

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: May 31, 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:

- Staff meeting with directors
- One on one meetings with HR Director, Police Chief
- Assistant City Manager and City Engineer final update on beachfront park

Spoke to, attended and/or met with:

- Lean Six Sigma training
- Doug Bell, discussed various State Legislative issues,
- Shade Meeting to discuss pending litigation
- Chamber of Commerce Board of Directors meeting
- Developer Ed Speno regarding proposed LDC amendment
- Agenda review with Commissioner Stowers
- VLC Annual Banquet
- VCARD forum on Florida Real Estate

### **Community Development**

#### **Planning**

- The Planning Director met with Ed Speno to discuss an LDC amendment that would add a Conceptual Stage process to the Planning Residential Development process.

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

- 183 inspections performed.
- 6 business tax receipts issued.
- 76 permits issued with a valuation of \$1,234,410.00

#### **Development Services**

- The SPRC considered the following proposals:
  - 141 Cardinal Variance to convert single family to duplex
  - 1535 US 1 North – Woodstock Café site plan

### **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 Visitors 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 the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Staff prepared incentive agreements for Healthcare Billing Systems and Edge Physicians to redevelop and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building and installation of windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in the 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.

#### Airport Operation and Development

- The Taxiway Alpha Relocation & General Airfield Improvement Project is in the final stages of completion. Staff is trying to arrange a ribbon cutting event for June.
- Staff worked with Hoyle, Tanner & Associates to design and illustrate appropriate locations for replacement of an aircraft noise abatement sign on Taxiway Alpha. The sign was temporarily removed during construction of the new taxiway, and will be replaced in an area where all pilots using the taxiway will see the sign and be reminded of our voluntary noise abatement procedures prior to takeoff.
- Staff assisted a sign vendor under contract with Sunrise Aviation to adjust design and placement specifications for a new sign to be installed at the Sunrise Aviation fuel farm adjacent to Taxiway Bravo.
- The Aviation Advisory Board met on Tuesday, May 28th in order to conduct a review of airport capital improvement projects. The board reviewed projects proposed through FY 2017-18, and voted unanimously to accept the CIP as presented.

- Staff prepared and submitted a proposed resolution to formally establish guidelines and parameters for rent payments to the Airport Fund for the use of airport property by the City in the form of the sports complex. The proposed resolution has been scheduled for consideration during the City Commission meeting on June 18th.
- 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
  - Completed the proposed Capital Improvement Program
- Completed Projects - Weekly
  - Processed 34 Journal Entry Batches (# 3391 – 3482).
  - Approved 18 Purchase Requisitions totaling \$312,492.52.
  - Issued 26 Purchase Orders totaling \$169,312.35.
  - Pre-Bid Meeting BID No, 2013-07, John Anderson Drive Roadway Improvements on 5/22/2013.
  - BID 2013-08, Downtown Medians & Streetscape Landscaping-S.R. 40 from US1 to Beach Street. Advertised and posted to Demandstar on 5/26/2013.
  - BID 2013-29, 2013 Roadway Resurfacing. Advertised and posted to Demandstar on 5/26/2013
  - Prepared 156 Accounts Payable checks totaling \$139,320.89 and 39 Accounts Payable EFT payments totaling \$827,168.35.
  - Prepared 31 Payroll checks totaling \$27,149.02 and 333 Direct Deposits totaling \$372,762.23.
  - Transferred IRS 941 payment of \$141,779.67.
  - Processed 3,178 cash receipts totaling \$583,641.81.
  - Processed 817 utility bill payments through ACH totaling \$55,891.95.
  - Processed and issued 4,867 utility bills with billed consumption of water of 20,484k.
  - Issued 101 past due notices on utility accounts.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Movies on the Halifax (6/7)
    - FPL Tree Trimming
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended ECHO Listening session in Ormond Beach.
  - Attended Daytona Beach Racing and Recreational District Grant Review Meeting
  - Attended Mayor's Health & Fitness Team Meeting

## **Fire Department**

### **Weekly Statistics**

- Fires: 2
- Fire Alarms: 6
- Hazardous: 0
- EMS: 76
- Motor Vehicle Accidents: 4
- Public Assists: 44

**TOTAL CALLS: 132**

- Aid provided to other agencies: 14 calls – Volusia County (10), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 46

### **Training Hours**

- EMT Refresher: 6
- Hazardous Materials: 2
- Tactics: 15

**TOTAL TRAINING HOURS: 23**

### **Station Activities**

- Serviced 87 fire hydrants to include flow testing and inspection.
- Updated 14 pre-fire plans
- Conducted 3 fire inspections
- Participated in Volusia County Schools Vehicle Day:  
Ormond Beach Elementary – 275 children  
Osceola Elementary – 225 children
- Spoke to employees of Suncrest Omni Home Health on fire safety.

### **Significant Incidents**

- 5/23/13, 7:47 AM: Woodlands Blvd/S. Nova Rd. – Motor Vehicle Accident – Responded to t-bone accident with one overturned vehicle – fuel leakage with two lanes blocked – one minor patient treated on scene.
- 5/23/13, 4:02 PM: Carriage Creek Way – Brush Fire – Responded to Breakaway Trails Subdivision – fire located in middle of lake behind residence – no access to island – Engine 94 pulled to lake edge and used mounted nozzle on top of truck for extinguishment – fire due to direct lightning strike.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Public Works/Drainage Maintenance – Maintenance Worker II
- 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 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-five (25) 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 that 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. Fifty (50) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held on 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.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 4-30-13: 3.68% (excluding retirements).
  
- Public Records Requests
  - Public records request to review personnel file of Police Officer by Volusia County.

#### 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 6-26-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.
- ICMA representative will be available to meet with employees on 06-19-13 following the 401a plan orientation with new hires.

**Risk Management Projects**

- Attend WC deposition.
- Attend Mayor's Health & Fitness Challenge meeting.
- Begin project planning for HIPAA.
- Begin project planning for updating Safety Program.

**Information Technology (IT)**

• **Information Systems (IS)**

• **Work Plan Projects**

- Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
- City Clerk – City Clerk – Document Management and Retention – Upgrade underway to the current vendor's latest product. Database conversion completed. Post-conversion work being done

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 0 New work - 0 completed - 0 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	31,473	Inbound E-Mails Blocked	19,734
Delivered Inbound E-Mails	11,632	Quarantined Messages	107
Percentage Good Email	37%	Virus E-Mails Blocked	166

- Notable Events: High percentage of rejected SPAM type of emails this week. Checked with several other Local Government IT Directors and they are seeing the same trends.

• **Geographical Information Systems (GIS)**

- Addressing Additions: 2 Changes: 260 Corrections: 1
- Map/Information Requests: 11
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 11,007 (48.9%) potable 10,578, Irrigation 429
- Notable Events: Changed 260 NaviLine records spatial location per GeoManager nightly unmatched list compared to Volusia County tax records.

**Leisure Services**

• **Administration**

Meetings attended/hosted:

- Memorial Day Remembrance Service
- Volusia League of Cities Awards Dinner.
- Public Works meeting.
- City Manager meeting.
- Supervisory Staff meeting.
- Budget meetings with supervisory staff.
- DBRRFD Grant meeting
- Park Visits.
- 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.
- 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 finished up their Playoff Games this week at both the Nova Complex, as well as the Sports Complex.
  - Six-A-Side Soccer Program, run by Luis Camacho, is a rental that played this week on Wednesday night instead of Monday due to Memorial Day holiday. Games are held from 5:30 to dark for ten weeks.
  - USSSA Baseball hosted another tournament at the Sports Complex on Saturday and Sunday. This is a rental.
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield.
  - Went to South Ormond to clean tennis and basketball courts.
  - Went to Osceola School to tend to the infields, tennis and handball courts.
  - Nova Park - mowed infields and outfields.
  - Cleaned Skateboard Park.
  - Cleaned new handball and basketball courts at Nova.
  - Cleaned tennis courts at Nova Park.
  - Picked up and dropped off equipment to Fleet on daily basis.
  - Made fuel runs for equipment.
  - Cleaned restroom, offices and lunch area of Maintenance Building.
  - Continue mowing of baseball fields, three times a week.
  - Continue mowing of the soccer fields, two times a week.
  - Continue mowing of the softball fields, two times a week.
  - 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 boys' high school baseball.
  - Laid out eight new soccer fields for 6 vs. 6 on Monday nights.
  - Finished the application of Chipco Choice for mole crickets and other insects at all complexes.
  - Finished 1<sup>st</sup> application of selective herbicide to all ball fields.
  - Hosted Lady Renegade's softball tourney Saturday and Sunday at both the Airport and Nova complexes.
  - Moved bleachers to the Casements/Rockefeller Gardens for the Memorial Day service.
  - Placed bleachers and picnic tables at handball court at Nova for weekend handball tournament.
- 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:

- 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.
- The Performing Arts Center is preparing to host the following events:
  - “Backstage Pass” Ms. Debby’s Dance Recital Saturday, June 1st 12:30-3:30pm
- South Ormond Neighborhood Center
  - Splash Pad open daily at 10am
  - Jazzercise 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 Tuesday thru Thursday 6pm to 8:30pm
  - Fitness room open 1pm to 9pm weekdays
  - Jazzercise and Tutoring will end this week and resume in the fall
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Memorial Day: Rehearsal Saturday, May 25<sup>th</sup>  
Remembrance Service May 27<sup>th</sup>  
Clean up of equipment and supplies
  - Planning for Independence Day Celebration
  - Attended Ormond Beach Chamber Tourism Committee meeting
  - Assisted with the City Commission Workshop meal and set up
- Gymnastics
  - Our May session ended and our new summer session will begin next week.
  - Preparations for team cheer and gymnastics competitions continue.
  - Final preparations for new Adult Gymnastics class beginning June 7<sup>th</sup> are taking place.
  - Roll out has begun of new birthday party offering at Gymnastics Center which includes basic gymnastics and arts and crafts.
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Regular classes continued throughout the week including Adult Jazzercise
  - Ms. Debby’s classes are preparing for their recital on Saturday, June 1. They will take a break for the summer and will resume in September.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place at 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.
  - Registration for Camp T-Rec continues until all available spots are filled.
- The Casements
  - Classes met this week including Yoga and Pilates
  - Tours continued Tuesday through Friday from 10am to 3:30pm and Saturday 10-11:30am. The Casements was closed on Monday.
  - The Sister Cities of Volusia Art exhibit on display in The Gallery through June 15.
  - A rehearsal for Remembrance Day Celebration was held at The Casements and Rockefeller Gardens on Saturday morning.
  - Two wedding ceremonies were held at Ormond Memorial Gardens; one Saturday morning and one in the afternoon.

- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- The Memorial Day Remembrance Service was held in Rockefeller Gardens on Monday at 9:00am.
- Volusia ECHO was in the Gallery to test audio and visual equipment on Tuesday.
- St. James Aloha Chapel service was held in the Rockefeller Gardens on Wednesday.
- A Volusia ECHO 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.
- Staff set up for a wedding reception on Friday.
- Staff gathered items for the Ormond Beach Library window display for Enviro Camp.
  
- Parks Maintenance
  - Installed new bench at Ted Porter Park
  - Installed pipe for Memorial Day at Rockefeller Gardens
  - Back filled washouts at Andy Romano Park
  - Attended walk through with contractors at Andy Romano Park
  - Repaired ladies room toilet at Central Park II
  - Lowered flags in parks for Memorial Day
  - Trimmed low hanging limbs at Central Park II boat launch
  - Repaired loose board on bridge at Ormond Memorial Gardens
  - Pressure cleaned playground equipment at Central Park II
  - Installed engraved slat for memorial bench at Cassen Park
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  
- Building Maintenance
  - Weekly inspection of Airfield lighting and signage
  - Daily routine maintenance of City vehicles and equipment
  - Escorted contractor to AHU in need of coil replacement and duct re-design
  - Reconfigured thermostat in PAC Lobby now correct
  - Re-programmed thermostat ASC Maintenance Building from power loss
  - Fleet Gate malfunction is corrected
  - Repaired chilled water leak at City Hall
  - Mister refilled at Public Works Administration
  - Moved office of Fire Administration from City Hall to Fire Station 91
  - Moved office furniture from Fire Station 91 to PAC
  - Picked up AHU drive belts for two facilities
  - Met fence/gate contractor at Breakaway Trails maintenance building
  - Oversaw delivery of freezer to PAC
  - Attach sink and bracket to wall at Nova concessions
  - Removed sand bags from outside City Hall chambers
  - Moved junction box at BPOS
  - Moved freezer from PAC to Fleet
  - Installed new acrylic basketball backboards at SONC
  - Repaired water cooler at Central Park I
  - Drained and cleaned fountain at City Hall
  - Met lightning contractor at Andy Romano Beachfront Park
  - Picked up replacement filter cartridges for splash pad at Andy Romano
  - Replaced light at 6m lift station
  - Repaired lights on South Ridgewood
  - Repaired emergency lights at the PAC
  - Replaced contactor for breezeway lights at City Hall
  - Repaired lights at Fire Station 92
  - Repaired jail lights at Police Department

- Replaced photocells on Granada
- Repaired scoreboard cable at Nova
- Replaced photocell on maintenance building at Nova
- Replaced breezeway lights at City Hall
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall

### **Police Department**

#### Administrative Services

- Attended City Memorial Day Ceremony
- Attended weekly police department staff meeting and Commission Meeting
- Attended Town Hall Budget meeting

#### Community Outreach

- The READ program participants will receive their certificate of completion at a pizza party on Thursday, May 30<sup>th</sup>.
- Members of the Ormond Beach PAL Basketball program participated in tournament over Memorial Day weekend.
- OBPAL educational programs are winding down for the summer. Summer educational programs will resume June 24<sup>th</sup> at the South Ormond Neighborhood Center

#### Community Services & Animal Control

- Animal Calls: 54
- Animal Reports: 7
- Animal Bites: 2
- Animals to HHS: 3; 2-Cats and 1 baby raccoon
- Wildlife to Rehab: 2
- Reclaims: 1
- Traps issued: 6

#### Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 7
- Larceny Car break: 1
- Grand Theft: 4
- Sex Offense/Rape: 1
- Death: 1

#### Narcotics

- One search warrant
- Three Buy Walks
- Two Buy Walk Attempts

#### Comments:

- Death Investigation: Investigators are looking into a death believed to be a drug overdose. Investigation is ongoing.
- Subject identified in a grand theft case after property was found in a local pawn shop. Investigation is ongoing.

#### Records

- Walk - Ins / Window: 96
- Phone Calls: 93
- Arrest / NTA: 29
- Citations Issued: 178
- Citations Entered: 195
- Reports Generated: 100
- Reports Entered: 130
- Mail / Faxes / Request: 40

#### Patrol

- Total Calls: 1,694
- Total Traffic Stops: 298

#### Operations

Crime Opportunity Report Forms: 113

- 5/21/13
  - Fugitive, 132 South Ridgewood Avenue, suspect turned himself in to Ormond Beach Police Department for an outstanding arrest warrant.
  - Trespassing, 30 South Beach Street, transient used profanity and refused to leave the library. She was arrested for trespassing after warning.
  - Driving Under the Influence, Main Trail and Soco Trail.
  - Narcotics, 690 South Nova Road, traffic stop, Notice to Appear issued for possession of marijuana under 20 grams.
  - Narcotics, 120 block South Nova Road, Notice to Appear issued for possession of marijuana and drug paraphernalia.
  - Burglary-Residence, 404 Flormond Avenue, suspect arrested for occupied burglary. Boyfriend broke into girlfriend's house after a verbal argument.
  - Warrant Service, 133 Arroyo Parkway, wanted person located in front of his residence.
  - Burglary-Vehicle, Lowes, 1340 West Granada Boulevard, suspect arrested for committing car burglaries and for open arrest warrants
- 5/22/13
  - Strong-arm Robbery, 284 Military Boulevard, a known suspect was outside of the victim's residence and snatched her purse while she was counting money. He then fled in a vehicle. Patrol officers completed a photo line-up on scene. Suspect was contacted in Holly Hill and was arrested and charged with robbery.
- 5/23/13
  - Narcotics, Sanchez Park, suspect issued a Notice to Appear for possession of marijuana under 20 grams.
  - Burglary-Residence, 471 Collins Street.
- 5/24/13
  - Burglary-Residence, 579 McIntosh, Entry made via unlocked back. Glock 45 caliber handgun reported taken.
  - Burglary-Residence, 523 Collins Street,
  - Narcotics, Shadow Lakes Boulevard #165, Officers observed a hand to hand drug transaction outside this apartment. The customer was stopped at the Trails Shopping Center. The suspected dealer from the apartment left in a vehicle. He was stopped at Walgreens. He admitted to the sale and allowed officers consent to search his apartment. Officers recovered three ounces of marijuana and \$335 in cash.
  - Warrant Service, 37 Circle Creek Way, fugitive was arrested on an outstanding arrest warrant.

- Narcotics, Division Avenue and Center Street, suspect arrested for three felony counts of possession of a controlled substance.
- Warrant Service, 685 South Yonge Street, fugitive arrested on two open warrants and for possession of Xanax and violation of probation.
- 5/25/13
  - Burglary-Residence, 607 Andrews Street, gate to the yard found open and a screen was cut on the window
  - Burglary-Business, Makai Motel, someone gained entry to one of the rooms (not by force) and took \$500.
  - Disorderly Conduct, Publix, Ormond Town Square, transient became disorderly when asked to leave by management. He refused to stop yelling out profanities in front of customers, including small children.
  - Warrant Service, Arroyo Parkway and US1, fugitive arrested on an open arrest warrant.
  - Narcotics, 1000 block South Nova Road, suspect issued a Notice to Appear for possession of marijuana under 20 grams.
  - Warrant Service, 279 McIntosh Road, fugitive arrested on an open arrest warrant.
- 5/26/13
  - Burglary-Business, 600 South Yonge Street, Saigon Bistro, rear window broken out with concrete block. Interior of business was ransacked.
  - Warrant Service, River Grille, fugitive arrested on an open arrest warrant.
  - Battery-Domestic Violence, 30 Spring Meadows Drive, domestic violence battery arrest made.
  - Battery-Domestic Violence, 1267 Vanderbilt Drive, domestic violence battery arrest made.
- 5/27/13
  - Burglary-Vehicle, Olive Garden, passenger side window broken out.
  - Burglary-Residence Attempt, 65 South Halifax, lock pulled off the back door overnight. No entry to the residence was made.
  - Burglary-Residence, 9 King Edward Drive, narcotics, a wedding ring, and electronic items stolen.
  - Burglary- Residence, 346 Putnam Avenue, bicycle stolen from open garage.
  - Battery- Dating Violence, 552 Sandy Oaks Boulevard, suspect arrested for dating violence battery/felony strangulation.
- 5/28/13
  - Burglary-Residence, 384 Collins Street, neighbor saw a suspect trying to break into her neighbor's house. When she confronted him, he fled eastbound through yards. Perimeter set up and suspect was located in Central Park on Fleming.
  - Burglary-Vehicle, Aggravated Battery, occurred at several locations throughout city. Started out as two vehicle burglaries at Fortunato Park and Bailey River Bridge Park. A short time later a witness called advising that several black males were breaking into cars behind Pirates Cove. The witness followed the car into the Wendy's Parking lot in the 300 block of West Granada Boulevard. An officer attempted to make contact with the subjects when the driver got into the car and fled directly at the officer. The officer then fired 3 rounds at the suspect vehicle. An off-duty HHPD officer witnessed the incident and followed the vehicle as it fled westbound on SR40. Several items (purses) were found thrown on SR40. The vehicle was located unoccupied a short time later at Shadow Lakes. A few minutes later, an Ormond Detective discovered 3 black males on foot on North Nova Road. All three subjects were taken into custody. The suspects and suspect vehicle was later positively identified. The suspects were charged with multiple counts of burglary to a conveyance and aggravated assault on a law enforcement officer.

Traffic Unit

- 13-05-00435, Rollover Crash with Injuries, Nova Road and Village Drive. Southbound roofing truck turned left toward Village Drive in front of a southbound vehicle. The truck rolled over

and scattered debris. Most of northbound and all of eastbound were blocked for about an hour. One child received minor injuries. At-fault driver cited.

- Assist Outside Agency, Ocean Shore Boulevard and Starlight Drive. Motors assisted with traffic control during an armed standoff that VCSO was working.
- 13-05-00525, Burglary-Residence 384 Collins Street. Motors assisted with perimeter and location of suspect, who was arrested.
- Variable Message Board deployed to SR 40 eastbound for the Click it or Ticket campaign (05/20 – 06/02).
- Motors assisted with traffic at the Memorial Day ceremony.
- Motors enforced parking violations during Memorial Day at Andy Romano Park.
- Traffic Citations: 82
- Parking Citations: 3
- Crash - No Injuries: 9
- Crash – Injuries: 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 Blvd.
    - Beach Street
    - Fleming Avenue
    - Breakaway Trails

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases Initiated
- Zone 2: 1 Case initiated
- Zone 3: 1 Case initiated
- Zone 4: 4 Cases initiated
- 5 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with forty-two (60) telephonic inquiries.

#### **Public Works**

- Engineering

- Construction Projects:

- Downtown Granada Median Improvements - The scheduled completion date for this project was May 23, 2013, the only remaining outstanding issues include the finalization of striping. Staff has had some citizen comment on the addition of the bicycle markings since this area is not considered the designated bike route. In conversations with FDOT, they advised that the bicycle markings were there to advise motor vehicle traffic to share the roadway.
    - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Right-of-way restoration was completed. Testing was conducted on the SCADA control screens and communication poling between the booster pumps and control center.
    - North Halifax Dr. Improvements – Reviewed as-builts for utility work constructed on the project.
    - Tymber 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 – Project is substantially completed. A final Change Order is scheduled for the June 3<sup>rd</sup> CC meeting.
- 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. The culvert across Hand Avenue was installed and work will begin on the retaining walls.
- Wastewater Treatment Plant Expansion and Rehabilitation –Substantial Completion was officially accepted as of April 10<sup>th</sup>. Operator training on completed components is ongoing. The contractor is working on final punchlist items.
- Ormond Beach Airport Taxiway Project- Reviewed project quantities for project completion.
- 2-inch Water Main Replacement – Mainland – The low bid of Hazen Construction was awarded May 21. Contracts are being executed.
- 2-Inch Waterline Replacement – North Peninsula - The project commenced May 13, 2013; the contractor is continuing work in the FDOT right of way (A1A) at Lynhurst 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 3<sup>rd</sup>. Construction is expected to begin at the south end of the City limits the week of May 27<sup>th</sup>.
- 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 Commission for bid approval at the June 3, 2013 meeting. AT&T has been provided the revised easement for their review. Steve Quina is finalizing the reconnection agreements and plans on taking them to property owners the week of May 27.

- 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 11<sup>th</sup>. Zev Cohen & Associates, as part of their neighborhood involvement task held a final design meeting on April 24<sup>th</sup> with the residents to inform them of the upcoming project and provide estimated time schedules for construction and inform them how they can stay involved and receive updates throughout the project's construction. Two residents expressed dissatisfaction over the plan to include stop signs at the intersections of Neptune, Amsden, and Standish.
- Riverside Drive Drainage Improvements – Our consultant is 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 is being advertised for bidding, which will be received June 26, 2013.
- REVISED FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. 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.
- Corrugated Metal Pipe Rehabilitation- Investigated several outfall pipes along Oak Forest Drive, which are in need of rehabilitation. Most of the outfalls will require pipe lining as direct replacement is not feasible due to existing landscaping, trees, fences and walls, which would have to be removed in order to perform a direct replacement.

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).
- Utility Pipe Lining- Staff is preparing technical specifications for application of cured in place pipe lining of both stormdrain pipes and sanitary sewer pipes.
- Reviewed and created grade and fill permit for 393 John Anderson Dr.

- Located and supplied digital plan sets of the OBSC Boundless Playground and forwarded to consultant (McKim & Creed) per request.
- Completed the research and created a sketch and legal description for the FDOT pond adjacent to the Tomoka Landings property for proposed annexations.
- Researched and completed field visit on the 300 block of John Anderson Dr for possible stormwater pipe locations per Stormwater DIV request.
- Created construction plan set for proposed sanitary sewer connection services for 198 and 200 Seton Trl.
- Began research for older Ormond Beach Service boundary maps created for the Hand Ave/ Clyde Morris intersection area per City Engineer request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Asphalted a patch for the Water Dept. at 279 Cumberland Ave.
- Asphalted a depression in road at N. Yonge & Kenilworth
- Asphalted potholes at Seton Trl. at the entrance to Memorial Gardens Parking Lot
- Repaired a wall on SR40 at Wendy's
- Repaired/replaced a broken sidewalk at 195 Benjamin St.
- Cut, removed & replaced the sidewalk at 114 Roble Ln.
- Assisted the Parks section with trash can slabs at Nova Recreation
- FDOT (Florida Department of Transportation) inspections on SR40

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (incl. 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
- Picked up tree on Fred Gamble Way
- Picked up a stump on Riverwood Ave.
- Cleaned up Saw Shop and Streets Shop areas
- Trimmed low limbs at 659 Buena Vista, 147 S. Ridgewood, 112 S. Ridgewood, 96 S. Ridgewood, 72 Fairview, corner of Fairview & Washington, and 693 Buena Vista
- Removed a dead oak at 437 Flormond, and a dead sycamore at 11 Green Fern Ave.
- Removed a downed tree on Orchard 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
- Filled a hole at the mailbox with recycled concrete at 193 Lincoln Ave.
- Prepared a report with the mileage for roads that are graded
- Picked up trash piles on Fleming, west of Center

- 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
- Fabricated signs for various jobs
- Entered & printed work orders for daily job assignments

- Inventoried signs that are in stock
- Public Works Complex, cut up damaged post in the yard
- Hammock Ln. & boat park, replaced 25 mph speed limit & straightened sign post
- Collins St. & Division Ave., cleaned 25 mph speed limit sign
- Neptune Ave., relocated beach parking sign
- Nova Recreation, checked out where to put more "No Parking" signs up
- Santa Fe Ave. & Calle Grande Ave., straightened stop sign post
- 895 N. Ridgewood Ave. & Domicilio Ave., replace stop sign & straightened post

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Weed eat and clean ponds at various citywide locations
- Pond Spraying – SR40, inner city ponds

Vactor

- John Anderson Dr. – basin cleaning

Mowing

- Reachout Mowing – On N. US1
- Ditch & Pond Mowing – West SR40

Street Sweeping/Streetsweeper

- 47.9 miles of road cleaned (This is for 2 days)
- 8.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
29,200

PM Services completed for the week:

Emergency—Vehicles and Equipment  
2

Non-Emergency Vehicles and Equipment  
5

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 7,368 gallons of unleaded and 5,537 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,357 gallons of unleaded and 756 gallons of diesel.
- Fleet completed 21 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Conductivity meter is scheduled to be received in early June.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) submitted 90% plans for review and a cost estimate. A meeting is scheduled with the consultant to review the plans and cost estimate.
- 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 punch list items are being performed. Subcontractor - Emerson is scheduled to complete the automation and monitoring systems for operation of the booster pump and valve actuation devices this week. Training will be arranged after Emerson's work is completed.
  - Laboratory Testing Services Contract – The apparent low bidder was ALS Group USA from Jacksonville, FL in the amount of \$74,475. Supporting documents were received from the lab for further evaluation prior to award recommendation.
  - Mainland 2-inch Water Main Replacement – Project was awarded at May 21 CC Meeting to Hazen Construction. Contracts are being prepared.
  - North Peninsula 2-inch Water Main Replacement – Contractor installed water main on east side of Oceanshore Boulevard. Pressure testing and bacteriological sampling underway. Both isolation valves were installed. FDOT bidding associated A1A-Lynnhurst left turn lane project is completed and the construction contract will be awarded. A preconstruction meeting is scheduled by FDOT on June 18<sup>th</sup>.
  - 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. A letter was prepared to the contractor recommending that the replacement component be shipped and installed.
  - 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 were evaluated for installation by the contractor. Valve actuator training is scheduled for June 4<sup>th</sup>.
  - 2008 Lift Station Repair and Replacement Project – A motion by the Legal Department's attorney to dismiss the breach of contract complaint filed by Contractor (Worsham) was denied and the complaint will be placed on the docket at a later date.
  - John Anderson Drive Roadway Improvements – Utilities Relocations – Project is advertised for bids. Bid opening is scheduled for June 11<sup>th</sup>.
  - 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 were prepared. Sanitary sewer mains requiring relining to be selected upon review of priority segments.
  - 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. Executed contracts were received. A preconstruction meeting will be scheduled near the end of June.

- 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.
- Water Storage Tank Cleaning and Inspection – The low bidder was Underwater Solutions for \$70,720. The tentative bid award date is scheduled for consideration on June 3, 2013. The agreement was prepared by Legal and reviewed by staff.
- SPRC – ATS Surveying completed the topography and utility location for the gravity sewer option to serve SR Perrott on US1 for Parker Mynchenberg determination of construction feasibility. Related utility easement plat dedications are being finalized for Huntington Woods utility improvements. Received plans for 550 W Granada and Woodstock Café.
- Preparing meter testing policy document for small and large meters.
- Attended Lean Sigma 6 process optimization training.
  
- Water Distribution
  - Exchanged 11 residential/commercial water meters
  - Responded to and/or repaired 17 water service leaks
  - Installed 5 new water services and meters
  - Replaced 10 water services due to age of piping and low pressure
  - Repaired/replaced 7 meter boxes
  - Responded to 2 low pressure and 6 cloudy water complaints
  - Performed 9 tests, 1 repair of city owned backflow preventers
  - Repaired an 8" potable and 14" raw water mains
  - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Performed valve maintenance and exercising on 5 valves in the S. Atlantic Ave/Rockefeller Dr area, and 7 valves to assist with water main breaks.
  - Repaired permanent flushing devices on Creek Bend Way and Ridge Ave
  - Performed water main flushing in the Falls Subdivision
  - Maintenance was performed on 1 city and 18 county fire hydrants
  - Rescinded the boil water notice for The Falls water main break
  - Assist Wastewater Collection - irrigation main outage in Breakaway Trails
  - Utility locate service for Water/wastewater/reuse: received notice of 69 regular and 3 emergency utility locates for the previous week. Continued ongoing location services for Hand Ave, Tymber Creek Rd widening and N + S Ocean Aire Dr projects. Continued 2" water main replacement project locates in Ormond-by-the-Sea, Initiated first set of locates for the south peninsula 2" water main project. Refreshed locate marks for the FPL pole replacement project in the Hudson Wells Field and a 3.2 mile area on John Anderson Dr
  
- Water Treatment
  - Delivered to the City 37.882 million gallons for the week ending May 26, 2013 (5.412 MGD)
  - Backwashed 10 filters for a total of 481,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded two boiled water notices.
  
- Wastewater Collection – Reuse
  - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
  - Disconnected sewer at 1566 W. Granada Blvd.
  - Located water & sewer services in Arroyo Parkway area for meter reader.
  - Repaired 4" cleanout at 64 S. Saint Andrews Dr. and 55 Pine Valley Cir.
  - Televised, fourteen, cleaned two and root controlled thirteen laterals.
  - Rehabbed pep tank at 80 Foxcroft Run.

- Repaired 2" irrigation line at 7 Shadow Creek Way and 112 Golfview.
- Located reuse service at 21 Manderly Lane.
- Checked trouble spots on beach side (7) and on mainland (10)
- Ten inch force main at 1085 Ocean Shore Blvd. Pressure @ 10 psi and 18 psi at Spanish Waters lift station 05/08/13.
- Six inch force main at 1800 N. US-1 @ 8 psi.
- Low pressure sewer psi reading Westland Run 22/10 psi, Foxhunters Flat 18/12 psi and 4" on Shadow Creek Blvd. 10/04 psi. Bleed down pressure with septic tank truck at Westland Run and Foxhunters Flat.
- Ongoing flushing of reuse on beach side.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow @ 29.76 Million Gallons.
  - Produced 20.66 Million Gallons of Reuse.
  - Produced 9.10 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.25 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 103.46 (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
    - Adjusted packing on Reuse Pump 3 at BAT
    - Took generator to Hudson well field and tested under full load for hurricane season.
    - Completed raw water sampling for CUP
    - Inspected Well 40R, failed surge protection device - ordered parts.
    - 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 and Reuse Station PM's.
    - Repaired Hudson well field SCADA communication, lose connection -RTU
    - Flushed Hudson well field pipeline after line break, returned to service
    - Installed programmable relay for WWTP sludge transfer panel
    - Worked with maintenance at lift station 13M, pump installation.
    - Continued working on lift station SCADA communication problems – attended meeting with Emerson to discuss.
    - Checked lift station OM for customer call of backup, found no problem. Spoke with Family Dollar manager- problem on plumbing system side.
    - Checked L.S. 7P for long run times on pump #1, pump clogged.
  - Wastewater Plant – Lift Stations
    - 13M – SCADA – no starts pump #1 – pull pump #1 – deragged impeller and cleared blockage at volute – all OK
    - 6M – Follow Up from Call Out - Cleaned Floor at Dry Pit – broke up blanket in Wet Well
    - 13M – pull both pumps – clean out wet well with Vactor crew – deragged both pumps – changed impeller at pump #1
    - Clarifier Splitter Box – replaced cat walk grating at West side for safety with used inventory

- Dewatering Station – follow up with B&G – final test of pumps and electronics – all OK
- Internal Recycle Room – follow up with B&G – final test of pumps and electronics – all OK
- Walmart – SCADA – uneven starts – checked pumps – checked floats and adjusted as needed – all OK
- Influent Room – deragged pumps as per Lead Operator
- Final Tanks – assembled & installed 2” wash down line at West side
- 7P – pulled pump #1 to deragged and cleared blockage at volute – checked pump #2 – all OK
- 7M1 – SCADA – high starts – cleaned probe – all OK
- 7P – SCADA – high starts #2 – no starts #1 –found transducer malfunction – used temporary emergency back-up floats – electrician to replace transducer – all OK
- 45 work orders completed and closed for this section for this week
  
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP).
  - Waste Water Treatment Facility Permit: Engineer’s Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP. Awaiting FDEP acceptance.
  - Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forthcoming to provide customers with pertinent information.
  - Contract Laboratory Testing Bid: Staff evaluated the three submittals for the laboratory services contract RFP to assist purchasing in awarding the bid. Staff plans to visit the lab recommended for award.
  
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Consumer Confidence Report (CCR): Staff has received approval from the DOH for the content of the City’s CCR. The submittal satisfies the City’s reporting requirement mandated by both the FDEP and EPA. The contracted printer is producing the brochure and web based versions.
  - 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.
  - Fluoridation Analysis: Staff is summarizing the local lab and NSF International analysis results of the City’s supply of Hydrofluosilicic Acid.
  - Temporary Disinfectant Conversion in Water Supply: The Utility will temporarily modify the disinfectant used for the City’s potable water system. From June 10 to July 1, the disinfection of the water distribution system will be performed with free chlorine rather than chloramines. The conversion is recommended by the DEP and is a common practice among Utilities.

**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

- Agenda packet preparation and creation for the June 3, 2013 City Commission CIP Workshop
- Agenda packet preparation and creation for the June 3, 2013, City Commission Meeting
- Agenda packet preparation and creation for the June 6, 2013 Quality of Life Advisory Board

Status of Department Projects

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