

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 23, 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:

- Met with PW Operations staff
- One on one meetings with City Attorney, Planning Director, and Fire Chief
- Weekly staff meeting with Directors
- Fleet discussion with Assistant City Manager and Fleet Manager
- State of the City preparation meeting with City staff
- Budget discussion with Assistant City Manager and Accounting Manager

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Ribbon cutting Taxiway Alpha project
- Discussion with Jeff Lefever and City staff regarding airport issues
- General discussion with auditor Nick Bilotta of James Moore & Co.
- Community Organization Active in Disaster meeting hosted by Volusia County
- General discussion with David Neubauer on Ellinor Village property for sale and public parking beachside
- Public Works Advisory Board meeting

### **Community Development**

#### • Planning

- The Planning Director, Councilwoman Northey, and the Executive Director for the TPO were members of the 2040 Long Range Transportation Plan selection committee. Oral presentations, questions and answers and final rankings were made. The four firms involved included Ghyabi, RS&H, Tindal Oliver and Jacobs.
- The Planning Director attended the TCC Meeting of the TPO. The major item of discussion was the placement of the Pioneer Trail Interchange on to the Unfunded Needs portion of the Long Range Transportation Plan. The vote was 9-8 to approve it. The Planning Director voted against placing it on the Unfunded Needs List since no one on the TPO staff or within the TCC Committee could explain the regular process for adding projects to the LRTP could not be followed. The most appropriate process is for the TPO to have this project modeled and evaluated as part of the 2040 LRTP Update to determine its contribution to the entire road network. The 2040 LRTP Update will be completed by September 2015. The most recent data available indicates the interchange is not needed.
- Members from Planning and IT visited Ocala to learn more about the EPlan process which was implemented using ProjectDox. ProjectDox is a software program that permits electronic plan submittal, resubmitted comparisons and it virtually eliminates much of the

- current paper process for site plan review that occurs in development review process between Planning, Building and Engineering.
- The Planning Director met with the auditors to discuss compliance policy questions.
  - The Planning Director once again met with Ed Speno regarding a city workshop. This meeting was set up before the letter from the City Attorney was sent. Nothing new came out of the meeting.
- Building Inspections, Permitting & Licensing
    - 67 permits issued with a valuation of \$1,638,479.00
    - 275 inspections performed.
    - 9 business tax receipts issued.
  - Development Services
    - The following SPRC activities occurred this week:
      - Lift station for 1550 and 1590 Ocean Shore Boulevard
      - Lot 3, Ormond Business Center, 150 Business Center Drive.
      - S.R. Perrott, 1280 North US Highway 1
      - River Oaks, utilities update
      - 393 John Anderson Drive lot split.
      - 10 North Nova Road, CVS,

## **Economic Development**

### Economic Development

#### Ormond Crossings

- The Planning Board unanimously approved the Ormond Crossings Master Development Plan at their July 11, 2013 meeting and staff presented the findings to the City Commission on August 20. Second reading of the ordinance is scheduled for September 3. 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. A meeting with Tomoka Holdings will be arranged following final approval by the Commission.

#### Airport Business Park

- Staff completed its search with Emergency Communications Network to locate a suitable property for their headquarters relocation. ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. The City's growth assistance funding approved by the City Commission on August 7 played a key part in ECN's plans to remain and grow their business in Ormond Beach. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement.

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of area hotels, city and other events during the year. A meeting of the promotional subcommittee and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitors Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure. The Chamber Committee met with Mr. Hentz and the HAAA Board to discuss funding of the marketing brochure. Following the presentation of the funding request and period of Q&A, the HAAA Board decided to review the matter in more detail. The Chamber Tourism Committee met to discuss other funding options which will include sponsorship and advertising. Staff also met with the Chamber membership outreach program and is

developing strategies to survey the businesses in the City. Staff is including a funding request as part of a joint City/Chamber effort to fund the brochure in 2014.

- Staff met with the members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the 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.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building is completed and installation walls and windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in late September.
- Staff is working closely with an existing company for the construction of a large facility along North US 1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.
- Staff met with consulting engineers to discuss the reuse of the former Texaco station at Nova Road and Granada Boulevard. Further discussions are expected in the next week.
- Staff met the Volusia County Economic Development staff and the Regional Director of the Export-Import Bank (EX-IM Bank) to discuss trade related financial programs to assist Ormond Beach businesses. Staff transmitted the EX-IM Bank program guidelines to the businesses and will follow up with a possible webinar in the next few months.
- Staff attended the VCARD forum on the expansion of the Panama Canal, which may provide opportunities for Ormond Beach exporting. Information on the expansion program has been provided to manufacturing companies in Ormond Beach.
- Staff met to discuss legislative priorities for 2014. A draft priority list will be presented to the Commission in September.

#### Airport Operation and Development

- Installation of the new airport security lighting system continued this week. Crews from Economy Electric completed the installation of new light poles and LED lighting components near the intersection of Taxiways Bravo and Delta, and are now working to prepare the existing concrete poles on the general aviation ramp to accept new LED components. Installation of new steel poles and lights in other areas of the ramp will take place by mid-September.
- The Automated Weather Observation System (AWOS) underwent service last week to address an intermittent data reporting malfunction. It has been determined that certain sensors and other components must be replaced in order to restore the system to full capability.
- Staff worked with hangar facility owners at the airport to respond to a request for information about hangar space availability from an aeronautical business considering relocation to Ormond Beach.
- Staff worked this week to research and provide quarterly reports and other information to the City's auditors regarding Airport Improvement Program grants received for the Taxiway Alpha Relocation & General Airfield Improvements Project.
- The GIS Division completed work to prepare documentation to illustrate certain leasehold boundaries at the airport, for comparison to existing site plans and other related documentation. The tenant plans to conduct an independent survey to determine if additional building is feasible within their current leasehold.

- 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 was held at the airport on August 19<sup>th</sup>.
- Staff has been advised by the FAA that new instrument approach procedures for the airport will be available on October 17, 2013.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the appraisal rates and is in the process of preparing a tentative rate proposal to the tenants.

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

- Completed Projects - Weekly
  - Processed 25 Journal Entry Batches (# 4653 - 4733).
  - Approved 21 Purchase Requisitions totaling \$227,885.55.
  - Issued 23 Purchase Orders totaling \$4,403,138.78.
  - BID 2013-12, Audible Pedestrian Signals, Intent to Award mailed on August 16, 2013.
  - Prepared 155 Accounts Payable checks totaling \$499,470.24 and 31 Accounts Payable EFT payments totaling \$547,779.14.
  - Prepared 39 Payroll checks totaling \$29,818.33 and 338 Direct Deposits totaling \$377,274.57.
  - Transferred IRS 941 payment of \$143,280.42.
  - Processed 3,764 cash receipts totaling \$505,418.00.
  - Processed 1,212 utility bill payments through ACH totaling \$72,785.81.
  - Processed and issued 6,110 utility bills with billed consumption of water of 50,092.37k.
  - Issued 716 past due notices on utility accounts.
  - Auto-called 173 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Movies on the Halifax (9/6/13 "The Odd Life of Timothy Green")
    - Unveiled Again (8/25)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Attended Mayor's Health and Fitness Challenge Meeting
    - CodeRED for watermain improvements
    - CodeRED for roadway resurfacing
    - Attended weekly staff meeting
    - Attended State of City meeting
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - VOCA FY 2013-2014 has been approved for funding and updated as requested by the Attorney General's Office has been provided.

## **Fire Department**

### **Weekly Statistics**

- Fires: 3
- Fire Alarms: 6
- Hazardous: 1
- EMS: 68
- Motor Vehicle Accidents: 6
- Public Assists: 29

TOTAL CALLS: 113

- Aid provided to other agencies: 11 calls – Daytona Beach (1), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 18
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 45

### **Training Hours**

- Driving: 4
- EMS Training: 39
- Fire Behavior: 2
- Forcible Entry: 3
- Hose Evolutions: 41
- Preplans: 29

TOTAL TRAINING HOURS: 118

### **Station Activities**

- Updated 29 pre-fire plans
- Conducted 3 fire inspections
- Crews attended cardiac monitor training in Holly Hill.

### **Operations**

- Attended emergency management meeting at the Volusia County Emergency Operations Center.
- Attended meeting with Fleet Division regarding fire apparatus.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Police Department/CID – Administrative Assistant.
- Approved/Active Recruitment
  - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and will be recruited through 09-03-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference.
  - Public Works/Streets – Maintenance Worker II was advertised on 08-07-13 with a closing date of 08-23-13.
  - Leisure Services/Nova Gym – Part Time Recreation Leader was advertised on 08-20-13 and will remain open until filled.
- Screening/Interviews Scheduled
  - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13. Twelve (12) applications were entered

- on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews are scheduled 08-28-13.
- Leisure Services/Parks – Part Time Maintenance Worker II and a Seasonal Part Time Maintenance Worker II at the Andy Romano Park was advertised on 05-21-13 with a closing date of 06-04-13. No candidate was selected. Position was re-advertised on 07-23-13 with a closing date of 08-09-13. Twenty-seven (27) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were scheduled for 08-22-13.
  - Background/Reference Checks
    - 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. Fifteen (15) candidates were interviewed on 08-14-13. Four candidates were interviewed by the Chief on 08-16-13 and 08-19-13. Conditional offers are being made to three candidates.
  - Job Offers
    - Police Department – New Evidence/Crime Scene Technician and Evidence/Crime Scene employees will begin employment on 08-26-13.
    - Public Works/Wastewater Collections/Reuse – Maintenance Worker II candidate will begin employment on 08-26-13.
  - Terminations/Resignations/Retirements
    - FY Attrition – M/E 7-31-13: 5.52% (excluding retirements).

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July 2013 monthly report reflects savings of \$89,099.80 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,273 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- New Employee Orientation is scheduled for August 26, 2013. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.
- Employee Appreciation Day will be held on October 23, 2013.

#### Training & Development Opportunities

- LEAPS: Ethics Training has been scheduled 08-28-13 at the ATC.
- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops beginning in October for employees to attend.

#### Risk Management Projects

- Continued project planning for HIPAA.
- Worked on final edit of Safety Manual.
- Began learning about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Attended Claims Committee meeting.
- Attended WC mediation.
- Attended FMLA training.

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement - Contract is with the Legal Department for review.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 11 New work - 35 completed - 47 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	40,452	Inbound E-Mails Blocked	28,532
Delivered Inbound E-Mails	11,755	Quarantined Messages	166
Percentage Good Email	29.1%	Virus E-Mails Blocked	149

- Notable Events:
  - Major failure within the network storage system known as a SAN. The system's internal redundancy prevented data loss and disruption of service. The vendor, HP Lefthand, was very responsive in diagnosing the problem and sending 4 replacement disk drives. The data redundancy rebuilt over the weekend.
  - IT staff participated in a site visit to the City of Ocala with Planning and Engineering staff to see how they are utilizing the ProjectDox system for electronic plans submittal and review.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 3 Corrections: 2
  - Map/Information Requests: 13
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 14,905 (66.2%) potable 14,441, Irrigation 464
  - Notable Events: Water meters in Ormond by the Sea and Ormond Beach west of Airport Rd complete.

### **Leisure Services**

- Administration

Meetings attended/hosted:

  - Public Works weekly meeting.
  - City Manager weekly meeting.
  - Attended Ethics Training.
  - COAD Kick Off Meeting.
  - OB Sports Complex fields visit.
  - Public Works Advisory Board.
  - Supervisors staff meeting.
  - Part Time staff interviews.
  - State of the City discussion meeting.
  - 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.
  
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, & F's at the Sports Complex. Play is at 1pm daily.
  - The City's Coed Softball League started up this week with 8 teams signed up for the Fall Season. Each team will play a minimum of 16 games through the beginning of November. Games are held during the week in the evening, at either 6:20, 7:30, or 8:40pm.
  - The Ormond Beach Golden Spikes start practices for their upcoming Fall Season this week at the Nova Fields.
  - The Ormond Beach Soccer Club's Competitive Teams start practices for their upcoming Fall Season & Tournament in late August.
  - Calvary Christian Academy Football will open up their season at the Sports Complex Championship Field #7 on Friday night at 7pm. This is the first of six home games.
  - The Ormond Beach Pride Football Program will open their season at the Sports Complex Championship Field #7 on Saturday at 9am & play different age divisions throughout the day. This is the first of seven home dates.
  - The City Youth Flag Football Program has Skill Assessments on Saturday at 9, 11, & 1pm for the different age groups. Make-ups are on Monday night at 6pm.
  - The OBYBSA Lady Renegades have their tryouts on Saturday at the Softball Quad at 10am for all age groups. Make-ups will be on Tuesday evening at 6pm.
  - The OBSC Competitive Program will host games on Saturday at 1 & 3pm on Fields #1 & #4.
  
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield.
  - Went to South Ormond Rec. to clean tennis and basketball courts.
  - Went to Osceola School to tend to the infields, tennis and handball courts.
  - Installed new basketball nets at Osceola Elem.
  - Nova Park- mowed infields and outfields.
  - Cleaned Skateboard Park.
  - Cleaned hand ball 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, 3 times a week.
  - Continue mowing of the soccer fields, 2 times a week.
  - Continue mowing of the softball fields, 2 times a week.
  - Continue mowing, edging and trimming the T-Ball fields.
  - Replaced sprinklers as necessary.
  - Daily clean up of Limitless Playground by the softball Quad.
  - Mowed Football Fields at Ormond Beach Middle School.
  - Cleaned all sports parks of debris/trash from the events over the weekend.
  - Competitive soccer leagues practicing Mon.-Fri., on fields 1-4, 9 & 10.
  - Finished painting 3 fields at OBMS for Pop Warner football practices.
  - Prepping fields for OBGS baseball clinics and All-star practices.
  - Began spreading Pre-emergent fertilizer on all fields.
  - Sprayed all fence lines with weed killer.
  - Fixed holes on soccer fields 1 & 4 with sod patches.
  - Prepared soccer field #4 to be game ready for Saturday.

- Finishing up on the co-ed field for the start of their season.
- Located irrigation valves and fixed controller at the OBMS fields.
  
- Senior Center
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
  - Jimmy Dorsey Orchestra Then and Now met on Thursday from 7:00pm to 9:00pm
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club held regular classes.
    - Tuesday: Show Club held regular classes.
    - Wednesday: Show Club held regular classes.
    - Thursday: Kopy Kats held regular classes.
  - The Performing Arts Center is preparing to host the following events:
    - Organization of Competitive Bodybuilding Southern Cross Naturals Bodybuilding Competition (PAC) Saturday 10:00am to 6:00pm
  
- South Ormond Neighborhood Center
  - Splash Pad (OPEN DAILY @ 10:00AM)
  - Pride football on Wednesday (6:00pm until 8:00pm)
  - Fitness room open (center hours)
  - Open gym (center hours only)
  - Roof repair should be completed by end of week
  - Center prep/clean up for event on Sunday
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended event meeting
  - Attended State of the City meeting
  - Set up, staffed and break down of Heliport Ribbon Cutting, Monday August 19<sup>th</sup>
  - Assisting with sponsorships and marketing for the 2013 Senior Games
  - Distribution of Senior Games flyer
  - Distribution of kids' fishing tournament flyer scheduled for Saturday, September 7, 2013
  - Set up, staffing and break down of Mural Unveiling, South Ormond Neighborhood Center, Sunday, August 25<sup>th</sup>
  
- Gymnastics
  - August/September classes are in session.
  
- 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.
  - Play Unplugged is again being offered for children ages 4-10 from 3:00-5:00pm every day. Each week different activities are planned including arts and crafts, obstacle courses, sports, and board games.
  
- The Casements
  - Yoga Classes ended until September

- Pilates was held in the Dance Room on Monday through Friday
- Tours continued Monday - Friday from 10am to 3:30pm and Saturday 10-11:30am.
- The Herb Society met at Bailey Riverbridge Saturday morning
- A birthday party was held in Fortunato Park on Saturday afternoon.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- The Guild held a timeline meeting for the Centennial Celebration on Wednesday morning.
- The Guild crafters met in Room 203 Thursday afternoon.
- The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
- A wedding rehearsal was held in Ormond Memorial Gardens on Friday evening.
  
- Parks Maintenance
  - Installed lock for new bollard on Hand Avenue
  - Removed graffiti from picnic table at Central Park 2
  - Repaired loose top cap on retaining wall at B.P.O.S. park
  - Removed hand rail and put up safety fence for memorial bench install at B.P.O.S. park
  - Installed fencing around splash pad equipment at A.R.B.F.P.
  - Screwed down loose deck boards at Bailey Riverbridge Gardens
  - Met with Austin Outdoor concerning weed issues
  - Completed handrail replacement on pier at Riviera Park
  - Completed pressure cleaning the raised boardwalk between Division and Hand Ave.
  - Completed decking replacement on pier at Ames Park
  - Citywide safety inspections of parks and equipment.
  - Weekly inspections of park facilities for reservations
  - Call Out, repaired men's room toilet at Cassen Park
  
- Building Maintenance
  - Weekly Inspection of Airfield Runway, Taxiway lighting and directional signage
  - Daily PM of City Vehicles and equipment as necessary
  - Purchased and hung mirror over sink in Building Maintenance Section
  - Diverted condensate line for Plumber @ City Hall Conference room project
  - Caulked kitchen sink and counter top Fire Station 92
  - Re-hung clock in Trades workers office
  - Assisted with shower repair, Andy Romano Park
  - Started logistics of re-belted (Maintenance) exhaust fans @ Fleet Garage
  - Picked up ice machine head and storage bin from contractor deliver to City Hall
  - Picked up piping and fittings for Ice Machine connections
  - Picked up pipe connections for AHU drain re-connect after contractor installed new drain
  - Hung plaque in Public Works Administration area
  - Cleaned six City owned ice machines
  - Procured electric staple gun for The Casements
  - Changed and serviced five exhaust fans @ Fleet
  - Repaired floor drain at Fire 93
  - Installed fence around Splash Pad equipment at Andy Romano
  - Called for pest control at PAL House
  - Repaired fountain at Fortunato Park
  - Met with Volusia County Health Inspector at SONC Splash Pad
  - Ordered 3 Fan Control Switches for the new conference room at City Hall
  - Checked the Fountain at Arroyo for overflow
  - Cleared inside water cooler drain at Nova
  - Cleaned gutter at building A Senior Center
  - Checked power surge at The Casements
  - Installed a motion switch in the new Office at PAC
  - Repaired Quad 2 score board at Airport Sports
  - Repaired lights in outside ladies restroom at SONC

- Escorted contractor for quarterly garage door PM for all Fire Stations
- Repaired fire sprinkler head in Finance Conference room at City Hall
- Added temp power to Ames Dock for contractor repairs
- Continued remodel of the new City Hall Conference Room
- Repaired fountain not working at Hospital Park
- Weekly inspection of the Water Wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall
- Weekly inspection of Andy Romano and SONC Splash Pads
- Prepared maintenance invoices and receipts for City facilities

### **Police Department**

#### **Administrative Services**

- Staff members attended L.E.A.P.S. training.
- Staff attended a meeting in reference to Community Organizations Active in Disasters.
- Staff attended the Florida Department of Transportation meeting at South Daytona Police Department.
- Staff attended a Department of Highway Safety Motor Vehicles meeting at Daytona Beach Police Department.

#### **Community Outreach**

- PAL staff worked on the upcoming PAL golf tournament, *Golfing for Youth*. The tournament will be held at River Bend Golf Course on October 19, 2013.
- Schedules were reviewed for the upcoming Tutors R Us program and the Science on Patrol program at Ormond Beach Elementary School. Educational programs will resume in October and continue through the beginning of December.

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

- Animal calls: 55
- Animal bites: 1
- Animal reports: 7
- Animals to Halifax Humane Society: 5
  - Dogs: 1
  - Cats: 4
- Notices Of Violation: 1
- Animal Citation: 1
- CSO's assisted Motors with school traffic.

#### **Criminal Investigations**

- Cases Assigned: 33
- Cases Cleared by Arrest/Complaint Affidavit: 12
- Cases Exceptionally Cleared: 5
- Inactive: 11
- Fraud: 7
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car break: 10
- Grand Theft: 4
- Auto Theft: 2
- Offense Against Family/DCF Reports: 1
- Missing Persons: 2
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0

- Robbery: 1
- Assaults: 1

Narcotics

- Two Search Warrants
- Three Buy Walks
- Two Buy Walk Attempts

Comments:

- Residential Burglary Arrest: Tomoka Oaks burglar (Mr. Velez) investigation is complete. Velez is still in custody at the Brach Jail and ten burglary cases have been cleared. Properties from at least seven of the burglaries were recovered during a search warrant of the suspect's residence.

Records

- Walk - Ins / Window 120
- Phone Calls 159
- Arrest / NTA'S 20
- Citations Issued 114
- Citations Entered 92
- Reports Generated 135
- Reports Entered 135
- Mail / Faxes / Request 30

Patrol

- Total Calls 1,703
- Total Traffic Stops 286

Operations

Crime Opportunity Report Forms: 75

- 8/14/2013
  - Carbreak, 566 North Yonge Street, two unsecured vehicles entered overnight. A radar unit, iPhone charger, and loose change were taken.
  - Warrant Arrest, East Granada Boulevard/South Atlantic Avenue, suspect arrested when he arrived to pick up an intoxicated driver that called to get a ride home.
- 8/15/2013
  - Burglary (Business), 264 Division Avenue, playground toys taken from Day Care.
  - Carbreak, Hair Designs (136 North Nova Road), broken window.
  - Burglary (Business), Kick Start Saloon (906 North US1), responded to an alarm, found an open window, responder reported a safe was stolen.
- 8/16/2013
  - Traffic Arrest, Lincoln Avenue and Beach Street, suspect's license was permanently revoked.
  - Narcotics Arrest, West Granada/North Perrot Drive, suspect arrested for possession of Marijuana under 20 grams. Released from scene with a Notice to Appear.
  - Battery – Domestic Violence, 11 Fisherman's Circle #5, suspect arrested and transported to the branch jail.
  - Warrant Arrest, 170 North Yonge Street, suspect was arrested for five open Volusia County felony warrants after traffic stop.
- 8/17/2013
  - Carbreak, 231 Pine Cone Trail, unlocked vehicle, wallet and GPS taken.
  - Stolen Vehicle, 219 South Washington Street, vehicle possibly taken by the cleaning crew. Recovered in Daytona, undamaged, unoccupied and with the keys.

- Narcotics Arrest, 65 Arroyo Parkway. Started out as traffic stop. Subject in the vehicle had cannabis, scales, and methyldioxymethamphetamine (MDMA). He also had \$1,130.00 in cash that was seized.
- Narcotics Arrest, South Beach Street/West Granada Boulevard, suspect arrested at traffic stop for possession of Marijuana under 20 grams.
- Battery Arrest, 1035 South Nova Road, suspect was arrested for simple battery.
- 8/18/2013
  - Burglary (Residential), 409 Cherrywood Drive, two cars were parked in the garage. Entry was made to the garage (not forced) vehicles were entered and money taken.
  - Grand Theft, 639 John Anderson Drive, firearm and jewelry taken.
  - Grand Theft, 16 Fisherman's Circle, firearm and pills taken from apartment.
  - Shoplifting, Wal-Mart, suspect caught stealing \$100 in items and was arrested.
  - Grand Theft, Wal-Mart, purse was removed from a shopping cart while the victim was unloading groceries.
  - Warrant Arrest, 25 Baymeadows Court, suspect arrested.
  - Carbreak(s), 145 East Granada Boulevard, smashed windows to both vehicles, purses taken from one, nothing from the other.
  - Battery-Domestic Violence, 93 McAlister Drive, suspect arrested.
  - Narcotics Arrest, 735 South Nova Road, suspect arrested for possession of Marijuana under 20 grams.
  - Robbery Attempt, 690 South Nova Road (7-11 Store), suspect attempted to get the clerk to give him money. No weapons seen or implied.
  - Narcotics Arrest, Division Avenue and South Orchard Street, suspect arrested for possession of Marijuana under 20 grams after a traffic stop.
- 8/19/2013
  - Warrant Arrest, Sleep Inn (170 Williamson Boulevard), Housekeeper found a garbage bag with several security tags in it. She called 911 and it was determined they were from Ross. There was also an ID from a carbreak victim on the beachside in the same bag. The renter of the room had an active warrant, was contacted and arrested.
  - Carbreak, Andy Romano Park (839 South Atlantic Avenue), broken window.
  - Carbreak, Pennysaver (454 S Yonge Street), broken window.
- 8/20/2013
  - Burglary (Residential), 795 Hand Avenue, victim left the home at 10:00AM and got home around 4:00PM and found the television gone and back door open.
  - Carbreak, 351 Andrews Street (Ormond Senior Center), window broken out and purse and wallet taken.
  - Stolen Vehicle, 833 Knollview Drive, Scooter stolen out of the driveway overnight.
  - Carbreak, 115 Shady Branch Trail, unlocked vehicle.
  - Warrant Arrest, Kenilworth Avenue / North Yonge Street, suspect arrested for an open Flagler County warrant.

#### Traffic Unit

- First week of school and the Traffic Unit covered schools for morning and afternoon traffic.
- Traffic Citations 72
- Parking Citations 0
- Crash - No Inj. 4
- Crash - Injury 0
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridors
      - Division Avenue
      - Clyde Morris Blvd.

- Arroyo Pkwy.
- South Yonge St
- 2000 block SR-40
- Enforced Complaints:
  - John Anderson Drive
  - Clyde Morris Blvd.
  - Brookwood Dr.
  - Fleming Avenue

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 16 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 12 Cases initiated
- 23 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and seventy-two (72) 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

1. 702 Virginia Terrace – Received a report of a property that is overgrown. Inspection conducted. Property has been mowed. Case closed.
2. 105 Hickory Hills Cir. – Received an inquiry about the condition of this property. The property is vacant and a notice of violation has been issued. Service of the notice has been achieved. A work order has been issued to the City's lot cleaning contractor to have the property mowed. This property was cleaned by the City's lot cleaning contractor on Monday, August 19, 2013.
3. 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 relocate the equipment by August 9, 2013. Based on recent inspections it appears the storage of beach chairs has been removed. As such the property is considered in compliance. Case closed

#### Public Works

- Engineering
  - Construction Projects:
    - Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Prepared design for a pressure relieve valve system on the reclaimed watermain inflow line to the Breakaway Trails storage tank site. The flow capacity of the new reclaimed line has been excellent, without the need to run the pressure boosting system located on Airport Road. The reclaimed flow has been sufficient to meet the irrigation needs of Breakaway Trails and maintain proper tank levels for fire protection. The reclaimed system does experience pressure spikes when the automatic valve at the storage tank site closes when the tanks are full. Currently, the system overpressure is being managed by maintaining a partially

- opened bypass valve, but this creates a gradual overflow of the tanks, until system demand is increased during the night for irrigation. The pressure relieve valve system will eliminate this problem and allow the system to be run fully automated.
- Tymber Creek Phase I – Work continues on the southbound lanes of the widening, south of the bridge. Curb & gutter has been installed and roadbase has been graded and compacted awaiting asphalt paving. The retaining wall north of the bridge on the west side of the widening also continues under construction.
  - John Anderson Drive – The contractor has executed and returned the contracts for final execution by the City. A Preconstruction meeting is scheduled for August 27<sup>th</sup> to discuss commencement of construction.
  - Hand Avenue – The contractor has completed installation of all underground infrastructure. The contractor is focusing on preparing the section from Coolidge Ave. to Center St. for paving. Road construction has commenced on the section from Center Street west to the culvert crossing. The contractor has constructed the lake interconnects and replacement of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue. The elliptical culvert across Hand Avenue was installed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
  - 2-inch Water Main Replacement – Mainland – Approximately 80% of the new watermain along Parque Drive has been installed. Clearance from the VCHD was received to place the new watermain at Old Barn Trail into service. Curb & gutter and site restoration is underway and service connections are scheduled this week for Old Barn Trail. The new watermain along Andalusia Avenue has been completed along with installation of two new fire hydrants. Clearance application to VCHD for Andalusia Avenue and Parque Drive will be performed at the same time, with service connections being completed after clearance approval.
  - 2-Inch Waterline Replacement – North Peninsula - The third progress meeting for this project was held August 7, 2013. ThadCon began work on the cul-de-sacs off of Aqua Vista during the week of August 5, 2013. Clearance paper work has been submitted to the City for signature for the water main installation on Essex. The City met with a plumber to discuss the twenty seven properties needing water meter replacement.
  - 2-inch Water Main Replacement - South Peninsula – The contractor has started work on Ivanhoe Drive and has finished pressure tests and Bacteriological testing for Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue in order to allow final service connections to be made to the new main. A proposed schedule has been posted on the City's website and will be updated monthly.
  - Central Park Lake Interconnects – With receipt of the clearance from the Health Department, the contractor was able to make the connection between the new relocated raw water main and existing raw water main. The contractor also assembled the Aluminum arch culvert and will plan to install it next week. Dewatering activities are underway this week in preparation of installing the culvert next week. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
  - South Ormond Neighborhood Center- The project is substantially complete, with minor metal work and final Building Department inspection remaining.
  - Downtown Underground Utilities Conversion - Work began on the project (Phase 1) the week of August 12, 2013; the majority of the distribution conduit around Ormond Beach Elementary was installed by the end of the week; work is ongoing.
  - FDOT A1A Left Turn Lane at Lynnhurst Drive - Masci began construction of the A1A left turn lane on July 19 with the construction scheduled for completion on September 30.

- OBSC Multi-Use Fields – Construction of the 2 multi-use fields will begin on August 15<sup>th</sup> with installation of silt fence and relocation of 5 gopher tortoises.
- 2013 Roadway Resurfacing - Contractor was issued Notice to Proceed August 22, 2013. Residential notifications have been issued. Work will commence in the Parkridge subdivision area.
- Downtown Median Landscaping – The contracts are currently being executed and construction is tentatively scheduled to start on September 1<sup>st</sup>.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion – Staff is coordinating geotechnical testing at the proposed site for construction design requirements.
- Audible Pedestrian Signals – Comments have been received from FDOT regarding the CEI Contract with PSI, modifications are being made by staff. FDOT is preparing a LAP Supplemental Agreement (SA) based upon the actual construction bid prices. This SA will be scheduled for the Commission to approve at their September 17, 2013 meeting.
- 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 continues to work to secure an easement with Jaffe Corporation.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – A meeting was held with Zev Cohen and Associates where their 30% plans were presented and discussed. Additional information is being gathered by City of Ormond Beach Public Works, and the consultant's surveyor, Sliger and Associates.
- Wilmette Avenue Bypass Pump Station - A pre-construction meeting has been scheduled for Friday, August 23, 2013.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements - Staff is negotiating consultant proposal for designing improvements to the parking lot adjacent to the Airport Tower fence to correct existing drainage problems, replacement of the deteriorated asphalt and improve parking space utilization. This parking lot area will connect to the proposed perimeter road and one of the existing Sports Complex access roads off of Hull Road. The design for the Doug Thomas Way extension grading and paving plans and milling and resurfacing of the OBSC main entrance road off of Hull Rd was completed. Received geotechnical report for soil borings along the path of the proposed perimeter road which includes a portion of wetlands that is being mitigated for. The additional geotechnical information will be used for completing final roadway design of the perimeter road and provide contractors with important information regarding subsurface soil conditions.
- 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 September 3, 2013.
- Revised FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. City review period is complete, and it is anticipated that revised maps will be issued with a letter of final determination during the month of August.
- Cassen Fishing Pier and Guardrails Under Bridge – The construction contract award was approved at the August 20<sup>th</sup> City Commission meeting.

- Corrugated Metal Pipe Rehabilitation - A pipe lining project has been prepared for proposed improvements to several high priority stormdrain outfalls and sanitary sewer gravity mains. The project was approved for bidding at the August 20, 2013 City Commission meeting and will advertise bidding on August 24, 2013.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
  - Magnolia Wall measurement (Weekly).
  - Residential SWMP Permits review and filing (Weekly).
  - Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
  - Franchise Utilities- Staff inspected FPL work along Airport Rd west of Tymber Creek Rd and ATT work along Old Kings Rd, for avoidance of conflicts with existing City utilities.
  - Nova Road Landfill Closure- Submitted required gas monitoring results to the FDEP for the new gas observation wells which were installed in April of this year.
  - Ormond Parkway Stormdrain- A roadway depression occurring near the east side of the intersection of Halifax Dr has been inspected by staff. The stormdrain system was televised to observe possible cause of roadway undermining. Staff discovered a small hole at the bottom of the 48-inch corrugated metal stormdrain, which does appear to be the primary source of undermining. The overall condition of the stormdrain is fair and should provide adequate service for several years with some minor repairs. A section of asphalt was removed from the roadway to observe the amount of undermining, then the void was backfilled and patched with asphalt as a temporary measure. Staff is coordinating repairs of the pipe and roadway.
  - Completed elevation survey of damaged curbing along Lakebridge Dr and then created plan set drawing for the construction of new curb and gutter replacement.
  - Completed tree locate at 510 S Center St per NID request.
  - Researched and staked out property corner locations at 284 Military trail per NID request.
  - Created contour drawing showing monitoring water levels at Nova Landfill as required by DEP.
  - Created overall map showing the all A1A Medians within city limits as requested by Landscape Architect.
  - Began compiling and copying requested drawings showing floor plan layouts of various city facilities for the identification and location of fire and emergency lighting per Building Maintenance request.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
    - Picked up barricades on Ormond Pkwy, at Sanchez & N. Yonge, and at 302 Riverbluff Dr.
    - Blew off street – asphalt on Ormond Pkwy
    - Asphalt repairs for the Water Department at Cardinal & Flamingo, on Pineland Trl., and at 556 N. Yonge
    - Removed asphalt and replaced with concrete at the Public Works Complex
    - Concreted a driveway repair for the Water Department at 28 Raymonde Cir.
    - Asphalted a depression in the road caused by a stormwater pipe at Old Mill Run & Willow Run (Reflections Village)

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station

- Maintenance of tools at Public Works Saw Shop
- Cleaned out debris from various ROW (Right-of-Way) locations
- Cleaned up tree debris on Bramblewood Ln.
- Trimmed trees at South Ormond Neighborhood Center, on Ocean Shore between Sandcastle & Ellicott, at 149 Lincoln, at 185 Wilmette, on Northbrook Dr., on Overbrook Dr., at Nova Recreation, and on Fleming between US1 & Fred Gamble Way
- Picked up a tree at Nova Recreation
- Trimmed around a streetlight between 12 & 14 Fox Hollow

#### 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
- DOT (Department of Transportation) weed control on Granada medians
- ROW (Right-of-Way) trimming on S. Old Kings Rd., on Old Tomoka Rd., and east & west of Orchard

#### 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 and checked out quotes for ordering materials
- Various Locations, met with Stellar Pavement Marking for upcoming striping jobs
- Wastewater Collections Bay (Public Works Yard), met with James Davis regarding reclaimed water signs

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Sunrise Rd – cut out trees
- Ormond Parkway – removed asphalt for Streets Division to repave
- Sunrise & Division Ave. ponds – sprayed weeds
- Jamestown & Peninsula – pipe replacement
- Various Locations – mud pipes inside basins
- Andy Romano Park – inspected areas again

##### Vactor

- Public Works Complex – did maintenance on Vacon truck
- Zone 1, Tomoka Oaks & The Trails – cleaned basins

##### Mowing

- Reachout Mowing – SR40, west, and at 762 S Beach St.

##### Street Sweeping/Streetsweeper

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

- Fleet  
Mileage Traveled by all City Departments for the week  
29,283

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
6

Non-Emergency Vehicles and Equipment  
7

Road Calls for the week:  
1

Quick Fleet Facts:

- Fleet has 11,705 gallons of unleaded and 9,055 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,886 gallons of unleaded and 696 gallons of diesel.
- Fleet completed 39 work orders this week.

- Utilities

- Annual Chemical Bid & Procurement – Reviewed bid proposals. Staff requested additional information from the apparent low bidders of anionic polymer and scale inhibitor products to resolve concerns presented from competing vendors. The apparent low bidders for the polymer and scale inhibitor products were determined to be non-responsive. An award recommendation is prepared for the October 1<sup>st</sup> City Commission meeting.
- Concentrate Monitoring and Disinfection Upgrades – Awaiting FDEP acceptance of Project Certificate of Completion.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is revising plans and specifications to include staff comments. A Minor Revision to Wastewater Facility or Activity was approved by the FDEP to include an air gap configured connection between the concentrate line discharge and the water level in the storage tank.
- Division Avenue Well Field Raw Water Piping – The City Commission approved a work authorization for design services proposal from McKim & Creed. Project kick off meeting to be scheduled.
- Fire Hydrant Replacement Program 2014 – List of hydrants to be replaced will be incorporated into bid documents.
- Cross Connection Control (CCC) Program Management Services - Draft Specifications are being revised.
- 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 – Quotations solicited from interested contractors for installation of a pressure relief valve and bypass piping at the booster pump station located at Breakaway Trails.
- Laboratory Testing Services Contract – Contracts were sent to ALS Laboratories for execution. Awaiting receipt of certificate of insurance.
- Mainland, North & South Peninsula area 2-inch Water Main Replacement Projects are underway. Plumber quotations were received to install the service lines from the house to the relocated meter as applicable.
- North Peninsula Force Main Extension – Information on lift stations connecting to the A-1-A force main provided to design engineer.
- 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. Pump #1 motor was repaired but the VFD is inoperable. Arrangements are being made with Siemens to diagnose and repair the VFD. A notice of intent to file default letter was

- prepared against the contractor. Contractor is continuing attempt to get the power module for Pump #3 replaced under warranty.
- Ormond Beach Wastewater Treatment Plant Expansion – Quotations are being obtained to install the actuators received with this contract on the clarifier feed lines to the RAS building. Warranty items on going.
  - John Anderson Drive Roadway Improvements – A preconstruction meeting is scheduled on August 27<sup>th</sup>.
  - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. The mechanical engineer is scheduled to visit the site at the end of the week.
  - Root Control Services – Contractor requested to start work on September 9<sup>th</sup>. Project notice and maps are currently being prepared to notify affected customers and for placement on City's web site.
  - Saddler's Run Lift Station Rehabilitation – Work Authorization approved for design services by QLH & Assoc.
  - Sanitary Sewer Pipeline Repair – Scope of work approved at August 20 City Commission meeting. Project advertised for bid on August 24.
  - SR40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement by FDOT Contractor.
  - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Shop drawings were reviewed and comments sent to the contractor. The notice to proceed will be issued on September 30, 2013.
  - Tymber Creek Road Phase 1 Utility Relocation Project – Contractor is performing roadway and stormwater improvements north of the Little Tomoka River. Utilities staff supporting contractor activities as necessary.
  - Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
  - SPRC – Received revised CVS concept plans located at the Nova - Granada intersection. Received plans for a proposed lot split at 393 John Anderson Drive for review. Reviewed Ormond Crossings streetscape roadway sections. River Oaks Subdivision was permitted in 2007. Permits are expiring. Revised plans were submitted for review. Reviewed plans for 150 Business Center Drive and Ormond Ocean Gardens. Received revised plans for Hospice of Volusia/Flagler for review.
- Water Distribution
    - Exchanged 25 residential/commercial water meters - broken or unreadable
    - Responded to and repaired 11 water service leaks
    - Installed 1 new water service and meter
    - Replaced 3 water services due to age of piping and low pressure
    - Connected 10 new water services on Jamestown Drive associated with the 2" water main replacement project
    - Repaired/replaced 10 meter boxes
    - Responded to 6 low water pressure complaints
    - Performed meter accuracy testing on one 3" commercial water meter
    - Assisted 6 customers with misc. water issues (i.e. stiff valves, service leaks, etc.)
    - Performed maintenance on 12 City owned fire hydrants in the mainland base map B4 grid area.
    - Performed testing on 4 city owned backflow preventers.
    - Repaired a 2-8" water main break on Raymonde Cir and Cardinal Dr
    - Performed valve maintenance on 10 valves due to water main breaks.
    - Flushed water mains - Cardinal Dr, Flamingo Dr, Briggs Dr, Raymonde Cir
    - Disconnect abandoned 4" water main - Cardinal Dr and Flamingo Dr
    - Sod/backfill due to excavation on Sterling Dr, Anchor Dr, San Jose Cir, Water Treatment Plant, Raymonde Cir, Cardinal Dr

- Utility locate service for Water/wastewater/reuse: received notice of 97 regular and 1 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave., Tymber Creek Rd projects. Continued location services for all 2" water main replacement projects.
- Continued locate assistance with a directional boring company installing fiber optic conduit along US1.
  
- Water Treatment
  - Delivered to the City 36.434 million gallons for the week ending Aug. 18, 2013 (5.205 MGD)
  - Backwashed 10 filters for a total of 350,000 gallons backwash water.
  - Produced and hauled 45.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and cleared precautionary boil water notices.
  
- Wastewater Collection – Reuse
  - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and four in town.
  - Total rainfall for Breakaway Trails (0.50") and Hunters Ridge was (0.50") from 08/15/13 to 08/21/13.
  - Root control eleven sewer laterals.
  - Replaced 20" force main valve at WWTP on Saturday night 8/17/13.
  - Repaired cleanouts at 16 Allenwood and 81 Fox Croft Run.
  - Repaired 1" irrigation service line at 10 Hunters Ridge Blvd.
  - Installed new pep tank at 14 Black Hickory Way.
  - Mark Abramajtis and Dee Willson to MOT training.
  - Repaired 10" reuse main air release manhole ring & cover on Airport Road that was damaged by County mowers.
  - Ten inch force main at 1085 Ocean Shore Blvd. pressure is at 7 psi and 10 psi at Spanish Waters Lift Station. 12" force main and Ormond Mall Lift Stations @ 9 psi 08/20/13.
  - Low pressure sewer psi reading Westland Run 18/16 psi, Foxhunters Flat 19/18 psi and 4" on Shadow Creek Blvd. 8/6 psi.
  - Ongoing flushing of reuse on beach side. Cleaned bermad filter at Tomoka Oaks golf course. (weekly)
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow for weekly period was 31.60 Million Gallons.
  - Produced 27.17 Million Gallons of Reuse.
  - Produced 4.43 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.51 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 124.60 (14%-18% Solids).
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Replaced batteries for RTU on lift station 9M
    - Installed valve vault lid and repaired leak at Leeway tank site
    - Repaired tune up valve at LPRO plant
    - Replaced gasket on ball field pump #1
    - Adjusted packing on line slurry diflo pump #1
    - Reamed the injection port on Claricones and greased tube pumps.

- Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
- Performed PM's to Rima, Division, 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.

#### Wastewater Plant – Lift Stations

- Influent pump Station - follow up with Siemens for drive repair VFD1 – locate specialty fuses from nationwide back order – received motor from vendor repaired – set up safe storage and connect motor heaters for moisture prevention - deragged pumps as per Lead Operator
  - Reaeration Blower #3 – Operations noted high temp – cleared air lines of water blockage – all OK
  - Performed the following plant PMs: Poly Blends, Digester Blowers, Clarifiers, Swing Zone Blowers, Bar Screens, Carrousel Surface Aerators
  - PM at 14 lift stations
  - Operations Building – installed wash down/irrigation system
  - Fleet – Truck #319 - stripped out all merchandise and tools and equipment – delivered truck to Fleet to be removed from service – picked up new replacement truck #317 from Fleet to be placed in service
  - Fermentation Train – repaired wash down hoses throughout catwalks
  - Fleet – picked up Thompson pump #236 – completed scheduled maintenance
  - Aberdeen #2 – customer noted water leak – found to be potable water system leak at Back-Flow Preventer– turned over to Distribution Division
  - Recycle Pump Room and R.A.S./W.A.S. Pump Room – serviced sump pumps
  - Transfer Station – customer noted not pumping – findings indicated OK – pumped down – both pumps fully operational with nominal amp draw
  - Transfer Station– design/fabricate/assemble/install locking mechanism for solids/garbage filter grate at still well before wet well per discussion with Collections Division Supervisor
  - Grit Snail – plugged – blow down Tea Cups – flushed snail – cleaned belt
  - Arroyo Parkway – SCADA – high starts – checked station – no findings – cycled through pump alternation - no issues – possible SCADA glitch
  - 57 work orders completed and closed for this section for this week
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Waste Water Treatment Facility Permit: Engineer's Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP. Received FDEP acknowledgment of receipt and modified Discharge Monitoring Report Sheets for expansion capacities.
    - Reclaimed Water Educational Program: Final approval has been given to the printer and the brochures should be distributed in the next two weeks to the City's reuse customers.
    - EPA DMR-QA: Staff is preparing the results of the study in order to deliver to the State's coordinator. The study provides an evaluation of the laboratories utilized for the City's WWTP NPDES permit analysis.
    - Received request from Energizer for meeting to discuss future wastewater discharges from facility processes.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - 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.

- Association Conference: Seven members of Utility staff attended the Florida Rural Water Association Conference in Daytona Beach. The conference provides regulatory updates as well as new practices within the industry.

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

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the August 20, 2013, City Commission Meeting
- Assistant City Clerk attended Ethics Training on August 21, 2013
- Staff attended and provided support for the August 22, 2013, Public Works Advisory Board
- Staff attended and provided support for the August 23, 2013, Police Pension Board Meeting

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

- Audience Polling System
  - Project Status: Processing purchasing requisition
- Records Management System Upgrade
  - Project Status:
    - Identifying potential issues with system upgrade to relay to vendor.
    - Awaiting scheduling of architectural admin training