

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: July 19, 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
- Met with committee to select Employee of the Quarter
- One on one meetings with Police Chief, Economic Development Director, Fire Chief, HR Director, and Planning Director
- General discussion with staff on proposed City gateway sign

Spoke to, attended and/or met with:

- Rotary meeting
- Rotary Golf Committee meeting
- General discussion with David Neubauer on Ellinor Village Property for sale and public parking beachside
- Operating budget review with Commissioner Boehm
- Attended webinar on labor and employment topics

### **Community Development**

#### **Planning**

- Staff attended the Hospice of Volusia/Flagler Community Meeting held with the residents of the Southern Trace subdivision. Approximately 25 residents attended the meeting. In general, the attendees of the meeting did not have objections to the intended purpose and use of the property for a Hospice facility. Some residents complained about flooding in the neighborhood, the proposed orientation and size of the building as well as the landscape buffer between the residential properties and the proposed southern visitor parking lot. The Department is not in favor of waiving the required wall in lieu of an "enhanced buffer" that includes more landscaping and larger buffer width.
- The Department received the Land Use Plan Amendment application for the property at 1298 West Granada Boulevard. An application for annexation was received two weeks prior. The City Manager and Planning Director met with the legal and development representatives of the owner regarding an approach to the land use plan amendment process that would eliminate the need to build a wall the entire length of the eastern portion of the property. A solution was discussed.
- Planning Director had discussions with the commercial appraisal firm of Irwin Stokes and Robinson regarding a proposed land exchange between Hunter's Ridge and the City.
- The Planning Director met with the City Manager regarding the City gateway sign meeting to be held with the Jaffe Group next week.
- The Office Manager for Planning, on her own initiative and with encouragement from the Director, evaluated the current BTR process and proposed a new process and form.

Currently, the process for printing, processing, and mailing BTRs is as follows:

1. Print the BTR on the special order, tri-fold, perforated paper (which 2/3 of the paper is discarded as only 1/3 of the sheet is the actual BTR used by the applicant for display purposes).
2. Separate the 1/3 given to the BTR holder from the other 2/3 of the sheet
3. Place actual BTR in windowed envelope
4. Stamp envelope with department mail code

The proposed process would be as follows:

1. Print the BTR on the special order, bi-fold, pre-gummed, heat sensitive paper
2. One staff person to take bulk prints to fold and seal using Finance's machine.

Savings on the revised form will be \$363 annually and the time cost for the current process was \$133.84 while the time cost for the proposed process is \$20.

The cost savings would actually be more because once the BTRs were renewed and printed by any of the five staff members (most of which make more than the base salary used to derive the savings), one staff member could fold and seal for mailing. Therefore, the minimum total savings would be \$475.69 or an overall savings of 68% by converting to the proposed process.

While small, this initiative represents just one effort in the Department to ask why we do a process and can it be done cheaper, better, and faster while eliminating excessive paper. Of course, this new found time gives the permit staff more time to service customers.

#### Building Inspections, Permitting & Licensing

- 222 inspections performed.
- 8 business tax receipts issued.
- 81 permits issued with a valuation of \$1,684,127.00

#### Development Services

- A Development Order was issued to Drexel Heritage.

#### Economic Development

##### Economic Development

##### Ormond Crossings

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

##### Airport Business Park

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

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of area hotels, city and other events during the year. A meeting of the promotional subcommittee and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitors Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure. The Chamber Committee is planning to meet with Mr. Hentz and the HAAA Board on July 24 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 conducted the Volusia County Property Appraiser, Mr. Morgan B. Gilreath Jr., and two members of his staff on a tour of the airport this week. Mr. Gilreath and staff visited the airport to review aviation-related businesses and the City's process for granting Fixed Base Operator (FBO) status to qualified business entities. Mr. Gilreath indicated satisfaction with the City's FBO process, and stated that FBOs approved by the City Commission would also be approved by the County.
- An annual security inspection was conducted at the air traffic control tower by Robinson Aviation (RVA), the company that provides air traffic control services at the airport under contract from the FAA. The control tower passed inspection without issue.
- Key lighting components for the Airport Security Lighting Upgrade project were delivered this week. Additional components are scheduled to ship next week, and installation is expected to begin shortly thereafter.
- Staff worked with AVCON and the GIS Division to review additional information provided by the FAA regarding obstructions in the vicinity of the airport. Staff is working to develop a project to address obstructions as part of the ongoing capital project program at the airport.
- Staff finalized work this week with Hoyle, Tanner and Associates to prepare and submit to FDOT certain documents related to the Taxiway Alpha Relocation & General Airfield Improvements project, including 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 continued work this week to arrange repair of the digital voice recorder system at the air traffic control tower. Required components have been shipped, and repairs are expected to be complete by the end of next week.
- A ribbon-cutting event to celebrate completion of the Taxiway Alpha Relocation & General Airfield Improvements Project and officially inaugurate use of the new taxiway and heliport facilities has been scheduled to take place at the airport on August 19<sup>th</sup> at 6:00 PM.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Finalize the five-year Capital Improvement Program.
  - Preparation of FY 2013-14 personnel and operating budget.
  - Began use of Utility Auto Caller for utility customers who received a past due notice.
- Completed Projects - Weekly
  - Processed 38 Journal Entry Batches (# 4121 – 4231).
  - Approved 25 Purchase Requisitions totaling \$64,609.43.
  - Issued 22 Purchase Orders totaling \$114,763.18.
  - Held opening for Bid No. 2013-12, Audible Pedestrian Signals – Nova Road (Finley), on 7/11/2013. Two (2) submittals were received.
  - Mailed Letter of Intent to Award for Bid No. 2013-07, John Anderson Drive Roadway Improvements (Noble), on 7/12/2013.
  - Mailed Letter of Intent to Award for Bid No. 2013-29, 2013 Roadway Resurfacing (Blake), on 7/12/2013.
  - Mailed Letter of Intent to Award for Bid No. 2012-08, Enterprise Resource System, on 7/15/2013.
  - Prepared 146 Accounts Payable checks totaling \$310,290.81 and 29 Accounts Payable EFT payments totaling \$114,520.41.
  - Processed 4,522 cash receipts totaling \$540,522.53.
  - Processed 1,163 utility bill payments through ACH totaling \$85,469.87.
  - Processed and issued 5,233 utility bills with billed consumption of water of 23,096k.
  - Issued 954 past due notices on utility accounts.
  - Auto-called 143 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Still I Weep (August 2 & 3)
    - Tie Dye Road Summer Concert Cancelled (7/12)
    - Walking with the Manager (8/2)
    - FPL Tree Trimming
    - Movies on the Halifax – “The Muppets” (8/2/13)
    - Adult Coed Softball League (Begins August 19th)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City’s website.
    - Attended Questys training.

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Updated the City's JAG Local Solicitation for purchase of in car digital cameras for the Police Department.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
  - Fire Alarms: 1
  - Hazardous: 4
  - EMS: 81
  - Motor Vehicle Accidents: 7
  - Public Assists: 44
- TOTAL CALLS: 139

- Aid provided to other agencies: 9 calls – Volusia County (6), Daytona Beach (3)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 69

#### **Training Hours**

- Disaster Preparedness: 2
  - EMS Training: 13
  - Hazardous Materials: 2
  - Hose Evolutions: 12
  - Policy Review: 8
  - Preplans: 32
  - Wildland Firefighting: 6
- TOTAL TRAINING HOURS: 75

#### **Station Activities**

- Updated 39 pre-fire plans
- Conducted 6 fire inspection
- Spoke at the Senior Center to Council on Aging employees on first aid and CPR procedures.
- Conducted CPR training to Police Department employees.

#### **Significant Incidents**

- 7/9/13, 11:34 PM: South I-95, Mile Marker 268 – Motor Vehicle Accident – Three vehicle collision involving two semi trucks and passenger car – one truck turned over on bridge railing – I-95 shutdown for several hours due to heavy fuel leakage - two serious patients - a firefighter paramedic assisted EVAC with patient care during transport to hospital.
- 7/11/13, 11:14 PM: South Atlantic Ave. – Rescue – Elevator rescue at Coral Beach Resort – seventeen people stuck in elevator between floors – three occupants unresponsive – fire crew manually held door open on 2<sup>nd</sup> floor while removing people from 1<sup>st</sup> floor – four people transported to hospital.

### **Human Resources**

#### **Staffing Update**

- Job Requisitions
  - Leisure Services – Recreation Program Specialist

- Approved/Active Recruitment
  - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13. Re-advertised for second position on 07-03-13 with closing date of 07-19-13.
  - 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. Thirty (30) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  
- Screening/Interviews Scheduled
  - 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.
  - Police Department – Records Clerk was advertised in-house and on the City web site 06-13-13 with a closing date of 06-28-13. Sixty-six (66) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 07-16-13.
  - Police Department – Evidence/Crime Scene Technician and Evidence/Crime Scene Custodian were advertised in-house, on the City Web, the International Assoc. for Identification (I.A.I.) web site, the Florida Division of the International Assoc. for Identification (F.I.A.I.) and the Crime Scene Investigator Network web site on 06-25-13 with a closing date of 07-08-13. Twenty-nine (29) applications were received for Custodian and Thirty-one (31) applications were received for Technician. All applications were entered on applicant tracking sheets with qualifications, copied and forwarded to the department for review. Interviews are scheduled for 07-22-13.
  
- Background/Reference Checks
  - 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. A candidate has been selected and background check is in progress.
  - Public Works/Wastewater – Supervisor of Equipment Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site, Florida Water & Pollution Control Operators Association web site. In-house posting closed 03-22-13 and web site postings remain open until filled. Placed advertisement in the News Journal and on their web site on 04-08-13 to recruit a larger group of applicants. Eleven (11) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were scheduled for the week of 07-08-13. A candidate was selected and a background check is being conducted.
  - 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. Twenty (20) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review and interviews were conducted between 07-08-13 and 07-16-13. A candidate was selected and a background check is being conducted.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 5-31-13: 3.99% (excluding retirements).
  - Leisure Services – Recreation Program Specialist effective 07-19-13.
  - Leisure Services – Part-time Assistant Gymnastics Instructor effective 07-15-13.
  - Police Department – Police Officer effective 07-31-13.

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 will be scheduled for August 2013. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- LEAPS: Customer Service Training has been scheduled for 07-24-13 and 07-31-13 at the ATC.
- LEAPS: Ethics Training has been scheduled for 08-21-13 and 08-28-13 at the ATC.

Risk Management Projects

- Attended Sexual Harassment & Workplace Violence seminar.
- Continue project planning for HIPAA.
- Review draft Safety Manual with Loss Control professional.
- Review subrogation/restitution files with City Attorney's Office.
- Final planning for Mayor's Health & Fitness Challenge reunion picnic.

**Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement - Reviewing additional information requested from the vendors.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 35 New work - 68 completed - 46 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	38,070	Inbound E-Mails Blocked	28,663
Delivered Inbound E-Mails	9,333	Quarantined Messages	74
Percentage Good Email	24.5%	Virus E-Mails Blocked	61

- Notable Events:
  - Large number of Spam email this week. Only 24.5% of email addressed to ormondbeach.org passed through the Spam/Virus filtering service.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 0 Corrections: 0
  - Map/Information Requests: 11
  - Information Requests from External Organizations: 4
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 13,119 (58.3%) potable 12,674, Irrigation 445
  - Notable Events: Fire hydrant flow data was updated in GIS.

### **Leisure Services**

- **Administration**

Meetings attended/hosted:

- Public Works meeting.
- Supervisory Staff meeting.
- General Discussion – Assistant City Manager
- Park Visits.
- Athletic field maintenance staff meeting
- One on One meeting with coordinators.
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Met with janitorial contractor.
- Met with landscape contractors for weekly updates.
- Summer Sounds
- Campus Outreach volunteers last week working with the City.

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
- Six-A-Side soccer program, run by Luis Camacho, is a rental that plays every Monday night. Games are held from 5:30 to dark for ten weeks.
- The City's Summer Youth Volleyball Program continued this week on Tuesday and Thursday from 5:30-7pm and 7-8:30pm. Sixty five participants are currently signed up, which is double the amount of participants usually registered for the summer session. The session will continue through August 8<sup>th</sup>.
- The Ormond Beach Soccer Program is having their monthly meeting on Wednesday night at 7pm at the Sports Complex in the Soccer Meeting Room.

- **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
- Have competitive soccer leagues practicing Monday-Friday
- Painted eight soccer fields for 6 vs. 6 on Monday nights
- Continued second round of spraying herbicide on all fields
- Finished fixing bad spots on the Champions field, cutting out bad areas and replacing with new sod

- Top dressed OBMS; working on repair of holes and bad areas
- Hosted a "SHOWCASE" softball tournament; first ever in Volusia County with 20 teams and 20 college coaches/recruiters.
  
- Senior Center
  - Granada Squares Dancers met on Tuesday night from 6:30pm to 9:00pm.
  - The Campus Outreach Program was held on Friday night 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
  - USSSA Nationals in Suwanee, GA
  - I AM Ormond Beach Reunion Friday and Saturday
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Summer Sounds Concert, Friday, July 19<sup>th</sup>
  - 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
  - Assisting with National Night Out
  - Began planning of kids' fishing tournament scheduled for Saturday, September 7<sup>th</sup>
  
- Gymnastics
  - Classes continue to progress well.
  - Pre-registration for the August/September session begins next Monday, July 22 for students currently attending class.
  - Open registration for the August/September session will begin on Monday, July 29 for new students.
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Adult Jazzercise continues throughout the week.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Summer Recreational Activities for children ages 7-17 years are being offered from 12:00-4:30pm Monday through Friday.

- The Summer Food Program is being offered from 12:00-1:00pm Monday through Friday to children under the age of 18.
- Camp T-Rec, a summer camp for children with special needs, continues Monday through Friday from 8:30am-2:30pm in the Activity Room. This week's theme was "Pirate Week".
- Summer Volleyball League meets every Tuesday and Thursday from 5:30-8:30pm 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.
  
- The Casements
  - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday and Friday.
  - Tours continued Monday through Friday from 10am to 3:30pm and Saturday from 10 to 11:30am.
  - Week 2 of Enviro Camp began Monday and continued through Friday.
  - Week 5 of Art Expressions summer art camp was held in Room 203 Monday through Friday.
  - A wedding was held in The Casements Saturday evening.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - A guided tour was given to The Villages adult group on Monday morning.
  - St. James camp had a tour of The Casements on Monday afternoon.
  - The Guild Crafters met in Room 203 Thursday afternoon.
  - The Summer Sounds concert will be held in Rockefeller Gardens this evening.
  
- Parks Maintenance
  - Removed graffiti from picnic table at Central Park II
  - Repaired broken dock rail at Central Park I
  - Pulled in river floats used for the fireworks display
  - Removed graffiti from men's room at Cassen Park
  - Repaired soap dispenser in ladies room at Cassen Park
  - Laid out perimeter for barrier fencing installation at Central Park I
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Projects done with assistance from Campus Outreach Volunteers:
    - Trimmed overgrowth around walking trail at Central Park 1
    - Cleared overgrowth on walking trails at Riverbend Nature Park
    - Cleared palmetto scrub from the front of overlook at Central Park III Trimmed overgrowth from trees along sidewalks at Central Park III
  
- Building Maintenance
  - Weekly inspection of Airfield runway and taxiway lighting, directional signage
  - Daily routine maintenance of City vehicles and equipment as necessary
  - Reset two A/C systems from inline smoke detectors shut-down
  - Installed concrete base on tell-pole for photo eye for gate #10 at Airport
  - Took contractor to Fleet to check refrigerants removal before scrapping
  - Took contractor to Police Station to see about VFD repair
  - Brought in and disassembled fireworks barricades from holiday
  - Took down bunting from City Hall
  - Performed routine maintenance on all City owned electronic gates
  - Quarterly preventative maintenance on City owned air conditioning units
  - Assisted with Pistol Range repair at Police Station
  - Assisted with gun locker installation in CID Section of the Police Department
  - Replaced water filter on drinking fountain at WTP Maintenance Building
  - 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
- Replaced handrails and brackets for steps at Emmons Cottage
- Repaired hand rail on the handicap ramp at Ames
- Checked roof leaks at Nova Community Center
- Installed a new window blind for front door at Ames
- Replaced broken cable in lane 3 at the gun range at Police Department
- Mounted gun locker in CID closet at Police Department
- Loaded lumber for transport to Central Park I project
- Took down July 4<sup>th</sup> decorations and sponsor boards
- Cleaned filter cartridges, actuators and diaphragms for Andy Romano splash pad
- Drained and removed sand from filter tank at Andy Romano splash pad
- Adjusted flow rate for the collector tank and pump speed at Andy Romano splash pad
- Cleaned the spray jets on the Andy Romano splash pad
- Repaired jail cell lights at Police Department
- Replaced receptacle cord reel at Fire Station 92
- Repaired airport lights
- Repaired bridge lights
- Repaired door bell at Fire Station 92
- Replace drivers for lights on New Britain
- Repair DOT lights on Nova Road
- Repair retention pond fountain at Lakebridge

### **Police Department**

#### Administrative Services

- Staff assisted with the active shooter portion of the two-day mandatory refresher training taking place at Ormond Beach Middle school.
- Staff participated in contract negotiations with the Fraternal Order of Police.
- Staff attended the quarterly meeting of the Citizens Law Enforcement Review Board.
- Staff attended the quarterly meeting of the Citizens Police Academy Alumni Association.

#### Community Outreach

- OBPAL summer educational programs continued at the South Ormond Neighborhood Center (SONC). There are 74 youths in the summer program. A new session began Monday, July 15<sup>th</sup>.
- Youths in the summer program partnership with the SONC are working on math and reading skills in the computer lab and tutoring classes. In the art classes students painted sea life watercolors. The topic for the science class this week is density.
- 74 youths participated in the second summer field trip program to Daytona Lagoon. Nine counselors and PAL staff attended the field trip.
- 4 members of the Youth Directors Council assisted as chaperones for the Daytona Lagoon field trip and helped in the science, tutoring, computer lab and art classes.
- Outreach staff made contacts for the upcoming National Night Out program which will be held at the Nova Community Center August 6<sup>th</sup>.

#### Community Services & Animal Control

- Animal calls: 57
- Animal reports: 9
- Animal bites: 2
- Animals to Halifax Humane Society: 3 cats
- 1 injured wildlife
- Traps issued : 4

- CSO's assisted Motors with Speedometer and Radar calibrations

Criminal Investigations

- Cases Assigned: 34
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 9
- Inactive: 13
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 12
- Grand Theft: 6
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Death: 1

Narcotics

- Two Buy Walks
- Four Knock and Talks
- One Meth Lab Search Warrant

Comments:

- Death Investigation: Elderly subject with medical issues was found deceased at his residence on Vining Court. No living family members could be located and neighbors say he was a loner with no known friends or family. Residence was secured and the medical examiner's office took control of the deceased.
- Missing Persons: A mother and her two children were reported as missing and endangered. The grandmother (from New Jersey) reported that the mother was depressed and threatening to kill herself and her children. Patrol officers were unable to locate the family at their residence. Investigators found the family at the residence the following morning and determined that all were fine. After in-depth interviews with all family members it was determined that the grandmother overreacted to the situation and no death threats were made. DCF was notified of the situation.

Crime Trends: N/A

Records

- Walk - Ins / Window 102
- Phone Calls 162
- Arrest / NTA'S 19
- Citations Issued 74
- Citations Entered 122
- Reports Generated 145
- Reports Entered 143
- Mail / Faxes / Request 35

Patrol

- Total Calls 1,457

- Total Traffic Stops 146

#### Operations

Crime Opportunity Report Forms handed out: 126

- 7/10/2013
  - Grand theft, 740 Airport Road, A dell projector was taken from the aviation school during regular business hours.
  - Aggravated Battery, 16 Pine Trail, An elderly gentleman got into an argument with his wife over an extramarital affair which occurred many years ago. He hit her with a metal paper towel holder causing a substantial laceration to the back of her head.
  - Carbreak, 499 S Nova Rd (Bright Beginnings Academy)
  - Carbreak, 1400 Hand Ave
  - Narcotics Arrest, Central Park Division – Two juvenile suspects arrested for possession of marijuana.
  - Warrant arrest, 91 Mayfield Circle – Suspect arrested on Out of State Warrants.
  - 940 Margarita Circle – Aggravated Assault/Domestic Violence, Suspect arrested and transported to Halifax Health then jail.
- 7/11/2013
  - Burglary (Residential), 873 Peninsula Drive.
  - Stolen Vehicle, 6 De Padro Lane
  - Carbreak, 869 East River Oak Drive, unlocked vehicle during the night.
  - Stolen Vehicle, (Wal-Mart) 1521 West Granada.
  - Narcotics arrest, 49 W Granada Blvd. (Caffeine Parking Lot) – Suspect arrested for resisting arrest and narcotics possession.
- 7/12/2013
  - Burglary (Residential), 33 Riverview Dr. - Victim states that 15 minutes before he called around 6pm his dogs were barking and he saw someone walking westbound on the street. When he got up he noticed some jalousie windows missing and a cell phone missing from the house.
  - Shoplifting (Wal-Mart) 1521 West Granada-Retail theft arrest.
- 7/13/2013
  - Auto Theft (Attempt), 255 South Washington- Resident saw two suspects crawling around her house when she got home at 2:30 am. They fled in a Green Crown Victoria and she did not call police. In the morning she discovered her steering column damaged.
  - Car Break, 9 Capri Circle, Laptop and bag stolen out of an unlocked vehicle.
- 7/14/2013
  - Warrant arrest, 795 Hand Avenue, Suspect arrested for an open warrant.
  - Burglary (Residential), 338 Collins Street, Back door was pried with a large tool. Safe with family documents was located in a lot next to house.
  - Car Break; 80 Kent Drive, \$100 bill and credit card stolen out of a wallet that was in the vehicle; credit card was used at a beachside convenience store a short time after the theft.
- 7/15/2013
  - Grand Theft, 385 S. Yonge Street, Known suspect took a gold necklace from a vehicle he had access to without the owner's permission and pawned it at Crown Pawn.
  - Shoplifting, 1521 W. Granada (Wal-Mart), 2 suspects taken into custody in separate incidents.
  - Warrant Arrest, 158 Wilmette, suspect taken into custody.
  - Shoplifting (Felony), 1521 W. Granada (Wal-Mart), Suspect taken into custody.
  - Grand Theft, 455 Parque Avenue, Victim left his boat at the business for some work some time ago. Went by to check and found the boat towed off property and left along the roadway, no work done on it and the motor and tires missing.

- Shoplifting, 1521 W. Granada (Wal-Mart), Suspect stole 2 iPod covers. Items were recovered. She was issued a Notice to Appear.
- Burglary (Residential) - 64 Wye Drive, Stereo, TV and other electronics stolen.
- Aggravated Battery/Domestic Violence – 14 Byron Ellinor Drive #B – Adult female arrested after beating her boyfriend with a metal pipe.
- Shoplifting – Lowes – Suspects GOA. (Electrical Supplies Value \$550)
- 7/16/2013
  - Carbreak, 851 W. River oak, unlocked vehicle. \$10 and a Zippo lighter taken
  - Shoplifting, Lowes, Male subject has been shoplifting at Lowes on weekends and has taken hundreds of dollars in copper wire
  - Carbreak, Planet Fitness, Unlocked vehicle. Credit card and \$2,400 in cash taken. Vehicle was said to be secure.
  - Grand Theft, Winn Dixie. Suspect stole an iPhone 5.
  - Trespassing – Suspect arrested in Central Park Hammock.
  - Warrant Arrest – Division Ave/Florida East Coast Railroad.
  - Battery/Domestic Violence – 262 South Orchard Street – Suspect arrested.

#### Traffic Unit

- 13-07-00221, DUI Crash, SR 40 and Seminole Drive. Eastbound vehicle rear ended another. At-fault driver arrested after subsequent DUI investigation. Arrestee's two young children in the car were not injured. DCF notified as well. Other charges pending in reference to the children. Arrestee complained of a medical problem and requested transport to the hospital. Several hours of prisoner monitoring followed.
- 13-07-00223, Motorcycle Crash w/ Injury, Nova Road / Fleming Avenue. Northbound motorcycle rear ended a vehicle slowing for a flashing amber signal (automatic cycle knocked out due to thunderstorm). Injuries minor. At-fault driver cited.
- 13-07-00225, Crash, Nova Road / Fleming Avenue. While investigating the crash above, a westbound vehicle disregarded the flashing red signal and was struck by a northbound vehicle. No injuries. At-fault driver cited. Volusia County Traffic Engineering was advised of the signal problem and was en route during both crashes.
- 13-07-00269, Motorcycle Crash w/ Injury, SR 40 and US 1. Two friends riding in staggered formation. Rider up front and to the left turned right in front of the other rider on the right, who thought they were continuing straight ahead. They collided. Injuries minor – injured rider transported to hospital. Fault was shared between the two riders.
- 13-07-00303, Traffic Stop / Grand Theft / Shoplifting Arrest, 200 BLK Clyde Morris Boulevard. Officer Borzner and Officer Braun stopped a vehicle at 57 MPH in a 35 MPH zone. Immediately upon stopping, the occupants demonstrated suspicious behavior. Officers observed several new boxes of hardware in the vehicle, and requested a zone unit check with Lowe's to inquire of a recent theft. Upon checking security video, it was discovered that these suspects were indeed fleeing from Lowe's after they stole the items undetected. The thief was subsequently arrested, and his acquaintances will be facing probation violations. In addition, the arrestee was identified as the same subject who stole several hundred dollars worth of nail guns from the same store three weeks prior. Kudos to Officer Borzner and Officer Braun for looking beyond the traffic violation.
- Motor Unit completed in-service training sessions (two days).
- Sgt. Smith instructing in-service active shooter response training.
- Sgt. Smith instructing new personnel with traffic crash investigation.
- Traffic Unit awarded 1500 incentive points for our achievements in the FDOT Law Enforcement Liaison program. We've elected to redeem them for new radar.

- Officer Braun arranging agency-wide speedometer and radar / laser speed measurement certifications.
- Traffic Citations 44
- Parking Citations 0
- Crash - No Inj. 6
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) 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: 8 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Case initiated
- 34 signs have either been removed or sign cases created.
- 30 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and one hundred five (105) telephonic inquiries.

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

Zone 2

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

## **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 has completed installation of curbing and base. The contractor has constructed the lake interconnects and replacement of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue and is installing the final leg of Storm water piping upgrades from Center Street west. The elliptical culvert across Hand Avenue was installed and work continues on the retaining walls. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- **Ormond Beach Airport Taxiway Project-** Reviewed project quantities for project completion.
- **2-inch Water Main Replacement – Mainland** – Construction is began week of July 16, 2013 and 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 held July 10, 2013. The contractor has completing work within the A1A right of way. The portion of the project located in the A1A right of way is complete. ThadCon is continuing their work on Essex and Riverbreeze Drives and anticipates beginning work on River Drive the week of July 22, 2013.
- **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 installed the new raw water main. Once the line is pressure tested and cleared by the Health Department the connection to the existing line can occur and construction on the culvert can commence. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
- **South Ormond Neighborhood Center-** Work has begun on roofing improvements and is anticipated to be completed within 5 weeks.
- **Downtown Underground Utilities Conversion** - A pre-construction meeting was held the week of July 15, 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.
- Audible Pedestrian Signals - PSI has submitted a proposal for CEI services for this project; a work authorization is being issued. The bid opening for this project was held July 11, 2013 at 2:00 p.m. two bids were submitted with the lowest bid having been submitted by American Lighting and Signalization, coming in under budget estimate.
- Downtown Banner – FDOT has issued the construction permit. Staff will solicit construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign – Staff has scheduled the construction contract award for September. Staff is working to secure an easement with Jaffe Corporation and a FDOT Utility Permit.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- John Anderson Drive – Bids were opened on June 11<sup>th</sup>. The apparent low bidder is Masci Construction. Masci construction was the contractor for the SR40 resurfacing project recently completed. 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 work 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.

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).
  - 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.
  - Created work in the right of way permit for 164 Deer Lake Cir per FPL request.
  - Completed onsite meeting at 25 Foxfield Look to discuss SWMP plan modifications with contractor.
  - Researched and created stakeout plan for the proposed OBSC access roadway to determine the location in relation to existing drainage canal.
  - Completed depth sample survey of the existing road base for the Doug Thomas Way extension.
  - Continued creating the sketch and legal description of Chelsea Place Phases 1 thru 3 for the upcoming proposed annexation.
  - Researched and completed right and sight triangle stakeouts at 844 & 832 Marvin Ave per NID request.
  - Created and provided multiple copies of the Lift Station Rehab Project construction plan set to Utilities Div as requested.
  - Researched and provided old documents (construction plans, easement deeds, and as-builts) of the Riverview Dr Pump Station watermain crossing per Legal Dept request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Pulled barricades, cones & forms and backfilled on Old Tomoka Rd.
        - Asphalted around and island on Capri Cir.
        - Asphalted a depression in the road on S. Arbor & N. Arbor
        - Repaired a broken sidewalk on N. Beach St. & Lincoln Ave.
        - Removed barricades & forms from N. Beach St. & Lincoln Ave.
        - Removed a sidewalk & filled with topsoil at 335 Pine St.
        - Removed a broken sidewalk, dug out & formed for a pour on Rogers Park
    - 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
      - Cleaned various ROW (Right-of-Way) locations
      - Cleaned up the hill area at Nova Recreation

- Trimmed trees in Ormond Lakes Subdivision, at the corner of Division & S. Ridgewood, at 724 Alcazar Ave., on Granada Blvd. at the Police Station, at S. Beach St. & Tomoka, at the corner of Midway & S. Washington, at the corner of Railroad & Washington, and at various beachside locations

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted the Parks Department removing RR ties, rocks & posts at Central Park I
- Picked up piles of debris for the Parks Department at Central Park III & Riverbend Park
- Removed the weeds on the sidewalks on Fleming Ave., between Sauls St. & S. Center St.

#### 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
- Hammock Ln., removed (7) signs from the construction site
- Citywide Locations, pavement marking survey, & cleaned signs that needed attention
- Coolidge Ave, picked up signs from construction site

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Vehicles cleaned & prepared for possible storm, which didn't happen
- Basin Cleaning – All zones, with trouble spots being cleaned almost on a daily basis
- Public Works Conference room – conducted interviews for vacant Maintenance Worker II position
- Chemical spraying – various citywide & FDOT (Florida Department of Transportation) locations
- Mitered ends cleaned – SR40 west

##### Vactor

- All zones – assisted with basin cleaning

##### Mowing

- Reachout Mowing – N. US1
- Bush Hog Mowing – N. US1

##### Street Sweeping/Streetsweeper

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

- Fleet  
Mileage Traveled by all City Departments for the week  
26,678

PM Services completed for the week:  
Emergency Vehicles and Equipment  
8

Non-Emergency Vehicles and Equipment  
12

Road Calls for the week:  
1

Quick Fleet Facts:

- Fleet has 7,250 gallons of unleaded and 7,101 gallons of diesel fuel on hand.
- Fuel used in one week: 2,370 gallons of unleaded and 607 gallons of diesel.
- Fleet completed 44 work orders this week.

• Utilities

- Chemical Procurement – Palm Coast has advertised the project for bid receipt from interested vendors on July 24. Addendum 1 was issued. Palm Coast contract will give vendors two additional 1 year renewal options. This provision only pertains to the Palm Coast contract. Responding to bid questions during the advertising period.
- Concentrate Monitoring and Disinfection Upgrades –The newly installed conductivity meter is now illustrated on the SCADA trending screen. The trending screen shows spiking of data. The contractor has been notified. As-built drawing comments are being processed by the consultant. Record Drawings and Final Operation & Maintenance Manuals and Certificate of Completion documents are being processed by the consultant. Operation & Maintenance manuals for the instrumentation were received.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is revising plans and specifications to include staff comments. Application forms for a Minor Revision to a Wastewater Facility or Activity Permit 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. The existing program used for compliance monitoring is a web based program.
- 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. Bore logs from the directional driller were received and illustrated in an organized format by consultant. Motor operated valve and automation controls are being adjusted by programmer.
- 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. A lab site visit is scheduled on 7-23-13.
- Mainland 2-inch Water Main Replacement – Project to begin this week.
- North Peninsula 2-inch Water Main Replacement – Utility relocation on A1A is complete. Contractor is continuing main replacement activities on Essex and Riverbreeze Drives. Work anticipated on River Drive next week.
- 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. A response letter was sent addressing 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 consideration by City Commission on July 30.
  - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. A work authorization is being reviewed for John Searcy & Associates for a total fee proposal of \$18,430. Awaiting revised proposal to include Instrumentation and Controls design activities.
  - Saddler's Run Lift Station Rehabilitation – Work Authorization authorized for design services by QLH & Assoc.
  - Sanitary Sewer Pipeline Repair – Priority segments for sanitary sewer mains requiring relining were sent to Engineering to be included with the storm system lining project.
  - SR 40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement.
  - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – A preconstruction meeting was conducted on July 12<sup>th</sup>. Pumping equipment has a 10 to 12 week lead time. Purchasing of equipment by the City is being considered for tax savings.
  - Tymber Creek Road Phase 1 Utility Relocation Project – FPL completed the power pole relocations. Contractor is performing roadway and stormwater improvements north of the Little Tomoka River. Utilities staff supporting contractor activities as necessary.
  - Water Storage Tank Cleaning and Inspection – The Contract was awarded to Underwater Solutions for \$70,720.00 at June 3 CC meeting. Visited storage tank sites to determine viable disposal locations and site conditions. Tank demographic information forwarded to contractor.
  - SPRC – Initial review indicates water main on the east side of US1 may need to be raised to provide gravity sewer service to the SR Perrott site. Gravity sewer system is being designed by the developer's consultant. Prince of Peace Social Services building began construction. Received approved development plans for Drexel Heritage parking lot expansion. Sunoco (3 N. Yonge Street site) delayed for one month due to FPL power configuration availability. Wastewater collection system permit received for Sunrise Cove. Reviewed plans for a fire line extension to Dunn's Attic at 136 W. Granada.
- Water Distribution
    - Exchanged 18 residential/commercial water meters
    - Responded to and/or repaired 16 water service leaks
    - Installed 8 new water meters & services
    - Replaced 4 water services due to aged piping and low pressure
    - Connected 14 new water services on Cardinal Dr as part of the South Peninsula 2" Water Main Project
    - Repaired/replaced 28 meter boxes
    - Performed meter accuracy testing on a 10", 8", and 4" commercial water meters, 1 meter needed to be rebuilt. Repaired a leak on the 8" meter serving Bermuda Estates. Scheduled 5 commercial meter tests w/ owner
    - Responded to 5 low pressure and 5 cloudy water complaints
    - Performed maintenance on 11 City owned fire hydrants. Checked fire hydrant struck by vehicle, FH found to be in good working condition.
    - Located and listed fire hydrants that will be placed on the fire hydrant replacement list
    - Water Main Repairs: 2-2" GSP mains on Dawn Dr and Silk Oaks Dr, and assisted contractor with an 8" on Hand Ave at Harbour Lights Dr.
    - Assisted 6 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)

- Performed valve maintenance and exercising on 21 valves in the south peninsula grid area and John Anderson Dr. Cut out, replaced, adjusted, and re-concreted valve box at John Anderson Dr/Nicholas Dr
- Water Main Flushing Locations: Ormond Lakes Phase I, Tymber Crossings, and Saddlers Run subdivisions.
- Correlated leak alert at Beechwood Dr/Ocean Shore Blvd and Seacrest Dr/ Ocean Shore Blvd, Found to be electric noise from transformers and ATT substation.
- Performed a water main shut down for Hand Ave/Harbour Lights Dr to facilitate lowering of the water main for installation of new storm drain
- Sod/backfill: Dawn Dr, Briggs Dr
- Rescinded the boil water notification for Harbour Lights Dr
- Utility locate service for Water/wastewater/reuse: received notice of 90 regular and 1 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave utility/roadway project, Tymber Creek Rd widening. Continued 2" water main replacement project locates in the north and south peninsula and mainland 2" water main projects.
- Initiated a 4.5 mile locate with a directional boring company to install fiber optic conduit along US1.
  
- Water Treatment
  - Delivered to the City 37.958 million gallons for the week ending July 14, 2013 (5.422 MGD)
  - Backwashed 11 filters for a total of 443,000 gallons backwash water.
  - Produced and hauled 67.4 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 four trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
  - Total rainfall for Breakaway Trails (0.25") and Hunters Ridge was (0.25") from 07/11/13 to 07/17/13.
  - Cleaned fifteen, televised thirty six sewer laterals.
  - Repaired 4" sewer lateral at 85 Ormond Parkway.
  - Rehabbed pep tank at 69 Carriage Creek.
  - Cleaned irrigation service line at 85 Ocean Terrace.
  - Repaired irrigation service at 14 Westland Run.
  - Ten inch force main at 1085 Ocean Shore Blvd. pressure at 30 psi and 32 psi at Spanish Waters, Ormond Mall @ 33 psi at lift station as of 07/16/13. Crews continuing to bleed down main pressure with tank truck.
  - Six inch force main at 1800 N. US-1 at 5 psi.
  - Checked beachside (7) and mainland trouble spots (10)
  - Low pressure sewer psi reading Westland Run 24/14 psi, Foxhunters Flat 22/15 psi and 4" on Shadow Creek Blvd. 10/6 psi.
  - Ongoing flushing of reuse on beachside.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.68 Million Gallons.
  - Produced 23.74 Million Gallons of Reuse.
  - Produced 5.94 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.24 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 154.35 (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

- Inspected - measured well 41R for Bermad valve installation
- Changed leaking spool piece on BAT well 4
- Repaired numerous nonworking lights in Division Wellfield
- Replaced feed belt on lime slaker
- 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 Trails
- Performed PM's to Rima, Division, SR 40 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.
- Replaced blown fuse at WWTP reuse transfer pump #3
- Replaced breaker at BAT lift station pump #3
- Recalibrated process meter for Town Square lift station
- Assisted installation of PEP system, 51 Bridge Crest
- Rebuilt motor starters for Ormond Green lift station
- Attended Pre-con meeting for lift stations rehab project

- Wastewater Plant – Lift Stations

- Centrifuge Feed Pump #1 – Operations noted Feed Stopped – checked pump and valves for blockage – deragged as needed – all OK
- Fermentation Submersible Mixer #11 – moisture penetration at center chamber - removed & shipped to vendor for repair - installed repaired spare unit
- PM at WWTP: Grit Snail, Bar Screens, Poly Blend, Clarifiers, Digester Blowers, RAS/WAS Pumps, Carrousel Surface Aerators
- 8P – SCADA – no starts pump #2 – reset motor starter – all OK
- 1P – SCADA – no starts pump #2 – controller set to Lead/Lag – changed controller to Sequential Alternation – all OK
- 7M1 – SCADA – high run hours pump #1 – cleaned probe – all OK
- PM - Fermentation Submersible Mixer #12
- Generator Check at 4 stations
- 13M – SCADA – pump #2 stuck on – adjusted floats – all OK
- 7P – SCADA – high run hours pump #1 – adjusted transducer – adjusted floats – all OK
- Influent Room – deragged pumps as per Lead Operator
- San Marco – SCADA – no starts pump #2 – reboot soft start – all OK
- PM at 21 lift stations
- 82 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 has prepared draft system information and forwarded illustrations to printer for final preparation of reuse customer brochure.
- Contract Laboratory Testing Bid: Staff evaluated the three submittals for the laboratory services contract RFP and prepared CC agenda item for consideration of bid award on July 30. Staff scheduled to visit the lab recommended for award on July 23.

- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Consumer Confidence Report (CCR): Staff is preparing the Certificate of Delivery acknowledgement to the Volusia County Health Department. The form and packet certifies the City has fulfilled its delivery requirements of the CCR to customers. The 2012 annual water quality report is contained on the City's website and notice was posted in News Journal regarding the availability of same to customers in addition to statements contained on customer billing statements throughout the month of June.
  - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program (see below).
  - Florida Department of Health Inspection: Staff received the written report of findings from the FDOH Water Treatment Plant inspection performed on Friday June 14, 2013. Staff preparing response to single deficiency noted in regards to the compliance rate of the backflow prevention device testing certifications on the City's commercial water accounts.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- Staff attended Questys User Training on July 17, 2013
- 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:
    - Identifying potential issues with system upgrade to relay to vendor.
    - Setting permissions and security settings for system users.
    - User Training held on July 17, 2013