

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 10, 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
- One on one meetings with City Attorney, Police Chief, HR Director, and Risk Manager
- Shade meeting preparation with staff
- Weekly staff meeting with directors

Spoke to, attended and/or met with:

- Commissioner Boehm, agenda review
- Rotary meeting
- Weekly conference call with FCCMA staff
- Tiger Bay Club meeting
- Ed Speno on Marshside development
- City Attorney, Assistant City Manager and attorney Larry Bartlett on Riverbend mediation
- United Way Allocations committee meeting
- Riverbend mediation

Community Development

Planning

- David Allen, P.E. has been hired as Planning's Site Plan Review Engineer. Mr. Allen has extensive experience in stormwater and will be of immense assistance to the department as we implement the Downtown Stormwater Master Plan and Low Impact Development initiatives.
- The Planning Board conducted public hearings on the City's Sexually Oriented Business revisions to the Land Development Code and the Flood Management Plan. The Wireless Primer handout was provided to the Board for a future workshop.
- A Request for Quotations was prepared for the following professional services:
 - Review and analysis of applications for wireless telecommunication facilities and recommendations to the City's Planning Board and City Commission;
 - Recommend amendments to the city's wireless cell ordinance based upon best and available technology and perform coverage and capacity studies to determine future location of cell facilities.
- Final review of Master Development Plan agreement by Tomoka Holdings was completed. The Planned Mix Use Development rezoning for Ormond Crossing is scheduled for July 11, 2013.

Building Inspections, Permitting & Licensing

- 193 inspections performed.
- 8 business tax receipts issued.

- 93 permits issued with a valuation of \$938,766.00

Development Services

- The SPRC had no activities this week to report.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Staff has transmitted their recommended amendments to the Master Development Plan to Tomoka Holdings for their review. Staff arranged a conference call with Tomoka Holdings to discuss the few remaining issues in the MDP. The issues have been resolved and the documents are expected to be reviewed by the Planning Board at their July meeting. Following the meeting with the Planning Board staff will present the findings to the City Commission for review and approval.

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 the hotel, city and other events during the year. A meeting of the promotional subcommittee was held to discuss the creation of an Ormond Beach visitor recruitment piece.
- 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 fall.
- 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

- Final elements of the Taxiway Alpha Relocation & General Airfield Improvements Project were delayed from completion due to heavy rains last week. Painting and striping of the new taxiways has been completed, and work to install lighting components at the new public-use

heliport is expected to be completed this week. Survey work needed to mark and paint the heliport and the new compass rose is complete.

- Sunrise Aviation began work this week to install a new sign at their fueling facility adjacent to Taxiway Bravo.
- The required annual inspection of the airport's Automated Weather Observation Station (AWOS) was completed this week.
- Staff met with representatives from the FAA and FDOT this week to review annual airport project planning for the next five (5) fiscal years.
- Staff coordinated work to investigate and repair an apparent malfunction of Gate 9 at the airport, as well as road surface erosion in the vicinity of Gate 10.
- Staff issued a Notice to Airmen (NOTAM) advising all airport users that the Precision Approach Path Indicator (PAPI) for Runway 8 is out of service.
- Staff has been advised by FDOT that the Ormond Beach Municipal Airport will be scheduled for a pavement condition inspection in 2014 (Phase 2) following the completion of Phase I inspections at other airports. The new inspection of OBMA is within the 3-year cycle period as per FAA requirements since the airport was last inspected in 2011.
- 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.
- The City's petition for a motion to stay closure of the airport control tower with the United States Court of Appeals resulted in the FAA keeping the tower open until June 15, 2013. Legislation in Congress has been proposed to restore funding for the contract towers.

Finance/Budget/Utility Billing Services

- Accomplishments
 - Received the Government Finance Officers Association certificate for "*Distinguished Budget Presentation Award*" for the fiscal year beginning October 1 2012.
- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation of FY 2013-14 personnel budget.
- Completed Projects - Weekly
 - Processed 40 Journal Entry Batches (# 3085 – 3169).
 - Approved 19 Purchase Requisitions totaling \$85,485.02.
 - Issued 30 Purchase Orders totaling \$160,723.27.
 - Mailed Letter of Intent to Award for Bid No, 2013-06, 2" Water Main Replacement – Mainland (Blake), on 5/1/2013.
 - Prepared 132 Accounts Payable checks totaling \$472,860.86 and 23 Accounts Payable EFT payments totaling \$55,818.32.
 - Processed 4,621 cash receipts totaling \$774,261.83.
 - Processed 828 utility bill payments through ACH totaling \$42,223.11.
 - Processed and issued 5,048 utility bills with billed consumption of water of 24,642k.
 - Issued 382 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Playful City USA
 - Town Hall Budget Meeting (5/21)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Issued CodeRED calls for annual fire hydrant maintenance.
 - Attended Leveraging Tools for Coordinated Disaster Communications
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Quality of Life Board meeting to present the Neighborhood Improvement Advisory Board's recommendations for the use of FY 13-14 Community Development Block Grant funding.
 - Attended Community View presentation.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 3
- Hazardous: 9
- EMS: 47
- Motor Vehicle Accidents: 13
- Public Assists: 41

TOTAL CALLS: 115

- Aid provided to other agencies: 12 calls – Volusia County (7), Daytona Beach (5)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 43

Training Hours

- Aerial Operations: 4
- Driving: 4
- EMT Refresher: 16
- Emergency Operations: 4
- Leadership: 6
- Preplanning: 2
- Policy Review: 3
- Pump Operations: 5
- Tactics: 8
- Technical Rescue: 9

TOTAL TRAINING HOURS: 61

Station Activities

- Serviced 95 fire hydrants to include flow testing and inspection.
- Updated 34 pre-fire plans
- Conducted 2 fire inspections
- Provided tour of Station 91 to group of Girl Scouts.

Significant Incidents

- 5/5/13, 5:45 PM: Northbound I-95, Mile Marker 271.5 – Motor Vehicle Accident – Responded to multi-vehicle collision – one occupant extricated from vehicle – patient determined to be a trauma alert and transported to hospital – cleared scene at 6:52 PM.

Operations

- Met with Police and Public Works regarding emergency management practice exercise.
- Attended meeting at Volusia County's new Emergency Operation Center with IT Department to become familiar with the municipal representative's work station.
- Provided orientation for the Volusia County Fire Chief's Association to new students at Daytona State College for the Emergency Medical Technician program.

Human Resources

Staffing Update

- Job Requisitions
 - Police Department – Police Lieutenant, promotional in-house position to replace Lt. Hayes.
 - Leisure Services/Parks – Part Time MW 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. Fourteen (14) 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. Nine (9) 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/Nova Community Center – Two (2) part time Recreation Leader positions were advertised 04-09-13 on the City web site as Open Until Filled. Twelve (12) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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. Thirty-seven (37) application were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Background/Reference Checks.
 - Police Department- Police Officer recruitment concluded on 04-03-13 after interviews with the Chief. Conditional offer was made to one candidate and pre-employment process started.
 - 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. Interviews were scheduled for four (4) applicants for 04-29-13 and 04-30-13. A background check has been started on the selected candidate.

- Finance – Accounting Technician was advertised 04-09-13 in-house and on the City web site with a closing date of 04-17-13. Forty-six (46) applications were received, entered on the applicant tracking sheet with qualifications and made available to the department for review. Interviews have been scheduled for 04-30-13 and 05-01-13 with a second interview scheduled for 05-08-13. Pre-employment processing has begun on selected applicant.
- Job Offers
 - Leisure Services/Casements – A part time Special Events Technician has been selected and will begin employment on 05-08-13.
- Promotions/Transfers
 - Police Department – Promotional Assessment Center was conducted at the Police Department on 05-01-13. A Police Sergeant has been selected for promoted to Lieutenant effective 05-12-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 4-30-13: 3.68% (excluding retirements).
 - Leisure Services – Part time Maintenance Worker II effective 05-03-13.
- Public Records Requests
 - Request for complete personnel file of former Maintenance Worker II in the Water Distribution Division of Public Works.

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 5-24-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Pay & Classification Plan

- An amendment to the City of Ormond Beach's Pay and Classification Plan to add the position of Assistant Leisure Services Director was presented to the H.R. Board on 04-03-13. The amendment was approved by the Board with the recommendation to the City Commission. This is being prepared for the City Commission Agenda.

Risk Management Projects

- Attended Risk Advisory Board seminar and participated as panel member.
- Attended deposition for Workers' Compensation case.
- Advise United Way of tentative plans for 2014 fundraising campaign.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - 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. Virtual server has been created, vendor to install software begin conversion early May.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 46 New work - 66 completed - 55 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service
- | | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 33,598 | Inbound E-Mails Blocked | 21,888 |
| Delivered Inbound E-Mails | 11,610 | Quarantined Messages | 100 |
| Percentage Good Email | 40.5% | Virus E-Mails Blocked | 23 |
- Notable Events:
 - Attended a networking storage seminar hosted at the City of Winter Springs
 - Attended Daytona State College - School of Computer Science Advisory Committee Meeting
 - Toured the new Volusia County EOC/Dispatch center with the Fire Chief to test the Ormond Beach work areas in the EOC and gain familiarity with the facility.
 - Attended a FLGISA workshop in Orlando as the Treasurer for the organization.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 20
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meter GPS locate and ID: 22,502 total, completed 10,451 (46.4%) potable 10,037, Irrigation 414
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Quality of Life Advisory Board meeting
 - City Commission meeting
 - City Manager meeting
 - Attended Webinar
 - Staff meeting
 - Park Visits
 - One on One meetings with coordinators.
 - Art in the Park.
 - 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.
 - Public Works weekly staff meeting.
 - Staffing Plan meeting.
 - Held Pre-bid meeting with contractors for field renovations.
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Ormond Beach Sports Complex at 1pm daily.

- The Ormond Beach Soccer Club continued competitive and recreational practices this week Monday through Friday at The Ormond Beach Sports Complex.
- The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades continued practices this week at both Ormond Beach Sports Complex and Nova fields.
- Father Lopez High School continued baseball practices at the Ormond Beach Sports Complex with games held Monday on the West field #1 at 7pm.
- The Ormond Beach Youth Baseball and Softball Association continued games this week at the Ormond Beach Sports Complex and the Nova fields.
- Ormond Beach Coed Adult softball league began their season, which runs through May, with games being held Tuesday and Thursday nights at the Ormond Beach Sports Complex starting at 6:20pm. Playoffs to begin next week.
- Ormond Beach Spring Youth Volleyball program continued their program at the Nova Community Center gymnasium with practices and games being held Wednesday and Thursday nights from 5:30pm to 8:15pm.
- The MEAC Softball Championship Tournament was held at the Dale Buttleman softball quads at the Ormond Beach Sports Complex with practices on Wednesday and games held Thursday and Friday. Finals were hosted by Bethune Cookman University on Saturday.
- 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
 - Mowed infields and outfields at Nova fields
 - Cleaned Skateboard Park at Nova Community Center
 - Cleaned tennis, basketball and handball courts at Nova Community Center
 - 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 of baseball fields, 3 times a week
 - Continued mowing of the soccer fields, 2 times a week
 - Continued mowing of the softball fields, 2 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.
 - Repainted (20) soccer fields for competitive, recreational and adult leagues.
 - Prepared fields for Lady Renegades, Golden Spikes, Seabreeze High School, Riverbend Academy and Father Lopez High School at Nova and OBSC fields.
 - Golden Spikes competitive baseball continued games at Nova fields.
 - OBYBSA games continued at OBSC and Nova fields.
 - Prepared T-ball fields for nightly practices and games.
 - Held adult soccer league games Sunday (OBSC) field #6.
 - Competitive and recreation soccer league practices Monday through Friday.
 - Coed softball games twice a week at OBSC, softball field #7.
 - Picked up portable bleachers from Prince of Peace Church for Public Safety Awareness Day.
 - Challenger softball program continues their season at Nova fields
 - Held boys and girls recreational baseball and softball practices at OBSC softball quads during the week.
 - Began the application of Chipco Choice for mole crickets and other insects.
 - Fertilized soccer field #5 with 21-0-0 fertilizer to promote growth of worn areas.
 - Prepared the softball quads at OBSC for MEAC Tournament.

- All fields closed last weekend due to rain.
- Senior Center
 - Big Band America met on Thursday night from 7pm to 9pm.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and CMT held regular classes.
 - Tuesday: Show Club, Kopy Kats and CMT held regular classes.
 - Wednesday: Show Club, Kopy Kats and CMT held regular classes.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: Show Club, Kopy Kats and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Children's Musical Theatre Presents, "Kilroy Was Here" and Give My Regards to Broadway", Friday, Saturday and Sunday, May 17th through May 19th at 7pm.
- South Ormond Neighborhood Center
 - Splash Pad Open Daily at 10am.
 - Jazzercise class was held Monday and Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place every day from 1pm to 6pm.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - PAL held tutoring Tuesday through Thursday from 3:30pm to 5:30pm.
 - Youth basketball practice was held Monday through Thursday from 6pm to 8:30pm.
 - YMCA soccer practices were held Tuesday, Wednesday and Thursday evenings.
 - USSSA youth basketball tournament at Nova and South Ormond Gymnasiums took place Saturday and Sunday.
- Community Events
 - Assisted with City Commission Workshop meeting, May 7th.
 - Completed weekly administrative tasks, office work, meetings and activities.
 - Art in the Park 2013: lay out and set up May 2-3, event dates May 4-5.
 - Planning for 2013 Memorial Day Remembrance Service.
 - Planning for Independence Day Celebration.
 - Attended Memorial Day Remembrance Committee meeting.
- Gymnastics
 - The April/May classes for various age groups and levels continue their sessions and are held Monday through Friday at the Nova Gymnastics Center.
 - Preparations for team cheer and gymnastics competitions continue.
- 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, ping pong, pickle ball, the game room and the exercise room.
 - "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
 - Coed Volleyball Leagues met Wednesday and Thursday from 5:30pm-8:15pm this week.

- Challenger Baseball met at the Nova fields for the first practice on Tuesday from 5pm to 6pm for the last game of the season followed by a celebratory cookout.
- Challenger Sports of All Sorts meets in the Nova Community Center Activity Room on Wednesdays from 5:00-6:00pm and will continue to meet on Wednesdays until May 15th.
- Yoga will meet Monday through Friday from 10:30am to 11:30am in the Activity Room.
- Prom 2013, a night of dinner and dancing for people with special needs will take place at the Nova Community Center Gymnasium, Friday, May 10th from 6pm to 8pm. Admission at the door is \$3.00.

- The Casements
 - Classes met this week including Yoga, Pilates, Rock 'n' Roll and French for Tourists.
 - Tours continued Monday through Friday from 10am to 3:30pm.
 - The Ormond Beach Baptist Church met at the Bailey Riverbridge pier on Sunday morning.
 - The floor and wall refinishing project at Bailey Riverbridge was completed this week.
 - The Art in the Park Festival was held in Rockefeller Gardens May 4-5.
 - The opening for the Who Am I? art exhibit was held on Saturday afternoon at The Casements.
 - The strike of Art in the Park took place on Monday.
 - Guild members held a Centennial meeting on Tuesday in Room 204.
 - The Memorial Day Remembrance Committee met in the Preservation Room on Wednesday.
 - The Farmer's 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 cooking class was held in the kitchen at The Casements on Thursday evening.
 - The Guild's Centennial Publicity Committee met in Room 204 on Friday afternoon.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
 - A wedding ceremony and reception was held in Rockefeller Gardens on Friday evening.

Parks Maintenance

- Removed graffiti from Central Park I playground equipment.
- Installed refurbished memorial bench at Ormond Memorial Gardens.
- Repaired loose pavers by sidewalk at Fortunato Park.
- Trimmed low hanging limbs at Fortunato Park.
- Removed graffiti from picnic table at Andy Romano Beachfront Park.
- Replaced missing hose bib lock at Fortunato Park.
- Repaired drinking fountain at Central Park I.
- Removed graffiti from men's room at Cassen Park.
- Completed installation of charcoal pans for barbeque grills at Andy Romano Beachfront Park.
- Picked up window for installation in concession area at Andy Romano Beachfront 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.
 - Escorted vendor through South Ormond Neighborhood Center for quote on HVAC weight room replacement.
 - Supplied four U.S. flags to Ormond Beach Sports Complex.
 - Re-ordered flags for Building Maintenance, Fire Departments and Police Station.
 - Ordered additional pole crank for Police Station.
 - Cut extra keys for Police flag pole lock system.

- Replaced U.S. flag for Forest Hills subdivision at Moreland Blvd.
- Oversaw repairs being made to fire suppression system at Fire Station 91.
- Renovated office area at Fire Station 91 and assisted with desk renovations.
- Repaired rusted grate on north side of City Hall.
- Picked up and installed new ice machine at Water Treatment Plant.
- Met fence contractor for quote at 35 Breakaway Trails maintenance building.
- Checked security lighting at City Hall, Ames House, South Ormond Neighborhood Center and SR40.
- Escorted technician for HVAC system to be repaired at Waste Water Treatment Plant.
- Prepared call out roster for May, June and July.
- Took inventory of flags and flag pole parts for ordering.
- Repaired water leak at Fire Station 91 Emergency Medical Services room.
- Repaired dehumidifier at Ames House.
- Installed (15) Sloan auto flush valves at Public Works restrooms.
- Replaced toilet in Ladies Restroom at Central Park I.
- Secured toilet tank at Cassen Park.
- Moved conference table from Fire Station 91 to Finance Department at City Hall.
- Replaced broken toilet tank handle at Gymnastics Center.
- Checked Arroyo retention pond fountain.
- Removed conference table from Finance Department to Fleet facility.
- Resized desktop in the spare bunkroom at Fire Station 91.
- Pulled arrow board for street light repairs on Nova Road.
- Removed and replaced damaged light pole on Washington Place.

Police Department

Administrative Services

- Staff members participating in Police Unity Tour in Virginia/Washington, D.C. Will attend national fallen officer's memorial service this weekend in Washington, D.C.
- Attended Police Athletic League board meeting.
- Attended weekly Police Department and City Manager Department Head staff meetings.

Community Outreach

- The R.E.A.D. program continues at Ormond Beach Elementary. There are now 24 youths participating in the program which will conclude May 15th. The exhibition will be May 22nd in the City Hall Atrium.
- Youths in the OBPAL Basketball program held practices for upcoming tournaments.
- Members of the OBPAL Basketball tournament participated in the Battle of the Beach Tournament held May 3rd, 4th, and 5th.
- Members of the Youth Directors Council met to review upcoming Community Service projects.
- Members of the Youth Directors Council assisted with the Battle at the Beach Tournament.
- Schedules for the PAL Summer program were discussed and field trips reviewed.

Community Services & Animal Control

- Total Animal Calls: 57
- Total Animal Reports: 18
- Total Animal Bites: 5
- Total Animal License: 1
- Total Animals to Halifax Humane Society: 8 (Dogs)
- Total Sick/Injured: 2 (1 raccoon/euthanized and 1 opossum/rehabilitation)

Criminal Investigations

- Cases Assigned: 29

- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 11
- Inactive: 12
- Fraud: 5
- Burglary Business: 4
- Burglary Residential: 9
- Larceny Car break: 4
- Grand Theft: 3
- Sex Offense/Rape: 2
- Robbery: 1
- Suicide: 1

Narcotics

- Narcotics Task force completed two Meth Lab investigations.
- Assisted VBI on a wire tap.

Comments:

- Aggravated Assault at 734 Alcazar Ave. Contracted maintenance worker at home of suspects was accused of stealing prescription pills from the residence. Homeowner and two sons placed a gun to victim's head demanding he sign a handwritten apology and admission to the theft.

Records

- Walk - Ins / Window: 96
- Phone Calls:132
- Arrest / NTAs: 21
- Citations Issued: 87
- Citations Entered: 151
- Reports Generated: 142
- Reports Entered: 167
- Mail / Faxes / Request: 57

Patrol

- Total Calls: 1,513
- Total Traffic Stops:170

Operations

- Crime Opportunity Report Forms: 61
 - 5/1/13
 - Battery, 997 Calle Grande Drive, Jess Richardson arrested for striking/hitting his mother's boyfriend several times.
 - Burglary, Tomoka Oaks Golf Club, power tools taken from an unsecured barn.
 - Grand Theft-Firearm, 3 Fernery Trail, an unknown brand .38 caliber snub nose handgun was taken from inside the residence. The victim believes a person visiting his home took it.
 - Retail Theft, 353 West Granada Boulevard, Winn Dixie, suspect fled the store after stealing a case of Corona beer and a package of Tasty Cakes. Manager got the tag number on the vehicle and the suspect vehicle was located at a residence in Ormond Beach Positive. ID of the suspect was made. Suspect confessed to his involvement in the theft. A search of the suspect found another person's Florida Driver's License (DL) in his wallet. We had HHPD contact the driver's license owner only to discover that it was stolen in a vehicular burglary in Daytona earlier in the year.

- Aggravated Battery, 625 South Yonge Street, (Parking Lot of the Quick Stop), transient stated two unknown males beat him to the ground and repeatedly kicked him. Victim had no signs of injury.
- Burglary-Residence, 130 Lincoln Avenue, A former boyfriend of the victim showed up unannounced and entered the house unlawfully after which a physical altercation with the victim occurred. The former boyfriend was arrested for armed (knife) occupied burglary resulting in domestic battery by strangulation.
- 5/2/13
 - Burglary-Vehicle, 8 Stone Quarry Trail, items were removed from a Jeep that was unsecured.
 - Burglary-Residence, Ridgecrest MHP, subject(s) forced entry to a shed and took tools
 - Retail Theft, Wal-Mart, two subjects detained by Loss Prevention after concealing items on their persons and attempting to exit the store without paying for same. Both were issued a Notice to Appear (NTA) for retail theft.
 - Armed Robbery, 734 Alcazar Avenue, victim was robbed by three known subjects by gun point.
 - Battery-Domestic Violence (DV), 524 South Yonge Street, subject was arrested for domestic violence battery.
 - Narcotics, South Yonge Street and Palm Place, subject was arrested for possession of marijuana under 20 grams.
- 5/3/13
 - Battery-Domestic Violence, 250 Selden Avenue, suspect arrested for domestic violence battery.
 - Burglary-Residence, 194 Cambridge Terrace, burglary occurred on 4/30/13. Clothes and other items reported taken.
 - Warrant Service, 756 West Lindenwood Avenue, fugitive arrested on outstanding warrant.
 - Battery-Dating Violence, 24 Magnolia Avenue, suspect arrested for dating violence battery on boyfriend.
 - Burglary-Vehicle, Scottish Inn & Suites (484 South Atlantic Avenue), entry gained through unlocked Door; \$400 in change reported stolen.
 - Attempted Burglary-Residence & Burglary-Vehicle, 2 Park Crossing Circle, 16 YOA female home alone during a rainstorm thought she heard voices outside and someone trying the door handle to the house. The female's parents upon returning home discovered items missing from the motorcycle in the driveway and a section of fence broken down.
 - Burglary-Residence, 143 Ocean Shore Boulevard, forced entry to the 2nd floor balcony. Computer, watches, and wallet reported stolen.
- 5/4/13
 - Burglary-Business, Vibe Addiction (600 South Yonge Street #5A), several computers reported stolen.
- 5/5/13
 - Auto Theft, 785 Peninsula Drive, homeowner loaned his car to a known subject (Roommate) and he had not returned it as promised. Vehicle has since been returned.
- 5/6/13
 - Retail Theft, Winn Dixie, suspect was caught stealing steaks by employees. He was transported to the station for processing and issued a Notice to Appear for retail theft.
 - Retail Theft, Wal-Mart. suspect was detained by Loss Prevention. Notice to Appear was issued for retail theft.

- Battery-Domestic Violence, 810 South Atlantic Avenue (Charlie Horse Parking Lot), a male and female, both transients, were arrested for battery and disorderly intoxication following a physical altercation.
- Crash, Riverside Drive and Cardinal Drive, crash with Injuries. Single vehicle into Florida Power & Light pole. Driver arrested for possession of Xanax and Driving While License Suspended or Revoked (DWLSR).
- Narcotics, South Nova Road and Arroyo Parkway, driver of vehicle arrested following a routine traffic stop for three counts of Possession of a Schedule 2 controlled substances.
- Burglary-Attempt Business, 299 West Granada Boulevard, (Pet Street Vet Clinic), rear glass window was repeatedly kicked, but it was security glass and did not allow any entry.

Traffic Unit

- 13-05-00023, Crash, 200 Block South Nova Road. Car crashed into a delivery truck parked in the outside lane. Center and outside southbound lanes were blocked for about 45 minutes.
- 13-05-00025, Crash, Airport Road and Sunshine Boulevard. One vehicle turned left in front of another vehicle. Post-crash, one vehicle deflected into the city sign to the Airport Business Park.
- 13-05-00042, Crash with Injury, SR 40 and Clyde Morris Boulevard. Single motorcyclist lost control while braking and overturned onto the pavement suffering a minor head injury. He was treated and released at the scene by EVAC.
- Variable Message Board (VMB) deployed to SR 40 eastbound for the Art in the Park festival.
- STEALTH Stat deployed on Lakebridge Plaza Drive regarding complaints of speeding.
 - Traffic Citations: 43
 - Crash - No Injury: 9
 - Crash – Injury: 1
 - 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: 0 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Case initiated
- 9 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with one walk-in and forty-two (42) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 1:

1. 54 Domicilio Drive – Received a complaint that there is a motor home that has been parked there a few weeks. Staff has initiated a case on this matter. The motor home has been moved from the front of the house to the side of the house. The motor home has not been screened from view so the violation still exists. A notice of violation has been issued. Compliance has not been achieved. A citation has since been issued and this case scheduled for the special magistrate hearing for May 20, 2013. Staff has also initiated a case for front yard parking. The notice of violation has been issued for parking in the front yard. Staff has received verification of service and is now waiting for the tenant to comply within the timeframe specified in the notice. The tenant has complied with the front yard parking issue. The RV case is still outstanding.

Public Works

• Engineering

Construction Projects:

- Downtown Granada Median Improvements - This week, the contractor had planned to begin the completion of the project by paving the friction course and applying the first layer of striping. However, with the large amount of rain experienced last week, the project is slightly off schedule. The final paving is planned for this week with striping on May 10th. The second coat of striping is scheduled to be applied two weeks later per FDOT specifications, or May 23. During the two week wait time for the final striping, the contractor will complete restoration and housekeeping efforts. The scheduled completion date for this project is May 23, 2013, which includes the original 105 day contract plus seven event days associated with Race Week, Bike Week, and twelve weather days.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Staff and consultant discussed final restoration needs with Volusia County for the Airport Rd. right-of-way. Some of the areas requested to be restored by the County were not a result of this project and were, therefore, dismissed. Work continues to test and operate the reclaimed watermain remote systems controls. Reclaimed water to the Breakaway storage tanks is available and is currently being operated manually until the remote automated system becomes fully functional.
- North Halifax Dr. Improvements – Reviewed project As-Built drawings. A minor earthen settlement which occurred between the sidewalk and back of curb around a new watermain stub-out valve box was promptly repaired by the contractor.
- Tymber Creek Phase I – FPL has mobilized to begin relocating power poles and rewiring power lines. Work continues on construction of the box culvert at the Little Tomoka River and roadway widening construction from SR40 to the box culvert.
- Andy Romano Beachfront Park – The park is substantially complete and the contractor is working on punch list items. Staff will be presenting a final change order 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.
- Wastewater Treatment Plant Expansion and Rehabilitation –Substantial Completion was officially accepted as of April 10th. Operator training on completed components is on-going. The contractor is working on final punchlist items. A ribbon cutting ceremony was held on April 25th.
 - Ormond Beach Airport Taxiway Project- All major components to the project have been constructed. Pavement markings are being installed and site restoration is being performed.
 - 2-inch Water Main Replacement - Mainland – Bid award has been submitted, scheduled for the May 21 Commission meeting.
 - 2-inch Water Main Replacement – North Peninsula – The contractor has been executed by all parties with an effective date of May 13, 2013; a pre-construction meeting was held Friday May 3, 2013. Tentatively, the project is to commence May 13.
 - 2-inch Water Main Replacement - South Peninsula – The CC awarded the bid on 4/16 and a preconstruction meeting will be held May 3rd.
 - 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 in May 13th. 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.
 - Nova Comm Park Skate Park Expansion - Completed topographic survey of the skate park vicinity at the Nova Rec Community Park for the proposed skate park addition.

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 Comm Park Skate Park Expansion – The project contract documents are in review by the City Attorney.
- Downtown Underground Utilities – Bid opening was at 2:00 p.m. on April 30, 2013, Carter Electric was the low bidder. A recommendation has been submitted to Commission for bid approval at the June 3, 2013 meeting. Checks to the franchise utilities have been transmitted (May 3).
- Audible Pedestrian Signals – FDOT issued a notice to proceed for this project 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 – Staff is soliciting proposals for the modified design.
- John Anderson Drive – The project design is complete and staff received approval to bid at the May 7th City Commission meeting. 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 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 – Addendum #1 was issued May 3, 2013; bid opening scheduled to occur on May 9, 2013.
 - CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
 - CDBG Milton Pepper Park – A preconstruction meeting with the County and contractor is scheduled for May 16, 2013.
 - OBSC Multi-Use Fields – The project consultant is working to finalize the design plans for staff review.
 - OBSC Roadway Improvements - Work Authorization was processed for consultant to develop design plans for the perimeter road based on realignment to avoid impacts to wetlands as discussed with staff.
 - 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.
 - Proposed Watermain Extensions and Replacements - prepared cost estimates for replacing watermain along North Beach Street from Sanchez Avenue to Melrose Avenue and for watermain extension along Woodland Trail and Pine Bluff Trail.
 - 2013 Roadway Resurfacing- Project was submitted to be approved for bidding on the May 21, Commission meeting.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
- Completed the final sketch and legal descriptions for the upcoming 200 Booth Rd Annexation.
- Magnolia Wall measurement (on-going).
- Residential SWMP Permits review and filing (on-going).
- Concrete Precast Structures and Pipes - Attended workshop and production plant tour for explaining FDOT criteria and methodologies of inspecting precast concrete structures and pipes and demonstration of manufacturing.
- Staff attended the public information meeting for the FDOT widening of SR 40 west of the City (from Cone Road to SR 11) at Oasis Community Church on Wednesday, April, 24. The project will entail using the existing two lanes as the westbound lanes and the creation of two new eastbound lanes separated from the west bound lanes by a median. A trail is included in the design. In addition to roadway construction the project will include the construction of stormwater management facilities, the reconstruction of all three bridges, the creation of wildlife crossings (which will raise the road six feet above grade at the crossings), and the replacement of the traffic signal at SR 11. The project is currently in the design stage, and anticipates design running through June 2014; most of the data collection and survey work has been completed. Property acquisition and project construction are not currently funded. The next public meeting is anticipated in October. The project was based on the original PD&E completed in 1990 and updated in 2012; additional information and updates are available at www.cflroads.com; project number is 240837-1.
- Created overall exhibit map representing the (45) sketch and legal descriptions for the FPL power line crossings relating to the Downtown Underground Utility Project.
- Onsite meeting at 1 Mainsail to check fence construction in drainage easement options.
- Onsite meeting with the Wastewater Div and homeowner at 200 Seton to discuss sewer hookup options.

- Researched and created a site plan drawing showing sewer connection for 200 Seton.
- Completed elevation survey of the sewer laterals and adjacent manholes at 200 Seton for future sanitary sewer connection.
- Created site plan drawing set of the Skate Park for the proposed Skate Park addition.
- Completed tree locates at 98 River Ridge Trail per Streets Div request.
- Completed Tree located at 220 Deer Lake Cir per N.I.D. request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Concrete repair for the Water Department at 103 Lynnhurst Dr., and at 168 Roberta Rd.
- Paver driveway repair for the Water Department at 117 Lynnhurst Dr.
- Removed a broken sidewalk at 179 N. Ridgewood Ave.
- Assisted Building Maintenance with concrete to set scoreboard at Nova Recreation
- Asphalted potholes at Nova Recreation
- Pulled forms and backfilled on China Moon Dr.
- Poured a concrete driveway at 144 Pinecone Trl.
- Cleaned storm basins at various citywide locations

- 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
- Trimmed at various city ROW (right-of-way) locations and removed brush from the storm at various citywide locations
- Removed a tree off the fence at Well-4D on Division Ave., and at 604 S. Ridgewood Ave.
- Cut up and took away a palm from Cassen Park
- Cleaned catch basins at Memorial Gardens and Fortunato Park

- 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.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Graded Rima Ridge
- Weed control on Nova Rd. (SR5A)
- Inlet inspections at various 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
- Various Locations, replaced 25 MPH speed limit and stop signs
- Andy Romano Park, met with Ken of Kathy Harper Painting
- Hammock Ln., replaced a stop sign post
- Woodmere & N. Beach St., replaced a stop sign

- Sign Shop, called various vendors to get quotes for upcoming jobs

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Attended Aquatic Conference in Coral Springs, FL (2)

Vactor

- Cleaned and inspected basins at various citywide locations
- Cleaned out basins on John Anderson Dr.

Mowing

- Reachout Mowing - various citywide locations

Street Sweeping/Streetsweeper

- 132.1 miles of road cleaned (This is for 4 days)
- 49.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
29,464

PM Services completed for the week:

Emergency—Vehicles and Equipment
17

Non-Emergency Vehicles and Equipment
5

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 8,444 gallons of unleaded and 7,778 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,287 gallons of unleaded and 1,687 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities
 - Concentrate Monitoring and Disinfection Upgrades – Contractor provided Operation and Maintenance Manual for review. Obtained revised shop drawings of conductivity meter and instrumentation for review.
 - 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 – Met with HDI regarding future scope of work to be developed for specifications preparation and advertisement for 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 - A change order for a pressure relief valve was received for review. Alternate assemblies are being considered.

- Laboratory Testing Services Contract – Bid documents were advertised for bid receipt on May 10, 2013. Addendum 1 was prepared to answer inquiries received to date.
 - Mainland 2-inch Water Main Replacement – Reviewed construction plans. Additional fire hydrants and connections to existing water mains are recommended.
 - North Peninsula 2-inch Water Main Replacement - A preconstruction meeting was held on May 3, 2013. Staff responding to contractor inquiry concerning valve location. 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. Staff prepared 2nd request to contractor for warranty assistance.
 - Ormond Beach Wastewater Treatment Plant Expansion – Warranty items pertaining to clarifier drive units 1 and 2 were corrected and others are being logged. Plant improvements are substantially complete and awaiting FDEP acceptance of final certification for new rated capacity of 8 MGD.
 - 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.
 - 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. for \$445,038 at the May 7, 2013 City Commission meeting. Conformed contract plans and specifications are being prepared.
 - Tymber Creek Road Phase 1 Utility Relocation Project – Culvert is being installed and 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. Bidder requested start date in January 2014. A Commission Memo is prepared for the May 21, 2013 commission meeting recommending award to the low bidder.
 - SPRC – Preliminary cost estimates for survey 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 are between \$5,000 and \$5,500. Sent force main pressure information in the vicinity of I-95 and US 1 to design engineer for lift station pump sizing for a potential restaurant. Force main pressure information at 1542 Oceanshore Boulevard was requested. Obtained plans for Sunrise Cove Subdivision and Drexel Heritage Furniture for review.
 - Preparing meter testing policy document for current meter testing procedures.
 - Responded to development inquiry spanning two municipalities and two water service area boundaries near 355 Clyde Morris Blvd.
- Water Distribution
 - Exchanged 10 residential/commercial water meters

- Responded to and/or repaired 13 water service leaks
- Installed 1 new residential water services and meters
- Replaced 6 water services due to age of piping and low flow/ pressure
- Repaired/replaced 17 meter boxes
- Responded to 1 low pressure and 4 cloudy water complaints
- Performed 3 tests, 2 repairs, and installed 1 city owned backflow prevention devices
- Repaired a 6" water main break on Lynhurst Drive
- Continued hydrant maintenance in County areas - inspected & maintained 16 fire hydrants.
- Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
- Meter Testing: Performed testing on 2- 3/4" residential water meters, all tested accurate.
- Removed 85 leak detection loggers in the water base map A5 area in Ormond-by-the-Sea, correlating possible leaks in multiple system locations.
- Performed valve maintenance and exercising on 8 valves to assist in water main break shutdowns.
- Met with J.D. Weber Construction to assist with locating the water and force main for future connection at the River Oaks Subdivision
- Met with Engineering for a preconstruction meeting - Mainland 2" water main replacement project
- Utility locate service for Water/wastewater/reuse: 103 regular and 2 emergency utility locates completed this week. Continued ongoing location services for Hand Ave Utility/Road Project, Tymber Creek Rd Widening and Ocean Aire Drive Projects.

- Water Treatment
 - Delivered to the city 35.022 million gallons for the week ending May 5, 2013 (5.003 MGD)
 - Backwashed 7 filters for a total of 289,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Wastewater Collection – Reuse
 - Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and none in town.
 - Total rainfall for Breakaway Trails (2.75") and Hunters Ridge was (3.45") from 05/02/13 to 05/08/13.
 - Televised eight and root controlled one lateral.
 - Located clean out by house at 200 Seton Trail.
 - Flushing irrigation system in Breakaway - nine fire hydrants, 25,000 gal.
 - Replaced E-one at wastewater plant with new pump.
 - Flushing beach side reuse lines 30,000 gal.
 - Checked trouble spots on beachside (7) and mainland (10).
 - Ten inch force main at 1085 Ocean Shore Blvd. pressure @ 10 psi and 15 psi at Spanish Waters on 05/08/13. Bleed down pressure with tank truck.
 - Six inch force main at 1800 N. US-1 @ 7 psi.
 - Low pressure sewer psi reading Westland Run 18/15 psi, Foxhunters Flat 20/22 psi and 4" on Shadow Creek Blvd. 11/14 psi. Bleed down pressure with septic tank truck at Westland Run and Foxhunters Flat.
 - Cleaned bermad filter at Tomoka Oaks golf course. (weekly)

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 33.14 Million Gallons.
 - Produced 20.24 Million Gallons of Reuse.
 - Produced 12.90 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.73 MGD, plant rated for 6 MGD, soon to be 8 MGD. Recent rainfall period has plant flows increased for week.

- Hauled tons of sludge 164.19 (14%-18% Solids).
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced vent hose on lime slaker #2
 - Continued work on HSP #3 rehab
 - Worked on weed control around booster stations
 - Repaired feed water to polymer mixing system
 - Installed new check valve on Well 10D
 - Installed feed tube into hypochlorite pump #7
 - Changed BAT tank fill controls
 - Reamed the injection port on Claricones and greased tube pumps.
 - Monitoring storage tanks/ wells - irrigation stations - Hunters Ridge & BAT.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
 - Checked wells at BAT & Shadow Crossing
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.
 - Reuse jockey pump #4 failed starter contactor, replacement installed
 - Repaired high level alarm at BAT lift station
 - Wired #9 submersible mixer at WWTP
 - Working with tech support to troubleshoot sand filter #2 not running in auto

- Wastewater Plant – Lift Stations
 - 1P – pulled pump #1 for delivery to vendor for repairs
 - Chlorine Pump – replaced malfunctioning pump with new inventory
 - 9M – SCADA – pump #1 stuck on – pulled – cleaned and deragged pump – adjusted floats – all OK
 - Fermentation Submersible Mixer #9 – Operations noted moisture alarm wouldn't reset at SCADA – pulled mixer – mixer operating fine at location – changed all oils in mixer – re-installed – all OK
 - Fermentation Submersible Mixer #9 – replaced with new inventory – cleaned old unit for shipment to vendor for repair
 - River Bend – removed old hardware from check & gate valves – replaced with new stainless steel hardware to assist check valves replacement.
 - Chlorine Dosage Meter – replaced pump
 - Influent Room – deragged pumps as per Lead Operator
 - 1P – SCADA – high starts – checked transducer – checked floats – deragged pump and checked valve #2
 - 13M – SCADA – no starts pump #1 – reset motor starter
 - Chlorine Contact Tank – repaired PVC line used for tank cleaning pump
 - Lift station 6P found blown fuse to RTU
 - Lift station 5P & OL1 will not transmit
 - Lift station 7M1 had bad power connection, RTU back running
 - 65 work orders completed and closed for this section.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP).

- Waste Water Treatment Facility Permit: Engineer's Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP. Awaiting FDEP acceptance.
- Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forth coming to provide customers with pertinent information.
- 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.
 - 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.

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
- Staff attended and provided support for the May 7, 2013, City Commission Meeting
- Staff attended and provided support for the May 9, 2013, Quality of Life Advisory Board Meeting
- Staff attended and provided support for the May 10, 2013, Pension Boards Meeting and Trustee Education Session
- Agenda packet preparation and creation for the May 16, 2013, Public Works Advisory Board
- Agenda packet preparation and creation for the May 16, 2013, Neighborhood Improvement Advisory Board
- Agenda packet preparation for the May 21, 2013, Town Hall Budget Meeting
- Agenda packet preparation and creation for the May 21, 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.