

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 25, 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 staff meeting with directors
- Bi-weekly meeting with Economic Development Director
- Continued individual budget meetings with directors

Spoke to, attended and/or met with:

- Attended small ceremony at Root Company thanking them for their support of United Way
- Rotary Meeting
- Attended United Way Board of Directors meeting
- Attended four hour LEAPS training session – mandatory City ethics training
- Attended City/County Managers meeting
- Met with Joyce Ebbetts discussed various items relating to Central Park
- Met with Thomas Wilhelm discussed his concerns about keeping the former hospital site for veterans usage
- Attended Volusia League of Cities Distinguished Awards Banquet
- Held Walking with the Manager, Siobhan Daly, The Casements Cultural Center Coordinator was the guest walker. Siobhan had a large fan base and we had almost 13 new first-time walkers!

Community Development

- Planning
 - Staff attended the Main Street Board meeting and the matters reported in the May 14-18 Weekly Report concerning the Design sub-committee was acted upon favorably.
 - Staff attended the TPO Board meeting. Issues of interest included:
 - Adding the Alternatives Study to the Priority List both for the Transit and Strategic Intermodal System (SIS) categories;
 - Presentation of the SR 40 PD&E Study which was reported both in the May 14-18 Weekly Review and Weekly Report.
 - Resignation of Karl Welzenbach as Executive Director effective immediately.
 - Staff attended a neighborhood meeting held at the Performing Arts Center regarding the implosion of the 7 story hospital building. Approximately 35 residents and business people attended. Four Memorial Hospital board members were also in attendance. There were many questions but the general feeling of all those who attended was to implode the building rather than through a high lift method. The former will be quicker and safer while the latter was slower and just as safe.
 - Staff attended a neighborhood meeting at the Tomoka Oaks Clubhouse to hear a presentation by the new owner of Tomoka Oaks Golf Course and Golf Village development.

- Staff attended the required twice a year Public School Interlocal Agreement (ILA) meeting. The 5 year work program was discussed. Revenues are projected to decrease by 30% over the five years principally because there are no Public Education Capital Outlay dollars (PECO) projected from the State since PECO dollars are now being distributed to privately owned charter schools. Also, the ½ cent sales tax sunsets in 2015-16. A comparison of FY08 and FY13 is provided below which profiles the current state of the School District.

	FY08	FY 13
Property Values	\$41.3 Billion	\$24.6 Billion
New Construction	\$30.5 million	\$0
Existing School renovations	\$31.2 million	\$4.3 million
Technology	\$11.1 million	\$2.36 million
District School Permanent Sq. Feet	8,507,196	9,186,019
Student Enrollment	64,696	61,636

A sub-committee of the group, that includes Ormond Beach, will meet to discuss how to amend the ILA to streamline the process and ensure that school concurrency supports and does not inhibit redevelopment efforts by several cities. These amendments will then be recommended to the Steering Committee, the School District and each city that is a party to the ILA.

- Staff attended the Halifax River East Coast Greenway Trail Meeting which was held at the Marina Grand on the Halifax. As a result of Volusia County receiving a grant of \$110,000 in FY 11/12 to pay for the design and construction of sidewalk along the east side of Riverside Drive in Holly Hill (FM # 425192), efforts are afoot to create the Halifax River Trail which is 11.55 miles beginning from Cassin Park to Port Orange Riverwalk.
- Building Inspections, Permitting & Licensing
 - Issued 77 permits with a total valuation of \$313,138.00
 - Conducted 159 inspections
 - Issued 5 new business tax receipts
 - Based upon the neighborhood meeting, a demolition permit to implode the building will be issued during this reporting period with one condition. Because of defective notice, the Hospital is required to have a second neighborhood meeting. This meeting will be closer to the expected date for implosion which is July 22, 2012. Should there be an outcry of public opposition expressed at the second neighborhood meeting; the condition attached to the demolition permit requires the method for removal to be changed from implosion to the traditional high lift method.

As the hospital demolition traffic increases, the current traffic pattern (Sterthaus east to Orchard, north to Wilmette and east to US1) is contributing to congestion at the intersection of Wilmette and Orchard Street since the WW Treatment Plant construction traffic and the increased use of the transfer station also uses the intersection. Consequently, the current route for demolition debris hauling will be changed to Sterthaus west onto Nova Rd and north to US1 as recommended by the Police Department.

- Development Review
 - SPRC review comments on Jimmy John's and Sunoco (1546 W. Granada) went out this reporting period to the respective applicants.
 - The SPRC met to discuss the following matters:
 - lot 1 of the Olive Grove conceptual development

Economic Development

Economic Development

Ormond Crossings

- Staff finalized their comments to Tomoka Holdings. Staff met with Tomoka Holdings on April 27 and discussed the remaining items regarding the draft Master Development Plan and design standards documents. Staff has scheduled a workshop with the Planning Board for June 18 to present the proposed documents. An additional public meeting with the 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. Staff is reviewing a proposal to complete the clearing work.

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. Staff invited Reed Berger, Director of Daytona Beach's CRA to discuss the City's current and future downtown initiatives.

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 met with the CEO 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 soon.
- 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. An invitation flyer has been sent to City staff and the Commission.

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 submitted a request for a Joint Participation Agreement (JPA) with FDOT for a new security project 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.
- The final survey has been completed for a site proposed for lease by TowerCom, Inc. for a wireless communications tower proposed for construction on the airport. Staff continued to work with TowerCom, Inc. and the FAA this week to submit documentation and other materials needed to begin an airspace study required for this project.
- Staff is working to respond to a request from OBFD to improve directory signage and address identification 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.
- Staff acquired a tree removal permit to remove approximately twelve (12) pine trees from the airport. These trees are located adjacent to Runway 8, and have grown to the point that they have begun to obscure visibility of the runway from the air traffic control tower.
- 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 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 37 Journal Entry Batches (# 3186 – 3284).
 - Approved 18 Purchase Requisitions totaling \$113,257.15.
 - Issued 29 Purchase Orders totaling \$195,691.93.

- An Evaluation Committee meeting was held for RFP No. 2012-15, Arbitrage Calculation Services, on 5/18/2012.
- Advertised Bid No. 2012-17, Decorative Lighting Purchase – CDBG & CRA Districts, in the News-Journal and posted to DemandStar on 05/20/2012.
- Mailed Letter of Intent to Award on Bid No. 2012-01, 2012 Roadway Resurfacing, to five (5) companies that submitted bids on 05/22/2012.
- Mailed Notice of Cancellation of Bid No. 2012-11, Dewatering Pump Station Piping Modifications, to four (4) companies that submitted bids on 05/22/2012.
- Mailed Letter of Intent to Award on RFP No 2012-16, Temporary Personnel Staffing Service, to five (5) companies that submitted proposals on 05/22/2012.
- Prepared 132 Accounts Payable checks totaling \$442,791.98 and 25 Accounts Payable EFT payments totaling \$1,190,316.29.
- Processed 3,517 cash receipts totaling \$1,629,104.64.
- Processed 857 utility bill payments through ACH totaling \$56,400.79.
- Processed and issued 5,802 utility bills with billed consumption of water of 46,970k.
- Issued 694 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Youth Volleyball
 - Open Workout
 - Other
 - Citizen Contacts
 - Media Contacts
 - Completed Employee Newsletter for June
- 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.
 - Submitted Municipal Achievement Award to Florida League of Cities for the Limitless Playground.
 - Attended LEAPS Training
 - Attended Emergency Solutions Grant Meeting regarding homeless needs in Volusia County.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 5
- Hazardous: 3
- EMS: 84
- Motor Vehicle Accidents: 12
- Public Assists: 43

TOTAL CALLS: 149

- Aid provided to other agencies: 19 calls – Volusia County (10), Daytona Beach (9)
- Total staff hours provided to other agencies: 46 hours
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2

- Total EMS patients treated: 75

Training Hours

- EMT Refresher Modules: 16
- Ladder Operations: 17
- Preplanning: 4

TOTAL TRAINING HOURS: 37

Station Activities

- Serviced 111 fire hydrants to include: flow testing, inspecting and flushing.
- Conducted 5 fire inspections.
- Updated 26 pre-fire plans.
- Provided fire extinguisher training to Florida Power & Light – 20 employees.

Significant Incidents

- 5/19/12, 5:12 PM: Walnut Ln. – Structure Fire – Three Ormond Beach units provided automatic aid to Volusia County – upon arrival found fire within dwelling – interior attack attempted through garage but found heavy fire and smoke and command called defensive attack – fire visible throughout interior of structure and venting through major portion of roof – total loss of structure – cleared scene at 9:29 PM.

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.
- 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 was made to a candidate and pre-employment processing was done 05-23-12.
- 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.
 - 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 of 07-23-12.
 - Leisure Services/Performing Arts Center-PT Box Office Attendant-Advertised on the City web site with a closing date of 03-30-12. A candidate has been selected and will begin pre-employment processing on 05-25-12.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 4-30-12: 1.53% (excluding retirements)
 - Promotions
 - Finance Department – Purchasing Coordinator- interviews were conducted and an in-house applicant was selected. Promotional date will be worked out between the departments.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program April 2012 monthly report reflects savings of \$72,541.44 for City residents during the twenty-three months that the program has been in effect in Ormond Beach. Over 1,635 residents have utilized the program during that time.

City Events/Employee Relations Update

- As part of our Wellness Cove program we started walking after work for health beginning on Thursday, May 10th. 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

- Met with Engineering employees for MRSA training with Battalion Commander Jarrell.
- Met with Leisure Services Director and other staff to discuss planning for Health Fair.
- Risk Advisory Board teleconference meeting to evaluate education sessions.
- HR staff had a telephone conference with temporary staffing agency to discuss scope and flow of work.

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 – Demos completed..

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 24 New work - 42 completed - 31 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,449	Inbound E-Mails Blocked	10,605
Delivered Inbound E-Mails	10,622	Quarantined Messages	108
Percentage Good Email	47.2%	Virus E-Mails Blocked	6

• Notable Events: None.

• Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 33 Corrections: 0
- Map/Information Requests: 18
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: Conducted two GeoBlade mapping software training classes
Changed 33 NaviLine facility maintenance records.

Leisure Services

• Administration

Meetings attended/hosted:

- Andy Romano Beachfront Park pre-construction meeting
- Administrative Staff Meeting
- Andy Romano Beachfront Park groundbreaking meeting
- Fireworks music and programming meeting
- Camp T Rec status meeting
- Quality of Life Board meeting
- Public Works Staff Meeting
- City Manager Staff Meeting
- Health Fair meeting with HR Risk manager
- OMAM lease agreement meeting
- Public Works Board meeting
- Supervisors/Coordinators
- Coordinator one on ones
- Cassen Park Project meeting (bricks)
- Met with Landscaping contractor to discuss Rockefeller Gardens and Granada Medians
- Met with Painting contractor to discuss progress of Senior Center work
- Met with HVAC contractor to discuss status of Nova Gym replacement

- Met at Andy Ramano Beachfront Park to discuss sign moving
- R&R budget review
- Held pre-bid meeting with cabinet contractors at Nova Community Building
- Attended meeting at Cassen Park with engineer and Dock contractor to discuss gazebo renovations

Events/ Activities attended:

- Park inspections
- LEAPS Ethics training
- Walking with the Manager

• 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 Coed Adult Softball League finished its Spring Season this past Thursday night. The Parrotheads were crowned Champions after going the entire regular season and playoffs undefeated.
- Upcoming Events: Summer Youth Volleyball, Summer Sports Camps.

• 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.
- 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.
- Continued summer fertilizing of all fields.
- Moved bleachers to The Casements and Fortunato Park for the Celtic Festival.
- Prepared 7 fields for the summer 6 vs. 6 soccer league.
- Began summer sprinkler inspection for all fields.

• 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.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Pine Trail Elementary School held rehearsal onstage, Kopy Kats held regular classes, CMT held regular classes.
 - Community Informational Meeting for demolition of Ormond Memorial Hospital, Monday, 6pm
 - Tuesday: Warner Christian Academy Velvet Blues Band concert onstage, Horan Judo and CMT held regular classes.
 - Wednesday: Pine Trail Elementary School held rehearsal onstage, Kopy Kats held regular class, CMT held regular classes, Living Word Community Church met.
 - Thursday: Pine Trail Elementary School performances of "the Jungle Book" onstage, Follies dancers held rehearsal, CMT held regular classes.
 - Friday: Ormond Beach MainStreet Celtic Festival Concert onstage, CMT held regular classes.
 - The Performing Arts Center is preparing to host the following event:
 - Miss Debby's Dance Recital, Saturday June 2nd, 12:30pm, \$8.00.

- 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
 - Planning of Andy Romano Beachfront Park Groundbreaking event.
 - For 2012 Memorial Day: Final preparation for Memorial Day Service.
 - 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: Sponsorship letters were prepared and mailed out. Confirmation of food vendors, juggler/comedian/magician, inflatable rides, portable toilets. Prepared and mailed out service agreement contracts for confirmation of bands.
 - Walk with the Manager, Friday, May 25th, 8:30am, The Casements.
 - Attended LEAPS Training class.
 - Attended Andy Romano Beachfront Park meeting.
 - Attended Health Fair meeting.
 - Attended Memorial Day committee meeting.
 - Attended Senior Games Board meeting.
 - 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 was held 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 continued this week.
- Planning continued 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.
 - Ormond MainStreet held their Celtic Festival in Fortunato Park and Rockefeller Gardens on Saturday and Sunday.
 - The Herb Society met at Bailey Riverbridge on Saturday.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - The Coordinator conducted the final interviews for summer camp on Monday.
 - The Coordinator attended Ethics Training on Tuesday morning.
 - The Coordinator had a wedding consultation on Tuesday afternoon.
 - The Dig & Find group met at Bailey Riverbridge on Tuesday evening.
 - The Casements Guild held a meeting in the gallery on Wednesday morning.
 - The Memorial Remembrance Committee met in the Preservation Room on Wednesday.
 - A new six-week Rock 'n Roll class began at The Casements on Wednesday afternoon.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - The Coordinator was the guest walker for the City Manager's "Walk with the Manager" on Friday morning.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
 - Staff continues to plan for Enviro Camp to be held July 9 through August 3.

- Parks and Irrigation
 - Staked a leaning tree at Rockefeller Gardens.
 - Replaced two broken parking stops at B.P.O.S. Park.
 - Installed two new trash cans at Central Park IV.
 - Applied insecticide at Rockefeller Gardens for the Celtic Festival.
 - Removed graffiti from men's room at Cassen Park.
 - Installed a new trash can at Riviera Park.
 - Installed two doggie drop stations at Fortunato Park and Rockefeller Gardens.
 - Trimmed low hanging limbs blocking the sign at Bailey Riverbridge Gardens.
 - Repaired deck boards on the overlook at B.P.O.S. Park.
 - Trimmed low hanging limbs over the walkway at Central Park II.
 - Performed citywide safety inspections of parks and equipment.
 - Conducted weekly inspections of park facilities for reservations.
 - Repaired running water cooler at Central Park.
 - Installed new tree stakes and cord on trees at The Casements.
 - Dug up and replaced a broken valve and mainline at McDonald House.
 - Ran zones at Rockefeller Gardens, dug up a broken zone line, cleaned out rotor filters, and scheduled for zone line repair.
 - Installed a new zone line and rotor head at Public Works.
 - Ran zones at Fortunato Park, installed 1 new rotor, 3 spray heads, nozzles and filters.
 - Installed 2 new spray heads, 4ft. of swing line, 3 nozzles and filters on the streetscape near The Casements.

- Checked the timer and ran zones at the Spanish Water lift station.
- Installed a new solenoid, new battery, new nozzles and filters at St. Marks Cir.
- Ran zones and checked the timer at Vadner Park.
- Turned off the timer at Rockefeller Gardens, The Casements and Fortunato Park.
- Building Maintenance
 - Repaired an exhaust fan at the Police Dept.
 - Replaced a drinking fountain filter at Nova's maintenance shop.
 - Repaired the #9 portal at the Airport entrance.
 - Marked irrigation lines for the new A/C at Nova Rec.
 - Removed a bollard for the new fence at Nova Rec.
 - Repaired the eastside A/C at Wastewater Collections.
 - Replaced lights at Fire stations #91 and #92.
 - Repaired the timer for tennis court lights at Nova Rec.
 - Repaired lights at Washington St. and Tomoka Place.
 - Repaired lights at the Airport Control Tower.
 - Repaired emergency lights at the PAC.
 - Met the roofing contractor for City Hall Commission Chambers.
 - Cleaned drains, carport and roof at The Casements.
 - Lubed and tightened doors at the PAC.
 - Fixed a bathroom partition behind the elevator at City Hall.
 - Repaired the hand rail on the ramp at Ames House.
 - Repaired a toilet in the men's restroom at the Senior Center.
 - Repaired a water cooler at Cassen Park.
 - Installed a new drain cover for Riviera Fountain.
 - Repaired a toilet in the women's restroom at the Senior Center, building D.

Police Department

Administrative Services

- Attended LEAPS training this week.
- Attended the READ Program parent's reception at City Hall Atrium.
- Two new police officers started the initial phase of their FTO Training.
- Attended weekly Police Department and Department Head staff meetings.
- Attended the Florida League of Cities Awards Dinner

Community Outreach

- 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.
- The opening reception for youths in the READ program was held at the City Hall Atrium on Wednesday, May 23, from 5:30 to 6:30 pm. Fourteen 3rd and 4th grade students exhibited the books they created in the program. This year's program was sponsored in part by a grant from the TARGET foundation.
- YDC member Marissa Moss was honored in a proclamation from Volusia County.
- PAL team member, Belinda Legut, assisted State PAL YDC Director Rhonda Scott with a presentation on the Youth Director Council.

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 8
- Inactive: 7
- Fraud: 4

- Burglary Residential: 4
- Larceny Car break: 1
- Grand Theft: 4
- Auto Theft: 1
- Missing Persons: 2
- Recovered Missing Persons: 2
- Robbery: 2
- Assaults: 1

Narcotics:

- Two Search Warrants Served
- Five Buy-Walks
- Four Buy-Walk Attempts

Comments:

- After a year long investigation, Ormond Beach investigators along with the FBI and the State Attorneys office were able to obtain enough evidence to secure an arrest warrant for a local self-proclaimed evangelist who resides in Ormond Crossings for transporting underage children out of the country for sex. Ormond Investigators and FBI agents took the subject into custody at his residence and he was transported to the Federal Court House in Orlando.
- Attempted Purse Snatching: A subject attempted to grab a purse from a woman who was about to get into her vehicle in the Wal-Mart parking lot. The subject was not able to get the purse and fled in a vehicle that was waiting. Video was obtained of the suspect vehicle from parking lot video surveillance but the quality of the video evidence is poor.

Records

- Walk - Ins / Window 143
- Phone Calls 02
- Arrest / NTA'S 15
- Citations Issued 151
- Citations Entered 141
- Reports Generated 120
- Reports Entered 159
- Mail / Faxes / Request 80

Community Service/Animal Service

- Animal calls responded to: 51
- Animal Reports: 9
- Animal Bites: 1 (Owner Victim)
- Animals to FHS: 8
 - Cats: 6
 - Dogs: 1
 - Pot Belly Pig: 1
- Cat Traps issued: 4
- Dogs Returned to Owner: 2
- CSO's are attending the LEAPS Academy for Ethics Training
- Solicitor Permits: 2

Patrol

- Total Calls 1,746
- Total Traffic Stops 253

Operations

Crime Opportunity Reporting Forms issued: 226

- 5-17-12 Shoplifting at Wal-Mart, 1521 W. Granada Bv. Three adults were arrested for retail theft.
- 5-17-12 Suspicious Incident at 3 Manderly Pl. Neighbor found rear door ajar and damaged. House is unoccupied and in foreclosure.
- 5-17-12 Theft at Wal-Mart, An employee was caught stealing cartons of cigarettes.
- 5-17-12 Arrest Warrant served at 855 Oceanshore Bv. One adult male was arrested.
- 5-18-12 Criminal Mischief at Tomoka Oaks Country Club. Tire tracks found on golf course amounting to \$15,000 in damage.
- 5-18-12 Shoplifting at Wal-Mart, 1521 W. Granada Bv. One adult was arrested for retail theft.
- 5-18-12 Assault at 147 Northbrook Ln. between roommates. No charges filed as investigation is continuing.
- 5-18-12 Assault at 1260 Vanderbilt Dr. One adult male was arrested.
- 5-19-12 Robbery Attempt at Wal-Mart. A suspect tried to grab a customer's purse in the parking lot but was unsuccessful. The suspect fled the area.
- 5-20-12 Disturbance at 391 S. Atlantic Ave. One adult male was arrested for battery.
- 5-20-12 Fraud at Wal-Mart, a stolen credit card used by an unidentified person.
- 5-21-12 Disturbance at 451 Collins St. Affidavit filed for dating violence.
- 5-22-12 Burglary at the Rockin' Ranch 801 S. Nova Rd. A storage trailer behind the business was entered and beer stolen.
- 5-22-12 Burglary at 162 Lucky Dr. A flat screen TV was stolen.
- 5-22-13 Theft at 96 S. Yonge St. Buddy's Home Furnishings, a customer failed to return a rented item. Affidavit filed for theft.

Traffic Unit:

- 12-05-00270, Crash w/Injuries (Pedestrian), Nova Road / Hand Avenue: A pedestrian walking northbound on the west sidewalk of Nova Road was struck by a vehicle making a right turn from eastbound Hand Avenue. The pedestrian was hospitalized for non-life-threatening injuries.
- 12-05-00288, Crash w/Injuries, 856 Riverside Drive: A motorist was backing out of a driveway, lost control, and ejected from the vehicle. The driver was found beneath the vehicle after it impacted a tree across the street. He was hospitalized for non-life-threatening injuries.
- 12-05-00312, Hit & Run Crash (DUI), Nova Road / SR40. A vehicle caused a rear end crash and fled the scene, westbound on SR40. The vehicle was stopped by officers near Fisherman's Landing. The driver was determined to be impaired and was arrested.
- 12-05-00315, Crash w/Injuries (Pedestrian), 790 W. Granada Blvd. (Walgreens): Upon exiting the store, a small child darted out in the travel lane of the parking lot. His foot was run over by a pickup truck that was unable to avoid him. He was treated by OBF/D/EVAC at the scene for non-life-threatening injuries.
- Nationwide Click it or Ticket Campaign is in effect until 06/03.
- Speed survey conducted on Timberlake Lane (Hidden Hills). 298 vehicles / 48 hours / average speed 17.8 MPH.
- Speed survey conducted at 100 BLK Highland Avenue. 1061 vehicles / 48 hours / average speed 23.4 MPH.
- Traffic Citations 100
- Parking Citations 2
- Crash - No Inj. 11
- Crash - Injury 4
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

- Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - Lincoln Avenue
 - N. US 1
 - N. Beach Street
- Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Highland Avenue
 - Breakaway Trails
 - Cassen Park (parking)

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 17 Cases initiated
- Zone 3: 7 Cases initiated
- Zone 4: 3 Case initiated
- 55 signs either removed or sign cases created
- 14 tree removal permit requests
- Administrative staffs assisted with forty-five (45) 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) 680 & 700 S. Atlantic Avenue (reported as 712 S. Atlantic Ave.) – behind 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 located on 680 S. Atlantic has been removed. The debris still remains at 700 S. Atlantic Avenue. Notice of violation has been issued. Failure to correct the violation by May 24th will result in the issuance of a citation and hearing before the special magistrate.

Zone 2:

- 2) 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. The shade cloth that extended the height of the existing fence has been removed. Staff is still waiting service of notice to pursue the case with regard to the original fence permit.
- 3) 39 Benjamin Drive – Received an anonymous complaint about three trailers, a boat and an old car located on site. No violation existed with regard to the vehicles. One trailer and the boat have been removed. One trailer remains that still needs to be screened from view. This case is ongoing.

- 4) 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. The boat will be removed by this weekend.

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 1,400 feet of forcemain was installed and 1,050 feet of raw watermain was installed. The utility work in the Breakaway Trails subdivision is approximately 80% complete.
- **Transfer Station Pump Station**- Construction contracts are being processed.
- **SR 40 Sidewalk / Trail Phase III**- Discussed invoice 1 with FDOT reimbursement on over runs. Installed two curb inlets and boxes, finished gravity wall and culvert extension. Forming wall on the east end. Inspected flowable fill pour.
- **Tomoka State Park**- The trail is cleared, and started forming for sidewalk. Processed one tortoise relocation. Resolved issues with cross slope to follow existing contours. Resolved boardwalk issue over historic ditch.
- **SR40 Nova to A1A Interconnect**- project closeout is underway.
- **Wastewater Treatment Plant Expansion and Rehabilitation** – Contractor has achieved several significant equipment start-ups including the following components: Bar screens at Influent headworks, Clarifier No.4, two new screw pumps, first anoxic zone aerators and diffused air systems, electrical building and associated electrical control panels, Filter No.3 and rehab of Filter No.2. 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. A future change order is expected associated with rehab work with the three existing clarifiers. The full extent of required rehabilitation work is being evaluated as each clarifier is taken out of service at which time the submerged components are able to be inspected. While the contract does require specific components to be refurbished, other components were found in need of refurbishment that were not included in the original contract resulting in additional work requested from the contractor. The change order will be processed once all the clarifiers have been inspected.

- **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.** A preconstruction meeting was held on May 21st with the contractor. The Notice To Proceed will be issued for May 30th.
- **Granada Utilities Underground**- Submitted final engineering plans for the June 5th City Commission meeting.
- **OBSC T-Ball Fields** – Weigel Construction is preparing a proposal to construct the project for staff to review.
- **Nova Street light Painting**- Received quotes for street light repainting. Processing purchase order.
- **Nova Community Park Basketball Court**- Gave consultant direction on basketball court design and location away from Magic Forest children's area.
- **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- consultant is performing the survey work.
- Audible Pedestrian Signals- Field reviewed design plans against existing conditions.
- Mainland 2-inch watermain Replacement- consultant is performing the survey work.
- North Peninsula 2-inch Water Main- Provided additional information on existing infrastructure in area.
- 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 materials have been submitted for disposition item approval for project prior to bidding, scheduled for the June 5, Commission meeting.
- Tymer Creek Phase I – Volusia County has tentatively scheduled advertisement for competitive bidding in mid May.
- N. Halifax Dr. Improvements- Cost estimate revision was updated for changes in the project design. Additional stormdrain rehabilitation is intended to be added pending available budget. Reviewed design of the reclaimed watermain 1,200 foot extension to serve the Memorial gardens and provide future expansion to the South Peninsula.
- Side Street Lighting Conversion- The material purchase was advertised for sealed bids 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. A meeting has been scheduled with the consultant for next week.
- 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. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Processed project invoices/pay requests totaling \$1,391,407
- Entered requisitions/PO's totaling \$77,064
- Nova Road Landfill- Issued permit for installation of additional ground water monitoring wells in various locations near the landfill closure site to conduct the second phase of site assessment investigation per FDEP directive.
- NPDES- Staff met to discuss upcoming biennial audit of the MS4 compliance program and are preparing materials to report to the auditors.

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 US 1 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 and backfilled N Orchard St and Sterthaus Dr.
 - Ground sidewalk at S Orchard St.
 - Ground sidewalk at Tropical Ln.
 - Repaired concrete driveway at Wye Dr.
 - Assisted Stormwater section in removal of dirt in preparation for concrete slab at Public Works Complex.
 - Assisted Stormwater section in removing concrete from basin at Northbrook Dr. and N. Beach St.
 - Created form for concrete slab at Public Works Complex
 - Created form for basin at Northbrook Dr and N Beach St.
 - Asphalt patch at S Perrott Dr near Water Plant.
 - Filled asphalt pothole at Hull Rd.
 - Repaired asphalt at Dresden Cir and N Beach St.
 - Repaired asphalt on Fernway Dr.
 - Repaired asphalt at Pinewood St. and Ormond Shores Dr.

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Removed Bay tree at 400 block of Ridgewood Ave.
- Trimmed trees on Hidden Hills Dr. and Raintree Ct.
- Removed stumps City-wide
- Removed vegetation from Central Park
- Removed fallen tree from Arroyo Pkwy.

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
- Picked-up barricades from Marvin Rd.
- ROW Trimming at various locations
- Repaired guardrail at Fluhart Dr and Riverside Dr.

Sign Shop

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

- Assisted Ormond Beach PD with “Right Turn Only” signs at Williamson Blvd and SR40
- Replaced Stop Sign at north end of Orchard Ln and John Anderson Drive
- Replaced Stop Sign at southwest corner of Kenilworth Ave and McIntosh Rd.
- Replaced “25 MPH” sign and “No Trucks” sign at Lincoln Ave, east of US1
- Replaced Stop Sign at Eileen Butts St and Tomoka Ave.
- Replaced Stop Sign at southwest corner of Wilmette Ave and N Ridgewood Ave.
- Replaced Stop Sign at Wilmette Cir and Wilmette Ave.
- Replaced “25 MPH” sign post 100ft west of N Beach St on north side of Melrose Ave.
- Replaced Stop Sign at Greenwood Cir and Greenwood Ave.
- Requested price quotes for purchase of new sign posts and anchors
- Replaced Stop Sign at northeast corner of Putnam Ave and N Ridgewood Ave.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin repair at Northbrook Dr and Beach St.
- Basin repair at 700 block of N Ridgewood Ave.
- Delivered 100 sandbags to The Casements
- Removed litter from Lakebridge Pond (72,310 ft)
- Vactor – Cleaned baffle boxes at Sanchez Ave, Dormont Dr., and Live Oak Ave.
- Mowed FDOT ponds
- Sprayed FDOT ponds, SR40 and Division Ave pond.
- Inspected FDOT Ditch on SR40 and US 1 Hwy
- LEAPS class – two employees attended this week

Street Sweeping/Streetsweeper

- 148.2 miles of road cleaned
- 37.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week:

33,000

PM Services completed for the week:

Emergency—Vehicles and Equipment

3

Non-Emergency Vehicle and Equipment

9

Road Calls for the Week:

2

Fleet Facts:

- Fleet has 10,557 gallons of unleaded and 7105 gallons of diesel fuel on hand.
- Fleet completed 39 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.

- Chemical Bids – Palm Coast will be administering the annual chemical bid advertisement for upcoming fiscal year. Specifications and estimated bid quantities to be prepared by staff and forwarded for inclusion.
- Concentrate Disposal Study – The consultant continues to collaborate 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. Due to the extent of piping already existing on top of the chlorine contact tanks, a decision was made to extend the piping already in place instead of routing everything underground. Plans and specifications are being prepared for bids.
- Division Avenue Well Field Raw Water Piping - A revised proposal, modified to include effects on the chloride concentration in the concentrate was received from McKim and Creed. Modeling will be performed to predict a mass balance of source water chlorides received at the water plant with raw water main reconfigured to direct most of the Division Well field raw water to the LPRO process located at the northerly portion of the water plant site. 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. Notification to the other bidders that all bids were rejected was prepared and sent by Purchasing Department.
- 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 – Attended the construction progress meeting. Booster pump control configurations were discussed as well as the SCADA options for monitoring and control.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The on-site meeting on Monday May 21 w/FDOT was attended. The project scope was reviewed and a field check of the plans was performed. Utility plans were marked green (to remain), brown (proposed) and red (to remove or abandon). Utility relocation needs to be completed by June 2013.
- Hand Avenue Extension – Contracts are being prepared for execution by Hazen Construction. Preconstruction meeting was held on 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. 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 is out of service and is being cleaned. 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. The City has generators available to operate the temporary aerators during the early installation period. Mold was found in the operations building during demolition. The air quality was investigated and reports were received for review.
- 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 reviewed and comments sent to Engineering.
 - 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 - Florida Power and Light and the consultant are coordinating the electrical service needs for the lift stations. Site plans were requested.
 - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
 - 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 Sunoco. Received revised plans for Jimmy John's and Pennorth for review.
 - 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. Requests for quotations were received from three contractors for installation activities. The lowest quote was received from Brasfield & Gorrie for \$14,173.26
 - Transfer Station Lift Station Upgrades – Contracts are being prepared.
 - 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 10 residential and 2 each 2" commercial water meters
 - Responded to and/or repaired 7 water service leaks
 - Replaced 3 water services due to aged piping; repaired 6 meter boxes
 - Responded to 4 low pressure complaints
 - Flushed 4 cloudy water complaints
 - Disconnected 2 inch service due to demolition
 - Responded to 1 customer assistance call for misc. water issues
 - Tested 4 city-owned backflows, 3 tested good and 1 needed repair. Installed a dual check backflow at a residence due to the water meter spinning backwards due to thermal expansion
 - Main Leaks: repaired 3 each - 2" GSP water mains leaks on Interchange Blvd, Beechwood Dr, and Kent Dr
 - Fire Hydrant Maintenance: 45 Volusia County fire hydrants inspected, pressure tested and painted. Repaired 2 City fire hydrants
 - Flushing program: S Center St, Fleming Ave, Park Ridge Sub, Charleston Square, Laurel Oaks Dr
 - Utility locate service for Water/wastewater/reuse: 133 regular and 3 emergency locates have been completed
 - Sod/backfill: Misner Trail
 - Three employees attended Ethics Training

- Water Treatment
 - Delivered to the City 38.525 million gallons for the week ending May 20, 2012 (5.504 MGD)
 - Backwashed 13 filters for a total of 587,000 gallons backwash water.
 - Produced and hauled 40.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Collection – Reuse
 - Crews responded to six trouble calls in Breakaway/Hunters Ridge area and two in town.
 - Cleaned 3,700 linear feet of sewer main.
 - Replaced sewer and irrigation boxes at 23 Fox Fords Chase.
 - Repaired 4" clean outs @ 88 Shadow Creek and 15 Aaron Cir.
 - Televised eleven sewer laterals and one monitoring well at Oceanside CC.
 - Cleaned five sewer laterals.
 - Root controlled eleven laterals
 - On going flushing of reuse on beach side.
 - Checked force main pressure at 1800 US1 (0 psi).
 - 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 25.10 Million Gallons.
 - Produced 20.20 Million Gallons of Reuse.
 - Produced 4.90 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.59 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 158.83 (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
 - Changed the motor and the gear box on Hypochlorite Pump #4
 - Met with technician from Diller Brown to trouble shoot inoperable Auma sand filter actuator valves. Control board was changed out due to the contacts sticking. All good
 - Attended sand filter training at W.W.T.P.
 - Installed new pump rebuild kit for phosphate pump in the polymer room.
 - Changed out oil - polymer pumps. Found #2 needs seals. Replaced Pump # 2 from new inventory, rebuilt pump - placed on shelf for spare inventory.
 - Kathy Harper Painting completed refinishing work on Lime Silo Building.
 - Installed air release valve on H.S.P. #4
 - 350 amp breaker to H.S.P. #4 is tripping, breaker bad. Located 400 amp breaker coordinated installation with operations. Required a partial shutdown of main switch gear but plant was placed back in service after 10 minutes. No temporary loss of service impacts to system or customers.
 - Pulled polymer transfer pump motor -replaced bearings.
 - 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.
Wastewater Plant – Lift Stations
 - R.A.S. Room – repair sump pump.
 - Clarifier #4 – finish installation of spray system at center ring

- Wal-Mart – pull pump #2 – replaced impeller & wear ring
- Camelot – replaced pump #2 with repaired inventory
- Dewatering Station – installed audible/visual alarm for high level notification.
- Halifax Medical Center – replaced #1 check valve – Replaced #1 Pump
- Saddler's Run – installed repair sleeve at riser stack leak, station is deteriorating, pipe corrosion noted - wetwell coating is ineffective. This station is scheduled for repair in upcoming fiscal year capital program.
- Drop Bearing – Post Anoxic – SHOP – reassemble for inventory
- Post Anoxic #2 – replaced all mounting hardware – replaced motor – rewired at "J" box & disconnected switch.
- SCADA liftstation repair to 13 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 27 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pull pumps and inspect and change seal oil)
Utilities Division completed 99 work orders as reported in MP2 computerized maintenance management system, of which 69 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 the Ethics Training.
- Staff attended and provided support for the May 21, 2012, Quality of Life Advisory Board meeting
- Staff attended and provided support for the May 24, 2012, Public Works Advisory Board
- Agenda packet preparation and creation for the June 4, 2012, Capital 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
 - Staff sent out a Press Release regarding the new Emergency Notifications System.
 - Staff scheduled a notice to be posted on the Utility Bill regarding the new service.
 - Staff continued to work with the vendor to setup our customer database and geographic information.
- Land Development Code (LDC) Conversion
 - Project Status: Planning Stage
 - Staff continued working with the Planning Department to have the LDC converted to a web based format; providing both staff and citizens with the following capabilities.

- Mobile Phone Application (myOrmondBeach)
 - Project Status: In Progress
 - Staff received an updated version of mobile application and began 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.