondent has one day from receipt of the notice to comply with the RV screening requirements or remove the boat.

#### Zone 2

- 1) 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 to store the chairs. Staff will conduct a follow-up inspection to verify they have since moved the equipment. Failure to comply will result in the issuance of a notice of violation.

## **Public Works**

- **Engineering**

- **Construction Projects:**

- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – A series of telemetry tests were performed on the reclaimed watermain part of the project. Staff is running staging tests of filling the Breakaway Trails storage tanks with the reclaimed water and reducing the amount of other water sources used to fill the tanks, each subsequent test. Eventually, it is anticipated that the reclaimed water supply alone will be adequate to meet the irrigation demands under normal use condition.
- **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** – The existing 16-inch watermain was offset to accommodate the installation of new roadway stormdrain. FPL is completing the relocation of power poles, after which the progress of the road widening north of the Little Tomoka River Bridge is expected to increase.
- **Hand Avenue** – The current work phase is from Coolidge Ave. to Center St. Water main work and stormwater work is complete allowing road construction to begin. The contractor has started work on 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 and work has begun on the retaining wingwalls. 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.
- **Wastewater Treatment Plant Expansion and Rehabilitation** –Substantial Completion was officially accepted as of April 10<sup>th</sup>. Operator training on completed components is completed. The contractor has completed the majority of final punchlist items.
- **Ormond Beach Airport Taxiway Project**- Reviewed project quantities for project completion.
- **2-inch Water Main Replacement – Mainland** – A pre-construction conference was held. Tentative construction schedule and area map was posted on the City's web page.
- **2-Inch Waterline Replacement – North Peninsula** - A first progress meeting was held for this project on June 5, 2013. The contractor is completing work within the A1A right of way. Executed clearance forms for the partial clearance of the work located in the SR A1A right of way were returned to the engineer on Friday, June 14. ThadCon is continuing their work on Essex and Riverbreeze Drives.
- **2-inch Water Main Replacement - South Peninsula** – The contractor is in the process of securing a lay down area for materials and will begin 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** – A pre-bid meeting was held and construction of the interconnects at Division Avenue and Hammock Lane are expected to begin once the culvert arrives from the manufacturer for the crossing at Hammock Lane. The contractor anticipates starting construction of the interconnect on Hammock Lane on June 24<sup>th</sup> which will involve closing the road. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
- **CDBG Milton Pepper Park** –The contractor completed installing the irrigation, sidewalks and decorative curbing.

Design Projects:

- 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.
- South Ormond Neighborhood Center- The proposal for reroofing the SONC was authorization by Commission at the June 3 meeting. Contracts are being executed.
- Nova Community Park Skate Park Expansion - The project contract documents are in review by the City Attorney; a copy of the plan for the skate park has been transmitted to their office.
- Downtown Underground Utilities Conversion - Carter Electric picked up the contract documents for this project on June 11. AT&T has been provided the revised easement for their review. The electrical engineer has prepared reconnection agreements and is in the process of having them signed by property owners, City of Ormond Beach Facilities have reviewed the reconnection agreements/plans and find them to be acceptable for City owned properties. Highlander Properties have returned their signed reconnection agreements.
- Audible Pedestrian Signals - Bid documents were approved for disposition at the June 3, 2013 meeting of the City Commission. A proposal for CEI services from PSI has been submitted to FDOT for their review.
- 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 – Updated graphic depictions have been completed for City Commission review. Staff is waiting on final cost proposals to accompany the proposed designs.
- 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 – Our consultant is having difficulty contacting the affected residents to discuss easement acquisition. Staff will attempt to assist in this process.
- Wilmette Avenue Bypass Pump Station - Award of this bid is scheduled for the June 18, 2013 City Commission Meeting.
- CDBG Oleander Bus Stop – Staff is preparing finalizing design plans with FDOT assistance.
- OBSC Multi-Use Fields – Wetland impact delineation is underway.
- OBSC Roadway Improvements- A section of the proposed perimeter road by the Airport tower parking lot was redesigned and the initial environmental study was completed.
- Fiber Optic Network Expansion – Project specifications and contract documents for the City to piggyback the recent RFP from the City of Palm Coast were completed. Met with the contractor to confirm contract price and intend to present the contract for City Commission approval at the July 30<sup>th</sup> CC meeting
- 2013 Roadway Resurfacing- Project is being advertised for bids, bids will be received June 26, 2013.
- 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 – Staff is currently reviewing a construction proposal for this project.
- Corrugated Metal Pipe Rehabilitation- The culvert crossing at Hammock Lane is being investigated to determine rehabilitation methods or full replacement needs as some road settlement has occurred, which will be investigated in further depth when the road is temporarily closed during the lake interconnect project work which takes place near that location. Staff is working on adding a scope of work for cured in place pipe lining of sanitary sewer that will be a "goes with project" along with the lining for corrugated metal storm drain, which will be released under one bid.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
  - Magnolia Wall measurement (on-going).
  - Residential SWMP Permits review and filing (on-going).
  - FDOT has scheduled a pre-construction meeting for their work on A1A at Lynnhurst for the afternoon of June 18, 2013, a letter from Masci General Contracting who will performing this work was received by the City last week. Masci anticipates commencement of construction of the A1A left turn lane @ Lynnhurst Drive on July 19, 2013 with the construction scheduled for completion on September 30, 2013.
  - Staff completed survey of asphalt pavement condition on 57 streets. This information is used in developing the annual roadway resurfacing plans.
  - Began scanning and digital archiving of the old engineering paper copy construction plan sets.
  - Researched created plan set and exhibit drawings for the proposed reuse main extension to Magnolia Ave.
  - Provided utility in the right of way drawing information for N Old Kings Rd per AT&T request.
  - Researched and supplied requested old Airport Sports Complex Boundary (legal description) for M Dowst Engineers for the proposed Pop Warner fields location.
  - Created stakeout plan for the Proposed City Welcome Sign location.
  - Began research for the sketch and legal description of Chelsea Place Phases 1 thru 3 for the upcoming proposed annexation.
  - Completed Tree locates @ 230 N Ridgewood, 80 Bosarvey, 335 Pine St, and 64 & 67 Hernandez Ave per N.I.D. request.
  - Completed Tree Locates @ 139 Magnolia St, and Andrews / Warwick intersection per Streets Div.
  - Completed onsite visits to 61 N Ridgewood and 21 Shadow Creek way to verify submitted SWMP matched plan.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
    - Poured concrete at the Birthplace of Speed Park
    - Pulled forms & backfilled at the Wastewater Treatment Plant, at the Performing Arts Center and the Birthplace of Speed Park
    - Formed for a sidewalk repair on Ormond Lakes Blvd.
    - Asphalt repair for the Wastewater Department at Alden Dr. & Royal Dunes Blvd.
    - Asphalted patches at N. Halifax Dr. & John Anderson Dr. and at 503 S. Halifax Dr.

- Asphalt repairs for the Stormwater Division at 199 Sandcastle Dr. and at Chardon & Biltmore
- Asphalted depressions in the road at 921 Northbrook Dr. and at Sauls & Fleming
- Filled various potholes with asphalt on Pineland Trl., and at Sauls & Castle Manor

#### 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
- Removed a dead bay tree at 401 Oceanshore Blvd.
- Ground down stumps at various citywide locations
- Trimmed trees on Wilmette Ave., at 147 S. Ridgewood Ave., at 702 Santa Ana, at the corner of Ridgewood & Rosewood, at 82 & 252 S. Washington, at the corner of Colina & Pinion, at the corner of Orchard & Tomoka, on Arroyo Pkwy, on Broadmoor Cir. and various beachside locations
- Assisted with putting up holiday flags for Flag Day and then took them down after the holiday on the Granada Bridge and on SR40
- Removed a dead oak tree at 55 Kenilworth Ave.

#### 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
- Installed holiday flags for Flag Day and then took them down after the holiday on the Granada Bridge and on SR40
- Assisted the concrete crew at the Birthplace of Speed Park
- Picked up debris piles at Division Ave. Park
- DOT weed control under the Granada Bridge and at the courtyard at City Hall
- Assisted the tree crew with mass trimming at various beachside locations

#### 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
- Sign Shop, inventoried stock of road striping & 4<sup>th</sup> of July materials and ordered what we needed
- Santa Fe & Arroyo Pkwy, installed "Road Ends" signs
- Various Locations, started installing some of the 4<sup>th</sup> of July event signs

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Riverbend Park – grate repairs
- Picked up fire truck from Deland

- Pipe repair – Northbrook Dr.
- Chemical Spraying – Arroyo Pkwy, North & South Nova Road, SR40 and on Division Avenue
- Basin Cleaning – All zones/heavy rains
- Various ponds and ditches – cleaning & mowing done by private contractor, McLane Excavating

Vactor

- Assisted Water Department with a break
- Used on Hand Ave., at Northbrook and in The Trails

Mowing

- Reachout Mowing – SR40
- Slope Mowing – Municipal Airport

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

25,661

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

15

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 8,802 gallons of unleaded and 10,630 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,219 gallons of unleaded and 693 gallons of diesel.
- Fleet completed 44 work orders this week.

- Utilities

- Chemical Procurement – A disposition memo was presented to the City Commission on June 18 for illustrating staff prepared chemical specifications proposed for inclusion with the annual collective bid being administered by the City of Palm Coast.
- Concentrate Monitoring and Disinfection Upgrades – Project final walk through was performed on 6/19/13 with staff, Engineer and Contractor. The newly installed conductivity meter needs to be added to the trending screen and identified. As-built drawings are being prepared.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) submitted draft specifications and 90% plans for review.
- 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.
- Cross Connection Control (CCC) Program Management Services – Reviewing scope of future work needs for development of bid specifications for advertisement of program management services.

- 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 – Project is nearing completion and punch list items are being performed. Flow meter, motor operated valve and automation controls remain for completion.
- Laboratory Testing Services Contract –The apparent low bidder is ALS Group USA from Jacksonville, FL in the amount of \$74,475. Minimum laboratory process detection limit data was reviewed and determined to be acceptable. An award recommendation memo will be prepared for City Commission approval.
- Mainland 2-inch Water Main Replacement – A preconstruction meeting was held on June 14 with ZCA and Hazen Construction. The Notice to Proceed date is 7/8/13.
- North Peninsula 2-inch Water Main Replacement – Bacteriological sampling performed for FDOT A1A – Lynnhurst portion of the project. Services will be connected to the new main after clearance is obtained. A preconstruction meeting was held with FDOT on June 18 for roadway widening project on A-1-A. The construction is scheduled to begin 7/15/13. Replacement of the sidewalk along the west side of A-1-A, removed during construction of the relocated force main is required.
- 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. Siemens, the controller manufacturer, recently agreed to provide a replacement component. Contractor is trying to have Siemens perform the installation in addition to supplying the replacement component. Legal to assist with draft letter in response to CDM-Smith's request for payment for additional engineering fees for construction administration.
- Ormond Beach Wastewater Treatment Plant Expansion – Awaiting receipt of FDEP acceptance of final certification for new rated capacity of 8 MGD. Warranty Assistance Requests are being administered by staff and contractor per contract conditions.
- 2008 Lift Station Repair and Replacement Project – A motion by the Legal Department's attorney to dismiss the breach of contract complaint filed by Contractor (Worsham) was denied and the complaint will be placed on the docket at a later date.
- John Anderson Drive Roadway Improvements – Utilities Relocations – Bid opening was held on June 11.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. John Searcy & Associates contacted Performance Engineering Group for mechanical design support and received a fee proposal for \$8,670 including ventilation and exhaust design. The total fee proposal is \$18,430.
- Saddler's Run Lift Station Rehabilitation – Work Authorization prepared for design services by QLH & Assoc. for further consideration.
- Sanitary Sewer Pipeline Repair – Priority segments for sanitary sewer mains requiring relining are being selected from Systems 1M and 6M to accompany scope of work for storm system lining being prepared by Engineering Division.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – All City required activities completed at current for FDOT agreement for work to be performed by highway contractor – awaiting construction commencement.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – The contract was awarded to Utility Technicians, Inc. Resolution 2013-84 for \$445,038. A preconstruction meeting is scheduled on July 2<sup>nd</sup>.
- Tymber Creek Road Phase 1 Utility Relocation Project – Utilities staff supporting contractor activities as necessary.

- Water Storage Tank Cleaning and Inspection – The Contract was awarded to Underwater Solutions for \$70,720.00 at June 3 CC Meeting. Preparing notification to FDOH regarding contractual disposition.
- SPRC – ATS Surveying completed topography - utility location for gravity sewer option for SR Perrott - US 1 for PM&A determination of construction feasibility. Related utility easement plat dedications were combined and submitted for approval for Huntington Woods utility improvements. Reviewed a request for service for a proposed warehouse to be located at 1142 N US 1. Discussed utility requirements with the developer. Sunrise Cove water main extension was discussed. The developer suggested extending the water main to the west border of the development until the easements can be modified on the property east of the site.
- Water Distribution
  - Exchanged 13 residential/commercial water meters
  - Responded to and/or repaired 11 water service leaks
  - Installed 2 new water meters and services
  - Replaced 8 water services due to age of piping and low pressure
  - Repaired/replaced 17 meter boxes
  - Performed meter accuracy testing on 13 each - 2" commercial water meters, scheduled 8 for future testing
  - Responded to 4 low pressure and 4 cloudy water complaints
  - Performed 12 tests and repaired 2 city owned backflow preventers
  - Water Main Repairs: 4" on Foxfords Chase in Hunters Ridge subdivision and 2-2" GSP on Plaza Dr and Nottingham Dr
  - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
  - Performed valve maintenance and exercising on 6 valves in the south peninsula area.
  - Performed water main flushing in Aberdeen Subdivision, Williamson Interconnect, SR40 at Hunters Ridge Dr, and Southern Pines subdivision
  - Maintenance was performed 33 county fire hydrants and a repair was completed on 1 city fire hydrant
  - Assist Leisure Services with a leak at the Hull Rd Sports Complex
  - Performed a mock shutdown on Ocean Shore Blvd between Lynhurst Dr and Plaza Dr for future tie-in of the water main deflection due to FDOT road work.
  - Assisted Master Craft plumbing perform a water main shutdown for a repair in Tomoka Meadows
  - Distributed rescission of boil water notices to the affected customers on Fir St, Tropical Dr, Tymber Creek Rd, S. Atlantic Ave, Foxfords Chase Dr
  - Utility locate service for Water/wastewater/reuse: received notice of 106 regular and 5 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave utility/road project, Tymber Creek Rd widening and N + S Ocean Aire Dr storm water projects. Continued 2" water main replacement project locates in Ormond-by-the-Sea, and locates for the south peninsula 2" water main project.
- Water Treatment
  - Delivered to the City 37.437 million gallons for the week ending June 16, 2013 (5.348 MGD)
  - Backwashed 10 filters for a total of 449,000 gallons backwash water.
  - Produced and hauled 27 wet tons of dewatered lime sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and cleared three Precautionary Boil Water Notices.
- Wastewater Collection – Reuse
  - Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
  - Televised six and root controlled ten service laterals.

- Repaired cleanout at 127 Windward Lane.
- Repaired irrigation service line at 115 N. Halifax Dr. and 112 Golf View.
- Checked trouble spots on peninsula (7) and mainland (10).
- Completed training with Cues on TV Truck.
- Cleaned main sewer line on Clyde Morris Blvd.
- Ten inch force main at 1085 Ocean Shore Blvd. pressure is at 18 psi and 21 psi at Spanish Waters lift station - relieving pressure with tank truck and exercising air release valves.
- Six inch force main at 1800 N. US-1 at 5 psi.
- Low pressure sewer psi reading Westland Run 12/17 psi, Foxhunters Flat 16/18 psi and 4" on Shadow Creek Blvd. 10/09 psi. Bleed down pressure with septic tank truck at Westland Run and Foxhunters Flat.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 32.17 Million Gallons.
  - Produced 22.52 Million Gallons of Reuse.
  - Produced 9.65 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.60 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 86.14 (14%-18% Solids).
  - 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
    - Replaced electrical control panel at well 38R
    - Replace polymer pump #3 at WTP
    - Unclogged drain line on Shadow Crossing fire pump
    - Installed replacement surge protection module in Well 40R
    - 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.
    - Assisted Water Sampling Tech with monitoring well CUP sampling
    - Performed PM's to Rima, Division, SR40 and Hudson Well fields according to MP2 Schedule.
    - Checked wells at BAT & Shadow Crossings
    - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
    - Performed Booster Station PM's.
    - Removed control panel in well 35R for replacement
  
  - Wastewater Plant – Lift Stations
    - Carrousel Blower #2 – Operation noted Motor Fault – checked amp draw – amp draw nominal and equal to both other motors (58 to 62 amps across all three legs) – motor fault must be from something else – will turn in to Supervisor for warranty considerations for further testing and repairs
    - Screw Pump #2 – assisted contractor as needed at upper bearing lower seal
    - Influent Room – deragged pumps as per Lead Operator
    - 13M – pulled pump #2 to clear blockage at volute – all OK
    - 2P – follow up from call out – repaired electrical system, replaced phase monitor adapting standard unit to fit application – tested WIN911 dialer
    - Spanish Waters – tested station to confirm force main pressure will allow pumping down of wet well – force main pressure ranging from 10psi static to 30psi static and stopped

- pumping water out – turned back over to Collections Supervisor for force main pressure issue
- Post Anoxic Basin – cleaned spray nozzles for proper water spray at tank
- 77 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. Awaiting FDEP acceptance.
  - Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forthcoming to provide customers with pertinent information.
  - Contract Laboratory Testing Bid: Staff evaluated the three submittals for the laboratory services contract RFP to assist purchasing in awarding the bid. Staff plans to visit the lab recommended for award.
  - Reuse System: Staff is preparing the Groundwater Monitoring Report for submittal to the FDEP for continued compliance with the Wastewater Treatment Facility permit.
  
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Consumer Confidence Report (CCR): Staff has received approval from the DOH for the content of the City's CCR. The submittal satisfies the City's reporting requirement mandated by both the FDEP and EPA. The web based version has been posted to the City's website and hard copies of the brochure were distributed to indirect customers.
  - 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.
  - Temporary Disinfectant Conversion in Water Supply: The Utility has temporarily modified the disinfectant used for the City's potable water system beginning on June 10 and running through July 1. The disinfection of the water distribution system will be performed with free chlorine rather than chloramines. The conversion is recommended by the DEP and is a common practice among Utilities. This activity has been properly noticed to customers in the News Journal.
  - Florida Department of Health Inspection: The City of Ormond Beach Water Treatment Plant was inspected by a FDOH Environmental Specialist on Friday June 14<sup>th</sup>. Staff is awaiting the written response regarding the inspection.

#### **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 City Manager Staff Meeting at Andy Romano Beachfront Park
- City Clerk attended weekly meeting with Assistant City Manager
- Staff attended and provided support for the June 18, 2013, City Commission Meeting
- Agenda packet preparation and creation for the June 26, 2013, Budget Advisory Board Meeting

Status of Department Projects

- Audience Polling System
  - Project Status: Currently reviewing written quotes.
  
- Records Management System Upgrade
  - Project Status: Vendor has completed software installation and administrator training. Awaiting scheduling for user training.