

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 28, 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
- Continued operational budget review with city departments
- Weekly staff meeting with directors
- One on one meetings with HR Director and Police Chief
- State of the City discussion with staff
- Response Letter to Bill Livingston regarding Durrance Lane

Spoke to, attended and/or met with:

- Rotary meeting
- United Way board meeting
- Votran's public meeting
- Budget Advisory Board meeting
- Chamber of Commerce Board of Directors meeting
- Meeting with Commissioner Kent – general discussion
- Meeting with Maryam Ghyabi and Asst. City Manager – general discussion
- City/County Managers' meeting
- Held Walk with the Manager, City Engineer John Noble was the guest walker
- Claims Committee meeting – Walked along Hand Ave to review construction project.

Community Development

Planning

- The Planning Director and Building Official met with Administration regarding the FY 2013/14 department's budget.
- A public hearing was held at the Riverbend Church on the SR40 PD&E Study. Everything to include the alternative B is the same as presented at the TCC meeting at the TPO. One change was made to the intersection at SR40 and Williamson. The RT movement NB on Williamson to EB Granada is proposed not to be a free flow movement but will be controlled by the signal.
- The Planning Director and Building Official met with the property owner on Ormond Parkway that placed a fence across the entrance of the carport along with a door. The improvements were inconsistent with the approved permit so the property owner was requested to amend the permit to reflect what was built. There is no current code that prevents the improvements that were permitted; however, the fence is temporary because the property owner is doing improvements inside necessitating the storage of household items outside. Upon completion, the owner has indicated his intention of taking the fence down.
- The Planning Director met with HR regarding revisions to the evaluation system. This is part of the Performance Management Committee's work tasks.

- Prepared and submitted to Finance the FY 2013-14 Goals; FY 2012-13 Accomplishments; and performance metrics.
- This week the Department prepared a Determination of Conformity or Nonconformity for a 90 unit development at 640 N. Nova Road. These are everyday occurrences. The zoning at the time and still is R5. Density was and is 12 u/a. The Tomoka Oakwood Condominium North was 19 u/a and the height was five stories when 30 feet is the maximum height. We issued a Letter of Legal Non-conforming Status on Friday regarding the density and height.

Fannie Mae, who is the secondary mortgage buyer, will not buy mortgages of condo units if the property is a legal non-conforming use and if destroyed, cannot be rebuilt as is. Fannie Mae's document is quite large so here is the following excerpt "**condo or co-op projects that represent a legal, but non-conforming, use of the land, if zoning regulations prohibit rebuilding the improvements to current density in the event of their partial or full destruction.**"

SunTrust who was going to provide the mortgage for 640 N. Nova Road decided not to provide the funding for purchase based upon Fannie Mae guidance and their document which replicates Fannie Mae's language.

It appears these rules from Fannie Mae happened in 2009 after the housing bubble in which Fannie Mae lost a lot of money on buying mortgages from lenders that were worth less than the actual asset's worth. It was mentioned in a staff meeting that there are only 9 condos in Volusia County that are eligible for Fannie Mae Funding.

- The TPO Board will be discussing the Alternatives Analysis Funding for the proposed study that is to identify the route for the rail from Deland to Daytona Beach. The cost to do the study is about \$500,000. Available TPO resources are \$360,497. Part of these funds will come from XU Set-Aside which is used by local cities to fund bike-ped-ITS-Traffic Ops projects. Each city may be needed to participate in the funding of this analysis. Ormond Beach share is estimated at \$11,584.00.

Building Inspections, Permitting & Licensing

- 185 inspections performed.
- 7 business tax receipts issued.
- 84 permits issued with a valuation of \$1,778,484.00

Development Services

- The SPRC met to discuss the following:
 1. Pre-Construction meeting with Prince of Peace (S. Nova/Hand Av.)
 2. Drexel Heritage (Mixed residential/commercial development on SR40.
 3. Hospice (new construction on Booth Road)

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 is discussing with Tomoka Holdings

strategies for 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.
- Staff arranged a meeting between an out of state manufacturing business and an existing Ormond Beach manufacturer to discuss manufacturing their product in Ormond Beach. Further costs analysis is underway to determine the feasibility of the project.

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 is participating in a Chamber membership outreach program and is developing strategies to survey the businesses in the City.
- 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

- Staff continues to work with Hoyle, Tanner & Associates (HTA) to explore the possibility of developing new aircraft tie-down facilities in the vicinity of Taxiway Delta. HTA has forwarded several design proposals and is working to finalize design and construction cost estimates for consideration by the City.
- Staff worked to process final payment requests for the Taxiway Alpha Relocation & General Airfield Improvements Project this week. Final close-out of the grants funding this project will begin after project costs have been reimbursed by FAA and FDOT.
- Staff conducted a meeting with a senior representative from AVCON this week. The meeting was held to discuss current and future airport improvement projects.

- Staff worked with a vendor representative to request a quote to install enhanced centerline striping and runway numbers on Runway 8/26, in order to be in compliance with FDOT requirements identified during the last airport inspection.
- Staff continued to work this week with a representative from TowerCom, LLC 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 attended a County EOC meeting this week.
- Staff completed work to assist Sunrise Aviation with processing authorizations and permit paperwork needed to adjust design and placement specifications for a new sign to be installed at the Sunrise Aviation fuel farm adjacent to Taxiway Bravo.
- Mail boxes at the entrance to the airport were damaged earlier this week. Staff worked with the U.S. Postal Service to have the boxes repaired and replaced, and also assisted the USPS by distributing new mail box keys to airport tenants.
- A ribbon-cutting event to celebrate completion of the Taxiway Alpha Relocation & General Airfield Improvements Project and officially inaugurate use of the new taxiway and heliport facilities has been scheduled to take place at the airport on August 19th at 6:00 PM.
- 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
 - Closing of the 2013 Water and Sewer Bonds (future savings of \$1.5 million).
 - Reviewed the special revenue and enterprise fund operating budget with the Budget Advisory Board.
 - Finalized the City surplus policy.
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (# 3778 – 3908).
 - Approved 23 Purchase Requisitions totaling \$536,181.51.
 - Issued 25 Purchase Orders totaling \$2,200,513.25.
 - Prepared 148 Accounts Payable checks totaling \$617,333.50 and 38 Accounts Payable EFT payments totaling \$317,285.61.
 - Bid 2013-29, 2013 Roadway Resurfacing, bid opening on 6/26/2013, four (4) submittals.
 - RFP 2013-32, Copier Maintenance Agreement, advertised and posted to demandstar on 6/23/2013.
 - RFP 2013-33, Property, Liability, and Workers' Compensation Insurance, advertised and posted to demandstar on 6/23/2013.
 - RFP 2013-34, Employee Group Health Insurance Benefits, advertised and posted to demandstar on 6/23/2013.
 - Prepared 29 Payroll checks totaling \$26,634.59 and 332 Direct Deposits totaling \$372,029.13.
 - Transferred IRS 941 payment of \$141,868.67.
 - Processed 3,297 cash receipts totaling \$1,278,732.99.
 - Processed 680 utility bill payments through ACH totaling \$58,638.69.
 - Processed and issued 7,619 utility bills with billed consumption of water of 58,044k.
 - Issued 347 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Summer Recreational Activities at Nova Community Center
 - Casements Guided Tours Cancelled Until Monday, July 1st
 - Summer Sounds Concert Series
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed July 2013 Employee Newsletter
 - Attended 2013 State of the City Meeting
 - Attended weekly staff meeting
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with Volusia County Community Assistance staff for monitoring of the City's CDBG FY 2011-2012 and FY 2012-2013 grants.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 0
- EMS: 81
- Motor Vehicle Accidents: 9
- Public Assists: 45

TOTAL CALLS: 141

- Aid provided to other agencies: 20 calls – Volusia County (9), Daytona Beach (10), Holly Hill (1)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 61

Training Hours

- Disaster Preparedness: 20
- EMS Training: 2
- Geriatric Emergencies: 9
- Hose Evolutions: 38
- Preplans: 18

TOTAL TRAINING HOURS: 87

Station Activities

- Updated 22 pre-fire plans
- Conducted 4 fire inspection
- Instructed CPR training to Police Department employees

Significant Incidents

- 6/21/13, 5:07 PM: 904 Willow Run – Emergency Medical Call – Tree climber fell 20 feet to an adjacent roof – Quint 92 and Engine 93 crews packaged and lowered patient from roof in a basket – patient determined a trauma alert – a firefighter rode with EVAC to assist with patient care during transport to hospital.
- 6/22/13, 4:51 PM: 880 S. Atlantic Ave. – Motor Vehicle Accident – Car vs Scooter – operator of scooter struck by car in front of Olive Garden – upon arrival found patient in roadway after being thrown from scooter – patient determined a trauma alert and transported to hospital.

Human Resources

- Job Requisitions
 - Police Department – Evidence/Crime Scene Technician and Evidence/Crime Scene Custodian
- Approved/Active Recruitment
 - 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 were 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. Twenty (20) 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 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.
 - Police Department – Evidence/Crime Scene Technician and Evidence/Crime Scene Custodian were advertised in-house, on the City Web, the International Assoc. for Identification (I.A.I.) web site, the Florida Division of the International Assoc. for Identification (F.I.A.I.) and the Crime Scene Investigator Network web site on 06-25-13 with a closing date of 07-08-13.
- Job Offers
 - Leisure Services/Nova Community Center – Conditional offers of employment were made to two (2) part time Recreation Leader applicants. Pre-employment processing has begun. Awaiting screening results.
 - Leisure Services/Recreation Activities – Summer Camp Counselor positions for all summer day camps were advertised on the City web site on 04-09-13 and fifty-six (56) applications were received. Selected counselors successfully completed all required

backgrounds and Summer Connection Day Camp and Camp T-Rec began on 06-17-13 and 06-24-13. Enviro Camp will begin 07-08-13.

- Promotions/Transfers
 - Public Works/Wastewater – The Maintenance Foreman position has been filled with the promotion of a Maintenance Worker IV effective 06-17-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 5-31-13: 3.99% (excluding retirements).
 - Police Department – Police Officer effective 06-28-13.
 - Police Department – Police Officer effective 06-30-13.
 - Police Department – Evidence/Crime Scene Technician effective 07-05-13.
 - Police Department – Evidence/Crime Scene Custodian effective 07-30-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program May 2013 monthly report reflects savings of \$87,421.61 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,207 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation was held on 6-26-13 and three (3) new employees attended. 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.
- The Sam's Club representative met with several employees on 06-21-13 in the Human Resources Training Room.
- The ICMA Retirement Corporation representative will be available to meet with employees on 06-27-13 following the 401a plan orientation with new hires in the Human Resources Training Room.
- A Blood Drive has been scheduled for 07-16-13 between 8:30 and 1:00 p.m. in the City Hall parking lot.

Training & Development Opportunities

- Staff participated in the *Performance Management Process* on 06-19-13.

Risk Management Projects

- Attended Mayor's Health & Fitness Challenge meetings (2).
- Attended Workforce Wellness Action Team meeting.
- Attended United Way fundraiser campaign planning meetings (2).
- Attended Claims Committee meeting.
- Work with legal to handle troubling property damage claims.
- Continue project planning for HIPAA.
- Continue 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.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.

- Networking System: - None.
- Work Orders: - 28 New work - 47 completed - 50 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	40,390	Inbound E-Mails Blocked	28,630
Delivered Inbound E-Mails	11,617	Quarantined Messages	143
Percentage Good Email	28.8%	Virus E-Mails Blocked	17

- Notable Events:
 - Fire station 91 wireless link repaired. A defective radio was replaced in warranty. One of the cable connections had become defective and was replaced and further protected with dielectric grease.
- Geographical Information Systems (GIS)
 - Addressing Additions: 8 Changes: 0 Corrections: 0
 - Map/Information Requests: 32
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 12,127 (53.9%) potable 11,683, Irrigation 444
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Public Works meeting.
 - City Manager meeting.
 - Supervisory Staff meeting.
 - Budget discussion
 - OBSC multipurpose bldg discussion
 - State of the City discussion
 - Park Visits.
 - One on One meetings with coordinators.
 - Andy Romano Beachfront Park visits.
 - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
 - Met with janitorial contractor.
 - Met with landscape contractors for weekly updates.
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The OBYBSA competitive programs, Lady Renegades (softball) and Golden Spikes (baseball) continued their practices this week.
 - 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 Challenger Soccer Clinic, held every summer, was here this week, Monday through Friday at the Ormond Beach Sports Complex Soccer Fields. Camp is held from 9-12 noon and 5:30-8:30pm nightly. One hundred participants are expected. This is a rental.
- Athletic Field Maintenance
 - Mowed South Ormond softball outfield
 - Went to South Ormond to clean tennis and basketball courts
 - Went to Osceola Elementary 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
- 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
- Golden Spikes baseball continues having games at Nova Park.
- Competitive soccer leagues practiced Monday-Friday.
- Painted eight soccer fields for 6 vs. 6 on Monday nights.
- Finished throwing fertilizer on the fields at Sports Complex, Nova, SONC and Ormond Beach Middle School.
- Continuing to aerate all fields.
- Finished irrigation for the baseball common area that used to be the parking lot, just need to add sprinkler heads. We then will be putting in sod.
- Had the Campus Outreach volunteers at both Nova and the Airport complex helping with edging fields, putting in playground borders, digging for irrigation installation and other projects.

- 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.
 - Kennedy family reunion (rental) was held on Saturday from 5:00pm to 11:00pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - This week staff completed several large maintenance projects at the Performing Arts Center with the assistance of the Campus Outreach volunteers.
 - Thursday: WyoTech held two graduation ceremonies. Load-in and technical rehearsal for Surfscope Dance was held.
 - The Performing Arts Center hosted the following events:
 - Wyotech Graduation Ceremonies, Thursday 10:00am and 1:30pm
 - The Performing Arts Center is prepared to host the following events:
 - Surfscope Contemporary Dance Theatre "Maps and Legends" Friday 6/28, 7:30pm to 9:30pm and Saturday 6/29, 4:00pm to 6:00pm, \$28 General Admission, \$18 with student ID
 - Jim Miller's Jimmy Dorsey Orchestra Then and Now Patriotic Concert, Sunday 7/7, 2:00pm, \$15 reserved seats

- South Ormond Neighborhood Center
 - Splash pad open daily at 10:00am
 - Youth basketball games Saturday all day

- Youth basketball practice Monday through Thursday 6:00pm-8:00pm
- Fitness room open 6pm-9pm weekdays
- Summer Camp Connection Monday thru Friday 7:30am through 5:30pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Attended Senior Games Committee Meeting
 - Attended State of the City meeting
 - Attended event meeting with Recreation Manager
 - Distribution of Summer Sounds flyer.
 - Walk with the Manager, Friday, June 28th.
 - Planning for the 2013 Independence Day Celebration:
 - Continued ordering and purchasing supplies for event, developing sponsorship recognitions, preparing necessary equipment and supplies for each park location, updating Independence Day Celebration documents such as stage MC notes, bridge signs, vendor maps and permit identification tags, corner managers' equipment lists, corner managers' timeline, and staffing schedule. Cleaned and organized decorations, prepped and cleaned eighty pieces of décor.
 - Assisted with daily lunch meals for Community Outreach Program
 - Assisted in the planning of 2013 Senior Games with tasks including: location confirmations, updating application, sponsorships and marketing.
 - Began planning of kids' fishing tournament scheduled for Saturday, September 7th.

- Gymnastics
 - July half session begins next week.
 - Classes continue to operate well.
 - Inquiries for birthday party rentals are increasing.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continued throughout the week
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Summer Recreational Activities for children ages 7-17 years are being offered from 12:00-4:30pm Monday through Friday.
 - The Summer Food Program is being offered from 12:00-1:00pm Monday through Friday to children under the age of 18.
 - This was the first week of Camp T-Rec, a summer camp for children with special needs. They will continue to meet Monday through Friday from 8:30am-2:30pm in the Activity Room.
 - Summer Volleyball League began Tuesday. They will meet every Tuesday and Thursday from 6:00-8:30pm throughout the summer.

- The Casements
 - Yoga classes are on break until August.
 - Tours have been cancelled until Monday, July 1st.
 - Restoration of the Gallery floor began this week.
 - Construction of the Centennial gazebo continues. Concrete was poured on Monday and posts were put up on Tuesday.
 - Art Camp was held for the week of June 24-28 in Room 203.
 - The Herb Society met at Bailey Riverbridge on Saturday.

- A wedding was held at Bailey Riverbridge on Saturday.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- St. James visited Rockefeller Gardens on Monday afternoon.
- Staff set up Enviro Camp classroom this week in preparation of camp counselors next week.
- The Casements Camera Club met in Bailey Riverbridge on Thursday.
- Pilates met on Wednesday-Friday this week.
- The Guild Crafters met in Room 203 on Thursday afternoon.

- Parks Maintenance
 - Installed memorial bench at Rockefeller Gardens
 - Applied herbicide at various parks locations
 - Installed flag holders for concessionaire at Andy Romano Park
 - Installed memorial bench on Cassen Pier
 - Applied insecticide at various parks locations
 - Pressure cleaned sidewalk area at Birthplace of Speed
 - Pressure cleaned pavilion floors at Andy Romano Park
 - Projects done with assistance from Campus Outreach Volunteers
 - Trimmed overgrowth along the raised boardwalk at Central Park
 - Trimmed overgrowth around exercise stations at Riverbend
 - Trimmed overgrowth along walking paths at Riverbend
 - Cleaned out sand drains at Andy Romano
 - Maintained parking lot area and cleaned up chewing gum from picnic area at Andy Romano Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call out, repaired broken bollard on walking path at Central Park 4

- Building Maintenance
 - Daily routine maintenance of City vehicles and equipment
 - Weekly inspection of airfield runway and taxiway lighting and directional signage
 - Repaired one variable-speed condensing unit at The Casements
 - Discovered bad motor on main A/C system at The Casements
 - Assist with web-based control system in Police Station A/C
 - Clear sink in N.I.D.
 - East entrance keypad at Police Department
 - Repair clogged urinal at Police Department
 - Repair many holes in roof at Public Works Motorcycle parking area
 - Set up contractor for motor repair at The Casements
 - Checked on Fire Station 91 ice machine not making ice
 - Picked up ice machine filters from store
 - Picked up lumber from Lowe's for the "Welcome to the City of Ormond Beach" banner
 - Installed 2x16 lumber and banner on corner of Williamson and SR 40
 - Projected six years of CIP's for the Facilities Maintenance Manager
 - Repaired lights at Airport
 - Met new fire alarm contractor at Nova Rec
 - Installed new lights at Softball Quad
 - Repaired lights in City Hall Commission Chambers
 - Replaced ballast in the gym lights at SONC
 - Repaired high bay lights at Public Works
 - Repaired stair lights at City Hall
 - Repaired wires hit by a trencher at Airport Sports
 - Replaced scoreboard hookup at Nova Gym

- Repaired soffit at Softball Quad
- Replaced ladies' room toilet handle at Softball Quad
- Replaced men's room toilet handle at Soccer
- Checked splash pad timer at SONC
- Ordered spare parts for the shower towers at Andy Romano Park
- Repaired front door lock at Nova Gym
- Installed a water spigot for waterfall at Memorial Gardens
- Checked abandoned water line under the new gazebo at The Casements
- Replaced men's room toilet handle at Softball Quad
- Replaced fountain pump motor and shaft seal at Bailey Riverbridge
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
- Weekly inspection of Andy Romano Park and SONC splash pads

Police Department

Administrative Services

- Active shooter response and simunitions training at Ormond Beach Middle School (first of four training sessions).
- Attended weekly Police Department and City Manager/Department Head staff meetings.
- Member of staff attending Incident Command System 300 Series training.

Community Outreach

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

Community Services & Animal Control

- Animal calls responded to: 82
- Animal Reports: 9
- Animal Bites: 2
- Animals to HHS: 13 Dogs: 5 Cats: 8
- Tap Neuter and Release (TNR) program.: 1
- Injured Wildlife to Tomoka Vet: 2
- Reclaim Fee: 1
- Notice Of Violation: 1
- Solicitor Permits: 1

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 3
- Burglary Residential: 6
- Larceny Car break: 4
- Grand Theft: 4
- Sex Offense/Rape: 1

Narcotics:

- One Buy Walk
- Four Buy Walk Attempts

Comments:

- Auto thefts: Three out of four vehicles that were stolen in the Parkview subdivision have been recovered. Two were found abandoned in Daytona Beach and one vehicle was found occupied in Holly Hill. Investigation continues.

Records

- Walk ins/ Window: 96
- Phone Calls: 115
- Arrest / NTAs: 28
- Citations Issued: 93
- Citations Entered: 112
- Reports Generated: 152
- Reports Entered: 149
- Mail / Faxes / Request: 45

Patrol

- Total Calls: 1,609
- Total Traffic Stops:199

Operations

- Crime Opportunity Report Forms distributed: 60
- 6/19/13
 - Battery-Domestic Violence, 955 South Nova Road #19, husband and wife involved in an altercation. Wife claims the fight turned physical and had injuries consistent with her story. Husband was arrested.
- 6/20/13
 - Burglary-residence, 3 Rocky Creek Trail.
 - Larceny Carbreak, 26 Aston Circle.
 - Retail Theft, Trails Publix, suspect stole food items and left the store. An employee watched the suspect walk across the street where she was contacted by police. Suspect was still in possession of stolen items. Suspect was issued a Notice to Appear for retail theft.
- 6/21/13
 - Warrant arrest, 394 Military Boulevard, fugitive apprehended.
 - Narcotics, Fleming Avenue and South Yonge Street, started as traffic stop. Suspect was issued a Notice to Appear.
 - Retail Theft, Wal-Mart, grand theft shoplifting.
 - Burglary-Residence, 89 Ormond Shores, TV and unknown amount of jewelry reported missing.
 - Battery-Domestic Violence, 1516 Oak Forest Drive, suspect taken into custody for Battery on wife after he cut his wrist in a suicide attempt. Wife tried to intervene, and she was dragged around the house by her neck and hair until she escaped and called 911.
 - Stolen Vehicle Recovery, 1400 block West Granada Boulevard, Officer Petkovsek spotted a suspicious vehicle cruising The Trails area. It came back stolen out of Port Orange. Felony traffic stop initiated and subject taken into custody without incident. Convicted felon with history of burglary, theft and auto theft.
- 6/22/13
 - Burglary, Corvette Inn. Electronics taken from room.
 - Warrant arrest, 600 block South Nova Road, fugitive taken into custody.
 - Warrant arrest, 284 Military Boulevard, fugitive taken into custody.
 - Traffic, 110 North Nova Road, driver arrested for Driving While License Suspended/Revoked.

- 6/23/13
 - Warrant arrest, 1300 Hand Avenue, started as traffic stop. Driver had open warrant.
 - Retail Theft, Wal-Mart, two arrested for shoplifting and given Notices to Appear issued for retail theft.
 - Burglary-Residence, 401 South Halifax Drive, victim found surfboard missing from inside the house.
 - Narcotics, 128 South Nova Road, Notice to appear issued for possession of marijuana under 20 grams.
 - Narcotics, 1930 West Granada Boulevard, suspect arrested at traffic stop for possession of Dilaudid.
- 6/24/13
 - DUI arrest, 671 South, Nova Road.
 - Battery-Domestic Violence, 472 Wild Olive, female was assaulted by her boyfriend. Suspect was arrested for domestic violence battery.
 - Battery-Domestic Violence, Driftwood Beach Resort, boyfriend/girlfriend involved in a physical altercation. Boyfriend was arrested without incident.

Traffic Unit

- 13-06-00316, Crash, 1000 Block North US 1, Northbound truck towing a 28-foot boat lost control and jackknifed, ejecting the boat and trailer into the northbound lanes. Required a crane and heavy equipment to clear the roadway. Traffic Unit, CSOs, and the Streets Division diverted traffic to permit one lane northbound and one lane southbound on the southbound side during clean up.
- 13-06-00464, Crash with Injuries, 1200 Block West Granada Boulevard, driver used both lanes to make a right turn onto SR40 eastbound – and drove into the side of a semi-truck that was eastbound.
- 13-06-00465, DUI, Hand Avenue and Nova Road, driver operating a pest control truck was swerving all over the roadway. Driver was arrested after field sobriety exercises. Several open containers of alcoholic beverages located in driver's area.
- 13-06-00466, Motorcycle crash with injury, SR40 and Beach Street, Motor scooter rear ended a car. Minor injuries. At-fault driver cited.
- 13-06-00488, Motorcycle crash with injury, SR40/Rivergate Plaza. Vehicle exiting the plaza pulled out in front of an eastbound motorcycle. Minor injuries. At-fault driver cited.
- Traffic Citations: 38
- Crash - No Injuries:12
- Crash – Injury: 5
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Hand Avenue Detour
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Neptune Avenue

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases initiated
- Zone 2: 10 Cases initiated

- Zone 3: 6 Cases initiated
- Zone 4: 4 Case initiated
- 28 signs have either been removed or sign cases created.
- 28 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty-eight (68) 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. There has been no change in the following reports. All cases are still active.

Zone 1

- 1) 1112 Overbrook Drive – Received a complaint about a boat in the driveway. Notice of violation was issued on June 13, 2013. The respondent has one day from receipt of the notice to comply with the RV screening requirements or remove the boat. The boat has been removed. Case cleared.
- 2) 1114 Overbrook Drive - Received a complaint about a boat in the driveway. Notice of violation was issued on June 13, 2013. The respondent has one day from receipt of the notice to comply with the RV screening requirements or remove the boat. The boat has been removed. Case cleared.

Zone 2

- 1) 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 but have continued to store their equipment on site. A notice of violation for failure to comply with the conditions of the Home Occupational License (BTR) is being issued this week.

Public Works

- Engineering
Construction Projects:
 - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – A series of telemetry tests were performed on the reclaimed watermain part of the project. Staff is running staging tests of filling the Breakaway Trails storage tanks with the reclaimed water and reducing the amount of other water sources used to fill the tanks, each subsequent test. Eventually, it is anticipated that the reclaimed water supply alone will be adequate to meet the irrigation demands under normal use condition.
 - 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 – Reviewed City/County JPA payment applications. Roadwork continues principally between SR40 and the Little Tomoka River Crossing, once that section is completed, traffic can be shifted towards the west side of the new roadway, using only one lane each direction, so that the box culvert crossing construction can be completed. FPL has been working on relocating power poles and is preparing to transfer power from the old poles to the new poles. Roadwork progress to the north of the river is limited, until FPL completes its work.
 - Hand Avenue – The current work phase is from Coolidge Ave. to Center St. Water main 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

elliptical culvert across Hand Avenue was installed and work has begun on the retaining walls. 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.

- Ormond Beach Airport Taxiway Project- Reviewed project quantities for project completion.
- 2-inch Water Main Replacement – Mainland – Construction is anticipated to begin July 8, 2013 and be completed in March 2014. Notification to residents have been prepared and will be delivered in a staggered schedule 2 to 4 weeks prior to startup of construction activities on the various grouping of streets represented in the online construction schedule.
- 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. Executed clearance forms for the partial clearance of the work located in the SR A1A right of way were returned to the engineer on Friday, June, 14. ThadCon is continuing their work on Essex and Riverbreeze Drives.
- 2-inch Water Main Replacement - South Peninsula – The contractor has begun work on Cardinal Avenue and the streets at the south end of the City. A proposed schedule has been posted on the City's website.
- Central Park Lake Interconnects – The closure of Hammock Lane has occurred and the contractor has milled the road in the area of work and will begin utility relocation work. 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.
- South Ormond Neighborhood Center- Held pre-construction meeting. Construction will start on the roof repairs on July 8, 2013 and is anticipated to be completed in August, 2013. Little to no impact to the facility activities or planned events is expected.

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.
- 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 - Carter Electric picked up the contract documents for this project on June 11. 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.
- 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 11th. 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 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 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 finalizing design plans with FDOT assistance.
- OBSC Multi-Use Fields – Wetland impact delineation is underway.
- 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 30th 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.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue improvement project.
- Magnolia Wall measurement (on-going).
- Residential SWMP Permits review and filing (on-going).
- Staff completed survey of asphalt pavement condition on 46 streets. This information is used in developing the annual roadway resurfacing plans.
- Completed work in right of way permit for N Old Kings Rd per AT&T request.

- Reviewed and created Wetland Protection Permits for 726 & 736 Riverside Dr and also 986 John Anderson Dr.
- Completed survey stakeout for proposed location of City Welcome Sign.
- Began the sketch and legal description of Chelsea Place Phases 1 thru 3 for the upcoming proposed annexation.
- Completed sight triangle stakeouts @ 257 S Ridgewood Av and 256 Grove St per NID request.
- Completed onsite assessment of 355/365 S Old Kings Rd and 670/680 Hammock Ln for proposed City land purchase.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Concrete repair for the Water Dept. at 510 S. Center St.
- Filled a pothole with asphalt at Sanchez & N. Yonge St.
- Removed a raised sidewalk, ground down roots & formed for a concrete pour at 32 Lakebluff Dr.
- Pulled forms and backfilled on S. Center St.
- Asphalted around a valve box at the Rivergate Shopping Plaza
- Concrete inspections in Zone 2
- Pulled forms at 6 Neptune Park Dr.
- Checked forms at Riviera 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
- Trimmed trees at various ROW (Right-of-Way) locations
- Removed dead bay trees at 206 Hernandez Ave., and at 230 N. Ridgewood Ave.
- Removed trees at Sanchez Park
- Trimmed trees on Division Ave., Old Kings Rd., 165 Pointview Dr., corner of Harbour Lights & Fleming, 279 Washington St, 216 Lincoln Ave., and at Fleet, above the fuel tank
- Removed stumps and a tree on Granada, from Beach St. to US1
- Removed a dead sycamore tree at Warwick Ave. & Andrews St.

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- MW IV gave a deposition in Daytona Beach
- DOT weed control on Granada Blvd., west
- Repaired road at Neptune Park, on A1A
- Took loader to Nova Recreation for a demo

- Sign Shop

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

- Various Locations, checked for signs that may need attention or replacing

- Fabricated signs for various jobs
- Entered & printed work orders for daily job assignments
- Assembled a cabinet
- Inventoried road striping materials
- Prepared various quotes for upcoming jobs
- Called in locates and prepared signs for an upcoming bike project
- Various Locations, road striping survey

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Sprayed FDOT (Florida Department of Transportation) ponds – Nova Rd., West SR40, ballfield pond and ABC pond
- Cleaned oil spill in Tomoka Oaks

Vactor

- System Inspections – on Riverside Dr., and on Ormond Pkwy (cleaned and tried to TV)

Mowing

- Reachout Mowing – on N US1
- Slope Mowing – West SR40 ponds and at Bennett Lane pump station

Street Sweeping/Streetsweeper

- 149.9 miles of road cleaned (This is for 5 days)
- 28.0 cubic yards of debris removed
- Training – employee worked with operator on FDOT route

- Fleet

Mileage Traveled by all City Departments for the week

30,347

PM Services completed for the week:

Emergency Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

20

Road Calls for the week:

1

- Quick Fleet Facts:

- Fleet has 6,198 gallons of unleaded and 10,630 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,604 gallons of unleaded and 1,082 gallons of diesel.
- Fleet completed 50 work orders this week.

- Utilities

- Chemical Procurement – A disposition memo was approved by the City Commission on June 18 for illustrating staff prepared chemical specifications proposed for inclusion with the annual collective bid being administered by the City of Palm Coast. Palm Coast advertised the project for bids.
- Concentrate Monitoring and Disinfection Upgrades – The newly installed conductivity meter was identified but needs to be added to the trending screen. As-built drawings are

- being prepared. Construction Completion certificate was received from the building department.
- Concentrate Piping Connection to Reuse Storage Tank – Plans were reviewed and comments sent to the Consultant (QLH). Specifications are being reviewed. Contacted FDEP to determine permitting requirements for the revised concentrate piping connection route.
 - Division Avenue Well Field Raw Water Piping – A City Commission agenda item is scheduled for July 30 for consideration of a 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. Flow meter was repaired. Motor operated valve and automation controls remain for completion.
 - Laboratory Testing Services Contract –The apparent low bidder is ALS Group USA from Jacksonville, FL in the amount of \$74,475. An award recommendation memo will be prepared for City Commission approval.
 - Mainland 2-inch Water Main Replacement –The Notice to Proceed date is 7/8/13.
 - North Peninsula 2-inch Water Main Replacement – Bacteriological sampling results received for FDOT A1A – Lynnhurst portion of the project. Services were connected to the new main. A service line to Neptune Park that provides water service to six homes was discovered to be connected to the existing hydrant scheduled for removal. An alternative connection was provided using the 2-inch tap installed at the south end of the subdivision. Connection to water main on Lynnhurst Drive to A-1-A was performed. Water main relocation on the west side of A-1-A is being performed.
 - 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. Contractor is trying to have Siemens perform the installation in addition to supplying the replacement component. A recent response from the contractor indicates that they will not perform the installation. Legal to assist with draft letter in response to CDM-Smith's request for payment for additional engineering fees for construction administration.
 - Ormond Beach Wastewater Treatment Plant Expansion – Warranty Assistance Requests are being administered by staff and contractor per contract conditions.
 - 2008 Lift Station Repair and Replacement Project – The complaint will be placed on the docket at a later date.
 - John Anderson Drive Roadway Improvements – Utilities Relocations – Masci is the low bidder. Award is scheduled for the July 30th City Commission meeting.
 - 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 – Work Authorization prepared for design services by QLH & Assoc. for further consideration.
 - 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.

- SR40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – A preconstruction meeting is scheduled on July 2nd.
- Tymber Creek Road Phase 1 Utility Relocation Project – 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. Notified FDOH regarding contractual disposition. Tank waste disposal sites are being researched.
- SPRC – Met to discuss ATS Surveying topography of utility location for gravity sewer option for SR Perrott. Cable TV and fiber optic cable need to be added to the survey. Elevations of the utilities at the proposed gravity sewer crossing location across US1 need to be added. A proposal for this additional work will be provided. Related utility easement plat dedications were combined and submitted for approval for Huntington Woods utility improvements. Met with design engineer to discuss site plan modification options to the previously approved American Legion site that can be utilized for a proposed warehouse to be located at 1142 N US 1. Revised plans for Sunrise Cove showing the water main extension were reviewed. Development Order issued for Sunoco at 3 N. Yonge Street.
- Water Distribution
 - Exchanged 6 residential/commercial water meters and repaired/replaced 6 meter boxes
 - Responded to and/or repaired 8 water service leaks
 - Responded to 4 low pressure and 1 cloudy water complaints
 - Installed 6 new water meters and services
 - Replaced 1 water service due to age of piping and low pressure
 - Performed meter accuracy testing on 5- 2" commercial water meters
 - Performed 8 tests and installed 2 new city owned backflow preventers
 - Water Main Repairs: 8" AC pipe coupling at the corner of Briggs Dr and John Anderson Dr
 - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Performed valve maintenance and exercising on 31 valves in the south peninsula area and for scheduled water main shutdowns.
 - Performed water main flushing in Neptune Park, Ocean Shore Blvd, Hand Ave and repaired the flushing device on St. Anne's Cir
 - Performed a water main shutdown on Ocean Shore Blvd for tie-ins to the deflected water main on Ocean Shore Blvd, connecting Neptune Park and Lynnhurst Dr
 - Made an emergency connection for the Neptune Park neighborhood due to an unknown location of the old connection to the water main on Ocean Shore Blvd
 - Performed 2 water main shutdowns on Hand Ave at Harbour Lights to make the final water main tie – in and connect the last 9 water services, also at Tropical Lane to remove a 6" valve
 - Backfill and sod at excavation site on Marlin Dr and Briggs Dr/John Anderson Dr
 - Utility locate service for Water/wastewater/reuse: received notice of 78 regular utility locates for the previous week. Continued ongoing locating for Hand Ave Utility/road project and Tymber Creek Rd widening. Continued 2" water main replacement project locates in the North Peninsula area, and locates for the south peninsula 2" water main project.
- Water Treatment
 - Delivered to the City 37.487 million gallons for the week ending June 23, 2013 (5.355 MGD)
 - Backwashed 12 filters for a total of 461,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Collection – Reuse
 - Crews responded to nine trouble calls in Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised and treated ten laterals for root intrusion.
 - Repaired irrigation service line at transfer station.
 - Checked seven (7) trouble spots on beach side and ten (10) on mainland side.
 - Cleaned main sewer line on Clyde Morris Blvd.
 - Pressure readings for the ten inch force main are 16 psi at 1085 Ocean Shore Blvd and 20 psi at Spanish Waters lift station. Air in the line is suspected to be causing the high readings. A tank truck is used to reduce pressures while air is being extracted.
 - Six inch force main at 1800 N. US-1 was 4 psi.
 - Low pressure sewer readings in the 2-inch mains at Westland Run ranged from 19 to 21 psi and 18 to 19 psi at Foxhunters Flat. Pressures in the 4" main on Shadow Creek Blvd ranged from 9 to 10 psi. A septic tank truck was stationed at Westland Run and Foxhunters Flat to reduce pressures until they subsided.
 - Ongoing flushing of reuse on beach side. Performed weekly cleaning of the bermad filter at Tomoka Oaks golf course.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.90 Million Gallons.
 - Produced 22.72 Million Gallons of Reuse.
 - Produced 7.18 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.27 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 129.64 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced air release valve on well 24H
 - Replaced the packing on reuse valve at Shadow Crossing station
 - Installed new check valve on well 16D
 - Isolated claricone #1 to repair broken 24" saddle tap
 - 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.
 - Adjusted bermad valves on wells 35R & 36R
 - Performed Preventative Maintenance (PM) to Rima, Division, SR40 and Hudson Well fields according to MP2 Schedule.
 - Checked wells at BAT & Shadow Crossing
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
 - Performed Booster Station PM's.
 - Met with Eaton repairman to repair broken transfer switch, job on hold until bypass valve can be repaired
 - Replaced pump controller at Towne Square Lift station
 - Reset Breakaway Trails RTU to restore communication
 - Replaced 2 motor starters at lift station 12M
 - Rewired high level alarm @ Towne Square lift station
 - Met with contractor to get quote for service drop at lift station 6P

Wastewater Plant – Lift Stations

- Spanish Waters – SCADA – High Run Time #2 – problem found to be Force Main Pressure too high – pressure at 30psi static – pumps dead heading – turned over to Supervisor for Collections Division to address Force Main Pressure
 - 12M – SCADA – high starts #1 – tripped at motor starter – reset motor starter – amp draw nominal – all OK
 - 7M1 – SCADA – high starts both pumps – dirty probe – cleaned probe – all OK
 - 7M – SCADA – high starts #2 – reset motor starter #1 – amp draw nominal – all OK
 - Chlorine Pump Skid Assembly – mounted to floor with permanent attachment
 - 12M – SCADA – high starts #1 – uneven starts – found bad float and motor starter. Replaced float and motor starter.
 - Towne Square – High Level – Controller caused the problem. The controller was replaced. Piping riser stack was leaking on pump #2. The riser stack was repaired using a pipe sleeve.
 - 1M – Replacing riser stack pipes.
 - Chlorine Building – assisted Operators as needed with temporary plumbing and piping.
 - Influent Room – deragged pumps as per Lead Operator
 - 62 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.
 - Reuse System: Staff submitted the Groundwater Monitoring Report to the FDEP for continued compliance with the Wastewater Treatment Facility permit.
- 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 was 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 will be 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.
 - Florida Department of Health Inspection: The City of Ormond Beach Water Treatment Plant was inspected by a FDOH Environmental Specialist on Friday June 14th. Staff received the written response from the FDOH. The only deficiency noted the compliance rate of the backflow prevention device certifications on the City's commercial water accounts. Staff is discussing the best course of action to increase compliance.

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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Support Services staff attended June 26, 2013, meeting with Document Management System (Questys) Vendor
- Staff attended and provided support for the June 26, 2013, Budget Advisory Board Meeting
- Staff attended and provided support for the June 26, 2013, Police Officers' Pension Board
- City Clerk attended budget operational meeting with City Manager, Assistant City Manager and Finance Director

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. Scheduled user training. Met with vendor on June 26, 2013.