

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 7, 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 PW Operations staff
- Staff meeting with directors
- Held emergency practice exercise with EOC staff, mock flooding situation in Northbrook subdivision
- One on one meetings with Planning Director, HR Director, Fire Chief, and Economic Development Director
- Discussion with Assistant City Manager, Police Chief and NID Manager about snipe signs

Spoke to, attended and/or met with:

- Individual agenda review meetings with Commissioner Boehm and Commissioner Stowers
- CIP workshop
- City Commission meeting
- Pre-deposition conference with attorneys regarding Cheaters
- Deposition regarding Cheaters
- Keith Norden, President and CEO, Team Volusia
- Public Works and Legal staffs and outside counsel contract issues regarding effluent pumps at the water treatment plant
- Citizens for Ormond Beach foreclosure panel discussion
- Met with Rich Pernel, Embry Riddle, Director of Facilitation and Mediation Services, update on miscellaneous personnel issues
- City staff and I met Bueno Padres and Joe Repole of Honeywell regarding performance contracting and energy efficiency options for city facilities
- Chamber of Commerce meeting was cancelled

Community Development

Planning

- The Planning Director and all Senior Planners participated in the mock emergency exercise on Monday, June 2.
- The Planning Director attended the CIP Workshop on June 3.
- The Planning Director attended the Pre-disposition conference meeting on June 3 in preparation of depositions.
- The Planning Director was deposed on June 7 at Cobb Cole offices regarding Cheater's.
- The Department received the annexation application for the 14.5 acre enclave adjacent to Lowe's Home Improvement. This annexation will be scheduled for the City Commission meeting at the end of July. Chelsea Place will be processed and scheduled for annexation tentatively for the month of August and September.
- The Department has received two responses to the RFQ for services related to reviewing cell tower applications and related materials. Pallans Associates and Cityscape Consultants

were the two responses. The applicants for cell towers will be responsible for paying the City for the services performed by the selected consultant.

- Planning had two people participate in the Statewide Emergency Exercise at Volusia County's new EOC. The first day was an oil spill and the second day was a hurricane exercise.

Building Inspections, Permitting & Licensing

- 153 inspections performed.
- 7 business tax receipts issued.
- 62 permits issued with a valuation of \$661,770.00

Development Services

- The SPRC did not review anything new that was not already reported on earlier.

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 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 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. The Chamber Committee is planning to meet with Mr. Hentz and his Board in June or July to discuss funding of the marketing 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.
- Staff presented the Ormond Crossings project as part of the "Greenfield Recovery" session at the Florida Planning and Zoning Association annual state conference held in Daytona Beach.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of

- the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Staff prepared incentive agreements for Healthcare Billing Systems and Edge Physicians to redevelop and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building and installation of windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in September.
 - Staff is working closely with an existing company for the construction of a large facility along North US 1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.

Airport Operation and Development

- The Taxiway Alpha Relocation & General Airfield Improvements Project has been completed. Staff is working to coordinate final closeout documents for the project.
- Staff is working to schedule replacement of an aircraft noise abatement sign on Taxiway Alpha, weather permitting. 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 continues to work with 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.
- Staff participated in a meeting on Friday, June 7, 2013 at Embry-Riddle Aeronautical University. The meeting was held to conduct a risk assessment associated with the potential increase of flight training activities in the north practice area.
- Staff has been invited to participate in a pre-construction conference for a project that will consist of widening both sides of SRA1A to develop a left turn lane at Lynnhurst Drive. The conference will be held at 2:00 pm on Tuesday, June 18, 2013 at the FDOT Construction Office in Daytona Beach. Although the project location is aligned with one of the runways at the airport, the location is outside our Class D airspace, and thus may not have any impact on operations at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Proposed budget for fiscal yr 2013-14.
- Completed Projects - Weekly
 - Processed 39 Journal Entry Batches (# 3489 – 3592).
 - Approved 33 Purchase Requisitions totaling \$1,238,087.31.
 - Issued 20 Purchase Orders totaling \$190,202.64.
 - RFP 2013-26, Downtown 2013C W&S Bonds, Opening on 6/5/2013, (8) submittals received.
 - BID 2013-23, Wilmette Avenue Emergency Stormwater Pumping. Mailed Letter of Intent on 5/31/2013
 - Prepared 107 Accounts Payable checks totaling \$204,084.43 and 22 Accounts Payable EFT payments totaling \$140,465.35.
 - Processed 4,554 cash receipts totaling \$1,708,773.16.
 - Processed 957 utility bill payments through ACH totaling \$58,690.93.
 - Processed and issued 3,055 utility bills with billed consumption of water of 12,670k.
 - Issued 626 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Walking with the Manager – CANCELLED for June 7, 2013
 - Meeting with the Manager – Monday, June 10, 2013
 - Walking with the Manager, Friday, June 28, 2013
 - FPL Tree Trimming
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Independence Day Celebration planning meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted City's CDBG FY 2013-2014 Annual Plan to Volusia County.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 5
- Hazardous: 1
- EMS: 65
- Motor Vehicle Accidents: 6
- Public Assists: 29

TOTAL CALLS: 110

- Aid provided to other agencies: 15 calls – Volusia County (9), Daytona Beach (5), Holly Hill (1)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 16
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 55

Training Hours

- EMT Refresher: 3
- Hazardous Materials: 2
- Tactics: 2
- Wildland Fire: 30

TOTAL TRAINING HOURS: 37

Station Activities

- Serviced 43 fire hydrants to include flow testing and inspection
- Updated 12 pre-fire plans
- Provided fire extinguisher training to 15 employees of Tomoka Surgery Center.
- Provided an aerial truck to raise the U.S. flag at the annual Law Enforcement Memorial Service for Volusia and Flagler Police Chief's Association.
- Attended Department of Forestry (DOF) training. Crews participated in classroom discussions and became familiar with DOF tractors and procedures.
- Completed the relocation of the Fire Administration office from City Hall to Fire Station 91 at 364 S. Atlantic Ave.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Drainage Maintenance – Maintenance Worker II
 - Public Works/Wastewater Collections/Reuse – 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. Eleven (11) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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. Twenty (20) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- 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.
- 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.
 - Leisure Services/Recreation Activities – Summer Camp Counselor positions for all summer day camps were advertised on the City web site on 04-09-13 as Open Until Filled. Fifty-six (56) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 05-20-13 and 05-21-13 and conditional offers of employment were made to eighteen (18) candidates. Pre-employment processing will be conducted on 06/07/13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 5-31-13: 3.99% (excluding retirements).
 - Police Department – Police Officer effective 06/28/13.

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.
- Sam's Club representative Debra Krammer will be available to meet with employees on 06-21-13
- ICMA representative Dee Turner will be available to meet with employees on 06-27-13 following the 401a plan orientation with new hires.

Training & Development Opportunities

- Staff will be attending the Business Summit 2013 on 06-11-13.

Risk Management Projects

- Attend Fire Department Safety Committee.
- Attend Leadership wrap-up meeting.
- Attend Mayor's Health & Fitness Challenge meeting.
- Continue project planning for HIPAA.
- Begin review and edit of Safety Manual.

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. Document conversion and indexing continues.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 26 New work - 51 completed - 48 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	37,518	Inbound E-Mails Blocked	26,473
Delivered Inbound E-Mails	10,935	Quarantined Messages	110
Percentage Good Email	29.1%	Virus E-Mails Blocked	158

 - Notable Events:
 - Setup technology for the EOC training exercise in the PD training room.
 - Completed the rollout of new ATT 4G/LTE aircards to all 77 mobile users.
 - Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 1 Corrections: 0
 - Map/Information Requests: 13
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0

- Meter GPS locate and ID: 22,502 total, completed 11,442 (50.8%) potable 11,004, Irrigation 438
- Notable Events: Participated in EOC training exercise (Northbrook flooding event).

Leisure Services

- **Administration**

Meetings attended/hosted:

- City Manager staff meeting
- Public Works meeting.
- City Commission meetings
- July 4th City Services meeting
- Splash pad discussion meeting
- Supervisory Staff meeting.
- Energy savings meeting
- Romano Park parking meeting w/restaurant owner
- Sports Complex 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 M, W, & F's 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.
- Six-a-side soccer program, run by Luis Camacho, is a rental that plays every Monday night. Games are held from 5:30 to dark for 10 weeks.
- Ormond Beach Soccer Club hosted a 3 V 3 Tourney this weekend 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.
- Nova Park - mowed infields and outfields.
- Cleaned Skateboard Park.
- Cleaned new handball and basket ball courts at Nova.
- Cleaned tennis courts at Nova Park.
- Picked up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance Building.
- Continue mowing of baseball fields, three times a week.
- Continue mowing of the soccer fields, two times a week.
- Continue mowing of the softball fields, two times a week.
- Continue mowing, edging and trimming the T-Ball fields.
- Replacing sprinklers as necessary.
- Daily clean up of Limitless Playground by the softball Quad.
- Mowed football fields at Ormond Beach Middle School.
- Cleaned all sports parks of debris/trash from the events over the weekend.
- Had fields prepared for Lady Renegades, Golden Spikes, and summer league for the high school boys baseball.

- Painted eight soccer fields for 6 vs. 6 on Monday nights.
- Began spraying liquid fertilizer on the fields.
- Continuing to aerate all fields.
- Picked up the bleachers from Rockefeller Gardens and took to the Airport complex.

- Senior Center
 - Granada Squares Dancers met on Tuesday night from 6:30pm to 9:00pm
 - Big Band America met on Thursday from 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held regular classes. CMT held regular classes,
 - Tuesday: Kopy Kats held regular classes. CMT held regular classes.
 - Wednesday: Kopy Kats held regular classes. CMT held regular classes
 - Thursday: Kopy Kats held regular classes. CMT held regular classes.
 - Friday: Kopy Kats held regular classes.
 - The Performing Arts Center hosted following events:
 - Ms. Debby's Dance and Acting Recital, Saturday, June 1st, 12:30pm to 3:30pm
 - The Performing Arts Center is preparing to host following events:
 - June 1st-June 30th The Casements Camera Club Spring Show – Public Vote for Your Favorite Photo – Free
 - Saturday, June 8th 7:00 p.m. South Beach 2013 Annual Spring Dance Showcase – Tickets at South Beach Dance (386) 254-2999

- South Ormond Neighborhood Center
 - Splash pad open daily at 10:00am
 - Pavilion rental - Saturday 2pm-5pm
 - Free play basketball - 1pm-6pm
 - Youth basketball practice Monday - Thursday 6:00pm-8:00pm
 - Fitness room open 1pm-9pm weekdays
 - Summer camp prep next two weeks

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Memorial Day Post Event Meeting
 - Planning for Independence Day Celebration:
 - Attended City Services Meeting
 - Distributed resident notices
 - Securing entertainment and food vendors
 - Input of sponsorship monies and data
 - Assisted with the City Commission Workshop meal and set up
 - Attended Senior Games Committee Meeting
 - Assisted with daily lunch meals for Community Outreach Program
 - Assisted with volunteer tasks for Community Outreach Program

- Gymnastics
 - New June/July session starts this week.
 - Preparations for team cheer and gymnastics competitions continue.
 - New Adult Gymnastics class began Friday, June 7th.
 - Advertising for new birthday party offering at Gymnastics Center which includes basic gymnastics and arts and crafts continues.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including: Adult Jazzercise
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Steve Ridder Basketball Camp took place in the gym Wednesday, Thursday and Friday from 9:00am-4:00pm.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Registration and planning for Camp T-Rec continues.

- The Casements
 - Classes met this week including Yoga and Pilates.
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday 10-11:30am.
 - The Sister Cities of Volusia Art exhibit on display in The Gallery through June 15.
 - A wedding reception was held at The Casements on Saturday.
 - A wedding was held at Ormond Memorial Gardens on Saturday morning.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Memorial Day wrap-up was held in The Preservation Room on Wednesday.
 - Natural Cooking with Susan Cohen was held in The Casements kitchen on Thursday morning.
 - Mary Maggio's Italian Cooking class was held in The Casements kitchen on Thursday afternoon.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - Movies on the Halifax, Here Comes the Boom will be held in Rockefeller Gardens this evening.

- Parks Maintenance
 - Graffiti removal at Cassen Park
 - Installation of trash can slab at Central Park I
 - Installation of trash can slab at Nova Community Park
 - Installation of trash can slab at Sanchez Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

- Building Maintenance
 - Daily routine maintenance of City vehicles and equipment
 - Weekly inspection of airfield runway and taxiway lighting and directional signage
 - Raised flags from holiday
 - Continuing City Hall chilled water repair
 - Removed items from Fire Admin at City Hall
 - Repaired dishwasher at Fire Station 91
 - Replaced GFI in kitchen - may be related to dishwasher
 - Replaced water stained ceiling tiles in Blue Room at PAC
 - Replaced ceiling tiles at The Casements in four different rooms
 - Replaced ceiling tiles at SONC in several areas
 - Repaired three remote controls for access gates at Police Station
 - Repaired ice machine at Police Station
 - Lowered temps in several areas at Police Station
 - Checked on ice machine repair at Police Department
 - Installed Veterans WWII display cabinet at City Hall
 - Patched and painted drywall in Room 203 at The Casements
 - Moved refrigerator and microwave from WWTP to Fleet

- Patched and painted new window vents at Nova concessions
- Repaired wood plank sidewalk on Orchard Street for Streets Division
- Replaced fountain pump at Arroyo Park
- Repaired sink faucet at soccer concessions
- Repaired outside water fountain at Nova
- Repaired ladies room toilet in Building B at the Senior Center
- Replaced toilet tank handle in ladies room in Building D at the Senior Center
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Repaired light on Hand Avenue
- Repaired parking lot lights at Police Department
- Replaced faulty switch at PAC
- Repaired emergency lights at PAC
- Repaired lights at Fire Station 91
- Repaired dryer at Fire Station 92
- Repaired PAPPi lights at the airport
- Repaired sign lights at the airport
- Replaced PC boards in directional sign at the airport
- Repaired lights in volunteer office at PD
- Installed electric for new bathroom locks at Cassen Park

Police Department

Administrative Services

- Staff attended the Volusia League of Cities Awards banquet. Two police officers and one citizen volunteer were recognized for their outstanding service to Ormond Beach.
- Staff attended the annual Volusia & Flagler Police Chiefs Associations annual Law Enforcement Memorial Service.
- Attended meeting with representatives from "Safe Surfing," a program to promote safe internet access and browsing by teenagers to help organize a fund raising motorcycle ride prior to Biketoberfest.
- Staff attended City CIP workshop and Commission Meeting.
- Staff attended planning meeting on July 4th fireworks celebration/event.

Community Outreach

- OBPAL summer educational programs will begin June 24th at the South Ormond Neighborhood Center. Art, tutoring, computer lab assistance and fieldtrips to Sea World and Daytona Lagoon will be held during the summer months.

Community Services & Animal Control

- Animal calls 51
- Animal bites: 1
- Animal Reports: 7
- Animals to HHS: 2 (Both dogs)
- Injured Wildlife: 3
- Birds to Rehabber: 2
- Traps issued: 4
- N.O.V.: 1

Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 5
- Inactive: 8

- Fraud: 5
- Burglary Residential: 6
- Larceny Car break: 5
- Grand Theft: 4
- Auto Theft: 2

Narcotics

- Several Search Warrants
- Twelve Knock and Talks at suspected narcotic locations

Comments:

- Residential Burglary: Investigators received an AFIS hit on a latent print recovered from a residential burglary on Carib Drive. Investigation continues and charges are forthcoming.
- Car Break: A vehicle was broken into at the Wal-Mart and a suspect vehicle was identified. The investigation identified a possible subject who was using the vehicle and it was determined that he pawned one of the items stolen from the victim's vehicle. Investigation continues and charges are forthcoming.
- Distraction Theft: Two black females entered the Twice as Nice store located on South Yonge Street. One of the subjects distracted the owner while the other stole a bank bag and the victim's wallet. The victim's credit cards were later used at the Volusia Mall. Investigation is ongoing.
- Assault: Female victim reports that she was assaulted while receiving a massage at Emerald Nail and Spa. Investigation is ongoing.
- Felony Lane Smash and Grab Burglaries: Three subjects from Fort Lauderdale were arrested for several car burglaries (Pirates Cove and Granada Bridge x2). Property found from the arrest identified the subjects for several other similar burglaries outside of the city.

Records

- Walk - Ins / Window:110
- Phone Calls:165
- Arrest / NTAs:16
- Citations Issued:132
- Citations Entered:71
- Reports Generated:166
- Reports Entered:150
- Mail / Faxes / Request: 34

Patrol

- Total Calls:1,589
- Total Traffic Stops:227

Operations

Crime Opportunity Report Forms: 87

- 5/29/13
 - Burglary-Residence, 195 Fairway Drive, skateboard taken from carport.
 - Burglary-Residence, 44 Ivanhoe Drive, entry made via unlocked door.
 - Transient was arrested for resisting arrest at Williamson and 40.
- 5/30/13
 - Burglary-Residence, 489 Hollywood. Entry made via broken window
 - Fraud, 205 East Granada Boulevard, unknown male was purchasing Sudafed with an ID that did not belong to him. Suspect was arrested.
 - Larceny Carbreak, 795 Hand Avenue,

- Battery-Domestic Violence (DV), 1000 Saint George's #306B, female arrested for Domestic Violence Battery.
- 5/31/13
 - Larceny Carbreak, 528 Fred Gamble Way, four vehicles were entered in the driveway overnight. A radar detector, GPS, and other items were stolen. A grey Toyota Corolla was also stolen and later recovered in Daytona Beach.
- 6/1/13
 - Stolen Vehicle, 1567 North US1 (Econo Lodge), A Yamaha YZ85 (Blue 7 White) motorcycle was stolen out of the back of a pickup truck overnight
 - Warrant Service, Rivergate Plaza, fugitive arrest for an open warrant for habitual traffic offender.
 - Larceny Carbreak, 1028 North US Hwy 1, window was broken and a GPS stolen.
 - Battery-Domestic Violence, 1267 Biltmore Drive, suspect threw his juvenile son against the wall. Subject was arrested for Domestic Violence Battery.
 - Battery on a Law Enforcement Officer (LEO), Baymont Inn & Suites (175 Interchange Boulevard), suspect battered an officer while officers were taking her suicidal son for Baker Act.
 - Burglary-Residence, 280 Military Boulevard, scrap metal stolen from the fenced back yard.
- 6/2/13
 - Retail Theft, Wal-Mart, suspect was arrested for retail theft/shoplifting.
 - Burglary-Residence, 20 Bostrom Lane, laptop and a credit card were stolen.
 - Larceny Carbreak, Appleby's (150 Williamson Boulevard), a window was broken and a purse was stolen.
- 6/3/13
 - Traffic Stop, Alabama Avenue and Derbyshire Road, driver arrested for DWLS
 - Narcotics, 700 Santa Ana Drive, a male on a bicycle was stopped for having no lights. He threw approximately \$200 worth of crack cocaine on the ground as officers approached him. Suspect was arrested for possession of narcotics/controlled substance.
 - Larceny Carbreak, 251 East Granada Boulevard, entry gained by unzipping soft top on a Jeep. \$27 taken from the console.
- 6/4/13
 - Battery, 55 Vining Court #223, male got in an argument with a female that rents a room from him. Argument became physical and the male subject was arrested for battery.
 - Narcotics, 1614 North US1, subject arrested for possession of a controlled substance.
 - Narcotics, 1614 North US1, male and female tried to deliver narcotics to officers at the motel. Both were arrested.
 - Narcotics, Hand Avenue and South Yonge Street, one suspect arrested for possession of a controlled substance.

Traffic Unit

- 13-05-00555, Crash with Injury, SR 40 and I-95. Eastbound bicyclist on wrong side of roadway disregarded the red pedestrian signal. A southbound vehicle with the green light pulled out in front of it. Minor injuries. Bicyclist cited.
- 13-05-00574, Crash with injury, 279 South Yonge Street, Vehicle leaving the lot pulled out in front of a bicyclist. Minor injuries. Motorist cited.
- 13-05-00589, Crash with Injury, McIntosh Road and Rosewood Avenue, Vehicle pulled out in front of another, believing that it was a 4-way stop. Minor injury. At-fault motorist cited.
- 13-06-00035, Civil Complaint, 550 South Atlantic Avenue (ABC Liquors), Ongoing complaints from anonymous person from the Gardens of New Britain in reference to vehicles parking behind the ABC. Vehicles were determined to be construction equipment for Florida Department of Transportation (FDOT) project on SR A1A. It was further determined that this

is private property, and not City property or right-of-way. Code Enforcement notified. The FDOT project is complete and the equipment will not return.

- Variable Message Board deployed to SR40 eastbound for the Click it or Ticket campaign (05/20 – 06/02).
- Traffic Citations: 74
- Parking Citations: 1
- Crash - No Injury: 7
- Crash – Injury: 4
- 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
 - Neptune Avenue

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 3 Cases initiated
- 30 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and fifty (50) 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 2

171 Marvin Road – Received a complaint that the owners of this property are running a business from their home. An onsite inspection was conducted. The owners operate chair concessions along the beach. The chairs have been kept on flatbed trucks stored at the house. The owners were advised that the equipment associated with the business could not be kept at the residence. They have agreed to relocate the equipment.

Public Works

- Engineering
 - Project Summary
 - Downtown Granada Median Improvements - The only remaining outstanding issues include the finalization of striping which should be complete the week of June 3, 2013.
 - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The SCADA system equipment provider met with staff for running various operation scenarios of the reclaimed water distribution system booster pumps and control valves.
 - North Halifax Dr. Improvements – Received revised as-built drawings for utility work and prepared project completion application for FDOT for the reclaimed water main crossing at SR40.

- Tymer Creek Phase I – Wing walls for the box culvert crossing are being formed and the section of road widening between the SR40 and the Little Tomoka River continues to be constructed. Once the section of road and corresponding part of the box culvert is completed, the lanes will be temporarily shifted to the west, so that the old bridge can be removed and replaced with a box culvert in order to complete the road widening crossing the river.
- Andy Romano Beachfront Park – Project is substantially completed. A final Change Order was approved at the June 3rd CC meeting.
- 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 which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed. 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 wingwalls.
- Wastewater Treatment Plant Expansion and Rehabilitation –Substantial Completion was officially accepted as of April 10th. Operator training on completed components is completed. The contractor has completed the majority of 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 Lynnhurst and per their provided schedule will continue through early June at this area. FDOT anticipates commencement of construction July 15 or thereabouts. THADCON will move next to work within Essex Drive on or about June 10 per their provided schedule. FDOT has scheduled a pre-construction meeting for their work on A1A at Lynnhurst for the afternoon of June 18, 2013.
- 2-inch Water Main Replacement - South Peninsula – The CC awarded the bid on 4/16 and a preconstruction meeting was held on May 3rd. Construction began at the south end of the City limits the week of May 27th.
- Central Park Lake Interconnects – A pre-bid meeting was held and construction of the interconnects at Division Avenue and Hammock Lane are expected to begin once the culvert arrives from the manufacturer for the crossing at Hammock Lane. The contractor anticipates starting construction of the interconnect on Hammock Lane which will involve closing the road. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.
- CDBG Milton Pepper Park – The contractor completed installing the irrigation, sidewalks and decorative curbing.

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 for bid approval was reviewed 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; Steve Quina has prepared reconnection agreements and is in the process of having them signed by property owners, Staff met with Highlander properties (Dorian Burt) Tuesday, May 28. Engineering met with Sunesys on June 3, 2013 to review their plan for the modifications to the downtown. A meeting with Level (3) scheduled for May 30 was postponed.
- 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 were reviewed at the June 3, 2013 meeting.
- Downtown Banner – The FDOT has issued the construction permit. Staff will solicit construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign – Updated graphic depictions have been completed for City Commission review. Staff is waiting on final cost proposals to accompany the proposed designs.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- John Anderson Drive – The project is currently advertised for bids with bid opening scheduled for June 11th. Zev Cohen & Associates, as part of their neighborhood involvement task held a final design meeting on April 24th with the residents to inform them of the upcoming project and provide 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 finalizing design plans with FDOT's assistance.
- 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 the week of May 13. Engineering and Planning staffs have reviewed the modifications and it appears that the "Proof" maps submitted to the City reflect the agreed upon changes per the City's most recent meeting with FEMA's consultant (Taylor Engineering). The maps will be reviewed by GIS one final time to ensure that the maps reflect the proper geography.
- Cassen Fishing Pier and Guardrails Under Bridge – Staff is currently reviewing a construction proposal for this project.

- Corrugated Metal Pipe Rehabilitation- Bidding documents are being prepared for installing cured in place pipe lining of deteriorated corrugated metal pipe stormdrain outfalls.
- Completed topographic survey of the section of US1 between Oleander and Laws Ln for the proposed bus stop design.
- Completed additional topographical survey of OBSC access road for future paving project.

Department Activities

- Held weekly progress meeting for Hand Avenue Improvement project.
 - Magnolia Wall measurement (on-going).
 - Residential SWMP Permits review and filing (on-going).
 - Roadway Improvements- Twelve roads were surveyed for asphalt distresses as part of the ongoing inventory to determine pavement condition indices, which will be used in the City's roadway resurfacing program for prioritization of streets to be resurfaced.
 - Reviewed and created grade and fill permit for 27 Manderley Ln.
 - Reviewed and created updated Wetland Permit for 394 John Anderson Dr.
 - Researched and located older digital as-built drawing plan sets of Division Ave between Railroad St and US1 per surveyor (Sliger and Associates) request.
 - Located and provided As-Built drawings of SR40 Trail for utilities in the right-of-way identification per AT&T request.
 - Completed the research and created a sketch and legal description for the 1525 N US1 property for proposed annexations per Planning Dept request.
 - Located older Ormond Beach Service boundary maps created for the Hand Ave/ Clyde Morris intersection area per City Engineer request.
 - Completed emergency tree locate @ 261 S Orchard per Streets Div request.
 - Researched and identified the ownership and maintenance responsibilities of the sidewalk between 1089 and 1079 W Granada per Streets Div request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Preventative maintenance on various vehicles in the Public Works Yard
 - Removed car stops & recycled concrete form for concrete at the Wastewater Treatment Plant
 - Dug out and formed for a concrete generator pad at the Performing Arts Center
 - Ground down sidewalks at Bailey Riverbridge Gardens, and in Zone 2
 - Cut out gutter at 34 Choctaw Trl.
 - Dug out, cut out sod & formed for a concrete sidewalk at the Birthplace of Speed Park
 - Constructed a French drain at 34 Choctaw Trl.
 - Assisted Stormwater with cleaning out 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
- Cleaned up shop area in the Public Works Yard
- Removed a stump on Greenfern Cir.
- Removed (2) small dead bays at Nova Recreation
- Removed a dead hickory tree at Central Park I

- Removed dead trees in Breakaway Trails, and 169 N. Ridgewood Ave.
- Trimmed trees at the Performing Arts Center, at Orchard & Division, at Hammock Ln., 241 Melrose Ave. and various other locations on beachside
- Assisted Stormwater with cleaning out basins at various citywide locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Picked up debris on Fleming, west of Center St. and at Ames Park
- DOT (Department of Transportation) weed control on the Granada Bridge
- Trimmed various ROW (Right-of-Way) locations on beachside
- Assisted Stormwater with cleaning out basins 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
- Sign Shop, inventoried & ordered stock for supply
- Andy Romano Park, met with Ken of Kathy Harper Painting
- Nova Community Center, installed "No Parking" signs
- Ormond Lakes Subdivision, met with HOA president to get measurements for pavement markings (striping) on Ormond Green Blvd.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin cleaning – all zones due to heavy rain
- Ditch & pond inspection – various citywide locations
- Public Works Yard – re-bagged old sandbags in stock
- Bennett Lane – pumped out from stored up rain
- Prepared for heavy rains – various locations

Vactor

- S. Center St. & John Anderson Dr. – cleaned pipes

Mowing

- Reachout Mowing – FDOT ponds
- Bush Hog Mowing – West SR40

Street Sweeping/Streetsweeper

- 139.2 miles of road cleaned (This is for 4 1/2 days)
- 28.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
25,569

PM Services completed for the week:
Emergency—Vehicles and Equipment
10

Non-Emergency Vehicles and Equipment
8

Road Calls for the week:
0

Quick Fleet Facts:

- Fleet has 13,548 gallons of unleaded and 5,537 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,363 gallons of unleaded and 944 gallons of diesel.
- Fleet completed 49 work orders this week.

- Utilities

Projects Summary

- 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 was held with the consultant to review the plans and cost estimate. Piping material was changed from DIP to C900 PVC due to concerns about corrosion to ductile iron pipe from concentrate. PVC piping will also save construction costs.
- Division Avenue Well Field Raw Water Piping – A City Commission agenda item is scheduled for July 30th to accept work authorization for design services proposal from McKim & Creed with alternate for water and sewer main extensions for proposed Environmental Learning Center.
- Cross Connection Control (CCC) Program Management Services – Reviewing scope of future work needs for development of bid specifications for advertisement of program management services.
- 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. Emerson visited plant to complete automation and monitoring systems for operation of the booster pump - valve actuation devices. Training will be arranged.
- 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 – Contracts are being prepared for execution by Hazen Construction.
- North Peninsula 2-inch Water Main Replacement – Contractor completed installation of the water main piping and bacteriological sampling underway for FDOT A1A – Lynnhurst portion of the project. Services will be connected to the new main after clearance is obtained. A 2-inch gate valve was added for the Neptune Park subdivision. Directional drilling was performed on Essex, Plaza and Riverbreeze. A preconstruction meeting is scheduled by FDOT on June 18th.
- North Peninsula Force Main by Volusia County – Received request from County for alternate wholesale sewer draft arrangement for consideration.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. 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. A meeting was held to discuss additional engineering fees for construction administration to

- CDM-Smith. Legal to assist with draft letter in response to consultant's request for payment.
- Ormond Beach Wastewater Treatment Plant Expansion – Awaiting receipt of FDEP acceptance of final certification for new rated capacity of 8 MGD. Valve actuator training performed June 4th. Warranty Assistance Requests are being administered by staff and contractor per contract conditions.
 - 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 11th.
 - 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 Perrott 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 is being scheduled on July 2nd.
 - Tymber Creek Road Phase 1 Utility Relocation Project – Road widening activities between the SR40 and the Little Tomoka River underway. Utilities staff supporting contractor activities as necessary with outage for piping deflection near Moss Point scheduled for next week.
 - Water Storage Tank Cleaning and Inspection – The Contract was awarded to Underwater Solutions for \$70,720.00 at June 3 CC Meeting.
 - SPRC – ATS Surveying completed topography - utility location for gravity sewer option for SR Perrott - US 1 for PM&A determination of construction feasibility. Related utility easement plat dedications are being finalized for Huntington Woods utility improvements. Reviewed plans for 550 W Granada. Plans for Woodstock Café are under review.
 - Preparing meter testing procedure document for small and large meters.
- Water Distribution
 - Exchanged 4 residential/commercial water meters
 - Responded to and/or repaired 10 water service leaks
 - Installed 1 new water meter and service
 - Replaced 4 water services due to age of piping and low pressure
 - Repaired/replaced 8 meter boxes
 - Performed meter accuracy testing on a 6" and 8" commercial water meters
 - Responded to 5 low pressure and 6 cloudy water complaints
 - Performed 6 tests city owned backflow preventers
 - Repaired a 6" and 2" water mains on Hand Ave and S Yonge St
 - Assisted 6 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Performed valve maintenance on 7 valves to assist with water main breaks.
 - Repaired the permanent flushing device on Lake Isle Way
 - Performed water main flushing in the Coquina Point Subdivision
 - Maintenance was performed on 1 city and 57 county fire hydrants

- Performed post-excavation landscape/street restoration on John Anderson Dr, Lucern Cir, Tropical Falls Dr, Cumberland Dr, Old Barn Trl
- Met With Hazen Construction on Hand Ave for lowering existing 2" water mains to facilitate the road construction at Fir St and Tropical Dr
- Met with Masci Construction on Tymber Creek Rd to schedule future shutdown activities at the Moss Point subdivision
- Met with Thad Construction pertaining to future shutdowns for the connection of the newly constructed water main deflections on Ocean Shore Blvd and Lynnhurst Dr
- Assist Wastewater Collection with shutdown of irrigation main in Breakaway Trails
- Utility locate service for Water/wastewater/reuse: received notice of 79 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave Utility/road project, Tymber Creek Rd widening and N + S Ocean Aire Dr storm water projects. Continued 2" water main replacement project locates in Ormond-by-the-Sea, and locates for the south peninsula 2" water main project.

- Water Treatment
 - Delivered to the City 40.701 million gallons for the week ending June 2, 2013 (5.754 MGD)
 - Backwashed 10 filters for a total of 399,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised six and root controlled ten laterals.
 - Installed new pep tank and replaced green light socket on pep tank control box - 8 Peruvian Lane.
 - Repaired irrigation service line at 115 N. Halifax Dr.and112 Golf View.
 - Locate reuse box at 385 John Anderson Dr.
 - Located sewer laterals @ 661, 671 & 681 Calle Grande St. & 727 Riverside Dr.
 - Checked known trouble spots on peninsula (7) and mainland (10)
 - Cleaned main sewer line on Clyde Morris Blvd.
 - Low pressure sewer psi reading Westland Run 18/20 psi, Foxhunters Flat 19/21 psi and 4" on Shadow Creek Blvd. 12/11 psi. Bled down pressure with septic tank truck at Westland Run and Foxhunters Flat.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 33.72 Million Gallons.
 - Produced 29.08 Million Gallons of Reuse.
 - Produced 4.64 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.25 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 164.49 (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
 - Installed new transducer at lift station 7P
 - Delivered generators #340 and #366 to fleet for PM
 - Replaced tube in chlorine pumps #4 & #5
 - 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, 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.
- Repaired Hudson well field SCADA, loose connection in RTU
- Repaired discharge in for chlorine pump #5

Wastewater Plant – Lift Stations

- 6M – Installed Pump #2 Returned from Flygt
 - 12M – SCADA – uneven starts – checked pump #2 - all OK
 - Walmart – SCADA – uneven starts – checked floats – all OK
 - Turbidity Meter – repaired mounting as needed
 - 6M – scheduled start up of repaired pump from Flygt with representative from Xylem
 - Huntington Woods – confirmed FPL meter number per statement provided
 - Final Tanks – further assembly & installation of 2" wash down water line at West side
 - 7M1 – follow up from call out – pulled both pumps to clear blockages at both volutes – both pumps had ragged up impellers – both cleaned – OK
 - Influent Room – deragged pumps as per Lead Operator
 - 52 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.
 - Waste Water Facility Inspection: Staff is preparing a response to the compliance evaluation inspection performed by FDEP. The facility was determined to be in compliance by the inspectors.
 - 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 web based version has been posted to the City's website and the brochure is currently being printed for later distribution.
 - 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.
 - 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 EOC Training
- Staff attended and provided support for the June 3, 2013 City Commission CIP Workshop
- Staff attended and provided support for the June 3, 2013 City Commission Meeting
- Staff attended and provided support for the June 6, 2013 Quality of Life Advisory Board
- Agenda packet preparation and creation for the June 18, 2013 City Commission Meeting

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.