

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 24, 2013

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly meeting with Public Works Operations staff
- Weekly staff meeting with Directors

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Mentored Chamber Leadership student, Maureen Walsh, Office Manager The Observer
- United Way Board of Directors meeting
- Visited Central Park playground on Fleming to inspect playground mulch; pursuant to a complaint
- Town Hall Budget meeting
- City Commission meeting
- Developed speeches for FCCMA conference
- Attended FCCMA annual conference, as President, presided over several events at the conference

Community Development

Planning

- Staff attended the TCC Meeting of the MPO:
 - The SR40 PDE study from Williamson to Breakaway was discussed. FDOT is looking to Ormond Beach to take over maintenance of the 12 foot trail to be built as part of the project. The City currently maintains the 8 foot trail from Tymber Creek Road to Airport Extension.
 - FDOT has indicated they are prepared to move up the Alternative Analysis for the Mass Transit Connection between SunRail and Daytona Beach International Airport from FY 14/15 to FY 13/14. The Scope of Work has been revised by FDOT so that the estimated \$3 million is now at \$2,052,000. The TCC had a vote on moving it up to FY 13/14 and it was denied based upon a 9-9 tie. Most of those who voted against it do not want to pay for it as participating members in the MPO, do not want money diverted from local projects to pay for it, or believe the timing is wrong since SunRail won't even be operating fully in 13/14. The match is estimated to be 25% or about \$500K. Several believe since VC is the driver behind this study, they should be paying for it. The Planning Director voted for it since it seems it would be good to have the conversation now as to how this match will be paid for. If the match cannot be obtained, FDOT can either abandon the project or keep it at 14/15 while the elected leaders work out the funding.
- Staff attended the Town Hall budget meeting and the City Commission meeting thereafter.
- Staff attended the School Interlocal Agreement meeting held at the Holly Hill City Hall. Amendments to streamline the ILA and to introduce concurrency exemptions for certain size residential developments and for infill residential development were reviewed.

- Staff participated in the FDOT Webinar on the Median Handbook and its application to state road facilities.
- Staff attended the US 1 Corridor Improvement Program workshop sponsored by TPO and funded by FDOT at the Holly Hill City Hall.

Building Inspections, Permitting & Licensing

- 213 inspections performed.
- 6 business tax receipts issued.
- 98 permits issued with a valuation of \$1,172,573.00

Development Services

- The SPRC considered the following proposals:
 - Drexel Heritage
 - Sunoco, 3 North Yonge Street - resubmittal
 - Sunrise Cove
 - Sunoco, 460 South Atlantic Avenue - Minor modification for ADA access to street.
 - 13-69: Hospice of Volusia/Flagler County: New project
 - 550 West Granada Boulevard: New project

Economic Development

Economic Development

Ormond Crossings

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

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial sites. Staff is in discussion with an existing business in the Park regarding a large expansion project on their property.

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 Visitor Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure.
- 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 Food Lion, 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 for September.
 - Staff is working closely with an existing company for the construction of a large facility along North US1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.

Airport Operation and Development

- Staff began the process to submit final invoices and documentation for the Taxiway Alpha Relocation & General Airfield Improvements Project. Work required to mark and paint the new heliport and compass rose will soon be complete, and noise abatement signage will soon be re-installed on Taxiway Alpha.
- A special meeting of the Aviation Advisory Board will be held on Tuesday, May 28th at 7:00 p.m. to review the Airport CIP. The meeting will be held in the HR Training Room at City Hall.
- Staff met with representatives from the FAA in Orlando this week to review current non-aeronautical uses of airport property.
- The Precision Approach Path Indicator (PAPI) for Runway 8 remains out of service.
- Additional requisitions related to the Airport Security Lighting Project were processed this week. It is expected that delivery of LED lighting components will occur in 8 to 10 weeks, after which installation of the components will be undertaken by the Economy Electric Co.
- 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation of FY 2013-14 personnel budget.
- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (# 3294 – 3389).
 - Approved 24 Purchase Requisitions totaling \$2,503,174.55.
 - Issued 13 Purchase Orders totaling \$106,528.42.
 - Held opening for RFP No. 2013-25, 2013A and 2013B W&S Bonds (Kelly), on 05/20/2013. Nine (9) submittals received.
 - Held pre-bid meeting for Bid No. 2013-07, John Anderson Drive Roadway Improvements, on 05/22/2013.
 - Prepared 101 Accounts Payable checks totaling \$456,610.79 and 19 Accounts Payable EFT payments totaling \$212,548.01.
 - Processed 3,280 cash receipts totaling \$481,871.87.
 - Processed 1,079 utility bill payments through ACH totaling \$68,212.72.
 - Processed and issued 5,637 utility bills with billed consumption of water of 41,627k.

- Issued 952 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - City Commission Meeting Date/Time Change (from June 4 to June 3)
 - Memorial Day Celebration
 - FPL Tree Trimming
 - Walking with the Manager (June 7)
 - FLOW at City Hall on Monday, June 3rd
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for June
 - Issued CodeRED calls for annual fire hydrant maintenance.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 4
- EMS: 65
- Motor Vehicle Accidents: 7
- Public Assists: 46

TOTAL CALLS: 128

- Aid provided to other agencies: 11 calls – Volusia County (6), Daytona Beach (2), Holly Hill (3)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 19
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 47

Training Hours

- EMT Refresher: 6
- Hazardous Materials: 15
- Hydraulics: 4
- Pump Operations: 6
- Tactics: 15

TOTAL TRAINING HOURS: 46

Station Activities

- Serviced 189 fire hydrants to include flow testing and inspection.
- Updated 22 pre-fire plans
- Conducted 8 fire inspections

Significant Incidents

- 5/15/13, 12:59 AM: S. Yonge St. – Hazardous Call – Provided stand-by for Volusia Bureau of Investigation Task Force Team throughout removal and dismantling of mobile meth lab.
- 5/21/13, 4:51 AM: Byron Ellinor Dr. – Mobile Vehicle Fire – Responded to fully involved open utility trailer on fire with structural endangerment – fireworks in trailer exploded – fire under control at 4:58 AM without extension to structure – fire out at 5:16 AM – total loss to sides, bottom and contents of trailer.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works/Wastewater – Maintenance Foreman was advertised in-house and on the City web site 03-13-13 with a closing date of 03-28-13. Three (3) applications were received, two in-house employees and one applicant from outside, entered on applicant tracking sheet with qualifications, copied and forwarded to the department. Department requested to re-open recruitment until filled in order to obtain a larger pool of applicants. Four original applicants were notified and ad was placed on the City web site, in the Daytona Beach News Journal and the News Journal web site. Sixteen (16) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review on 05-03-13.
 - Public Works/Wastewater – Supervisor of Equipment Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site, Florida Water & Pollution Control Operators Association web site. In-house posting closed 03-22-13 and web site postings remain open until filled. Placed advertisement in the News Journal and on their web site on 04-08-13 to recruit a larger group of applicant. Ten (10) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review on 05-03-13.
 - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13.
 - Leisure Services/Parks – Part Time Maintenance Worker II at the Andy Romano Park was advertised on 05-21-13 with a closing date of 06-04-13.
- Screening/Interviews Scheduled
 - Leisure Services/Nova Community Center – Two (2) part time Recreation Leader positions were advertised 04-09-13 on the City web site as Open Until Filled. Twenty-two (22) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews have been conducted. The department has requested the position be advertised further to recruit a larger group of applicants. Ad was placed in the News Journal publication and NJ on-line for five days through 05/22/13.
 - Leisure Services/Recreation Activities – Summer Camp Counselor positions for all summer day camps was advertised on the City web site on 04-09-13 as Open Until Filled. Forty-nine (49) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were scheduled for 05-20-13 and 05-21-13.
- Background/Reference Checks.
 - Police Department- Police Officer recruitment concluded on 04-03-13 after interviews with the Chief. Conditional offer was made to a candidate and pre-employment process started.

- Job Offers
 - Finance – Accounting Technician position was advertised 04-09-13 in-house and on the City web site with a closing date of 04-17-13. A candidate has been selected and will begin employment on 05-28-13.
 - Planning – Part Time Civil Engineer was advertised on the City web site with a closing date of 03-08-13. Eight (8) applications were forwarded to the department for review on 04-15-13. A candidate has been selected, processed and began employment 05-22-13.
- Promotions/Transfers
 - Police Department – A promotional Assessment Center was conducted at the Police Department on 05-01-13. A Police Sergeant has been promoted to Lieutenant effective 05-12-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 4-30-13: 3.68% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program March 2013 monthly report reflects savings of \$85,886.94 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,136 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 05-24-13. Four new employees will attend the session. 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

- A Wellness Cove sponsored “Lunch & Learn” on Diabetes Prevention was held in the H.R. Training Room on 05-24-13.

Risk Management Projects

- Attend Chamber of Commerce Leadership graduation.
- Attend Mayor’s Health & Fitness Challenge meeting.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
 - City Clerk – Document Management and Retention – Upgrade underway to the current vendor’s latest product. Database conversion continuing. Vendor technical training and workstation installations scheduled for this week.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 40 New work - 59 completed - 50 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails 21,467 Inbound E-Mails Blocked 10,009

Delivered Inbound E-Mails	12,077	Quarantined Messages	147
Percentage Good Email	52.7%	Virus E-Mails Blocked	79

- Notable Events: Wireless link to Fire station 91 went down Saturday evening. One of the pairs of surge suppressors did its job and took the surge and protected the expensive radio and switching gear. A loaner unit was provided from our local supplier. A replacement unit and a spare will be ordered shortly.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 1 Corrections: 0
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 10,503 (48.6%) potable 10,503, Irrigation 428
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - City Manager meeting.
 - Supervisory Staff meeting.
 - Park Visits.
 - Attended Independence Day meeting.
 - Town Hall Budget Meeting
 - One on One meetings 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.
 - Attended Ormond Beach Chamber Leadership Graduation
 - Nova Community Skate Park Proposal Opening
 - Quality of Life Board Meeting
 - Public Works Meeting
 - City Commission Meeting
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, and Friday at the Sports Complex. Play is at 1pm daily.
 - The OBYBSA Competitive Programs, Lady Renegades (softball) and Golden Spikes (baseball) continued their practices this week.
 - The OBYBSA Recreational Softball/Baseball Program continued their playoff games this week at both the Nova Complex as well as the Sports Complex.
 - The City Coed Adult Softball League finished their playoffs this week; Tuesday and Thursday night at 7 and 8:10pm.
 - Six-a-Side Soccer Program, run by Louis Camacho, is a rental that started this week on Monday night. Games are held from 5:30 to dark for ten weeks.
 - The Lady Renegades Softball Program ran their annual Memorial Weekend Tournament on Saturday and Sunday.
- 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.
 - 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.
 - Continued mowing baseball fields, three times a week.
 - Continued mowing soccer fields, two times a week.
 - Continued mowing softball fields, two times a week.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground by the softball quad.
 - Mowed football fields at Ormond Beach Middle School.
 - Cleaned all sports parks of debris/trash from the events over the weekend.
 - Had fields prepared for Lady Renegades, Golden Spikes, and summer league for the high school boys baseball.
 - OBYBSA continues its season at Nova Park, with playoffs this upcoming week.
 - Both girls and boys Recreation Leagues on the softball quads week nights. Finishing their season with playoffs this upcoming week.
 - Coed softball is playing twice a week on softball #7. Also in the playoffs this upcoming week.
 - Golden Spikes baseball continues having games at Nova Park.
 - Adult soccer leagues being played on Sunday, fields 6.
 - Competitive and recreation soccer leagues practicing Monday through Friday.
 - Repainted twenty (20) soccer fields for competitive, recreation and adult leagues.
 - This was the last week of T-ball for nightly practices and Saturday games.
 - Finishing the application of Chipco for mole crickets and other insects.
 - Began 1st application of MSMA to all ball fields. Airport and OBMS are completed.
 - Fixed irrigation problems at OBMS. Bad valve on zone 3.
- Senior Center
 - Granada Squares Dancers met on Tuesday night from 6:30pm to 9:00pm
 - Big Band America met on Thursday from 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held regular classes. CMT held regular classes,
 - Tuesday: Kopy Kats held regular classes. CMT held regular classes.
 - Wednesday: Kopy Kats held regular classes. CMT held regular classes
 - Thursday: Kopy Kats held regular classes. CMT held regular classes.
 - Friday: Kopy Kats held regular classes. CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - "Backstage Pass" Ms. Debby's Dance Recital Saturday, June 1st 12:30pm to 3:30pm
- South Ormond Neighborhood Center
 - Splash Pad Open Daily at 10am
 - Pavilion Rentals Saturday and Sunday 2pm until 5pm
 - Jazzercise Monday/Wednesday 5:45pm until 6:45pm
 - Free-play Basketball 1pm thru 6pm

- Tutoring (PAL) Tuesday thru Thursday 3:30pm to 5:30pm
- Youth basketball practice Monday thru Thursday 6pm to 8:30pm
- Fitness room open 1pm to 9pm weekdays
- YMCA soccer - Saturday end of league
- USSSA Youth State Championship basketball tournament at Port St. Lucie Friday, Saturday and Sunday

- Community Events
 - Art in the Park: Sponsor recognition certificates mailing and plaques being made
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Memorial Day Remembrance Committee final meeting
 - Planning for 2013 Memorial Day Remembrance Service
 - Planning for Independence Day Celebration
 - Attended Ormond Beach Chamber Tourism Committee meeting
 - Assisted with the City Commission Town Hall Budget Meeting meal and set up
 - Attended National Night Out meeting

- Gymnastics
 - The May classes for various age groups and levels continue their sessions and are held Monday through Friday at the Nova Gymnastics Center.
 - Student placement for next levels.
 - Preparations for team cheer and gymnastics competitions continue.
 - Preparations for new Adult Gymnastics class.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including: Adult Jazzercise and Miss Debby's dance classes.
 - 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 continues to be offered for children 4-14 years old.
 - Camp T-Rec registration kick-off took place on Saturday in Port Orange from 9am to 11am and in Ormond Beach from 3pm to 5pm. Registration will continue until available spots are filled.
 - Camp counselor interviews took place Monday and Tuesday this week.

- The Casements
 - Classes met this week including Yoga and Pilates
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday 10am to 11:30am.
 - The Sister Cities of Volusia Art exhibit continues on display in The Gallery.
 - A wedding took place in Ormond Memorial Gardens on Saturday.
 - The Herb Society met at Bailey Riverbridge on Saturday
 - A Greek Cooking Class was held in The Casements kitchen on Saturday.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding vow renewal was held at Ames Park on Sunday.
 - Enviro Camp interviews for counselors were held on Monday and Tuesday afternoon.
 - The Memorial Day Remembrance Committee met in the Preservation Room on Wednesday.
 - The Casements Guild general meeting was held in the Gallery on Wednesday.
 - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
 - The Guild Crafters met in Room 203 on Thursday afternoon.

- Mary Maggio's Italian Cooking class was held in The Casements kitchen on Thursday evening.
- The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
- A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon and another in the evening.

- Parks Maintenance
 - Replaced basketball net at Central Park I.
 - Removed graffiti from men's room at Fortunato Park.
 - Assisted Facilities Maintenance with filter cleaning at Andy Romano Beachfront Park.
 - Installed engraved slats for two memorial benches at Bailey Riverbridge Gardens.
 - Formed and poured concrete slab for park bench install at Ted Porter Park.
 - Replaced damaged piece for slide at the Magic Forest Playground.
 - Installed informational message box at the Magic Forest Playground.
 - Flag detail for Peace Officers Memorial Day.
 - Installed "Attendant Only" parking sign at Birthplace of Speed Park.
 - Pressure cleaned the deck under gazebo at Birthplace of Speed Park.
 - Citywide safety inspections of all parks and equipment.
 - Weekly inspections of park facilities and reservations.

- Building Maintenance
 - Weekly inspection of airfield lighting and signage
 - Daily preventative maintenance of City vehicles and equipment
 - Changed programming on most thermostats at South Ormond Neighborhood Center
 - Restarted A/C unit at Nova
 - Completed follow-up on Chiller repair at City Hall
 - Met with chemical sales rep for inventory replenishment
 - Assisted contractor with VAV-23 repair at Police Station
 - Assisted with A/C repair at Nova Gym
 - Lowered flags at various facilities
 - Repaired faucet at Fire Station 93
 - Escorted contractors to Lift Station on Tomoka Avenue; assisted with repair
 - Checked on grading at Breakaway for new gate
 - Raised flags at various facilities
 - Replaced beaded bottom keeper for US Flag at Police Station
 - Repaired exposed conduit on Gate # 10 at Airport
 - Installed five (5) new receptacles for pavilions at Andy Romano Beachfront Park
 - Pulled new wire service to each pavilion at Andy Romano Beachfront Park
 - Replaced timer for door locks at Andy Romano Beachfront Park
 - Moved file cabinets from City Hall to Fleet
 - Repaired basket ball hoop at the Nova Community Park.
 - Installed door bell at Waste Water Treatment Plant
 - Repaired lights on Live Oak Avenue
 - Installed new light pole at Ames Park parking lot
 - Assisted contractor for fire sprinkler inspections at Fire Station 94, Control Tower, Museum and Senior Center
 - Repaired lock at Fleet
 - Repaired breezeway lights at City Hall
 - Replaced light contactor at City Hall
 - Replaced lights at Police Department
 - Repaired splash pad at Andy Romano Beachfront Park
 - Repaired toilet at City Hall
 - Met Compac Contact for Andy Romano Beachfront Park splash pad equipment

Police Department

Administrative Services

- Attended annual Crime stoppers Banquet for Officer John Borzner for his actions in an officer involved shooting.
- Attended Gold Wing Riders Association of America meeting to nominate Officer John Borzner for Officer of the Year award.
- Attended weekly Department staff meeting and City Manager staff meeting.

Community Outreach

- The R.E.A.D. program for 3rd, 4th and 5th grades concluded on Wednesday evening, May 22, with an exhibition of the books created during the program. Twenty (20) books were featured in the exhibition. The opening reception was held at 5:30 – 6:30 pm in the City Hall atrium.
- Youths in the OBPAL Basketball program held practices for upcoming tournaments to be held on Memorial Day Weekend.
- Plans for National Night Out 2013 were reviewed and a meeting was held with to go over details. NNO for 2013 is Tuesday, August 6th, and will be held at the Nova Community Center starting at 5:30 pm.

Community Services & Animal Control

- Animal Calls: 72
- Animal Reports: 9
- Animal Bites: 2
- Animals to HHS: Cats: 2 Dogs: 1
- Injured Wildlife: 3
- Wildlife to rehabber: 2
- Solicitor Permits: 5
- CSOs Champion and Soard attended an informational program on coyotes.

Criminal Investigations

- Cases Assigned: 9
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 3
- Inactive: 8
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 5

Narcotics

- Three buy walks
- One Meth Lab assist
- VBI wire case

Comments:

Three car breaks occurred at Cheaters over the weekend. Two subjects were apprehended and arrested on Armed Burglary and Petit Theft charges. One subject was in possession of a knife during the burglary.

Records

- Walk - Ins / Window: 118
- Phone Calls: 139
- Arrest / NTAs: 19
- Citations Issued: 98
- Citations Entered: 120

- Reports Generated:125
- Reports Entered: 144
- Mail / Faxes / Request: 49

Patrol

- Total Calls: 1,465
- Total Traffic Stops: 193

Operations

- Crime Opportunity Report Forms: 72
- 5/15/13
 - Burglary-Residence, 27 Sycamore Drive, resident came to the lobby to report that someone took his registration stickers off his vehicles. One vehicle was in the driveway, the other in the garage. His wallet is also missing from the garage.
 - Narcotics, Arroyo Parkway and Nova Road, two arrests for possession of marijuana and drug paraphernalia.
- 5/16/13
 - Burglary-Residence, 5 Marjorie Trail, reported to Records by insurance company. Appliances and other items taken.
 - Warrant Service, fugitive taken into custody.
 - Warrant Service, fugitive taken into custody.
 - Burglary-Residence, 65 Seton Trail #11.
 - Burglary-Residence, 190 Carib Drive, big screen television taken.
 - Burglary-Vehicle, Cheaters Bar, three cars entered. Suspects arrested.
- 5/17/13
 - Violation of Injunction and Battery, 125 Mound Avenue, suspect with injunction showed up at address without police escort and he left prior to police arrival. Subject then had a physical confrontation with the other half of the injunction on South Beach Street. Subject was arrested for battery and violating the injunction.
 - Warrant arrest, Cardinal Drive and South Atlantic Avenue, two subjects were involved in a disturbance on a Votran bus. Subjects were separated and during the investigation it was discovered that one had an open warrant. The other subject gave a false name and was in possession of Vodka (19 years of age). Both subjects were arrested.
- 5/18/13
 - Warrant Service, Ames Park, fugitive apprehended.
 - Burglary-Business, 52 North Yonge Street, concrete block used to bust out the front door. Only item missing was a carburetor valued at \$303.00.
 - Battery-Domestic Violence and False Imprisonment, subject met his ex-girlfriend at the beach and both started drinking. They pulled over in the plaza located at 1370 North US1 and started fighting. Several witnesses saw the female being battered and dragged into the bushes. Subject was located driving on Airport Road and arrested.
 - Warrant Arrest, 200 Block South Atlantic Avenue, started as a traffic stop. Passenger had an open felony warrant for forgery out of Tennessee.
- 5/19/13
 - Narcotics, 565 South A1A (Corvette Inn), female arrested for possession of marijuana under 20 grams and possession of drug paraphernalia
 - DUI, 300 Block West Granada Boulevard, management from Outback called, advised that an intoxicated subject left the parking lot heading westbound. Outback was able to supply the vehicle description and tag number. Officer stopped the vehicle in the 300 Block West Granada Boulevard. After the investigation the driver was arrested for DUI.
- 5/20/13
 - Burglary-residence, 409 Collins Street, numerous items taken.
 - Warrant arrest, 1 Thomas Street, one fugitive arrested.

- Narcotics, 300 South Nova Road (Dunkin Donuts), Notice to appear given for Possession of Drug Paraphernalia.

Traffic Unit

- 13-05-00311, Crash with Injuries, Williamson Boulevard, Denny's entrance, northbound vehicle turned left toward Denny's in front of a southbound vehicle. One hospitalized with minor injuries. At-fault driver cited.
- 13-05-00330, Crash with Injuries, Tomoka Avenue and South Ridgewood Avenue. Eastbound motorist thought that this intersection was a 4-way stop and pulled out in front of a northbound vehicle that had the right-of-way (no stop sign). Minor injuries. At-fault driver cited.
- Variable Message Board deployed to SR40 eastbound for the Click it or Ticket campaign (05/20 – 06/02).
- STEALTH Stat deployed on Neptune Drive for a complaint.
- Sergeant Smith assisted with Training Unit and In-Service curriculum and scheduling. Attended FBI Active Shooter Conference.
- Independence Day Celebration operational plan and roster in-progress.
- Officer Borzner served as Field Training Officer for Officer Andrew Bayne.
- Officer Borzner was nominated for Crime Stoppers Officer of the Year and the Gold Wing Motorcycle Officer of the Year and attended both banquets in the same week!
- Traffic Citations: 59
- Parking Citations: 1
- Crash - No Injuries: 8
- Crash – Injury: 2
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Hand Avenue Detour
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Boulevard
 - Beach Street
 - Fleming Avenue
 - Breakaway Trails

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Case initiated
- 10 signs have either been removed or sign cases created.
- 21 tree removal permit requests.
- Administrative staff assisted with forty-two (42) telephonic inquiries.

There are no inspection requests brought to the attention of the Neighborhood Improvement Division from the City Manager's office.

Public Works

- Engineering

Construction Projects:

- Downtown Granada Median Improvements - A final walkthrough occurred on Wednesday May 15, 2013; the majority of the striping had seen been completed with some remaining. The contractor has commenced final cleanup work and will likely finish with the final (second) stripe coat the last week of May. The scheduled completion date for this project continues to be May 23, 2013. This includes the original 105 day contract plus seven event days associated with Race Week, seven event days associated with Bike Week, and weather days.
- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Miscellaneous sidewalk and sod was restored along the Airport Rd right-of-way per the direction of the County. Staff met to review design solutions for water hammer being experienced on the reclaimed watermain due to the nonadjustable rate of closure of the motor operated valve on the primary reclaimed watermain feed to the Breakaway Trails storage tank.
- North Halifax Dr. Improvements –Edge of new curb & gutter along Country Club which was resurfaced with the N. Halifax Drive project, was cleaned up for some over spillage of concrete when the curb was installed.
- Tymer Creek Phase I – Work was primarily concentrated on the new box culvert river crossing and road widening from the Little Tomoka River to SR40.
- Andy Romano Beachfront Park – The park is substantially complete and the contractor has completed all punch list items. Staff will be presenting a final change order at the June 18th CC meeting for the project in order to address additional time and contract costs that occurred through the course of the project.
- Hand Avenue – Paving from Nova Road to Oakbrook Dr. was completed and this section of road is open. The contractor has paved the section of road from Oakbrook Drive west to the 600 block of Hand Avenue. 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. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. 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. The current work phase is from Coolidge Ave. to Center St. Water main work is complete and stormwater work will be complete next week allowing road construction to begin. The contractor has started work on the lake interconnects and replacement of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue. Within the mitigation planting area required by the SJRWMD within Central Park Lake 4, the contractor had completed clearing and grading the area and upon inspection it was found that the final grade occurred within a clay lens that will not support plant growth. Therefore we have requested a cost from the contractor to remove 6 inches of the clay and replace this with fill suitable for growing plants. This cost was not included in the contract.
- Ormond Beach Airport Taxiway Project- Reviewed project quantities for project completion.
- 2-inch Water Main Replacement – Mainland – Bid award has been submitted, and was approved at the May 21 Commission meeting.
- 2-Inch Waterline Replacement – North Peninsula - The project commenced May 13, 2013; the contractor has begun work in the FDOT right of way (A1A) at Lynnhurst and per their provided schedule will continue through early June at this area. FDOT anticipates commencement of construction July 15 or thereabouts. THADCON will move next to work within Essex Drive on or about June 10 per their provided schedule.
- 2-inch Water Main Replacement - South Peninsula – The CC awarded the bid on 4/16 and a preconstruction meeting was held May 3rd. Construction is expected to begin the week of May 27th.
- Central Park Lake Interconnects – A pre-bid meeting was held and construction of the interconnects at Division Avenue and Hammock Lane are expected to begin once the culvert arrives from the manufacturer for the crossing at Hammock Lane. The contractor

anticipates starting construction of the interconnect on Hammock Lane which will involve closing the road. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.

- CDBG Milton Pepper Park – A mandatory preconstruction meeting with the County and contractor was conducted. The contractor is working to complete all the required federal documentation. The construction start date is pending.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the grant process.
- South Ormond Neighborhood Center- Project was submitted for approval of continuing contract work authorization for the June 3, Commission meeting.
- Nova Community Park Skate Park Expansion - The project contract documents are in review by the City Attorney; a copy of the plan for the skate park has been transmitted to their office.
- Downtown Underground Utilities Conversion - A recommendation has been submitted to the Commission for bid approval at the June 3, 2013, meeting. Level (3) Communications is currently completing their design, a tentative meeting has been set with Level (3) for June 3 to go over their design.
- Audible Pedestrian Signals - FDOT issued a notice to proceed for this project on April 8, 2013. Invitations have been sent to firms currently qualified as continuing service providers to the City and qualified for CEI work by the FDOT to provide proposals for the CEI portion of this project. Bid documents have been submitted for disposition at the June 3, 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 – Updated graphic depictions have been completed for City Commission review. Staff is waiting on final cost proposals to accompany the proposed designs.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- John Anderson Drive – The project is currently advertised for bids with bid opening scheduled for June 11th. Zev Cohen & Associates, as part of their neighborhood involvement task, held a final design meeting on April 24th with the residents to inform them of the upcoming project and provide an 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 contacting the affected residents to set up a meeting to discuss easement acquisition.
- Wilmette Avenue Bypass Pump Station - Acceptance of this bid is scheduled for the June 18, 2013, City Commission Meeting.
- CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
- OBSC Multi-Use Fields – The project consultant has submitted the plans for SJRWMD permits.
- OBSC Roadway Improvements- Design has begun for the perimeter road to realign portions of the original design to avoid impacts to wetlands and accommodate the new playground area near the airport tower parking lot.
- Fiber Optic Network Expansion – Project specifications and contract documents for the City to piggyback the recent RFP from the City of Palm Coast were completed the week of April 22, 2013; they will be transmitted to Finance/Legal this week.

- 2013 Roadway Resurfacing- Project was approved for bidding at the May 21, Commission meeting.
- 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. A review will occur over the next two weeks to ensure the changes are correctly mapped and do not contradict the accepted hydraulic calculations.
- Cassen Fishing Pier and Guardrails Under Bridge – Staff is currently reviewing a construction proposal for this project.

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).
 - Roadway Pavement Inventory - Work has begun on surveying the City's roadways for pavement condition, which is used in the City's Roadway Resurfacing program.
 - Created exhibit maps representing the 2" watermain replacement project areas throughout the city.
 - On site meeting @ 330 John Anderson Dr with owner and consultant to discuss grade and fill options on the property.
 - Began research and creation of the sketch and legal description for the FDOT pond adjacent to the Tomoka Landings property for proposed annexations.
 - Tree locates @ 167 N Ridgewood, 23 Riverwood, and the intersection of Sundance and Oak per NID request.
 - Tree locates @ 754 Hernandez and Inglesa St per Streets Div request.
 - Updated the SR40 Multi Use Trl plans for final approval by surveyor.
 - Researched 800 block of John Anderson Dr for possible stormwater pipe location per Stormwater Div request.
 - Created reduced plan sets of the entire John Anderson Reconstruction Project.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Pulled forms & backfilled at 179 N. Ridgewood Ave., on Main Trl., and at 66 Cherokee Trl.
 - Poured a concrete driveway for the Water Dept. at Park Place, Phase 2
 - Poured a concrete spillway for Stormwater Dept. at Wilmette Ave. & N. Center St.
 - Repaired a dip in the sidewalk on Andrews St. between Wilmette Ave. & Melrose Ave.
 - Removed & replaced a sidewalk at 62 Caladium Dr.
 - Picked up cones & barricades at 179 N. Ridgewood Ave., and at 66 Cherokee Trl.
 - Pulled forms & barricades at 62 Caladium Dr.
 - Removed a guardrail at SR40 @ Wendy's

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 ROW (Right-of-Way) areas at various citywide locations

- Trimmed trees at Wye Dr. & Bosarvey Dr., on Bennett Ln., on Division, from Coolidge Ave. to Tropical Ln., at Main Trl. & Stonehaven Dr., at 110 Fiesta Dr., at Orchard St. & Hammock Ln., at corner of S. Ridgewood Ave. & Mound Ave., at 212 Grove St., at 147 Wye Dr., and at the corner of Arroyo & US1
- Trimmed over the road on Hidden Hills Dr., near Tymber Creek Rd.
- Trimmed out low limbs and for sign clearance at Rockefeller Dr., at the corner of Arroyo & US1, at the corner of Sandcastle Ave. & John Anderson Dr., and at 12 Sandcastle
- Removed a bay tree on the ROW at 23 Riverwood Dr.
- Removed (2) trees on Inglesa Ave.
- Removed an oak tree at Hand Ave. & Sauls St.

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
- Picked up barricades at 55 Marvin Rd.
- Painted the curbing yellow at Casements Dr. & Riverside Dr.
- FDOT weed control on A1A, from Granada Blvd. to Harvard Dr.
- Miscellaneous tree trimming at citywide locations

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Various Locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments
- Sign Shop, called vendors for various upcoming jobs
- Various Locations, changed out stop signs and speed limit signs
- Sign Shop, inventory of signs for summer
- Memorial Gardens, met with Ken of Kathy Harper Painting
- Nova Recreation, checked for "No Parking" signs
- John Anderson Dr. & Halifax Dr., reinstalled stop bars at all corners
- Memorial Gardens, checked mat & paint

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – various citywide locations
- Sprayed – at Nova Rd. ponds, at Nova Recreation pond, and ditches on Cherrywood, Division, Knollwood and in front of Ormond Beach Yacht Club

Vactor

- Box Cleaning – Hand Ave.
- Cleaned out at 803 John Anderson Dr.

Mowing

- Reachout Mowing – At Fleming Ave., at Santa Fe Ave., at Wilmette Ave. and on N. US1

Street Sweeping/Streetsweeper

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

- Fleet
Mileage Traveled by all City Departments for the week
31,332

PM Services completed for the week:
Emergency—Vehicles and Equipment
3

Non-Emergency Vehicles and Equipment
13

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has 9,725 gallons of unleaded and 6,293 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,506 gallons of unleaded and 622 gallons of diesel.
- Fleet completed 34 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Operation and Maintenance Manual for the chlorination system was reviewed. Revised shop drawings of conductivity meter and instrumentation were reviewed.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is designing the piping route and piping/ tank connection details.
- Division Avenue Well Field Raw Water Piping – A City Commission agenda item is prepared for acceptance of work authorization for design services proposal from McKim & Creed to include water and sewer main extensions for proposed Environmental Learning Center as an alternate.
- Cross Connection Control (CCC) Program Management Services - Reviewing scope of future work needs for development of bid specifications for advertisement of program management services.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project: Project is nearing completion and punchlist items are being performed. Automation and monitoring systems for operation of the booster pump and valve actuation devices remain for completion.
- Laboratory Testing Services Contract – Bids were received on May 10, 2013. The apparent low bidder was ALS Group USA from Jacksonville, FL in the amount of \$74,475. Supporting documents and the lab need to be evaluated before an award recommendation is made.
- Mainland 2-inch Water Main Replacement – Project was awarded at May 21 CC Meeting.
- North Peninsula 2-inch Water Main Replacement – Contractor is locating existing lines prior to initiating construction. Visited site to assist with field location of isolation valves. FDOT bidding associated A1A-Lynnhurst left turn lane project.
- North Peninsula Force Main by Volusia County – Reviewed 60% plans – received request from County for alternate wholesale sewer draft arrangement for consideration.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Siemens, the controller manufacturer, recently agreed to provide replacement component and offered two scenarios for shipping the controller.
- Ormond Beach Wastewater Treatment Plant Expansion - Plant improvements are substantially complete and awaiting FDEP acceptance of final certification for new rated

- capacity of 8 MGD. Chain drive actuators are being evaluated for installation by the contractor.
- 2008 Lift Station Repair and Replacement Project – A motion was made by the Legal Department’s attorney to dismiss the breach of contract complaint filed by Contractor (Worsham).
 - John Anderson Drive Roadway Improvements – Utilities Relocations – Final plans are prepared and were presented to City Commission 5/7/13.
 - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. John Searcy & Associates contacted Performance Engineering Group for mechanical design support and received a fee proposal for \$8,670 including ventilation and exhaust design. The total fee proposal is \$18,430.
 - Saddler’s Run Lift Station Rehabilitation – Obtained design proposal for lift station improvements - QLH & Assoc. Reviewing proposal and fees.
 - Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
 - SR 40 from Tymber Creek Road to Perrot Resurfacing – All City required activities completed at current for FDOT agreement for work to be performed by highway contractor – awaiting construction commencement.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – The contract was awarded to Utility Technicians, Inc. Resolution 2013-84 for \$445,038. Conformed contract plans and specifications were prepared.
 - Tymber Creek Road Phase 1 Utility Relocation Project – Culvert is being installed and roadway realignment is being performed. Utilities staff supporting contractor activities as necessary. Utility relocation work is expected to resume near the end of this month.
 - Water Storage Tank Cleaning and Inspection – The low bidder was Underwater Solutions for \$70,720.00. The tentative bid award date is scheduled for consideration on June 3, 2013.
 - SPRC – Surveyor was hired to perform a topography and utility location along the route to determine construction feasibility for the gravity sewer option to serve SR Perrott on US 1. Reviewed plans for Sunrise Cove Subdivision and Duva-Sawko. Performed field reconnaissance of the Drexel Heritage site to determine locations of existing laterals and water service connections that may be affected by the proposed retention pond grading. SCADA was installed at the Huntington Woods Lift Station and start up was performed – related utility easement plat dedications are being finalized. Received plans for Hospice of Volusia/Flagler for review. Kingston Shores Condominium’s requesting water service conditions from City to include impact fee financing considerations.
 - Preparing meter testing policy document for small and large meters.
- Water Distribution
 - Exchanged 7 residential/commercial water meters
 - Responded to and/or repaired 11 water service leaks
 - Replaced 8 water services due to aged piping and low pressure
 - Repaired/replaced 3 meter boxes
 - Responded to 8 low pressure and 8 cloudy water complaints
 - Performed 5 tests, 2 repairs of city owned backflow preventers
 - Disconnected 2 water services due to building demolitions
 - Repaired a 2-2” water main leaks on Pine St and John Anderson Dr and a 1” service connection leak on 8 inch main on Tropical Falls Drive
 - Assisted 7 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Performed accuracy tests on 2-3” and a 4” commercial water meters, tested 2 residential water meters for Finance due to billing discrepancies
 - Performed scheduled valve maintenance/ exercising on 15 valves in the S. Atlantic Ave/ Rockefeller Dr areas & 8 additional valves with main breaks.
 - Flushed Lake Park Subdivision

- Performed water main shutdown on Hand Ave to cap and deflect two water mains for future storm drain installation
- Completed landscape restoration due to excavations on Royal Dunes Blvd, Andrews St, and Old Barn Trail
- Rescinded boil water notice for Pine St
- Utility locate service for Water/wastewater/reuse: received notice of 176 regular and 1 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave Utility/road project, Tymber Creek Rd widening and N + S Ocean Aire Dr projects. 2" water main replacement project initiated first set of street locates in Ormond-by-the-Sea.
- Water Treatment
 - Delivered to the City 37.701 million gallons for week ending May 19, 2013 (5.386 MGD)
 - Backwashed 10 filters for a total of 37,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded two boiled water notices.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended Volusia Supervisor of Election's Clerk's Meeting on May 20, 2013
- Staff attended and provided support for the May 21, 2013, Town Hall Budget Meeting
- Staff attended and provided support for the May 21, 2013, City Commission Meeting
- Staff attended and provided support for the May 22, 2013, Quality of Life Advisory Board
- Agenda packet preparation and creation for the June 3, 2013, City Commission Meeting

Status of Department Projects

- Mobile Phone Application (myOrmondBeach)
 - Project Status: Working with vendor App-Order on enhanced version.
- Records Management System Upgrade
 - Project Status: Vendor has completed software installation and currently awaiting data indexing and scheduling for training modules.