

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: June 14, 2013

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Weekly meeting with Public Works operations staff
- One on one meetings with City Attorney, Economic Development Director, IT Manager and HR Director
- Discussion with City Attorney's office, Economic Development Director and Airport Manager on proposed wireless communications tower, tie-downs and insurance issues at the airport.
- Held weekly staff meeting with directors

Spoke to, attended and/or met with:

- Rotary meeting
- Held Meeting with the Manager
- Met with G.G. Galloway discussed development ideas on A1A
- Agenda review with Commissioner Stowers

### **Community Development**

#### **Planning**

- The Planning Director met with Administration to discuss a proposed telecommunication tower for the airport property.
- Staff met with Gianna Golding and Ceisel Adalbert concerning the platting and development of single family houses at 480 and 495 West Street. The property lies at the end of a cul-de-sac and is within the AE Flood Zone. Compensatory storage and building at 1 foot above the established elevation are some of the issues.
- The Planning Director and Senior Planner Weedo met with Legal to discuss the annexation of Tomoka Landings and Chelsea Place.
- The Planning Board conducted a public hearing on June 13<sup>th</sup> to consider a Land Development Code amendment to remove from the Landmark Property List property located at 393 John Anderson Drive which was given a Certificate of Appropriateness by the HLPB to demolish the structure.
- The Planning Director was nominated to participate on the Long Range Transportation Plan Subcommittee of the TPO. The first meeting of the subcommittee occurred on June 14<sup>th</sup>.
- The Department received an annexation application for development of a restaurant at 1535 N. US1.

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

- 237 inspections performed.
- 8 business tax receipts issued.
- 75 permits issued with a valuation of \$1,982,255.00

### Development Services

- The Department received the following applications:
  - LDC amendment application to remove Permanent Cosmetics from the definition of Tattoo and place it into the Personal Services category. Prior to the State legislating Permanent Cosmetics under the category of Tattooing, Permanent Cosmetics was permitted as a personal service. State requirements will remain the same but the proposal is to treat tattooing and permanent cosmetics differently at the local regulatory level. The Department will support the amendment.
  - LDC amendment application from the Ormond Hop House LLC to permit a brewery to have a retail component to sell brewery accessories and a tasting room on site in an Industrial Light zoning district. The Department will support the amendment.

### **Economic Development**

#### Economic Development

##### Ormond Crossings

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

##### Airport Business Park

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

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of area hotels, city and other events during the year. A meeting of the promotional subcommittee and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitors Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure. The Chamber Committee is planning to meet with Mr. Hentz and the HAAA Board on July 11 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.

##### 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. Final invoices were received this week, and preparation of closeout documents related to grant agreements with the FAA and FDOT is underway.
- Staff replaced an aircraft noise abatement procedures sign on Taxiway Alpha this week. The sign was temporarily removed during construction of the new taxiway, and has now been re-installed 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 has requested a proposal from American Infrastructure Development, Inc. to conduct an independent cost estimate of the design, engineering and construction costs for the Taxiway Golf Construction and Airfield Electrical Rehabilitation Project. An independent estimate is required as part of the grant application process for this project.
- Gates 9 and 10 at the airport experienced malfunctions this week. Staff was able to effect repairs and both gates are now fully functional.
- Staff met this week with a representative from TowerCom, LLC to continue discussions regarding a proposal to construct a wireless communications tower on the airport. Staff hopes to soon bring a lease agreement for the proposed tower site to the City Commission for consideration and approval.
- Staff is working with Hoyle, Tanner and Associates and Halifax Paving, Inc to schedule a ribbon-cutting event at the airport sometime in August. This event will celebrate completion of the Taxiway Alpha Relocation & General Airfield Improvements Project and officially inaugurate use of the new taxiway and heliport facilities.
- 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. Updated site plan information has been requested in order to verify that placement of the new sign will be in compliance with required taxiway setback and safety areas.
- Staff worked with GIS, the Planning Department and Hoyle, Tanner and Associates to investigate a proposal to construct additional hangar facilities on the airport.
- Staff compiled information and materials requested as part of a recent proposal to lease and develop one or more parcels in the Southeast Quad of the airport.
- Staff has been invited to participate in a pre-construction conference for a project that will consist of widening both sides of SR A1A 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.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the appraisal rates and process.

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

- On-going Projects
  - Budget preparations for fiscal yr 2013-14.
  
- Completed Projects - Weekly
  - Processed 37 Journal Entry Batches (# 3594 – 3689).
  - Approved 18 Purchase Requisitions totaling \$59,650.13.
  - Issued 33 Purchase Orders totaling \$2,750,648.17.
  - BID 2013-08, Downtown Medians and Streetscape Landscaping, Pre-Bid Meeting on 6/6/2013.
  - BID 2013-07, John Anderson Drive Roadway Improvements. Bid Opening on 6/11/2013, (3) three submittals received.
  - BID 2013-12, Audible Pedestrian Signals-Nova Road, advertised and posted to Demandstar on 6/9/2013.
  - RFP 2013-30, Management and Operation of the Ormond Beach Gymnastics Center Building, advertised and posted to Demandstar on 6/9/2013.
  - Prepared 159 Accounts Payable checks totaling \$664,311.35 and 31 Accounts Payable EFT payments totaling \$521,759.84.
  - Prepared 30 Payroll checks totaling \$28,921.36 and 334 Direct Deposits totaling \$382,666.14.
  - Transferred IRS 941 payment of \$149,354.89.
  - Processed 4,263 cash receipts totaling \$673,650.67.
  - Processed 2,372 utility bill payments through ACH totaling \$165,415.44.
  - Processed and issued 3,582 utility bills with billed consumption of water of 20,646.56k.

### Grants/PIO

- Press Releases
  - Independence Day Celebration
  
- Other
  - Attended FEMA's National Emergency Management Training in Maryland

### **Fire Department**

#### Weekly Statistics

- Fires: 1
- Fire Alarms: 4
- Hazardous: 4
- EMS: 79
- Motor Vehicle Accidents: 7
- Public Assists: 38

#### **TOTAL CALLS: 133**

- Aid provided to other agencies: 15 calls – Volusia County (10), Daytona Beach (4), Holly Hill (1)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 58

#### Training Hours

- Area Familiarization: 2
- Aerial Operations: 2
- EMS Training: 37
- Hose Evolutions: 18

- Preplans: 13
- TOTAL TRAINING HOURS: 72

#### Station Activities

- Serviced 24 fire hydrants to include flow testing and inspection
- Updated 21 pre-fire plans
- Conducted 5 fire inspections
- Held Fire Explorers meeting and training at Station 94
- Held quarterly safety committee meeting at Station 92

#### Significant Incidents

- 6/4/13, 6:18 PM: 1626 N. US1 – Motor Vehicle Accident – Assisted Volusia County – two vehicle accident with entrapment – Engine 93 provided lane blockage, secured vehicles and extricated one patient by removing driver's door.

#### Human Resources

##### Staffing Update

- Approved/Active Recruitment
  - Public Works/Wastewater – Maintenance Foreman was advertised in-house and on the City web site 03-13-13 with a closing date of 03-28-13. Three (3) applications were received, two in-house employees and one applicant from outside, entered on applicant tracking sheet with qualifications, copied and forwarded to the department. Department requested to re-open recruitment until filled in order to obtain a larger pool of applicants. Four original applicants were notified and ad was placed on the City web site, in the Daytona 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. Interviews were held on 06-10-13.
  - 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 applicants. Eleven (11) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews are scheduled for the week of 06-10-13.
  - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13.
  - Leisure Services/Parks – Part Time Maintenance Worker II at the Andy Romano Park was advertised on 05-21-13 with a closing date of 06-04-13. Twenty (20) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Public Works/Drainage Maintenance – Maintenance Worker II was advertised in-house on 06-12-13 and on the City web site 06-07-13 with a closing date of 06-21-13.
  - Public Works/Wastewater Collections/Reuse – Maintenance Worker II was advertised in-house and on the City web site 06-12-13 with a closing date of 06-28-13.
  - Police Department – Police Officer was advertised on the Florida Police Chief's Association web site and on the City web site on 06-13-13 with a closing date of 06-28-13.
  - Police Department – Records Clerk was advertised in-house and on the City web site 06-13-13 with a closing date of 06-28-13.
- Background/Reference Checks.
  - 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.

- Job Offers
  - 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. New Police Officer candidate successfully completed all pre-employment requirements and will begin employment on 06-24-13.
  - Leisure Services/Nova Community Center – Two (2) part time Recreation Leader conditional offers of employment have been made. Pre-employment processing has begun and awaiting screening results.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 5-31-13: 3.99% (excluding retirements).
  - Police Department – Police Officer effective 06/28/13.
  - Police Department – Records Clerk effective 06/07/13.

#### 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 attended the Business Summit 2013 put on by the Center for Business Excellence at the Daytona Hilton on 06-11-13. Guest panel included Daryl Tol, President & CEO for Florida Hosp. Memorial, Scott Selis, Attorney at Law, Yan Lapointe, Senior Tax Manager for James Moore, Jeff Feasel, President & CEO for Halifax Health, Pam Mims, Executive Consultant with Florida Health Care Plans, Joyce Chastain, SHRM and Alex Doberstein, Employee Benefits Account Executive with Brown & Brown.

#### Risk Management Projects

- Attended Fire Department Safety Committee.
- Attended Leadership wrap-up meeting.
- Attended Mayor's Health & Fitness Challenge meeting.
- Continued project planning for HIPAA.
- Began 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 along with user training.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 46 New work - 58 completed - 61 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	34,793	Inbound E-Mails Blocked	24,660
Delivered Inbound E-Mails	9,998	Quarantined Messages	135
Percentage Good Email	34.5%	Virus E-Mails Blocked	144

- Notable Events:
  - Worked with Firefighters at station 91 to fix the weather station rain collector located at the station on a shade structure support pole. Firefighters used the opportunity as a training exercise in setting up the ladder truck. They provided safety instructions to the IT Manager as he carried out the inspection and repair of the rain collector. Debris including berries was cleared from the device.
  - Attended the Volusia Technology Council Meeting at LPGA.
  - Participated in the PD CJIS NexTest training as the Local Agency Security Officer (LASO)
  - Continuing to see high volumes of internet traffic at the firewall originating from outside mainland USA. Checked with other local IT Directors and they are seeing the same trends.

• **Geographical Information Systems (GIS)**

- Addressing Additions: 4 Changes: 0 Corrections: 0
- Map/Information Requests: 35
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 11,526 (51.2%) potable 11,085, Irrigation 441
- Notable Events: None.

**Leisure Services**

• **Administration**

Meetings attended/hosted:

- Supervisory Staff meeting.
- Budget meetings with supervisory staff.
- Budget discussion with Finance Director
- Park Visits.
- Staff meeting with coordinators.
- City Manager meeting.
- One on One meetings with coordinators.
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.

- Attended Infocomm Show in Orlando.
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
  - The OBYBSA competitive programs, Lady Renegades (softball) and Golden Spikes (baseball) continued their practices this week.
  - 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 ten weeks.
  - The Daytona Rugby Club hosted a 7 vs. 7 tournament this weekend on Saturday at the Sports Complex.
  - The Lady Renegades softball program will be hosting a Father's Day weekend tournament at both the Sports Complex and the Nova Community Park fields Friday through Sunday.
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield
  - Went to South Ormond to clean tennis and basketball courts
  - Went to Osceola school to tend to the infields, tennis and handball courts
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned new handball and basketball courts at Nova
  - Cleaned tennis courts at Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continue mowing of baseball fields, three times a week
  - Continue mowing of the soccer fields, two times a week
  - Continue mowing of the softball fields, two times a week
  - Continue mowing, edging and trimming the T-Ball fields
  - Replaced sprinklers as necessary
  - Daily clean up of Limitless Playground by the softball Quad
  - Mowed football fields at Ormond Beach Middle School
  - Cleaned all sports parks of debris/trash from the events over the weekend
  - 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 spreading fertilizer on the fields. All baseball and four soccer fields have been completed
  - Continuing to aerate all fields. Just finished soccer fields 3 and 8
  - Hosted the Daytona 7's Rugby Tournament on Saturday
  - Preparing to put in irrigation for the baseball common area, creating a courtyard in front of baseball building. We then will be putting in sod.
  - Have the Campus Outreach Volunteers at both Nova and the Airport Complex helping with edging fields, putting in playground borders, digging for irrigation installation and painting curb stops.
- 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 class and camp throughout the week as part of its regular operations:
    - Monday: Kopy Kats held regular classes. CMT Dance Camp
    - Tuesday: Kopy Kats held regular classes. CMT Dance Camp
    - Wednesday: Kopy Kats held regular classes. CMT Dance Camp
    - Thursday: Kopy Kats held regular classes. CMT Dance Camp
    - Friday: Kopy Kats held regular classes.
  - The Performing Arts Center is preparing to host the following events:
    - Center Stage Dance and Performing Arts Recital, June 16<sup>th</sup>, 2:00pm to 4:00pm - Free
    - Children's Musical Theatre Workshop, "Everyday I'm Shuffle-ing," June 20<sup>th</sup>, 7:00 p.m. - \$7.00 General Admission
    - Volusia Academy of Ballet, "The Ugly Duckling", June 22<sup>nd</sup>, 7:00p.m - \$15.00 General Admission
- 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 all week
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended Senior Games Committee Meeting
  - Attended IDC Sponsor Meeting
  - Planning for Independence Day Celebration:
    - Distributed resident notices
    - Securing entertainment and food vendors
    - Input of sponsorship monies and data
  - Assisted with daily lunch meals for Community Outreach Program
- Gymnastics
  - New June/July session going well; participation is quite active in the Mommy and Me class, Developmental class on Monday/Wednesday is almost at capacity.
  - New Adult Gymnastics class is quite successful.
  - Two birthday parties are scheduled for this month.
- 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.
  - 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.
  - Camp counselors attended a CPR class to prepare them for summer camp.
  - Ms. Debby is conducting a summer dance camp in the activity room from 3:30-5:30 Monday through Friday.
- 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 is on display in The Gallery through June 15.
- The Historic Society's Riverside Tour was held at Bailey Riverbridge Saturday afternoon, and a party was held in the evening.
- An anniversary party was held in Rockefeller Gardens Saturday afternoon.
- A vow renewal was held in Ormond Memorial Gardens Saturday afternoon.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- The Casements Guild held a Centennial Christmas meeting in the Gallery on Monday morning.
- Concert set-up took place on Wednesday morning in The Gallery.
- A concert was held in The Casements Gallery on Wednesday evening.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
  
- Parks Maintenance
  - Repaired broken pickets at the Magic Forest Playground
  - Removed graffiti from men's room wall at Cassen Park
  - Removed graffiti from ladies' room stall door at Ames Park
  - Swapped out several park bench slats and took to the engraver for memorial benches
  - Pressure cleaned playground equipment at Central Park II
  - Removed dog waste station at Sanchez Park for tree crew access
  - Projects done with Campus Outreach Volunteers:
    - Removed overgrowth and lily pads from the ponds at Ames Park
    - Cleaned up shoreline and removed palmetto scrub at Ames Park
    - Re-bagged broken sand bags at Public Works
    - Cleaned out overgrowth and scrub at Vadner Park
    - Stripped down old holiday decorations for refurbishing
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  
- Building Maintenance
  - Weekly inspection of airfield runway and taxiway lighting, directional signage
  - Daily routine maintenance of City vehicles and equipment as necessary
  - Made material list for partition walls at Nova Dance Room
  - Took old basketball goals to Airport Sports Complex
  - Secured boards on boardwalk on Orchard Street
  - Assisted with building walls, hanging sheetrock, hanging door and installing floor molding in the Activity Room of Nova Community Center
  - Met contractor at Water Plant for door replacement
  - Repaired icemaker in refrigerator at Fire Station 92
  - Repaired A/C Waste Water Utilities Supervisor's Office
  - Adjusted temperatures at the Police Station
  - Put up studs and covered corrugated steel wall with drywall in the Activity Room at Nova
  - Repaired lights at the Commission Chambers
  - Repaired handicap button in the Commission Chambers
  - Attended meeting for Granada Underground Conversion
  - Repaired lights at the Police Department
  - Repaired lights at Airport Sports baseball
  - Added receptacle at Nova Gym
  - Installed new lights and receptacle at the Water Plant
  - Cleaned AWOS lens at the Airport
  - Repaired lights at the Control Tower

- Stripped and waxed floors at Fire Station 92
- Repaired chemical feeder for PAC fountain
- Replaced spigot at tennis courts at The Casements
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato Park, and City Hall
- Repaired faucet in Building D Senior Center
- Adjusted weights for the water wheel
- Adjusted timer for Splash Pad feature pump at SONC
- Checked water cooler at Central Park I and Central Park II for leaks
- Met contractor for pest control at Senior Center

### **Police Department**

#### Administrative Services

- Staff members attending FEMA training in Emmitsburg, Maryland.
- Physical abilities test administered to police applicant.
- Staff attended weekly Police Department and City Manager/Department Head staff meetings.

#### Community Outreach

- OBPAL summer educational programs will begin June 24<sup>th</sup> at the South Ormond Neighborhood Center. Art, tutoring, computer lab assistance and fieldtrips to SeaWorld and Daytona Lagoon will be offered during the summer months. Preparations were made for the program to begin.

#### Community Services & Animal Control

- Animal Calls: 48
- Animal Bites: 2
- Animal Reports: 6
- Animals to HHS: 2 Dogs and 1, Young Cat
- Injured turtles to Ponce: 2
- Injured birds to rehab: 2
- CSO's fitted and handed out 14 bicycle helmets to children at Oasis Trailer Park 955 South Nova Road.

#### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 12
- Inactive: 18
- Fraud: 2
- Burglary Residential: 4
- Larceny Car break: 9
- Grand Theft: 4
- Auto Theft: 3
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2

#### Narcotics

- Narcotics task force completed one search warrant
- One buy walk
- Two buy walk attempts
- One Knock and talk

Comments:

- Burglary occurred at 190 Carib Drive approximately two (2) weeks ago. Latent fingerprints collected at the crime scene identified a suspect. Charges have been filed.

Records

- Walk - Ins / Window: 101
- Phone Calls: 212
- Arrest / NTAs: 16
- Citations Issued: 112
- Citations Entered: 292
- Reports Generated: 128
- Reports Entered: 125
- Mail / Faxes / Request: 45

Patrol

- Total Calls: 1687
- Total Traffic Stops: 220

Operations

Crime Opportunity Report Forms: 74

- 6/5/13
  - Larceny Carbreak, 333 West Granada Boulevard, a window was smashed out of a vehicle in the Gold's Gym parking lot but nothing is missing.
- 6/6/13
  - Retail Theft, Wal-Mart, adult male and female issued Notice to Appear for retail theft.
- 6/7/13
  - Burglary-Business, 1124 West Granada Boulevard, glass broken, entry made via rear door.
  - Burglary-Business, 95 Northshore Drive, entry made to a shed. Generator, pressure washer and power tools taken.
- 6/8/13
  - Warrant Arrest, 500 block South Yonge Street, suspect taken into custody for an outstanding warrant.
  - Burglary-Residence, 432 Bryant Street, screen in patio door left open, electric wheelchair battery charger stolen.
- 6/9/13
  - Driving Under the Influence, SR40 and Tymber Creek, subject was involved in crash and left the scene. Vehicle was stopped a short time later and the driver arrested for leaving the scene of an accident and DUI.
  - Aggravated Assault-Domestic Violence, 12000 Carolines Cove, suspect was arrested for aggravated assault with a firearm.
  - Driving Under the Influence, West Granada Boulevard and North Yonge Street, driver arrested for DUI following a routine traffic stop.
  - Larceny Carbreak, 170 North Center Street, (Coquina Center).
- 6/10/13
  - Retail Theft, Wal-Mart, Notice to appear issued for retail theft.
  - Violation of Injunction, 730 South Beach Street, subject arrested for violation of injunction and criminal mischief after he broke out a window at his ex-girlfriend's house
  - Burglary-Residence, 118 Via Roma, laptop computer and electronics taken.
  - Traffic Stop, Lowes, following a routine traffic stop it was discovered that the driver had an open felony warrant. Search incident to arrest revealed subject was in possession of controlled substance. Subject was charged with the open warrant and possession of marijuana under 20 grams.

- Disturbance, 205 South Atlantic Avenue, local transient causing disturbances at multiple hotels. Officers contacted her on the pool deck of Best Western where she continued to act in a disorderly manner and resisted officers when they went to arrest her. Subject was arrested for disorderly conduct and resisting arrest without violence.
- 6/11/13
  - Stolen Vehicle, 10 Park Place, 2003 Dodge Dakota stolen last night. Vehicle is silver in color bearing Florida Tag 736LCX.
  - Larceny Carbreak, 8 Lakeview Circle, unlocked vehicle, \$20 and an angel stolen.
  - Stolen Vehicle, 4 Lakeview Circle, 2000 Grey Chevy truck stolen. Vehicle is grey in color bearing Florida Tag A241RW.
  - Larceny Carbreak, 70 Broadmoor Circle, unlocked vehicle, car was went through and some guitar picks, loose change, and an older Sirius sports radio taken. GPS and guitar equipment untouched
  - Larceny Carbreak, 77 Broadmoor Circle, unlocked vehicle entered but nothing missing.
  - Larceny Carbreak, 484 Sauls Street, unlocked vehicle burglarized. Smith & Wesson .38 special taken
  - Larceny Carbreak, 28 Parkview Lane, unlocked vehicle entered and an IPAD and laptop were taken.
  - Stolen Vehicle, 459 Sauls Street, 2007 Ford F-150, white, Fl. Tag J18QWG.
  - Warrant Service, Seminole Drive and Carib Drive, fugitive arrested for an open warrant.
  - Larceny Carbreak, 96 Hickory Hills Circle, unlocked vehicle entered overnight and IPOD stolen.
  - Larceny Carbreak, 326 West Park Place, unlocked vehicle entered overnight and \$40 cash taken.

#### Traffic Unit

- 13-06-00086, Crash with Injuries, 300 Block John Anderson Drive. Northbound motorist was looking at houses on the east side of the street, not realizing that he crossed into the southbound lane. He sideswiped a southbound vehicle. Injuries were minor. John Anderson Drive was shut down in both directions for about 30 minutes as one vehicle was immobilized and required a wrecker. At-fault driver cited.
- Click it or Ticket campaign (05/20 – 06/02) complete. 57 seat belt citations. Our compliance rate went from 89% to 94% (the highest we've recorded).
- Attended City planning meeting for Independence Day Celebration (IDC) event.
- Traffic Citations: 67
- Parking Citations: 1
- Crash - No Injuries: 10
- 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
    - Neptune Avenue
    - Collins Street

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Case initiated
- 15 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with thirty-seven (37) 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. Staff also learned that they did not have a city business tax receipt (BTR). They have since obtained their BTR but as of our last inspection are still parking their equipment on site. The owner was advised that the equipment associated with her business could not be kept at the residence. The owner agreed to find another location to store the chairs. Staff will conduct a follow-up inspection to verify they have since moved the equipment. Failure to have complied will result in the issuance of a notice of violation.

**Public Works**

• Engineering

Construction Projects:

- Downtown Granada Median Improvements - The FDOT contract and work for this project has been finalized; this project is complete.
- 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.
- Tymber 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.
- 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. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed. The current work phase is from Coolidge Ave. to Center St. Watermain work and stormwater work is complete 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 10<sup>th</sup>. Operator training on completed components is completed. The contractor has completed the majority of final punchlist items.
- Ormond Beach Airport Taxiway Project- Reviewed project – Reviewed project quantities for project completion.
- 2-inch Water Main Replacement – Mainland – Contracts are being executed.
- 2-Inch Waterline Replacement – North Peninsula - A first progress meeting was held for this project on June 5, 2013. The contractor is completing work within the A1A right of way. As-builts were submitted for review to the City and McKim and Creed for clearance of this work on June 6. ThadCon is continuing their work on Essex and Riverbreeze Drives. FDOT has scheduled a pre-construction meeting for their work on A1A at Lynnhurst for the afternoon of June 18, 2013, work in the A1A right of way is anticipated to commence soon thereafter.
- 2-inch Water Main Replacement - South Peninsula – The contractor is in the process of securing a lay down area for materials and will begin work on Cardinal Avenue. A proposed schedule has been posted on the City's website.
- 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- The proposal for reroofing the SONC was authorization by the Commission at the June 3 meeting. Contracts are being executed.
- 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 - The bid from Carter Electric was approved by the Commission at their June 3, 2013 meeting. AT&T has been provided the revised easement for their review. The electrical engineer has prepared reconnection agreements and is in the process of having them signed by property owners, City of Ormond Beach Facilities have reviewed the reconnection agreements/plans and find them to be acceptable for City owned properties. Highlander Properties have returned their signed reconnection agreements. Engineering met with Sunesys on June 3, 2013 to review their plan for the modifications to the downtown.
- Audible Pedestrian Signals - Bid documents were approved for disposition at the June 3, 2013 meeting of the City Commission. A proposal for CEI services from PSI has been submitted to FDOT for their review.
- 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 – Bids were opened on June 11<sup>th</sup>. The apparent low bidder is Masci Construction. Masci construction was the contractor for the SR40 resurfacing project

- recently completed. Staff intends to request bid award at the July 30th City Commission meeting. Zev Cohen & Associates, as part of their neighborhood involvement task held a final design meeting on April 24<sup>th</sup> with the residents to inform them of the upcoming project and provide estimated time schedules for construction and inform them how they can stay involved and receive updates throughout the project's construction. Two residents expressed dissatisfaction over the plan to include stop signs at the intersections of Neptune, Amsden, and Standish.
- Riverside Drive Drainage Improvements – Our consultant is having difficulty contacting the affected residents to discuss easement acquisition. Staff will attempt to assist in this process.
  - Wilmette Avenue Bypass Pump Station - Award of this bid is scheduled for the June 18, 2013 City Commission Meeting.
  - CDBG Oleander Bus Stop – Staff is preparing finalizing design plans with FDOT assistance.
  - OBSC Multi-Use Fields – The project consultant has submitted the plans for SJRWMD permits.
  - OBSC Roadway Improvements- A section of the proposed perimeter road by the Airport tower parking lot was redesigned and the initial environmental study was completed.
  - 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. Met with the contractor to confirm contract price and intend to present the contract for City Commission approval at the July 30<sup>th</sup> CC meeting
  - 2013 Roadway Resurfacing- Project is being advertised for bids, bids will be received June 26, 2013.
  - Revised FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. 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- The culvert crossing at Hammock Lane is being investigated to determine rehabilitation methods or full replacement needs as some road settlement has occurred, which will be investigated in further depth when the road is temporarily closed during the lake interconnect project work which takes place near that location. Staff is working on adding a scope of work for cured in place pipe lining of sanitary sewer that will be a “goes with project” along with the lining for corrugated metal storm drain, which will be released under one bid.

#### Department Activities

- Held weekly progress meeting for Hand Avenue Improvement project.
- Magnolia Wall measurement (on-going).
- Residential SWMP Permits review and filing (on-going).
- Staff is investigating the feasibility of constructing a sidewalk along Bermuda Estates Drive which would connect the Bermuda Estates multi-family development entrance to Granada Blvd.
- Created work in the right of way permit along Central Ave for AT&T conduit placement.
- Provided additional information and drawing plan sets of Division Ave between Railroad St and US1 per surveyor (Sliger and Associates) request.
- Finalized and delivered the sketch and legal description for the 1525 N US 1 property for proposed annexations per Planning Department request.

- Continued locating historical documents relating to the Ormond Beach Service boundary maps created for the Hand Ave/Clyde Morris intersection area per City Engineer request.
- Created plan set for the proposed Oleander / S Yonge St bus stop.
- Completed the three (3) separate sketch and legal descriptions for the individual lots and conservation areas of Tomoka Landing plat for the upcoming annexation per Planning/Legal Departments' request.
- Researched and provided information on the Sandcastle Dr as-builts for information on stormwater piping per Stormwater Div request.
- Researched and provided watermain information along the N Peninsula per Water Div request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Concrete driveway repair for the Water Department at 99 Old Barn Trl.
- Inspected the forms for the pours after the rain at the Wastewater Treatment Plant and at the Performing Arts Center
- Dug out and formed for a garage slab at the Birthplace of Speed Park
- Concrete repair for the Water Division on A1A, south of Dave's Darts
- Repaired a raised section of sidewalk at the library door, east side
- Cut a concrete slab (30" x 30") for Riviera Park
- Pulled barricades at City Hall
- Put sandbags in place for concrete pour at the Birthplace of Speed Park
- Repaired a broken sidewalk on Rogers Park

- 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
- Removed (3) pine trees at Sanchez Park
- Trimmed trees at 723 & 727 Buena Vista, corner of Ridgewood & Rosewood, 464 Hammock Ln, Rosewood & Kenilworth, Ormond Police Department, Airport Business Park, 904 Village Dr., and various beachside locations
- Cut down a large branch hanging over the road on Broadmoor Cir.
- Removed a dead bay tree at 372 N. Ridgewood Ave.

- 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 job assignments
- Picked up a debris pile for the Parks Department at Vadner Park
- DOT weed control at the Granada Bridge & the courtyard at City Hall
- Right-of-Way trimming at various beachside locations, south of Granada
- Assisted Parks Department with the tractor at The Casements

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, put together a quote to order signs for stock
- Sign Shop, inventoried & ordered stock for supply
- Highland Ave. & N. Beach St., replaced a stop sign
- Highland Ave. & N. Ridgewood, straightened the Historical sign
- Communication International in Daytona, picked up a radio
- Arroyo Pkwy, checked on the sign that was painted

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Built a French drain at 34 Choctaw Tr.
- Wrapped a pipe joint at 221 Northbrook Dr.
- Chemical spraying – Arroyo Pkwy and at SR40 FDOT ponds
- Cleaned basins – at various citywide locations due to heavy rains

Vactor

- Assisted Water Department with (2) main breaks

Mowing

- Reachout Mowing – SR40, west
- Bush Hog Mowing – SR40, west

Street Sweeping/Streetsweeper

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

• Fleet

Mileage Traveled by all City Departments for the week  
28,252

PM Services completed for the week:

Emergency—Vehicles and Equipment  
9

Non-Emergency Vehicles and Equipment  
35

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 11,021 gallons of unleaded and 11,323 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,527 gallons of unleaded and 821 gallons of diesel.
- Fleet completed 67 work orders this week.

• Utilities

- Chemical Procurement – Specifications were prepared and a disposition memo submitted for City Commission approval at the June 18<sup>th</sup> City Commission meeting. Palm Coast is coordinating the joint bid activities.

- Concentrate Monitoring and Disinfection Upgrades – Conductivity meter was received. A walk through will be scheduled to review the project construction activities and develop a punch list.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) submitted draft specifications and 90% plans for review.
- Division Avenue Well Field Raw Water Piping – A City Commission agenda item is scheduled for July 30<sup>th</sup> 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. Delta P is working on the motor operated valve controls at Breakaway Trails. Training on the control system was performed.
- Laboratory Testing Services Contract –The apparent low bidder was ALS Group USA from Jacksonville, FL in the amount of \$74,475. Minimum laboratory process detection limit data is being reviewed prior to award recommendation.
- Mainland 2-inch Water Main Replacement – Contracts were executed by Hazen Construction. A preconstruction meeting is scheduled on June 14<sup>th</sup>.
- North Peninsula 2-inch Water Main Replacement – Bacteriological sampling performed for FDOT A1A – Lynnhurst portion of the project. Services will be connected to the new main after clearance is obtained. As-builts were submitted by the contractor. A preconstruction meeting is scheduled by FDOT on June 18<sup>th</sup> for their work on A-1-A.
- 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 4<sup>th</sup>. 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 – Bid opening occurred on June 11<sup>th</sup>. The low bidder was Masci Construction.
- 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. Reviewed proposal and fees.

- Sanitary Sewer Pipeline Repair – Priority segments for sanitary sewer mains requiring relining are being selected from Systems 1M and 6M to accompany scope of work for storm system lining being prepared by Engineering Division.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – All City required activities completed at current for FDOT agreement for work to be performed by highway contractor – awaiting construction commencement.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – The contract was awarded to Utility Technicians, Inc. Resolution 2013-84 for \$445,038. Executed contracts were received. A preconstruction meeting is scheduled for July 2<sup>nd</sup>.
- Tymber Creek Road Phase 1 Utility Relocation Project – Water main piping deflection near the entrance to Moss Point was performed and a fire hydrant and 16-inch gate valve were installed. Utilities staff supporting contractor activities as necessary.
- Water Storage Tank Cleaning and Inspection – The Contract was awarded to Underwater Solutions for \$70,720.00 at June 3 CC Meeting. Preparing notification to FDOH regarding contractual disposition.
- SPRC – ATS Surveying completed topography - utility location for gravity sewer option for SR Perrott - US1 for PM&A determination of construction feasibility. Related utility easement plat dedications were combined and submitted for approval for Huntington Woods utility improvements. Reviewed a request for a lot split at 157 Windward Circle. Water, sanitary sewer and reclaimed water service will need to be provided for the south lot. Reviewed plans for Woodstock Café.
- Preparing meter testing procedure document for small and large meters.
- Water Distribution
  - Exchanged 5 residential/commercial water meters
  - Responded to and/or repaired 9 water service leaks
  - Installed 2 new water meters and services
  - Replaced 8 water services due to aged piping and low pressure
  - Repaired/replaced 12 meter boxes
  - Performed meter accuracy testing on 7- 2" commercial water meters, scheduled 6 for future testing
  - Responded to 6 low pressure and 7 cloudy water complaints
  - Performed 9 tests and repaired 1 city owned backflow preventers
  - Repaired a 6" and 2" water mains on Hand Ave and S Yonge St
  - Assisted 8 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
  - Repaired 2-2" water main breaks on Alamanda Dr. and Old Barn Trail
  - Installed permanent flushing device at 1272 Ocean Shore Blvd (Ormond Mall) due to persistent water quality issues
  - Performed valve maintenance and exercising on 6 valves to assist with water main breaks.
  - Performed water main flushing on Tymber Creek Rd, S Atlantic Ave, Fir St, Tropical Ln, Alamanda Dr
  - Maintenance was performed 13 county fire hydrants
  - Replaced a broken fire hydrant and valve at 374 S Atlantic Ave
  - Performed post-excavation landscape/street restoration: 374 S Atlantic Ave
  - Performed scheduled shutdowns for contractor activities for Hand Avenue Project at Fir St and Tropical Dr to adjust 2 inch water mains
  - Performed a water main shutdown on Tymber Creek Rd to assist contractor installation of 16" water main deflection for necessary adjustments to accommodate future installation of storm drain piping.
  - Met with Masci Construction on Tymber Creek Rd to plan future shutdown activities on Tymber Creek Rd.

- Met Thad Construction pertaining to future shutdowns for the connection of the newly constructed water main deflections on Ocean Shore Blvd and water service connections on Essex Dr
- Utility locate service for Water/wastewater/reuse: received notice of 90 regular and 4 emergency utility locates for the previous week. Continued ongoing utility location activities for Hand Ave, Tymber Creek Rd, N + S Ocean Aire Dr roadway construction projects. Continued utility location activities in Ormond-by-the-Sea and South Peninsula areas for 2 Inch Water Main Projects.
- Water Treatment
  - Delivered to the city 35.299 million gallons for the week ending June 9, 2013 (5.043 MGD)
  - Backwashed 9 filters for a total of 352,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - Tested all well field generators under load.
  - Tested backup portable generators in water plant under full load.
- Wastewater Collection – Reuse
  - Crews responded to ten trouble calls Breakaway/Hunters Ridge PEP System service area and one in town.
  - Total rainfall for Breakaway Trails (1.80”) and Hunters Ridge was (2.75”) from 06/06/13 to 06/12/13.
  - Disconnected sewer at 401 Ocean Shore Blvd.
  - Repaired 4 inch clean out at 1010 Ocean Shore Blvd.
  - Repaired 1” reuse service at main near 201 Alden Dr.
  - Televised three - cleaned four sewer laterals.
  - Cleaned 350 feet of 8 inch sewer main on Clyde Morris.
  - Installed new PEP System tank at 27 Brook Crest Way.
  - Checked trouble spots on peninsula (7) and on mainland (10).
  - Ten inch force main at 1085 Ocean Shore Blvd. pressure at 25 psi and 30 psi at Spanish Waters lift station as of 06/12/13. Bleed down pressure with tank truck. Activities ongoing.
  - Low pressure sewer psi reading Westland Run 25/20 psi, Foxhunters Flat 20/19 psi and 4” on Shadow Creek Blvd. 16/06 psi. Bleed down pressure with septic tank truck at Westland Run and Foxhunters Flat.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.91 Million Gallons.
  - Produced 17.32 Million Gallons of Reuse.
  - Produced 12.59 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.27 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 123.55 (14%-18% Solids).
  - Operations performed severe weather test run: In-plant hoses secured, loose debris housekeeping, sand-filter gates stored. RAS, Alum, and old MCC building roll down doors were closed. Manual sampling equipment secured - stored. Findings: Replaced effluent sampler fiberglass housing - secured to foundation. Secured hypochlorite and sodium bisulfite pump skids to foundation. Updated plant severe weather SOP.
  - 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
  - Repaired sludge thickener decant pump
  - Reset breaker #2 pump Standish pump station

- Lost normal FPL power intermittently at Rima wellfield. Started generator for well #35 & 36 - OK
- Check and tested interconnect with Holly Hill & Daytona - OK
- Reamed the injection port on Claricones and greased tube pumps.
- Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
- Performed PM's to Rima, Division, SR40 and Hudson wellfields 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.
- Picked up portable generators from fleet
- Electrician attended Emerson PLC programming training

#### 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
  - Final Tanks – cont. assembly & installation of 2" wash down water line
  - 7M1 – Follow Up from Call Out – pulled both pumps to clear blockages in volutes – both pumps had ragged up impellers – both cleaned – all OK
  - Influent Room – deragged pumps as per Lead Operator
  - City Wide – Lift Stations - storm prep – Tropical Storm Andrea
  - 52 work orders completed and closed for this section for the week
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP).
    - Waste Water Treatment Facility Permit: Engineer's Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP. Awaiting FDEP acceptance.
    - Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forthcoming to provide customers with pertinent information.
    - Contract Laboratory Testing Bid: Staff evaluated the three submittals for the laboratory services contract RFP to assist Purchasing in awarding the bid. Staff plans to visit the lab recommended for award.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Consumer Confidence Report (CCR): Staff has received approval from the DOH for the content of the City's CCR. The submittal satisfies the City's reporting requirement mandated by both the FDEP and EPA. The web based version has been posted to the City's website and the brochure is currently being distributed to indirect customers.
    - 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 has temporarily modified the disinfectant used for the City's potable water system beginning on June 10 and

running through 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. This activity has been properly noticed to customers in the News Journal.

**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
- 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.