

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 12, 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
- One on one meetings with City Attorney, IT Manager, Economic Development Director, Police Chief, HR Director and Risk Manager
- Field day with Wastewater crew
- Finalized Budget meetings and budget document with Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- General discussion with YMCA board member Charlie Lydecker and CEO Teresa Rogers to review their plans for enhancements to the YMCA located on Sterthaus
- VCARD/VCOG Legislative update
- Budget Advisory board meeting

### **Community Development**

- The City has been a participant in the Volusia County Local Mitigation Strategy (LMS) initiative since 1998. The LMS was created and adopted in order to more effectively plan disaster related responses and provide mitigation initiatives designed to reduce flooding problems and/or to protect people and property when flooding does occur. To continue participation in the National Flood Insurance Program (NFIP) and fulfill the Community Rating System (CRS) criteria, an annual progress report on the status of the project implementation is required and has been completed. A copy of the 2013 annual progress report is included in this week's Weekly Review.
- Staff attended the Ormond MainStreet Design Committee and provided an update of current projects in the downtown area including median planting schedule, underground utilities, building improvement grants and streetscape plantings.
- Staff attended a neighborhood meeting for the proposed 12 bed, 20,000 square foot Hospice facility located on Booth Road, just south of the existing Halifax Health medical office facility. The meeting was well attended and residents of Southern Trace expressed concerns regarding current and potential stormwater issues.
- The Ormond Beach Historical Society at 42 North Beach Street has completed the building and site improvements approved with a Building Improvement Grant and payment of the grant is in process.

### **Building Inspections, Permitting and Licensing:**

- 3 new business tax receipts issued
- 159 inspections performed within the City
- 42 permits issued within the City, with a valuation of \$405,842.00

Development Services:

- A building permit was issued to the property at 121 East Granada Boulevard, the former Woody's BBQ.
- An engineering permit was issued for the Prince of Peace social services building at 1225 Hand Avenue to allow site work to start. The social services building was phased to allow the construction of the thrift store of 6,260 square feet and future additions totaling 6,363 square feet.
- The Site Plan Review Committee (SPRC) performed the second review of the Drexel Heritage Parking lot expansion at 298 South Yonge Street.
- The SPRC performed the second review of the Hospice facility along Booth Road.
- The SPRC met with CPH Engineering regarding potential redevelopment of the property at the northwest corner of Nova Road and Granada Boulevard.
- The SPRC received an application for a 25' right-of-way vacation for an unimproved street named Ocean Place. The Ocean Place right-of-way is located approximately 450 north of the intersection of Ocean Shore Boulevard and Granada Boulevard.

**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 to 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. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval. Staff is discussing with Tomoka Holdings 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 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 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.

Airport Operation and Development

- Staff continued work to process final FAA documentation for the Taxiway Alpha Relocation & General Airfield Improvements project this week. Staff compiled and submitted documentation to the FAA indicating a \$45,967 reduction in the approved contract amount, due to cost-savings realized during construction.
- Staff worked with Hoyle, Tanner and Associates to prepare and submit to FDOT certain documents related to the Taxiway Alpha Relocation & General Airfield Improvements project, such as the engineer's report, SJRWMD meeting data, site visit data, construction summary reports, final inspection reports, the DBE goals/methodologies report, and the project close-out report. Staff also prepared and submitted an acknowledgment regarding the pending expiration of a Joint Participation Agreement which provided funding for both the Taxiway Alpha and airport security projects.
- Survey work was completed this week that will be used to prepare record drawings and a revised Airport Layout Plan drawing reflecting airport improvements constructed under the Taxiway Alpha Relocation & General Airfield Improvements project.
- Staff responded to a request for information from the Puerto Rico Ports Authority regarding projects underway for the Ribas Dominicci Regional Airport and the Rafael Hernández International Airport. The Ports Authority requested general information about OBMA for purposes of comparison.
- Staff worked this week to arrange repair of the digital voice recorder system at the air traffic control tower.
- Staff continued to work this week to prepare a lease/option agreement for a proposed wireless communications tower site at the airport.
- 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 19th at 6:00 PM.
- Staff met with Velie Appraisal Services, which was 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**
  - Finalize the five-year Capital Improvement Program.
  - Preparation of FY 2013-14 personnel and operating budget.
  
- **Completed Projects - Weekly**
  - Processed 72 Journal Entry Batches (# 3936 – 4119).
  - Approved 35 Purchase Requisitions totaling \$187,640.76.
  - Issued 27 Purchase Orders totaling \$561,505.22.
  - Held opening for Bid No. 2013-08, Downtown Medians & Streetscape Landscaping – SR40 from US1 to Beach Street, on 6/27/2013. One (1) submittal was received.
  - Prepared 282 Accounts Payable checks totaling \$1,088,544.21 and 75 Accounts Payable EFT payments totaling \$877,405.09.
  - Prepared 39 Payroll checks totaling \$32,360.79 and 340 Direct Deposits totaling \$380,272.82.
  - Transferred IRS 941 payment of \$148,829.54.
  - Processed 9,104 cash receipts totaling \$2,202,722.58.
  - Processed 1,899 utility bill payments through ACH totaling \$125,000.65.
  - Processed and issued 7,759 utility bills with billed consumption of water of 49,195k.
  - Issued 936 past due notices on utility accounts.

### **Grants/PIO**

- **Public Information**
  - **Press Releases**
    - Movies on the Halifax – “Madagascar 3 - Europe’s Most Wanted” (7/5/13)
    - Florida Licensing on Wheels (FLOW) – Thursday, July 25<sup>th</sup>
    - Ormond Beach Civil Air Patrol Visits Kennedy Space Center
  
  - **Other**
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City’s website.
    - Attended State of the City meetings
    - Worked with Mid-Florida Housing Partnership to set up workshop on Foreclosure Prevention
    - Worked with Community Legal Services of Mid-Florida to set up workshop on Foreclosure Prevention
  
- **Grants**
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted JAG Local Solicitation for purchase of in car digital cameras for the Police Department.
  - Met with Joe Levrault and citizen regarding the possibility of using CDBG funding for property demolition.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
- Fire Alarms: 3
- Hazardous: 2
- EMS: 66

- Motor Vehicle Accidents: 8
- Public Assists: 47

**TOTAL CALLS: 128**

- Aid provided to other agencies: 16 calls – Volusia County (11), Daytona Beach (4), Holly Hill (1)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 51

Station Activities

- Updated 13 pre-fire plans
- Conducted 3 fire inspection

Significant Incidents

- 7/3/13, 6:36 PM: 140 N. Beach St – Hazardous – Marine 93 was launched to retrieve two 8'x 4' fireworks platforms floating down Intercoastal Waterway – crew was able to secure platforms to floating docks – cleared scene at 7:54 PM.
- 7/4/13, 8:12 PM: Anniston Ave. – Structure Fire – Provided assistance to Holly Hill for a garage fire – entry made in side door of garage – pressure washer found sitting on bag of charcoal – fire extinguished immediately.
- 7/6/13, 11:58 AM: Cardinal Dr. / S. Atlantic Ave. – Drowning – Upon arrival found Beach Patrol performing CPR on victim after being pulled from water – fire crew worked with Beach Patrol until EVAC arrived – two firefighters assisted with patient care during transport to hospital.

Human Resources

Staffing Update

- Job Requisitions
  - Leisure Services – Recreation Program Specialist
  - Police Department – Police Officer
- 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 were scheduled for the week of 07-08-13.
  - 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. Interviews were started on 06-26-13.
  - 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.
  - 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.
- 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.
  - 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 are being scheduled for 07-16 and 7-17-13.
  - 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.
  - Job Offers
    - Leisure Services/Nova Community Center – Two (2) part time Recreation Leader conditional offers of employment have been made to candidates. Pre-employment processing has begun and awaiting screening results.
    - Leisure Services/Recreation Activities – Summer Camp Counselor positions for all summer day camps were advertised on the City web site on 04-09-13. Fifty-six (56) applications were received. Selected counselors successfully completed all required backgrounds and Summer Connection Day Camp and Camp T-Rec began on 06-17-13 and 06-24-13. Enviro Camp began on 07-08-13.
  - Promotions/Transfers
    - Public Works/Wastewater – Maintenance Foreman position. A Maintenance Worker IV has been promoted to Maintenance Foreman effective 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 Officer effective 06-30-13.
    - Police Department – Evidence/Crime Scene Technician effective 07-05-13.
    - Police Department – Evidence/Crime Scene Custodian effective 07-30-13.
  - Public Records Requests
    - Subpoena Duces Tecum for personnel file of Permit Technician.

#### 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 7-24-13. 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.

- The SAMS CLUB representative met with several employees on 06-21-13 in the Human Resources Training Room.
- The ICMA representative met with employees on 06-27-13. She presented a plan orientation for the 401a for new hires and then met with other scheduled employees on the 457.
- A Blood Drive has been scheduled for 07-16-13 between 8:30 and 1:00 p.m. in the City Hall Parking Lot.

#### Risk Management Projects

- Assisted the Workforce Wellness Action Team in planning for a 30-day Challenge.
- Continue project planning for HIPAA.
- Review and edit of Safety Manual with Loss Control professional.

#### Information Technology (IT)

##### • Information Systems (IS)

- Work Plan Projects
  - Finance/Community Development – CRM system replacement – Finalizing Hardware and Software configurations and cost estimates.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 30 New work - 29 completed - 66 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,719	Inbound E-Mails Blocked	18,123
Delivered Inbound E-Mails	11,448	Quarantined Messages	148
Percentage Good Email	38.5%	Virus E-Mails Blocked	93

- Notable Events:
  - PD Mobile Data Terminals experienced much higher than normal connectivity issues, likely due to the influx of visitors in the area for the races utilizing the cellular networks.
  - MinuteTraq (Agenda Processing) update process went badly, required IT staff to install on individual machines manually.
  - Large number of Security Updates from Microsoft to be pushed out to the all computers
  - Adobe issued several security updates that caused minor issues with the update process.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 51 Corrections: 0
  - Map/Information Requests: 9
  - Information Requests from External Organizations: 4
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 12,780 (56.8%) potable 12,336, Irrigation 444
  - Notable Events: None.

#### Leisure Services

##### • Administration

- Meetings attended/hosted:
- Public Works meeting.
  - Supervisory Staff meeting.

- Budget information preparation for Finance Director.
- Park Visits.
- One on One meeting with coordinators.
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Met with janitorial contractor.
- Met with landscape contractors for weekly updates.
- Summer Sounds
- Campus Outreach volunteers
  
- 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 City's Summer Youth Volleyball Program continued this week on Tuesday and Thursday from 5:30-7pm and 7-8:30pm. **Sixty-five participants are currently signed up; this is double the amount of participants usually registered for the summer session.**
  - The City's annual Summer Baseball/Softball "Power Hitting" Clinic was held this week at the Nova fields. Ten participants worked on their hitting prowess Monday through Friday from 9am to 12pm. The camp ended with a day of hitting contests and awards for all of their hard work.
  
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield
  - Went to South Ormond to clean tennis and basketball courts
  - Went to Osceola school to tend to the infields, tennis and handball courts
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned new handball and basketball courts at Nova
  - Cleaned tennis courts at Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continue mowing of baseball fields, three times a week
  - Continue mowing of the soccer fields, two times a week
  - Continue mowing of the softball fields, two times a week
  - Continue mowing, edging and trimming the T-Ball fields
  - Replacing sprinklers as necessary
  - Daily clean up of Limitless Playground by the Softball Quad
  - Mowed football fields at Ormond Beach Middle School
  - Cleaned all sports parks of debris/trash from the events over the weekend
  - Had fields prepared for Lady Renegades, Golden Spikes, and summer league for the high school boys baseball
  - Painted eight soccer fields for 6 vs. 6 on Monday nights
  - Began second round of spraying herbicide on all fields
  - Began fixing bad spots on the Champions Field, cutting out bad areas and replacing with new sod
  - Aerated the Ormond Beach Middle School fields

- 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 Musical Theatre Camp was held. CMT dance classes were held.
    - Tuesday: CMT Musical Theatre Camp was held. CMT dance classes were held.
    - Wednesday: CMT Musical Theatre Camp was held. CMT dance classes were held.
    - Thursday: CMT Musical Theatre Camp was held. CMT dance classes were held.
    - Friday: CMT Musical Theatre Camp was held. CMT dance classes were held.
  
- South Ormond Neighborhood Center
  - Splash pad open daily at 10am
  - Pavilion rental Sunday 1-4pm
  - Youth basketball practice Monday through Thursday 6pm-8pm
  - Fitness room open 6pm-9pm weekdays
  - Summer Day Camp Connection Monday through Friday 7:30am-5:30pm
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended Senior Games Committee Meeting
  - Summer Sounds Concert, Friday, July 12<sup>th</sup>
  - Clean up and organization of equipment and supplies from Independence Day Celebration
  - 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
  - Begin planning of kids' fishing tournament scheduled for Saturday, September 7<sup>th</sup>
  
- Gymnastics
  - Friday adult class continues and is going well.
  - Students in the Development Class have been striving to do their very best as they work with Coach Meghan to get themselves ready to move up to the next level of instruction.
  - Two additional birthday parties are scheduled this month and several inquiries have transpired.
  - New routines for the Competitive Program have been established; therefore, both the Competitive and Recreation Programs will be updated to reflect the new skills the students will be learning.
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Adult Jazzercise continued throughout the week.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Summer Recreational Activities for children ages 7-17 years are being offered from 12:00-4:30pm Monday through Friday.
  - The Summer Food Program is being offered from 12:00-1:00pm Monday through Friday to children under the age of 18.

- Camp T-Rec, a summer camp for children with special needs, continues Monday through Friday from 8:30am-2:30pm in the Activity Room. This week's theme was "A Day at the Beach".
- Summer Volleyball League meets every Tuesday and Thursday from 6:00-8:30pm throughout the summer.
- There is a gym rental on Friday from 2:30-4:30pm. The Valley Baton Club will be practicing for their competition.
- Ormond Beach Pride will hold a parent meeting on Friday from 6:00-7:00pm in the Activity Room.
  
- The Casements
  - Yoga classes ended until August.
  - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday and Friday.
  - Tours continued Monday-Friday from 10am to 3:30pm and Saturday from 10-11:30am.
  - Week 1 of Enviro Camp began on Monday and continues through Friday.
  - Week 4 of Art Expressions was held Monday through Friday in Room 203 at The Casements.
  - A wedding was held in Ormond Memorial Gardens on Saturday.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Guild Crafters met in Room 203 Thursday afternoon.
  - A wedding was set up in The Casements on Friday morning.
  - The Summer Sounds concert was held in Rockefeller Gardens on Friday evening.
  
- Parks Maintenance
  - Poured two concrete slabs for picnic table installation at Riviera Park
  - Installed new rope for flag pole at Memorial Gardens
  - Sprayed and mulched playground areas for weed control at various City parks
  - Repaired broken soap dispenser at Andy Romano Park
  - Installed four new slabs for trash can installation at Riviera Park
  - Repaired broken railing under bridge at Cassen Park
  - Relocated two trash cans for better usage at Andy Romano Park
  - Transported Building Official out to fireworks barge for inspection
  - Installed new sod in low areas at The Casements
  - Pressure cleaned boat ramps at Cassen Park
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Call outs: restock restrooms at Cassen Park and repair water cooler at Central Park 1
  - Projects done with assistance from Campus Outreach Volunteers:  
Trimmed overgrowth around walking trail at Central Park 1
  
- Building Maintenance
  - Daily routine maintenance of City vehicles and equipment
  - Weekly inspection of airfield runway and taxiway lighting as well as directional signage
  - Put out the barricades for the fireworks display at Cassen Park
  - Escorted and assisted contractor throughout police station to troubleshoot VAV's for the one that is not working
  - Cleared drain line on A/C unit at Ormond Beach Gymnastics Center
  - Cleared drain line at OMAM
  - Erected sponsor boards at Fortunato Park and City Hall
  - Displayed bunting around Plaza at City Hall
  - Removed park bench from City Hall
  - Installed large water filter on icemakers at Fire Stations 93 and 94
  - Retrieved runaway barricade floats for 4<sup>th</sup> of July Celebration

- Took down the "Welcome to Ormond Beach" banner and removed all 2x4x16 lumber and braces
- Removed 5hp splash pad pump for repair at SONC
- Placed barricades on the river for the 4<sup>th</sup> of July barge
- Installed repaired 5hp pump for SONC splash pad
- Removed power line to splash pad pump at SONC
- Streetscape straightened pole and reattached meter can, riser and panel behind MacDonald House
- Installed new CAT 5 lines for computers at Public Works
- Replaced power line to the repaired splash pad pump at SONC
- Installed new PVC suction and return lines for the temporary feature pump at SONC
- Installed temporary feature pump to the new PVC lines for splash pad at SONC

### **Police Department**

#### **Administrative Services**

- Second active shooter response training session at Ormond Beach Middle School.
- Bi-weekly meeting with the City Manager.
- Held/attended contract negotiations with the Fraternal Order of Police.

#### **Community Outreach**

- Ormond Beach Police Athletic League summer educational programs continued at the South Ormond Neighborhood Center. Youths in the summer science program worked with the science instructor to make ice cream in a bag to show how matter changes from liquid to semi-solid. Students in the science class have also made slime and ooze.
- Youths are working on math and reading skills in the computer lab and tutoring. Students in the art classes have studied still life and created art works inspired by the heart paints of artist Jim Dine. Works are on exhibit in the hall at the SONC. Currently, 77 youths are being served through these programs.
- A field trip to Daytona Lagoon was sponsored for the PAL/SONC summer program partnership on Friday, June 28. Eighty youths and eight chaperones were sponsored to attend the field trip.
- Eight members of the Youth Directors counsel assisted as chaperones for the Daytona Lagoon field trips offered on June 28.
- A meeting was held with Outreach staff to review the details for National Night Out which will be held at the Nova Community Center on August 6<sup>th</sup> from 6:00 to 8:00 PM.

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

- Animal calls: 54
- Animal Reports:10
- Bite Investigations: 2 Animal cruelty affidavits filed.
- Animals to Halifax Humane Society: 2 cats
- Returned To Owner: 3 Dogs
- Two (2) bear sightings in Hidden Hills/The Falls area.
- Solicitor Permits: 2
- Low Cost Shot Clinic coming on 7-20-13.
- CSO's to CPR Training

#### **Criminal Investigations**

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 10
- Inactive: 13
- Fraud: 1

- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 4
- Robbery: 0
- Assaults: 0

#### Narcotics

- Two Buy Walks
- Six "Knock and Talks" resulting in two arrests.
- One Meth Lab investigation

Crime Trends: N/A

#### Records

- Walk - Ins / Window 98
- Phone Calls 104
- Arrest / NTA'S 22
- Citations Issued 153
- Citations Entered 212
- Reports Generated 126
- Reports Entered 126
- Mail / Faxes / Request 35

#### Patrol

- Total Calls 1,761
- Total Traffic Stops 257

#### Operations

- Crime Opportunity Report Forms: 82
- 7/04/13
  - Battery-Domestic Violence, 6 Brookwood Court, and an intoxicated grandmother battered her daughter over custody of their granddaughter/daughter. Grandmother was arrested.
- 7/05/2013
  - Retail theft, Wal-Mart, suspect issued Notice to Appear.
  - Aggravated Battery, 392 S Halifax. Started out as a suspicious incident. Investigation revealed the reportee's girlfriend stabbed him after finding her home alone in their apartment with several males. She was arrested.
  - Narcotics, 400 block of South Nova. Started as a routine traffic stop. Cocaine and methadone was located in the vehicle. Suspect's vehicle was seized and the suspect was arrested.
  - Trespassing, Cassen Park, suspect arrested for trespassing.
  - Battery-Domestic Violence, 54 North Saint Andrews Drive, suspect arrested for domestic violence battery.
- 7/06/2013
  - Narcotics, Division and Yonge. Started as a routine traffic stop. Suspect arrested for illegal possession of MDMA and cannabis. Passenger also arrested for possession of alcohol by person under 21 years of age.

- Battery-Domestic Violence, 384 Flormond Avenue, suspect arrested for Battery/Domestic Violence.
- Burglary-Residence, 305 John Anderson Drive, Victims were at races and during their absence, home was entered and jewelry stolen.
- Burglary-Residence, 570 Sterthaus Drive #118 (Madison Glen Apartments).
- Warrant arrest, 50 Dix Avenue, suspect arrested.
- Grand Theft (Firearm), 873 Peninsula Drive, Winchester model 94 30/30. Ex-Girlfriend and her new boyfriend are suspects.
  
- 7/07/2013
  - Battery-Domestic Violence, 20 Oriole Cir #B – suspect arrested for Battery/Domestic Violence and violation of Domestic Violence Injunction.
  - Warrant arrest, 145 N Yonge Street, suspect arrested on Fugitive Warrant.
  - Stolen vehicle, 1 Pine Shadows Trail, 2006 Honda Civic.
  - Warrant arrest, 1058 North US-1 (Kangaroo) Suspect arrested on an out of state warrant when he called to report his transient girlfriend missing from their camp.
- 7/08/2013
  - Battery-Domestic Violence, 1 Laurel Oaks Circle- arrest of an adult male after he slapped the 14 year-old daughter of his girlfriend.
  - Burglary-Residence, 20 North Arbor Drive, husband and wife were home asleep when the incident occurred. Computer and TV were taken and put in their car in the driveway but the vehicle was not taken.
  - Warrant arrest, 40 North Yonge Street, suspect arrested.
- 07/09/2013
  - Warrant arrest, Birthplace of Speed Park, suspect arrested.
  - Unattended Death, 24 Pleasant Drive, Detectives responded to the scene for investigation.
  - Larceny Car Break; La Fiesta (348 N Nova Rd); Window broken and items taken.
  - Burglary Residence; 1 Aston Circle.

#### Traffic Unit

- 13-07-00048, Motorcycle Crash w/ Injuries, 100 BLK Nova Road. Southbound motorcycle rear ended a stopped vehicle. Injuries serious, but not life-threatening. Two southbound lanes blocked for about 30 minutes.
- 13-07-00145, Crash w/ Injury, A1A / Neptune Avenue. Rear end crash between two vehicles. Complaints of non life-threatening injuries.
- 13-07-00163, Crash w/ Injury, S. Washington Street and Fairview Avenue. Southbound lane blocked for about 30 minutes. Injury minor.
- Assisted Volusia County Traffic Engineering with manual traffic control as they repaired the traffic signal at SR A1A and Neptune Avenue.
- Independence Day Celebration operational plan executed. No major incidents. After-Action in progress.
- Race traffic operational plan executed. No major incidents. After-Action in progress.
- Traffic Unit awarded 1500 incentive points for our achievements in the FDOT Law Enforcement Liaison program. We've elected to redeem them for a new radar unit.
- Variable Message Board deployed for IDC. It was sent to Fleet Operations for service afterwards.
- Motors assisted with monitoring traffic at Mayor Bud Asher's memorial service. VMB deployed for traffic safety.
- Traffic Citations 86
- Parking Citations 0
- Crash - No Inj. 13

- Crash - Injury           3
- Crash - Fatal            0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridors
      - Division Avenue
      - Fleming Avenue
      - Hand Avenue Detour
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd.
    - Beach Street
    - Fleming Avenue
    - Neptune Avenue
    - Collins Street

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1:    2 Cases Initiated
- Zone 2:    5 Cases initiated
- Zone 3:    5 Cases initiated
- Zone 4:    3 Case initiated
- 4 signs have either been removed or sign cases created.
- 4 tree removal permit requests.
- Administrative staff assisted with fifty-four (54) 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

44 Sycamore Circle – Received a complaint about this lot becoming overgrown. This is a vacant lot. The owner does not reside locally. In 2007, the city issued the owner a notice of violation and required that the perimeter of the lot be cleared and kept maintained. The owner did not comply and the city had the city's lot cleaning contractor perform the work. The owner did pay for the services. An inspection was conducted. The right-of-way is being cut by the City. No further action is required.

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 the 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.

### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – All site restoration has been completed. The project is complete except minor remote control integration of the telemetry system which is currently being worked on.
- **North Halifax Dr. Improvements** – Received revised as-built drawings for utility work and prepared project completion application for FDOT for the reclaimed water main crossing at SR40.
- **Tymber Creek Phase I** – FPL completed the majority of the power pole relocations, so now the contractor is able to increase roadway and stormdrain improvements north of the Little Tomoka River, while still actively working on completing the south section between SR40 and the culvert/bridge crossing.
- **Hand Avenue** – The current work phase is from Coolidge Ave. to Center St. Water main work and stormwater work is complete. Road construction is ongoing. 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 and work continued on the retaining walls. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- **Ormond Beach Airport Taxiway Project-** Reviewed project quantities for project completion.
- **2-inch Water Main Replacement – Mainland** – Construction is scheduled to begin July 16, 2013 and to be completed in March 2014. Notification to residents are being delivered in a staggered schedule 2 to 4 weeks prior to startup of construction activities on the various grouping of streets represented in the online construction schedule.
- **2-Inch Waterline Replacement – North Peninsula** - The second progress meeting for this project was scheduled for July 10, 2013. The contractor has completed work within the A1A right of way. The portion of the project located in the A1A right of way has received partial clearance from HRS. ThadCon is continuing their work on Essex and Riverbreeze Drives and anticipates beginning work on River Drive this week.
- **2-inch Water Main Replacement - South Peninsula** – The contractor has begun work on Cardinal Avenue and the streets at the south end of the City. A proposed schedule has been posted on the City's website.
- **Central Park Lake Interconnects** – The closure of Hammock Lane has occurred and the contractor has milled the road in the area of work and has begun utility relocation work. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
- **CDBG Milton Pepper Park** – The project is complete.
- **South Ormond Neighborhood Center-** Work has begun on roofing improvements and is anticipated to be completed within 5 weeks.
- **Downtown Resurfacing and Medians** – Public works installed signs for the alternate bike route on July 9, 2013.

- **Design Projects:**

- **Downtown Median Landscaping** – The bid award is scheduled for the August 7<sup>th</sup> City Commission meeting.
- **Environmental Learning Center** – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.

- Nova Community Park Skate Park Expansion - The City Attorney's office is finalizing review of the design-build proposal for the skate park construction.
- Downtown Underground Utilities Conversion - The contract documents for this project have been fully executed. AT&T has been provided the revised easement for their review. The electrical engineer has received the final reconnection agreements; City of Ormond Beach Facilities has reviewed the reconnection agreements/plans and finds them to be acceptable for City owned properties. Highlander Properties has returned their signed reconnection agreements. A pre-construction meeting is being planned for the week of July 15, 2013
- Audible Pedestrian Signals - The City and PSI have agreed upon a proposal for CEI services based upon comments provided by FDOT; PSI is finalizing the proposal for execution by the City. A bid opening for this project is scheduled for July 11, 2013 at 10:00 a.m.
- 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 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 - Zev Cohen and Associates are finalizing contract documents for JD Weber Construction for execution
- CDBG Oleander Bus Stop – Staff is preparing finalizing design plans with FDOT assistance.
- OBSC Multi-Use Fields – The required conservation easement dedication and construction contract award is scheduled for the July 30<sup>th</sup> City Commission meeting.
- OBSC Roadway Improvements- Permitting was received from SJRWMD for gopher tortoise relocation due to proposed impacted area from the perimeter roadway. Wetlands impact and mitigation plan are currently being worked on including minor design revisions to the perimeter road layout and preparation of construction/ bidding documents.
- Fiber Optic Network Expansion – The City Attorney's office is finalizing review and a contract to piggyback the services bid by the City of Palm Coast for Fiber Optic installation and maintenance services to Danella Construction for the Phase 2 Fiber Optic project. The piggyback contract and work authorization for this project are scheduled to be presented to the City Commission on August 7, 2013.
- 2013 Roadway Resurfacing- Bids were received and award of bid will be presented to Commission on July 30.
- Revised FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. Engineering and Planning staffs have reviewed the modifications and it appears that the "Proof" maps submitted to the City reflect the agreed upon changes per the City's most recent meeting with FEMA's consultant (Taylor Engineering). The maps will be reviewed by GIS one final time to ensure that the maps reflect the proper geography.

- Cassen Fishing Pier and Guardrails Under Bridge – The construction contract award is scheduled for August 7<sup>th</sup> City Commission meeting.
- 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.

#### Department Activities

- Held weekly progress meeting for Hand Avenue Improvement project.
  - Magnolia Wall measurement (on-going).
  - Residential SWMP Permits review and filing (on-going).
  - Completed onsite meeting at 777 N Oceanshore Blvd to discuss SWMP plan modifications with contractor.
  - Completed survey stakeout for the Bench Park @ Santa Lucia Dr per Grounds Maintenance Div request.
  - Completed topographic survey of the Riverview Dr Pump Station per Legal Div request.
  - Continued creating the sketch and legal description of Chelsea Place Phases 1 thru 3 for the upcoming proposed annexation.
  - Began creating the sketch and legal descriptions for the requested additional downtown FPL easements.
  - Created proposed sanitary connection plan from Business Park Dr to the proposed SR Perrot property per Economic Development Div request.
  - Staff completed survey of asphalt pavement condition of 4 zones of the 10 total, citywide. This information is used in developing the annual roadway resurfacing plans.
  - 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.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Poured concrete on Ormond Lakes Blvd., at 32 Lake Bluff Dr. and on Old Tomoka Rd.
        - Removed and repaired or replaced broken sidewalks on Old Tomoka Rd.
        - Dug out an island for shrinking and prepared for asphalt on Capri Cir.
    - Tree Crew
      - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
      - Trimmed at various bus stop benches
      - Maintenance and tree inspection citywide
      - Hauled debris to Nova/Transfer Station
      - Maintenance of tools at Public Works Saw Shop
      - Clean up & maintenance in the Streets Shop
      - Removed a pine tree at Indian Trl. & Main Trl.
      - Removed tree stumps at various citywide locations
      - Trimmed trees at River Beach & Halifax, at 110 Bonita Pl., at 80 Rockefeller Dr., at 698 Alcazar, at 141 N. Halifax, at the corner of S. Ridgewood & Riverview, and in the Ormond Lakes Subdivision
      - Picked up a pile of debris at 346 Putnam Ave.
      - Removed a tree at 57 Carrolwood Dr.

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
- Removed holiday flags that were put up for the 4<sup>th</sup> on SR40
- Assisted the concrete crew on Ormond Lakes Blvd.
- Assisted the Parks Dept. removing coquina rocks & RR ties at Central Park I
- Trimmed on Magnolia Dr. and other beachside locations
- Fixed a hole at Neptune Beach Park

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
- Various Locations, installed (13) bike route signs & an arrow sign
- Neptune & Atlantic, checked for "No Parking" sign
- Citywide Locations, installed stop signs, where needed
- Various street locations, checked for possible road striping

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Public Works Conference Room – held interviews for Maintenance Worker II
- Basin Cleaning – hot spots in all zones of the city

Vactor

- Northbrook area – cleaned (3) pollution control boxes and lines

Mowing

- Reachout Mowing – N. US1
- Slope Mowing – Bennett Ln. and Mainsail

Street Sweeping/Streetsweeper

- 101.3 miles of road cleaned (This is for 3 1/2 days)
- 19.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
29,926

PM Services completed for the week:

Emergency—Vehicles and Equipment

11

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 12,060 gallons of unleaded and 7,708 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,440 gallons of unleaded and 799 gallons of diesel.
- Fleet completed 44 work orders this week.
  
- Utilities
  - Chemical Procurement – The City Commission (June 18) reviewed staff prepared chemical specifications for inclusion with the annual collective bid being administered by the City of Palm Coast. Palm Coast has advertised the project for bid receipt from interested vendors on July 24.
  - Concentrate Monitoring and Disinfection Upgrades –The newly installed conductivity meter needs to be added to the trending screen. As-built drawings were received and reviewed. Comments were sent to the consultant. Notification of Availability of Record Drawings and Final Operation and Maintenance Manuals and Certificate of Completion for Wastewater Facilities or Activities were executed and returned to the consultant for processing. Project substantially complete 6-25-13.
  - Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is revising plans to include staff comments. Specifications were reviewed and comments sent to the consultant. A Minor Revision to a Wastewater Facility or Activity Permit is required by FDEP. The application forms are being processed.
  - 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. Obtaining information on the existing program used for compliance monitoring.
  - 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 was repaired. Motor operated valve and automation controls remain for completion.
  - Laboratory Testing Services Contract –The apparent low bidder is ALS Group USA, Jacksonville, FL in the amount of \$74,475. Award recommendation prepared for City Commission consideration on July 30.
  - Mainland 2-inch Water Main Replacement –The Notice to Proceed date is 7/8/13. Project will begin 7-15-13.
  - North Peninsula 2-inch Water Main Replacement – Bacteriological sampling results received for FDOT A1A – Lynnhurst portion of the project. A service line to Neptune Park serving six homes was discovered to be connected to the existing hydrant piping scheduled for removal. An alternative connection was provided using a 2-inch tap installed at the south end of the subdivision. Connection to water main on Lynnhurst Drive to A1A was performed and main relocation on west side A1A is complete.
  - 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. Legal prepared a response letter to CDM-Smith's request for payment for additional engineering fees for construction administration.
  - Ormond Beach Wastewater Treatment Plant Expansion – Warranty Assistance Requests are being administered by staff and contractor per contract conditions.

- 2008 Lift Station Repair and Replacement Project –The complaint will be placed on the docket at a later date.
- John Anderson Drive Roadway Improvements – Utilities Relocations – Awaiting notice of award to contractor scheduled for July 30 City Commission consideration.
- 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. Work Authorization is being prepared.
- Saddler's Run Lift Station Rehabilitation – Work Authorization authorized for design services by QLH & Assoc.
- Sanitary Sewer Pipeline Repair – Priority segments for sanitary sewer mains requiring relining are being selected from Systems 1M and 6M to accompany scope of work for storm system lining being prepared by Engineering Division.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – A preconstruction meeting is scheduled on July 12<sup>th</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. Notified FDOH regarding contractual disposition. Tank waste disposal sites are being researched.
- SPRC – Received information from Bright House and AT&T for illustrating the location and depth of their facilities on the proposed cross section in the vicinity of the gravity sewer design alternate under US-1 for SR Perrott. Initial review indicates water main on the east side of US-1 may need to be raised to accommodate the proposed improvement. Met with condo board for Village of Pine Run to discuss requirements for connection to the City's water and sewer system. Related utility easement plat dedications were approved for Huntington Woods utility improvements. Reviewed revised plans for Drexel Heritage Parking Lot Expansion and Hospice of Volusia/Flagler. Reviewed revised plat for Deerfield Estates. Reviewed request to vacate Ocean Place right-of-way. Received concept plans for Fifth Third Bank (NW corner of Granada and Nova) and Salty Church (200 E. Granada).
- Water Distribution
  - Exchanged 20 residential/commercial water meters
  - Responded to and/or repaired 15 water service leaks
  - Installed 5 new water meters - services
  - Replaced 5 water services due to age of piping and low pressure
  - Connected 17 new water services on Cardinal Dr as part of the South Peninsula 2" Water Main Project
  - Repaired/replaced 25 meter boxes
  - Performed meter accuracy testing on 5 - 2", 3" and a 6" commercial water meters, 1 meter recalibrated. Tested 1 3/4" residential water meter due to a billing discrepancy
  - Responded to 1 low pressure and 5 cloudy water complaints
  - Performed 4 tests, repaired 2 new city owned backflow preventers
  - Performed maintenance on 13 fire hydrants in Ormond-by-the-Sea, Volusia County maintenance has been completed as per contract
  - Water Main Repairs: 2 - 6" Orchard Ave and Cardinal Dr, and a 2" at BAT pump station
  - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Performed valve maintenance and exercising on 15 valves in the south peninsula area and for scheduled water main shutdowns.

- Water Main Flushing Locations: Broadwater, Ormond Green, and Deer Creek phase I and II subdivisions, Orchard St, Carol Rd, W Granada Blvd
- Performed a water main shutdown on Ocean Shore Blvd. for Thad Construction to make tie-ins to deflected water main on the west side of Ocean Shore Blvd, and install a 6" valve for future connection of new water main on Essex Dr
- Installed a temporary connection from a fire hydrant to the 2" water main on Essex Dr to boost water volume and pressure until new water main is placed in service
- Disconnected 1" water service serving 7 residences at Neptune Park Dr, connected to the new 2" stub out on Ocean Shore Blvd.
- Moved water meter at 131 Briargate Look due to sidewalk placement
- Replaced broken 2" meter valve at 360 W Granada Blvd (Taco Bell)
- Repaired 2 excavation sites at Neptune Park Dr w/ new gravel driveway
- Backfill/ sod excavation site on Foxfords Chase and John Anderson Dr
- Utility locate service for Water/wastewater/reuse: received notice of 127 regular and 15 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave Utility/road project, Tymber Creek Rd widening. Continued 2" water main replacement project locates in the north peninsula area, and locates for the south peninsula 2" water main project.
- Water Treatment
  - Delivered to the City 37.959 million gallons for the week ending July 7, 2013 (5.423 MGD)
  - Backwashed 12 filters for a total of 458,000 gallons backwash water.
  - Produced and hauled 55 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and clear one boil water notice
- Wastewater Collection – Reuse
  - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
  - Cleaned seven sewer laterals.
  - Installed quiet ring at 189 Deer Lake Cir.
  - Coordinated Hazen Construction removal of precast boxes from 6" and 10" reuse mains at 1575 Airport Rd.
  - Replaced brass clean out caps at 638 Hand Ave. and 955 Ginger Cir.
  - Replaced wire for pep tank at 27 Brooke Crest.
  - Ten inch force main at 1085 Ocean Shore Blvd. Pressure is at 28 psi and 32 psi at Spanish Waters lift station has of 07/09/13. Still bleeding down pressure with tank truck.
  - Six inch force main at 1800 N. US-1 @ 5 psi.
  - Checked beach side trouble spots. (7) All OK
  - Low pressure sewer psi reading Westland Run 8/11 psi, Foxhunters Flat 9/11 psi and 4" on Shadow Creek Blvd. 7/9 psi.
- Wastewater Treatment
  - Domestic and Industrial Wastewater weekly flow @ 28.96 Million Gallons.
  - Produced 16.43 Million Gallons of Reuse.
  - Produced 12.53 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.14 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 106.40 (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
    - Repaired water leak on well 41R
    - Replaced batteries on well 18SR flow meter
    - Repaired leak on well BAT 4
    - Drained, filled and isolated Leeway tank
    - Reamed the injection port on Claricones and greased tube pumps.
    - Monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
    - Replaced flow switch on R.O. transfer pump #4
    - Performed PM's to Rima, Division, SR40 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.
    - Rebuilt Nova Rec. pump
    - Prepared scrubber pump motor for painting
    - Replaced tube on line slurry pump #1
    - Replaced relay at Lift station BAT pump #3
    - Adjusted BAT well control to fill longer due to MOV not operating in Auto
    - Check L.O. & 7MI lift station because of high number of starts cleaned probes, station return to normal operation
    - HOMAC lift station tripped main breaker pump #2, reset.
    - Met with design engineer for concentrate pipe route to reuse tank
  - Wastewater Plant – Lift Stations
    - A1A force main pressure readings
    - Influent Odor Control – PM / replaced drive belts
    - PM on Sludge Holding & Swing Zone Blowers
    - PM on Poly Blends, Grit Snail & Clarifiers
    - Hunter's Ridge – Follow Up from Call Out – checked station – all OK
    - Fleet – delivered fork lift for scheduled maintenance
    - PM on Screw Pumps
    - PM at 12 lift stations
    - Generator check at 3 stations
    - Influent Room – deragged pumps as per Lead Operator
    - 7P – pulled pump #2 to deragged – pulled check valve #2 to deragg
    - PM on Fermentation Submersible Mixer #10
    - Harley Davidson – follow up from call out – adjusted probe sensitivity at pump controller
    - 7P – pulled pump #2 – repaired as needed – adjusted impeller
    - Fermentation Submersible Mixer #11 – moisture fault lamp on – changed oil at motor – all OK
    - R.A.S. Pump #1 – operations noted possible rags at check valve – inspected and deragged as needed – all OK
    - 68 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 forth coming 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.
  
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Consumer Confidence Report (CCR): Staff is preparing the Certificate of Delivery acknowledgement to the Volusia County Health Department. The form and packet certifies the City has fulfilled its delivery requirements of the CCR to customers. Web based delivery of the CCR was recently deemed acceptable by the FDEP. Staff placed the annual water quality report on the City's website and provided notice in the June billing statement to all customers for report viewing or downloading instructions.
  - 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.
  - 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 received the written response from the FDOH. The only deficiency noted the compliance rate of the backflow prevention device certifications on the City's commercial water accounts. Staff is discussing the best course of action to increase compliance.

#### **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:

- Staff attended and provided support for the July 10, 2013, Budget Advisory Board Meeting
- Agenda packet preparation and creation for the July 30, 2013, City Commission Meeting

#### **Status of Department Projects**

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