

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 18, 2012

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:

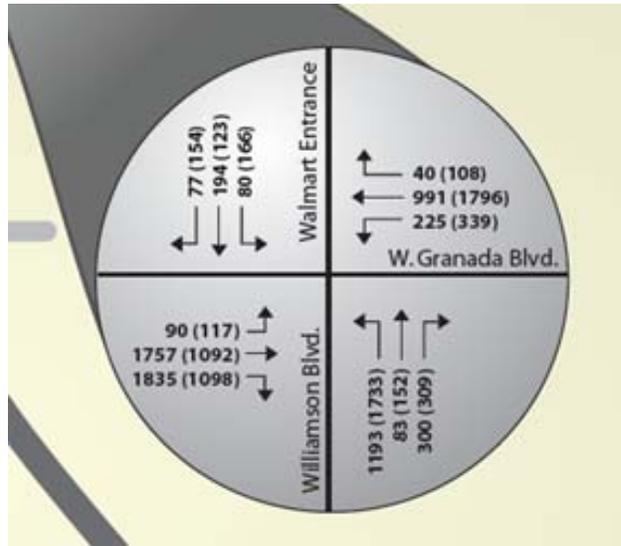
- Weekly meetings with City Clerk,
- Bi-weekly meetings with Police Chief, Planning Director
- Started budget review meetings with departments
- Attended Claims committee meeting

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with Mayor and John Walsh, publisher for the Palm Coast Observer, regarding business opportunity in Ormond Beach
- Attended Town Hall Budget meeting
- Attended City Commission meeting
- Attended Crimestoppers banquet
- Attended NIAB meeting
- Participated in the Council on Aging Meals on Wheels event, Big Deals Deliver Meals
- Participated in FCCMA conference call on the 2013 annual conference

Community Development

- Planning
 - St. John's River Water Management District issued permit #4-127-127584-1 for the City CRA Master Stormwater Plan & Conceptual Permit. The permit was issued on May 11, 2012. Staff has placed into the CIP for 2013 implementation a stormwater project which will serve 50% of a sub-basin that includes the area between US1 to the west, Washington to the east, SR 40 to the south and Highland to the north.
 - The Technical Coordinating Committee of the TPO had a presentation on the SR40 PD&E Study in which Tymber Creek Road and Williamson Boulevard are designed for triple left turn movements. As to Williamson Boulevard, the 2035 turning movement projection for Williamson Blvd is shown below. There is basically an even split of traffic going to the south on Williamson and to the east on SR40. The 1733 vehicles per day (vph) for the Williamson NB left turn projected for the 2035 PM peak hour is requiring the need for the three lane left turn. The 2011 count for this movement was 670 vph. The numbers are based upon no Hand Avenue extension, however, Tymber Creek Road Extension was included in the final model run. Both roads are not funded but they are in the 2025 Long Range Transportation Plan. The reason given for not including Hand Avenue extension was the environmental impact concerns expressed by reviewing agencies in the initial Efficient Transportation Decision Making (ETDM) Process.



- Staff met with members of the Ormond Main Street's Design Subcommittee and the following matters were recommended for approval to the Main Street Board which meets on May 22, 2012:

Address	Name	Grant Amt	Improvement
48 W. Granada	Ormond Garage	\$50,000	Converting shingle to decorative tin roof, pavers and landscape improvements
123 W. Granada	Frappes	\$2,150	Awning installation
119 W. Granada	Big Smoke	\$1,040	Awning installation
42 N. Beach	Anderson Price	\$21,000	Exterior improvements
77 West Granada Dr. Shoemaker – Board believed conceptual rendering was trying to accomplish too much and was an artificial blending of required attributes. It was stated that the building was contemporary and should carry that architectural theme.			
BIRTHPLACE OF SPEED. Several members of the Board expressed concern that the replica garage planned by the Historical Society was not appropriate at the park. It was pointed out to them by staff that a variance will be needed and it would be a public hearing.			

- The Planning Board work session to review the Ormond Crossing Planned Mix Use Development rezoning application has been scheduled for June 18, 2012 @ 6:00 pm in the City Commission Chambers. The clean version of the application was sent out to the Planning Board to ensure sufficient time was provided to prepare for the meeting.
- The two day demonstrations of the Finance/Utility/Community Development software system concluded with Tyler Muni. Previously, Innoprise and SunGard demonstrated their systems. In the final analysis, Innoprise had the best citizen portal; SunGard had the best Community Development software; and Tyler Muni had the best Financial/Utility software. The RFP committee held meetings with all the attendees for input and a series of questions are to be sent to Innoprise, SunGard and Tyler Muni.
- Building Inspections, Permitting & Licensing
 - Issued 64 permits with a total valuation of \$650,689.00
 - Conducted 149 inspections

- Issued 3 new business tax receipts
- Development Review
 - The SPRC Committee met with representatives of the property owner for 121 E. Granada. The applicant desires to place three separate businesses totaling 8000 square feet on a .50 acre lot containing a single story building. The lot is not of sufficient size to accommodate an FAR of 37% and the parking required to service it. Advantages and disadvantages were discussed regarding renovation of the existing structure with less square footage OR demolition and building a larger 2 story structure at the build-to-line along Granada.
 - Received a conceptual plan for a 3159 square foot Sunoco convenience store and 8 dispensing gas station @ 1546 W. Granada.

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings. Staff has scheduled a workshop with the Planning Board for June 18 to present the proposed documents. An additional public meeting with Planning Board is expected to be scheduled in July. Following the meetings with the Planning Board, staff will present the finding to the City Commission for review and approval.

Airport Business Park

- Staff is working with four existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff is working with Emergency Communications Networks (ECN) to prepare staff training and public notification and enrollment.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming which will require City participation. Staff has reevaluated the clearing work and expects to complete the work with existing resources. A site visit was conducted this week to determine the cost of the clearing.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff met with the owners of Theia's Greek Pastry Shop to be located along North Ridgewood Avenue, next to Rods Carpet. The shop is expected to be open late August or early September.
- 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 the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. The visitation will continue over the next two months, which will be followed by a summary that will be provided to the Commission.
- Staff participates on monthly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business

- opportunities. Staff chaired the Economic Development Practitioners Council meeting and discussion was focused on Team Volusia's role in economic development within Volusia County and the services to be provided to the participating cities. In addition, the practitioners are preparing for the August International Council of Shopping Center's annual trade show in Orlando.
- Staff is scheduled to meet with the CEO of Business Alliance management to discuss business prospects and other related economic development initiatives.
 - Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff is in contact with the real estate agencies representing the property owner and Food Lion to discuss retail reuse opportunities. Further detail regarding the interest in the property is expected in the next few weeks.
 - Staff met with First Green Bank representatives to discuss dates for an opening of the new Bank, located at 175 West Granada Boulevard. The open house is scheduled for clients and invited guests on June 7 and a public opening on June 9.

Special Economic Development Projects

- Staff is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

Airport Operation and Development

- Staff has received finalized estimates for a proposed FDOT project to upgrade security lighting systems at the airport. This project will update ramp and apron lighting with modern, energy efficient LED systems in keeping with current City-wide initiatives. If approved by FDOT for 100% security funding, this project will proceed with no impact on the airport budget.
- Staff continued to work with TowerCom, Inc. and the FAA this week to submit documentation and other materials needed to begin an airspace study for a wireless communications tower proposed for construction on the airport.
- The Civil Air Patrol continued preparations this week for a search and rescue exercise (SAREX) to be conducted at the airport on June 1st, 2nd and 3rd.
- A special meeting of the Ormond Beach Composite Squadron of the Civil Air Patrol will be held in the City Commission Chambers at City Hall on Monday, May 21, 2012. The primary purpose of this meeting will be to present certificates of appreciation to local individuals and businesses for donations to the squadron, and to recognize squadron members who are eligible for promotion and/or have earned certain CAP awards. The special guest for this event will be former Florida Wing Commander Col. Christian Moersch, CAP. The meeting will begin at 7:00 p.m.
- Staff compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- Staff has received the results of an 18 month U.S. DOT/FAA study of the federal network of general aviation airports, heliports, and seaplane bases. The study divides these facilities into four new categories: National, Regional, Local, and Basic. The Ormond Beach Municipal Airport (OBMA) has been classified as a Regional Airport. Regional Airports are defined as those which support regional economies by connecting communities to statewide and interstate markets. OBMA has also been designated a Reliever Airport. Reliever Airports are airports designated by the FAA to relieve congestion at Commercial Service Airports and to provide improved general aviation access to the overall community.
- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current and next fiscal year. Staff has been apprised by the ADO that the pending grant application for the Taxiway Alpha Relocation & General Airfield Improvements project is under review by the Department of Transportation.
- Staff continues to work with Biological Consulting Services, Inc. regarding wetland mitigation credit needs for the Taxiway Alpha Relocation & General Airfield Improvements project.

Reservation of the credits required for this project may need to be extended due to the lengthy pending status of federal grant funds.

- Staff continued to work this week to prepare for required land value appraisals scheduled to take effect at the airport in January of 2013. Additional airport demographic and financial data has been compiled and submitted to the proposed appraisal consultant for evaluation. A formal proposal from the consultant is expected to be forthcoming.
- Staff continues to monitor aircraft activity on-site in the neighborhoods east of the airport, in an effort to determine the efficacy of voluntary noise abatement procedures established to reduce the perceived impact of aircraft noise on those and other areas. Observations continue to indicate that traffic pattern operations are normal and in accordance with recommended procedures.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation of FY 2012-13 personnel budget.
- Completed Projects - Weekly
 - Processed 42 Journal Entry Batches (# 3060 – 3172).
 - Approved 31 Purchase Requisitions totaling \$272,085.35.
 - Issued 13 Purchase Orders totaling \$200,353.03.
 - A second Evaluation Committee meeting was held for RFP No. 2012-08, Enterprise Resource System, on 5/14/2012.
 - Prepared 136 Accounts Payable checks totaling \$384,003.52 and 30 Accounts Payable EFT payments totaling \$432,763.16.
 - Prepared 41 Payroll checks totaling \$34,309.24 and 324 Direct Deposits totaling \$369,752.39.
 - Transferred IRS 941 payment of \$131,241.33.
 - Processed 4,859 cash receipts totaling \$1,083,094.00.
 - Processed 1,173 utility bill payments through ACH totaling \$86,897.84.
 - Processed and issued 6,517 utility bills with billed consumption of water of 45,200k.
 - Issued 877 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Ormond Beach Named "Playful City USA"
 - CodeRED: Emergency Communication Made Easy
 - Andy Romano Beachfront Park Groundbreaking (5/28)
 - Memorial Day of Remembrance (5/28)
 - Movies on the Halifax (6/1)
 - Paperless City Commission Meetings
 - Open Play Pickleball (Nova)
 - Open Play Volleyball (Nova)
 - Youth Summer Volleyball League (Registration)
 - Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Added to and updated items in News & Announcements on the City's website.
 - Attended CodeRed training.
 - Attended Town Hall Budget Meeting.
 - Attended City Commission Meeting.
 - Submitted ECHO Notice to Proceed Package for the Skate Park Expansion Project.
 - Attended NIAB meeting.
 - Submitted CDBG Annual Plan/Applications for FY 12-13.

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 1
- Hazardous: 1
- EMS: 87
- Motor Vehicle Accidents: 3
- Public Assists: 32

TOTAL CALLS: 129

- Aid provided to other agencies: 20 calls – Volusia County (11), Daytona Beach (8), Holly Hill (1)
- Total staff hours provided to other agencies: 13 hours
- # of overlapping calls: 26
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 71

Training Hours

- Emergency Response to Terrorism: 3
- EMT Refresher Modules: 26
- Chemical Threats: 36
- Ladder Operations: 11
- Preplanning: 5
- Technical Rescue: 6
- Tools and Equipment: 4

TOTAL TRAINING HOURS: 91

Station Activities

- Serviced 57 fire hydrants to include: flow testing, inspecting and flushing.
- Conducted 6 fire inspections.
- Updated 23 pre-fire plans.
- Participated in Vehicle Day at Tomoka Elementary – 350 students

Operations

- Attended Florida Fire Chief's Association operations and training committee meeting.

Human Resources

Staffing Update

- Job Requisitions
 - Police Department/Operations – Corporal (temporary)
 - Public Works Department/Water Distribution – Maintenance Worker IV

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled. A total of seven (7) applications have been forwarded to department for review. Division has asked HR to remove ad from website in anticipation of re-evaluating the current position needs of the division.
 - Leisure Services/Recreation - Summer Camp Counselors (including Enviro Camp, Nova and SONC) were advertised on the News-Journal, the City web site and all the local college job boards as open until filled. Ad resent on 05-01-12 to all local college job boards. Fifty-five (55) applications were received, entered on applicant tracking sheet with qualification and forwarded to the department for review.

- Screening/Interviews Scheduled
 - Leisure Services/Special Populations – Part Time Recreation Leader was advertised on the City web site with a closing date of 03-30-12. The advertisement is being distributed to local colleges. Re-advertised through 04-27-12. One application received and interview will be conducted soon.
 - Finance Department – Purchasing Coordinator advertised on the Florida Government Finance Officers Association web site, the National Institute of Governmental Purchasing (N.I.G.P.) web site, the News-Journal, the City web site and in-house with a closing date of 04-27-12. Fifty-six (56) applications were received, entered on applicant tracking sheet with qualifications and forwarded to the department for review. Interviews were conducted with five (5) candidates on 05-10-12. Decision is pending by department.

- Background/Reference Checks
 - Police Department – Police Officer eligibility list was developed from interviews held on 03-21-12 and 03-22-12 with the top eight candidates. The top five candidates were interviewed by the Chief and the background was started on the top four candidates.
 - Public Works Department/Fleet Operations - Fleet Operations Manager advertised on City web site, FLAGFA web site, the NAFA web site, the Government Fleet web site and will remain open until filled. Thirty-one (31) applications have been received, entered on applicant tracking sheet with qualifications and forwarded to the Assistant City Manager for review. Interviews were conducted on 04-17 & 18-12. Conditional offer made to one candidate and the pre-employment processing will be done in June when candidate is in town.
 - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing.
 - Leisure Services/Performing Arts Center-PT Box Office Attendant-Advertised on the City web site with a closing date of 03-30-12. A total of seventeen (17) applications were entered on applicant tracking sheet with qualifications and forwarded to department for review. A candidate was selected and will begin the pre-employment process.

- Job Offers
 - Police Department – Police Officer eligibility list was developed from interviews held on 03-21-12 and 03-22-12 with the top eight candidates. The top five candidates were interviewed by the Chief and the background was started on the top three candidates. Conditional offers were made to two candidates.
 - Public Works Department/Fleet Operations-Fleet Operations Manager advertised as open until filled. Thirty-one (31) applications were received and forwarded to the Assistant City Manager for review. Interviews were conducted on 04-17 & 18-12. Conditional offer made to a candidate and accepted with proposed starting date in July.

- Terminations/Resignations/Retirements
 - FY Attrition – M/E 3-31-12: 1.53% (excluding retirements)

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program March 2012 monthly report reflects savings of \$71,396.72 for city residents during the twenty-two months that the program has been in effect in Ormond Beach. Over 1,580 residents have utilized the program during that time.

City Events/Employee Relations Update

- As part of our Wellness Cove “Education & Resources” component, H.R. will be scheduling several educational sessions on retirement plan distributions provided by MetLife on 05-17-12, Nationwide Deferred Compensation on 05-18-12 and ICMA on 05-23-12.
- As part of our Wellness Cove program we started walking after work for health, each Thursday. The first walk on May 10th was a great start with ten (10) employees walking to Riveria Park. Come and join us in our quest to get healthy!

Training & Development Opportunities

- LEAPS Academy is beginning training for all full time employees on “Ethics in the Workplace.” The four hour sessions will begin 05-22-12. To date, we have scheduled 306 employees.

Risk Management Projects

- Agenda Item for Resolution for Temporary Personnel Staffing services is in MinuteTraq for June 5 meeting. Working with the CAO and City Clerk to complete the process.
- Chamber of Commerce’s Leadership 2012 wrap-up meeting.
- Teleconference with Risk Advisory Board; wrap-up from education sessions.
- Attend Claims Committee meeting.
- Informal meeting with Florida Hospital and Chamber of Commerce representatives regarding the proposed Mayor’s Fitness Challenge to involve the COB for January 2013. A planning meeting is tentatively scheduled for June.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
 - City Clerk – Agenda Preparation application – assisting with trials of additional vendors, software is being installed on computers for user testing.
 - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
 - Finance/Community Development – CRM system replacement – Reference checking, contacting IT management and staff at sites.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 21 New work - 48 completed - 33 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,249	Inbound E-Mails Blocked	10,806
Delivered Inbound E-Mails	10,322	Quarantined Messages	121
Percentage Good Email	48.6%	Virus E-Mails Blocked	9

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 45 Corrections: 0
 - Map/Information Requests: 27
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Corrected 45 NaviLine facility maintenance records.

Leisure Services

- Administration

Meetings attended/hosted:

- Quality of Life Board meeting
- Public Works Staff Meeting
- City Manager Staff Meeting
- City Commission Meeting
- Budget Workshop
- Leisure Services Budget Meeting
- Administrative Staff Meeting
- Supervisors/Coordinators
- Coordinator one on ones
- Central Park/Pine Trail Meeting
- Parent Meeting Regarding Soccer Rental
- Playful City Meeting
- ARBFP Groundbreaking Planning Meeting
- Met with janitorial contractor to discuss items
- Met with landscaping contractor to discuss concerns and to request quote for sod work at Casements
- Met with painting contractor at Ames Park to discuss progress
- Met with representatives of A.M. Weiger Construction to discuss T-ball field project at Sports Complex
- Met with carpet/flooring contractor to discuss flooring as part of old Planning Dept. renovations
- Met with painting contractor to discuss painting and drywall repairs of old Planning Dept. renovations
- Met with Casements Coordinator to discuss locations of bleachers for Celtic Festival
- Met with HVAC contractor to discuss progress of Nova gym HVAC replacement
- Held pre-bid meeting with aluminum contractors at PAC on R&R project
- R&R budget review

Events/ Activities attended:

- Pickleball at Nova
- Budget Town Hall Meeting
- Warner Christian Academy Orchestra Performance - PAC - Rental
- Celtic Festival - 5/18 - 5/20

- Athletics

- The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
- The Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday through Thursday from 6pm to 8pm.

- The Ormond Beach Golden Spikes continued practices and games at both the Nova fields, as well as the Wendelstedt Fields at the Sports Complex. Ages range from 9 and under to 14 and under.
- The OBYBSA Baseball and Softball Programs continued their game season this week, Monday through Friday at Nova fields, the Sports Complex, and South Ormond fields.
- The City Youth Volleyball Program finished its Spring Season this week on Wednesday night, 6pm to 8pm. Final night consisted of “fun” games, awards, t-shirts, pizza, and desserts!
- The City Coed Adult Softball League started its Spring Playoffs this week, Monday through Thursday. Playoffs will conclude next week

- Athletic Field Maintenance
 - Mowed South Ormond (SONC) outfield and prepped infield for games.
 - Repainted soccer fields at SONC for the YMCA league.
 - Cleaned SONC tennis and basketball courts.
 - Tended to the infields, tennis and handball courts at Osceola Elementary school.
 - Mowed infields and outfields at Nova Park.
 - Cleaned skateboard park, tennis and handball courts at Nova Park.
 - Picked up and dropped off equipment to Fleet daily.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times per week.
 - Continued to mow the soccer fields.
 - Continued to mow the softball fields.
 - Replaced sprinklers as necessary.
 - Cleaned Limitless Playground daily.
 - Baseball practice and games continued for Golden Spikes and high school teams.
 - Softball practice and games continued for Lady Renegades, Seabreeze High School, and Calvary Christian Academy High School.
 - Prepared all baseball, softball, soccer, and T-ball fields for games and practices daily.
 - Continued spraying insecticide on all ball fields.
 - Continued aeration of fields at the Sports Complex.
 - Began summer fertilizing of all fields.
 - Fertilized the garden lawn at Rockefeller Gardens.
 - Application of Chipco insecticide done to all playing fields.
 - Began preparing to host 3 vs. 3 soccer tournament on Saturday.
 - Began preparing to host the MEAC softball tournament Wednesday through Saturday.

- Senior Center
 - Scheduled classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol meeting was held on Monday from 6:30pm to 9:30pm.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
 - Big Band America rehearsal was held on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church was held on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted various classes and rehearsals Monday through Friday, including: Kopy Kats, CMT, Follies dancers, and Horan Judo.
 - Warner Christian Velvet blues Band Concert, Tuesday, May 15th, 7pm.
 - Living Word Community Church met on Wednesday.
 - On Thursday CMT held a school performance onstage.
 - Pine Trail Elementary presented “The Jungle Book,” on Thursday at 7pm.

- On Friday CMT held a school and a public performance onstage.
- The Performing Arts Center is preparing to host the following event:
 - Ormond Beach MainStreet presents “Celtic Festival Opening Night Concert”, Friday, May 18th, 7pm to 10pm, \$18.
- South Ormond Neighborhood Center
 - The splash pad opens daily at 10am.
 - Youth baseball machine pitch games were held Tuesday and Thursday from 5pm to 7pm.
 - Adult Basketball was played Thursday and Sunday evenings.
 - Open play basketball was held daily from 1pm to 6pm.
 - YMCA Soccer was played Monday, Wednesday and Saturday.
 - Jazzercise classes were held Monday and Wednesday at 5:45pm.
 - Youth Basketball Practice in the gymnasium.
- Community Events
 - 2012 Art in the Park event May 5th and 6th in Rockefeller Gardens, clean-up of equipment and supplies used for the event, and sponsor recognitions.
 - Planning of Andy Romano Beachfront Park Groundbreaking event.
 - For 2012 Memorial Day: continued redesigning logistics of event, distribution of new flyer, program development and solicitation to community partners for service amenities.
 - For 2012 Senior Games: assisted planning 2012 games and assisted the board with finding new committee members and volunteers. Assisted with sponsorship letters and inquiries.
 - For 2012 Independence Day Celebration: requested quotes for juggler/comedian/magician, inflatable rides and port-o-lets. Continued researching bands and gathering quotes for bands and entertainment. Followed up on initial letter of invitation to past participating food vendors and possible new vendors.
 - Completed weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - April/May session classes for various age groups and levels were held Monday through Friday.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week, including: Adult Jazzercise, “Take Off Pounds Sensibly” (TOPS), and Miss Debby’s Dance Classes.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
 - Open play Volleyball started Monday from 5pm to 9pm.
 - The OBYBSA Baseball and Softball Program continued games and practices on Nova’s ball fields.
 - Interviews for summer camp counselors began on Monday and will continue through next week.
 - Planning continues for Nova Summer Camp Connection and Camp T-Rec.
- The Casements
 - Classes met this week including: Pilates, Teeny Tiny Yoga, and Yoga.
 - Tours continued from 10am to 4pm Monday through Friday and on Saturday 10am to 11:30am.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday morning followed by a wedding reception at The Casements in the afternoon.

- Setup took place in Fortunato Park on Saturday for a triathlon which was held in Fortunato Park and Rockefeller Gardens on Sunday.
- Church services were held at Bailey Riverbridge on Sunday morning.
- A Guild Board meeting took place in the gallery on Monday morning.
- The Guild held a Gala meeting in the gallery on Monday afternoon.
- Janet Rogers held an art workshop entitled "Expressive Flowers in Watercolor" on Monday and Tuesday at The Casements.
- Twenty fifth graders from Riverbend toured The Casements on Tuesday morning.
- A group of approximately 10 people from LaCosta Senioritas toured The Casements Tuesday afternoon.
- The Ormond Beach Art Guild began hanging their art exhibit the gallery on Wednesday.
- Janet Rogers held her art workshop entitled "Expressive Faces and Figures in Watercolor" on Wednesday, Thursday and Friday.
- The Memorial Remembrance Committee met in the Preservation Room on Wednesday.
- Staff assisted with the weekly Farmers' Market on Thursday.
- A group from the Florida Humanities Council toured The Casements on Thursday evening.
- The Ormond Beach Art Guild held their opening reception on Thursday evening at The Casements.
- An NIAB meeting was held at Bailey Riverbridge on Thursday evening.
- On Thursday and Friday staff prepared for the Celtic Festival which will be held in Rockefeller Gardens and Fortunato Park May 19 and 20.
- A wedding was held in Ormond Memorial Gardens on Friday afternoon.
- Staff continued to plan for Enviro Camp to be held July 9 through August 3.
- Parks and Irrigation
 - Cleaned brush and blew off raised boardwalk trail from Hand Ave. to Division Ave.
 - Picked up surplus furniture from City Hall and took to Fleet Maint. for auction.
 - Removed graffiti from picnic tables at Central Park I.
 - Repaired walk over bridge at the Magic Forest playground.
 - Installed three concrete slabs for trash cans at Central Park IV.
 - Repaired deck and hand rails at B.P.O.S. Park.
 - Trimmed low hanging limbs at Bailey Riverbridge Gardens.
 - Installed two new trash cans at Riviera Park.
 - Cleaned graffiti from restrooms at Fortunato Park and Ames Park.
 - Repaired soap dispenser in men's room at Fortunato Park.
 - Performed citywide safety inspections of parks and equipment.
 - Performed weekly inspections of parks facilities for reservations.
 - Repaired leaking water cooler at Central Park I.
 - Checked the timer at Nova Rec., and moved the zone line 6 feet to clear the A/C pad.
 - Turned off water at #3 N. Ocean Shore Blvd.
 - Installed a new timer at Country Club median, ran zones, replaced 2 spray heads, cut out coupling and flushed out snails.
 - Turned off irrigation at The Casements, Rockefeller Gardens and Fortunato Park for Art in the Park event.
 - Installed a new 2-zone timer at Fleet.
 - Replaced a damaged spray head at Nova Rec.
 - Replaced 2 spray heads and reset the timer on Granada Blvd. streetscape.
 - Reset a GFI outlet, reset timer and ran the zone at the reuse tank at Public Works.
 - Dug up and capped a zone line at Public Works.
 - Ran zones 1, 2, and 3 at Nova Rec., replaced 7 rotors and adjusted the heads.
- Building Maintenance
 - Assisted HVAC contractor with replacement of the AC unit at the Nova gym.

- Repaired exhaust at the Police Dept.
- Removed debris from the roof at South Ormond Neighborhood Center.
- Extended the flume box on top of the water wheel at The Casements.
- Replaced ceiling tiles at the Senior Center, Building D (Meals on Wheels).
- Repaired the Box Office door at the PAC.
- Hung pictures and a proclamation in City Hall atrium.
- Repaired loose floor board in Building D at the Senior Center.
- Repaired a crushed downspout at the backstage driveway of the PAC.
- Repaired leaking showers at Nova Rec.
- Repaired a cut water line at Birthplace Of Speed Park.
- Repaired a toilet in the men's room at the Senior Center, Building A.
- Repaired 2 sign lights at the Airport.
- Repaired the light gun for Airport Tower.
- Repaired threshold light at the Airport.
- Repaired wiring for outdoor receptacles at The Casements.
- Rebuilt a light head hit by a contractor.

Police Department

Administrative Services

- Attended the Science on Patrol graduation at Ormond Beach Middle School.
- Attended a Code Red training presentation at City Hall.
- Attended an 8 hr. training course in Use of Force issues for command officers.
- Attended Town Hall Budget meeting and City Commission Meeting.
- Attended Crime Stoppers Awards Banquet.
- Attended bi-weekly meeting with City Manager.

Community Outreach

- The READ program continues. Currently 25 youths are enrolled. This week the youths worked writing their books for exhibition in City Hall on May 23.
- Practice for all of the boys' basketball teams was held at the SONC. Currently we have 45 youths in the program.
- After school programs at Ormond Beach Middle School and the SONC have closed for the year. Summer programs will begin June 23rd.

Community Service/Animal Service

- Animal Calls: 66
- Animal Reports: 9
- Animals to Flagler Humane Society: 7
 - Cats: 6
 - Other :1
- Wildlife to Ponce Inlet Bird Sanctuary: 2
- Kitten Adopted: 1
- Kittens Fostered: 3
- Animal Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 15
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 9
- Inactive: 13
- Fraud: 5
- Burglary Residential: 1
- Larceny Car break: 1

- Grand Theft: 2
- Auto Theft: 1
- Offense Against Family/DCF Reports: 1
- Missing Persons: 2
- Recovered Missing Persons: 2
- Robbery: 1
- Death: 1

Narcotics:

- 7 Buy Walks
- 2 Buy Walk Attempts

Comments:

- Robbery: Suspect called a girl that he knew to ask for a ride. The victim picked up the suspect and drove him to Forest Hills where he pulled out a gun and demanded all her money. Suspect was located and charged with the robbery.
- Burglary: A medical office was burglarized in April of this year. Nothing was found missing but it appeared the culprit may have been looking for drugs. A fingerprint lifted from the point of entry has identified a suspect. Investigation is ongoing and charges are expected.

Records

- Walk - Ins / Window 130
- Phone Calls 184
- Arrest / NTA'S 14
- Citations Issued 131
- Citations Entered 108
- Reports Generated 123
- Reports Entered 138
- Mail / Faxes / Request 49

Patrol

- Total Calls 1,600
- Total Traffic Stops 219

Operations

Crime Opportunity Reporting Forms issued: 271

5-10-12 Burglary Attempt at 300 Riverbluff Trl. Pry marks found on door but no entry was gained.

5-10-12 Burglary at 355 Fir St. homeowner found jewelry missing.

5-11-12 Auto Theft at Pepper's Restaurant, a lawn service truck was stolen and later recovered in Daytona Beach.

5-11-12 Disturbance at 346 Putnam Ave. Boyfriend charged with domestic violence battery for hitting his girlfriend.

5-12-12 Car Burglary 500 Shadow Lakes Bv. A credit card was stolen.

5-12-12 Disturbance at 274 Palm Place. Ex-boyfriend charged with domestic violence assault, theft, and vandalism.

5-13-12 Disturbance at 140 Mill Spring Pl. an adult male was arrested for battery.

5-14-12 Theft at Wal-Mart, an adult male was arrested for shoplifting/retail theft.

5-14-12 Robbery at 200 Forest Hills Bv. A known suspect stole cash from two persons as they drove in a car. The suspect fled the area but was later arrested.

5-15-12 Vandalism at Mr. Wich Deli N. Nova Rd. A window was broken.

- 5-15-12 Fraud at 113 E. Granada Bv. Over \$1600 stolen from a pay pal account opened using the victim's identification.
- 5-15-12 Robbery at 690 S. Nova Rd. 7-11 Store. A customer who was entering their vehicle in the parking lot was robbed of their wallet and cell phone by an unknown assailant. Suspect vehicle information obtained and a suspect has been identified.
- 5-16-12 Retail Theft at Walmart, 2 adult males and 1 adult female arrested for retail theft.

Traffic Unit

- Case #12-05-00270 – Crash Hand/Nova - Car vs. Pedestrian - Pedestrian was crossing Hand Av with a green pedestrian crossing signal as a car was making a right turn on red from Hand to Nova. The front of the car struck the pedestrian knocking him down. The pedestrian was taken to hospital with non life threatening injuries. Driver of car cited in crash.
- Case #12-05-00269 – Crash SRA1A/Benjamin - Car vs. Bicycle - Bicycle was pedaling the wrong way on SRA1A, the car was making a right turn off Benjamin onto SRA1A. The bicycle struck the side of the car. The bicycle rider was taken to hospital with non life threatening injuries. Bicycle rider charged in crash.
- Minor crashes for the week - 15
- Crashes involving injury - 5
- Traffic citations - 92
- Hours total court time for the motor unit 10
- Stealth Stat surveys - 2

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Case initiated
- 23 signs either removed or sign cases created
- 7 tree removal permit requests
- Administrative staffs assisted with one (1) walk-in and twenty-six (26) telephonic inquiries.

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

Zone 1:

- 1) 712 S. Atlantic Avenue - Ocean Club Gift Shop – Received a call that the company that trimmed the palm trees left a large pile of palm fronds in the empty lot at the west end of the paved parking lot. The debris has been located on two vacant lots addressed as 680 & 700 S. Atlantic Avenue. Notice of violation has been issued for both lots. The owner will have 15 days from receipt of notice to correct the violation.

Zone 2:

- 1) 125 Mound Avenue – Received a complaint that an extension to the existing wooden fence had been erected increasing the height of the fence above the six feet height limit. Research indicates that the stockade fence was initially permitted through the Building Division. A final inspection was never called in so the permit was closed and is no longer valid. The owner will need to obtain a new permit for the existing stockade fence and remove the shade cloth

extension that has been installed. A notice of violation has been issued requiring compliance in 20 days from receipt of the notice. This case is ongoing.

- 2) 39 Benjamin Drive – Received an anonymous complaint about three trailers, a boat and an old car located on site. The inspection revealed a boat and trailer located in the back yard surrounded by a chain link fence in view of the neighbors and street. A second trailer was located in the front yard filled with material. The owner agreed to screen the boat and trailer located in the back yard. The trailer in the front yard does not belong to the owner and will be removed. All vehicles on site had proper tags. This case is ongoing.
- 3) 116 Benjamin Drive – Received an anonymous complaint about a trailer and boat located on site. The inspection revealed the boat located in the side yard in view of the street and neighboring property. The trailer was not observed. This case is ongoing.

Public Works

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing**- Bid award resolution is scheduled for the June 5, City Commission meeting.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Approximately 2,100 feet of forcemain pipe and approximately 1,300 feet of reclaimed watermain was installed.
- **Transfer Station Pump Station**- Award of Bid was approved at the May 15 Commission meeting.
- **SR 40 Sidewalk / Trail Phase III**- Submitted Invoice 1 for FDOT reimbursement. Collected structural steel samples and submitted to LIMS database for FDOT verification analysis. Poured triple box culvert at top and walls. Formed gravity walls on west side. Submitted concrete mix design and QC plan to FDOT for entering in LIMS database.
- **Tomoka State Park**- Contractor began clearing trail. Issued Work Authorization for tortoise relocation. Consultant and Wildlife Representatives met in field for final determination and answered questions concerning construction of sidewalk.
- **SR40 Nova to A1A Interconnect**- project closeout is underway.
- **Wastewater Treatment Plant Expansion and Rehabilitation** – Contractor continues working on Clarifier No.4, underground piping, chlorine contact tanks, RAS/WAS Pump Station, ABW Filter #3, swing zone blowers, fermentation tank, internal recycle pump station, Acetic Acid feed station, and the main electrical building. Start-up training was provided for Clarifier 4, screw pumps, and Positive Displacement blowers. A city requested change order for additional work is proposed for the June 5th City Commission meeting. This is for piping modifications with the dewatering pump station to allow bypass flows to be returned through the bar screens to allowing for grit removal and rag removal.

- **Design Projects:**

- **Andy Romano Beachfront Park** –The City Commission approved the bid to Saboungi Construction. Groundbreaking Ceremony is scheduled for Monday, May 28th at 6pm.
- **Granada Utilities Underground**- Submitted final engineering plans for the June 5th City Commission meeting.
- **OBSC T-Ball Fields** – Met with A.M. Weigel Construction to review proposed plans and solicit written construction proposal on May 17th.
- **Mast Arm Rehab**- Working on intersections drawings. Preparing estimate. Obtaining quotes on repainting street light poles on Nova Rd.
- **Nova Community Park Basketball Court**- Held meeting with consultant and Leisure Services regarding comments on conceptual design.
- **Nova Community Park Racquetball Court**- Held meeting with consultant and Leisure Services regarding comments on conceptual design. Discussed racquetball dimensions

- with racquetball committee member. Received confirmation from racquetball members to build a 20 ft. wide court.
- Nova Community Park Master Plan- Held meeting with consultant and Leisure Services regarding comments on conceptual design and discussed DEP comments for future design.
 - Mast Arm Replacement on SR40- Contractor is working on punchlist.
 - Ormond Scenic Loop- FDOT is working with their consultant on final design of signs.
 - South Peninsula 2-inch Water Main Replacement- Land surveying has begun to form base drawings for design plans.
 - Audible Pedestrian Signals- Field reviewed design plans against existing conditions.
 - Mainland 2-inch watermain Replacement- Land survey of the roadways has been scheduled to begin next week.
 - North Peninsula 2-inch Water Main- Held field meeting on 30% plans with consultant and Water Distribution staff.
 - SR40 Washington to Beach St.- FDOT is reviewing street light relocation plans.
 - US1 & Nova- FDOT has not started construction yet on intersection modifications.
 - Central Park Paving – Project Plans and Bidding Documents were completed and will be scheduled for bidding disposition at the June 5 Commission meeting.
 - Tymber Creek Phase I – Volusia County has tentatively scheduled advertisement for competitive bidding in mid May.
 - Cardinal Beach Approach – Notified County to postpone construction until October 1st, same as we did last year.
 - N. Halifax Dr. Improvements- The 90% reclaimed watermain extension plans were completed by QLH and will have final review by staff.
 - Side Street Lighting Conversion- The project is scheduled to be advertised on May 20th.
 - John Anderson Drive – The City Commission voted to amend the design contract to a limited option that included milling and resurfacing and providing for spot drainage repairs in flood prone areas. Engineer is modifying the design plans.
 - Hand Avenue –The project bid award was approved by the City Commission on April 17th. Contracts are being prepared for execution by the contractor. Pre-Construction meeting is scheduled for Thursday, May 24th.
 - Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. Consultant has submitted permit application to SJRWMD and is waiting on comments.
 - Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Sent final plans to FEMA for approval. FEMA engineering has informed staff that they have approved the project. FEMA environmental and tribal lands still must review before Phase 2 (Construction) can proceed.

Administration:

- Prepared City Commission memo on FDOT project for resurfacing and mast arm rehabilitation SR 40 from Tymber Creek to Perrott.
- Processed project invoices/pay requests totaling \$43,030
- Prepared work authorizations totaling \$11,885
- Entered requisitions/PO's totaling \$1,486
- Nova Rd Landfill Closure: The Biennial Groundwater Monitoring Report was submitted including the 10-year closure renewal. The second phase of the proposed work plan for the site assessment study was revised and submitted per FDEP request for additional information.

Meetings:

- FDOT structure staff field meeting on box culvert forms and steel placements.
- Met with Consultant and Leisure Services for Nova Master Plan, racquetball and basketball project.
- Attended Halifax Utilities meeting to discuss up coming projects and utilities relocations.

Other:

- Tree locate at 100 Hay Bale per Streets Division request.
- Created sketch and legal description of Railroad St and F.E.C. right of way portions for future annexation per GIS request.
- Began research for sketch and legal description for N US1 portion to be annexed per GIS request.

Customer Service:

- Provided base flood elevation for 1120 W Granada Blvd per title company request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Pulled forms & backfilled along a driveway on Dunes Circle
- Pulled forms & backfilled at Nova Recreation
- Pulled barricades on Sandy Oaks Boulevard
- Repaired a sidewalk in Ormond Lakes, on N. Orchard Street, and on Sterthaus Drive
- Poured concrete, pulled forms, stress cuts and backfilled at 1251 Fernway Drive
- Repaired a concrete curb at the Performing Arts Center

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed dead limbs at 11 Twelve Oaks Drive and other various citywide locations
- Removed stumps at various citywide locations
- Trimmed trees on DOT (Department of Transportation) Right-of-Way citywide locations

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- DOT Weed control on US1 and on A1A
- Assisted Building Maintenance with the loader at Nova Community Center
- ROW Trimming at various locations

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Various locations, checked for signs that will need attention

- Lincoln Ave. E of US1, straightened 25 mph sign post
- 12 Sandcastle Dr., replaced a 25 mph sign
- 189 Lincoln Ave., replaced a 25 mph sign
- Wildwood Ave. & N. Halifax Dr., installed a 24" "No Outlet" sign
- Atwood Ln. & N. Halifax Dr., installed a 24" "No Outlet" sign
- Pinecrest Ave. & N. Halifax Dr., installed a 24" "No Outlet" sign
- City Hall Parking Lot, painted six (6) arrows in the parking lot
- Putting together a price quote to send to various companies for 10' square sign posts and anchors
- Working on a quote to be sent out to get "unit cost" price quotes for pavement markings using paint

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- NPEDS (National Pollution Elimination Discharge Services) meeting with Engineering Division
- Looked at boats at Aloha Marine with Fleet for lake chemical spraying
- Slope Mowing – SR40
- Sprayed ponds on Nova Road, Lakebridge and Old Kings
- Gradall work for sandbag pad in Public Works Yard
- Vacon Cleaning – Airport Road, Briargate, (2) inlets, 480' of pipe and (4) inlets, 684' of pipe

Street Sweeping/Streetsweeper

- 60.0 miles of road cleaned (this was for only 2 days, had 3 days of PL)
- 10.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

28,897

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 12,349 gallons of unleaded and 7,888 gallons of diesel fuel on hand.
- Fleet completed 60 work orders this week.

- Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. District staff accepted and modified Technical Staff Report to include clarifications and comments for information contained in the report. CUP Compliance Report and renewal activities re-scheduled for Board review in early June 2012.
- Concentrate Disposal Study – The consultant is collaborating with FDEP to determine how to best add relocation of the concentrate piping discharge - connect to the reuse transfer pump discharge activity to the permit. Plans and specifications are being prepared for bids.

- Division Avenue Well Field Raw Water Piping - A revised proposal received from McKim and Creed to use modeling to predict a mass balance of chlorides with Division Avenue well field line reconfigured to deliver most of the easterly well field raw water into the reverse osmosis system located at the northerly portion of water plant site is being reviewed. The proposal will be modified to include effects on the chloride concentration in the concentrate. The mass balance results will be used to determine the benefit and feasibility of modifying the well field piping for optimizing chlorides removal with use of LPRO system.
- WWTP Dewatering Station Bypass Project – A City Commission memo was prepared to award this project to Brasfield & Gorrie as a change order to the WWTP Expansion project contract for consideration on June 5th.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. A workshop was held with CC on May 1. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/ Reuse Main Extension – Contractor Pay Application No. 2 was processed. Project progressing on schedule.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Plans are being reviewed and on-site meeting is scheduled for Monday May 21 w/ FDOT.
- Hand Avenue Extension – Contracts are being prepared for execution by Hazen Construction. Preconstruction meeting scheduled for May 24.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pump #3 impeller is broken and the pump remains out of service. The manufacturer obtained the original system curve from the design engineer. A retrofit of pump 3 is proposed for testing the new impeller design. Legal is preparing a letter to the contractor indicating contract status with copy to the bonding company.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. The main electrical building is under construction, RAS and WAS pumps are being installed. Clarifier #3 is being rehabilitated. Recycle pump 3 is being installed. Work is proceeding on the chlorine contact tanks and Acetic Acid feed station. Fermentation train #1 was taken out of service this week. Refurbishment of Filter No. 2 is completed and filter on line at the end of this week. The consultant was asked to provide information on the proposed system to be used for temporary re-aeration in the splitter box and is considering early installation since the existing re-aeration system is periodically disabled by excessive rag buildup. Mold was found in the operations building during demolition. The air quality is being investigated.
- Lift Station Repair and Replacement Project –The final pay request is pending until Worsham (Contractor) decides to accept final payment. Worsham hired an attorney to represent them on this project. Legal contacted the attorney and indicated that a demand letter may be forthcoming. Until the letter is received, the proposed meeting between Worsham and City staff will be postponed.
- North Halifax Drive Rehabilitation Reclaimed Water Main Extension – Plans were received for review.
- Pretreatment Effluent Pump (PEP) Replacement –The project is presently advertised for bids.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. John Searcy & Assoc. is preparing a design proposal for the project.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by lining are being prepared.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation - A work authorization for \$11,382 was prepared for John Searcy and Assoc. to provide electrical design support.

- Florida Power and Light was contacted to begin coordinating the electrical service needs for the lift stations.
- Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc. Updated costs need to be obtained.
 - Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
 - SPRC: Met to discuss conceptual plans for Batniji Medical Office.
 - Transfer Station Lift Station Upgrades – Bid was awarded at the May 15, 2012 City Commission meeting.
 - Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. Preparing Agenda packet for Ordinance and CC consideration.
 - WWTP Sludge Conveyor System Replacement – The project includes replacement of rollers and belt for prolonging proper operation of existing conveyor. A purchase order was prepared to purchase the parts from RC Beach and Associates. Requests for quotations were received from three contractors for installation activities.
 - WWTP Operation Permit - The consent order is in effect until August 2013 through the facility construction period. A Pollution Prevention Project summary is being prepared.
- Water Distribution
 - Exchanged 21 residential and 3 each – 2 inch commercial water meters, installed 2 new water meter services
 - Responded to and/or repaired 13 water service leaks
 - Replaced 5 water services due to aged piping, Repaired 10 meter boxes
 - Responded to 5 low pressure complaints
 - Flushed 5 cloudy water complaints
 - Disconnected 1 service due to demolition
 - Responded to 3 customer assistance calls for misc. water issues
 - Meter testing: tested 4 each – 3 inch and 3 each – 4 inch water meters, 4 meters tested inaccurate and were rebuilt. All meters tested accurate after being rebuilt.
 - Main Leaks: 2" Hibiscus Dr and 6" Camellia Dr
 - Fire Hydrant Maintenance: 72 Volusia County fire hydrants inspected, pressure tested and painted
 - Flushing program: S Nova Rd, Old Kings Rd, W Granada Blvd, Reflections Village Sub, Castlegate Sub, Kingsbridge Crossings Sub, Camellia Dr
 - 2-2" and a 1" water service stub outs on S Nova Rd have been shortened and buried in meter boxes.
 - Moved a water service on Neptune Park Dr due to septic tank replacement
 - Utility locate service for Water/wastewater/reuse: 95 regular and 4 emergency locate have been completed
 - Sod/backfill: Over Brook Dr
 - Rescinded boil water on Camellia Dr
 - Clean and organize all storage areas and service trucks
 - Water Treatment
 - Delivered to the City 40.900 million gallons for the week ending May 13, 2012 (5.843 MGD)
 - Backwashed 11 filters for a total of 494,000 gallons backwash water.
 - Produced and hauled 108 wet tons of dewatered sludge.
 - Sampled, cleared and rescinded one Precautionary Boil Water notices.
 - Operated north & south plant generators for routine PM.

- Waste Water Collection – Reuse
 - Crews responded to four trouble calls in Breakaway/Hunters Ridge and two in town.
 - Rehab pep tank at 5 Tomoka Cove.
 - Televised nine – cleaned 5 sewer laterals.
 - Repaired sewer laterals at 7 Tam O Shanter and 280 Willmette Ave.
 - Repaired 1.5" low pressure service line on Black Hickory broken by contractor installing reuse main.
 - On going flushing of reuse on beachside.
 - Checked force main pressure at 1800 US 1 (3 psi) - OK.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 23.47 Million Gallons.
 - Produced 15.53 Million Gallons of Reuse.
 - Produced 7.94 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.35 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 207.00 (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 Auma actuator motor on No. 4 finished water valve, placed PO request for spare motors.
 - Cleaned pressure transducer on the #4 Lime softening sand filter valve
 - Completed flexible plumbing retrofit on static mixer, eliminated hard piping to reduce breakage due to pulsation from Peristaltic Hypochlorite pumps.
 - New Electrician started work – orientation and training in progress.
 - Replaced the bearings on the #2 lime slurry pump roller.
 - Changed the oil in chlorine pump #6
 - Tighten packing on the #1 transfer pump.
 - Replaced the light switch in the upstairs centrifuge building.
 - Repainted the eye wash station at the lime silo building.
 - Re-plumbed the eye wash station at the polymer building.
 - Reset the overloads on H.S.P. #5 and performed amp reading
 - Found wire on H.S.P. #4 braking system not installed from the factory. Installed the wire - pump runs properly.
 - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.

 - Wastewater Plant – Lift Stations
 - Replace #1 Inboard submersible aerator with repaired inventory
 - Installed Photocell at Arroyo Pkwy liftstation.
 - Deragged influent pumps.
 - Digester Blower #1 – customer complaint of “fault lamp lit” – test ran blower – found no problem with unit of any kind – no lamps lit – all OK.
 - SCADA liftstation repair to 7 stations
 - Assisted contractors with plant other rehab activities
 - Assisted operations staff cleaning tele-valves on clarifiers.

- Performed PM Service to plant equipment.
- Breakaway Trails – SCADA – high starts – cleaned probe
- Clarifier #1 & #2 – repaired spray system at center ring
- Clarifier #4 – installed spray system at center ring
- Post Anoxic #2 – replaced mounting hardware at dog house adapter
- R.A.S. #2 – adjusted pump packing as needed
- R.A.S. Room – repaired sump pump as needed
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 30 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 91 work orders as reported in MP2 computerized maintenance management system, of which 61 were PM work requests and 30 were repair work orders.

Support Services (formerly City Clerk)

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, 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:

- Staff attended the weekly City Manager Staff meeting.
- Staff attended and provided support for the May 15, 2012 Town Hall Budget Meeting
- Staff attended and provided support for the May 15, 2012 City Commission Meeting
- Staff attended and provided support for the May 17, 2012 Neighborhood Improvement Advisory Board
- Staff met with the City Manager, Assistant City Manager and Finance Director regarding the Support Services Budget for Fiscal year 2012-13
- Agenda packet preparation and creation for the May 21, 2012, Quality of Life Advisory Board meeting
- Agenda packet preparation and creation for the June 4, 2012, Capitol Improvement Workshop.
- Agenda packet preparation for the June 5, 2012 City Commission Meeting.

Status of Department Projects

- Agenda Automation System
 - Project Status: In Progress
 - Continued to provide one-on-one support to City staff during the implementation process.
 - Working with the Planning Department to migrate the Planning Board, Board of Adjustments and Appeals Board, Historic Landmark Preservation Board and the Brownfield Advisory Board to the new Agenda Automation System.
- Emergency Notification System (CodeRed)
 - Project Status: In Progress
 - Received user login information from vendor.
 - Staff sent out a Press Release regarding the new Emergency Notifications System.
 - Staff attended training sessions held at city hall by CodeRed
- Land Development Code (LDC) Conversion
 - Project Status: Planning Stage

- Working with the Planning Department to have the LDC converted to a web based format; providing both staff and citizens with the following capabilities:
 - Advanced Search
 - Mobile Accessibility
 - Cross Reference Linking to the Code of Ordinances.
 - A listing of all sections within a chapter at the front of each chapter.
 - Catch lines preceding each section which describes the subject of the section.
 - History notes, where possible, at the end of each section giving the ordinance number from which the section is derived.
 - State law references, which cite the applicable state statute.
 - Complete subject matter index
- Live Streaming Upgrade
 - Project Status: Completed
 - Staff tested audio only streaming on mobile devices for low bandwidth users at the City Commission Meeting on May 15, 2012.
 - Updated Live Stream page (www.ormondbeach.org/live) to provide residents with a choice of a Video Mode (Variable Bitrate) or an Audio Mode (16 kbps) for low bandwidth users.
- Mobile Phone Application (myOrmondBeach)
 - Project Status: In Progress
 - Staff received screenshots of the updated layout for the mobile application.
 - Staff review new application layout and sent changes to vendor.
 - Waiting on new version of mobile application for internal testing.
- Records Management System Upgrade
 - Project Status: On Hold
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.