

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 1, 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

Attended:

- Memorial Day Remembrance ceremony
- Ormond Beach's Andy Romano Beachfront Park Groundbreaking Ceremony
- FCCMA Annual Conference from Wednesday through Saturday

Community Development

- Planning
 - The Statement of Need document for the US1 Corridor is a final draft document based upon in-house review and comment. The final draft will still be scheduled for a work session before the Planning Board in July or August even though it has been reported that the Volusia County Council will not consider any more CRA designations until existing CRA designations expire or are abandoned. In review of the audio for two previous meetings, it could not be found where this dialogue occurred at the Council meetings.
 - Staff participated in a training webinar conducted by the Federal Highway Administration regarding raised median islands and pedestrian safety. State DOT's that participated in the presentations included Florida, Oregon and Washington.
 - The Director met with the City Attorney to discuss future steps regarding those properties on US1 North which have sewer and/or water after the 1991 Interlocal Agreement between the City and Volusia County but no annexation agreement exists. Staff has exhausted all administrative efforts to obtain annexation consent as recommended by the City Attorney in a previous meeting.
- Building Inspections, Permitting & Licensing
 - Issued 75 permits with a total valuation of \$467,259.00
 - Conducted 153 inspections
 - Issued 7 new business tax receipts
- Development Review
 - Planning staff met with Dr. Batniji concerning his proposed medical office at 121 E. Granada Boulevard. The proposal is to renovate the existing 5,200 square foot building and add approximately 2,000 additional square feet. The proposal is to demolish the existing front and rear walls of the existing building. Add new front and rear additions and 3 covered patient entry areas. Modify the existing paving for a new parking lot layout.
 - A meeting was held between staff and Jim McMahan who wants to split the current vacant Kitty Scott building into three separate uses involving retail and warehouse storage.

- A meeting was held with an HOA Officer of the Ocean Village Villas to determine whether there is a better approach to resolving setback issues than the current approach. The current approach which was elected by the HOA was to have each property owner file for a variance rather than the HOA file an amendment to the plat and HOA documents for revised setbacks that are individually tailored to the development rather than those setbacks imposed by the underlying zoning district.

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.
- Staff visited an Orlando industrial development firm to discuss their industrial park project and investment opportunities in Ormond Crossings.

Airport Business Park

- Staff is working with 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 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. An Orlando Real Estate firm has been recently hired to market the property.
- 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 Commissioners.

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 is working with the Engineering Division to respond to a request from OBFD to improve directory signage and address identification on the airport.
- Staff is working with the Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.
- Staff has requested and received quotes to refurbish markings on Taxiway "F," which have become faded and difficult for pilots to see during taxi operations.
- Staff met with MAC Charter, Inc. regarding details of an updated survey related to the lease for FBO Area 1 and FBO Area 2.
- The Civil Air Patrol conducted final preparations this week for a search and rescue exercise (SAREX) to be conducted at the airport on June 1st, 2nd and 3rd.
- Staff worked with Hoyle, Tanner & Associates to process and submit for reimbursement final invoices for the design phase of the Taxiway Alpha Relocation & General Airfield Improvements Project.
- Staff's request for a Joint Participation Agreement (JPA) with FDOT for a new security project at the airport remains pending. 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 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 is currently working to schedule removal of the trees.
- 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.

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 21 Journal Entry Batches (# 3296 – 3358).
 - Approved 10 Purchase Requisitions totaling \$29,574.88.
 - Issued 19 Purchase Orders totaling \$184,458.88.
 - An Evaluation Committee meeting was held for RFP No. 2012-13, Investment Advisory Services, on 5/30/2012.
 - Prepared 157 Accounts Payable checks totaling \$241,018.72 and 35 Accounts Payable EFT payments totaling \$418,183.07.
 - Prepared 42 Payroll checks totaling \$34,789.30 and 324 Direct Deposits totaling \$367,706.56.
 - Transferred IRS 941 payment of \$129,724.96.
 - Processed 3,181 cash receipts totaling \$623,437.38.
 - Processed 961 utility bill payments through ACH totaling \$68,003.78.
 - Processed and issued 4,964 utility bills with billed consumption of water of 18,576k.
 - Issued 95 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Open Workout
 - Public Meeting Notice: Hand Avenue Collector Road Upgrade Improvement Project
 - 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.
 - Submitted County Justice Assistance Grant application for a Cyberbullying education program.
 - Submitted 2012 Bulletproof Vest Partnership funding request.
 - Attended meeting regarding Relay for Life.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 2
- EMS: 78
- Motor Vehicle Accidents: 10
- Public Assists: 44

TOTAL CALLS: 140

- Aid provided to other agencies: 22 calls – Volusia County (11), Daytona Beach (11)
- Total staff hours provided to other agencies: 22 hours
- # of overlapping calls: 25

- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 60

Training Hours

- EMT Refresher Modules: 8
- Extrication: 35
- Driving: 4
- Hybrid Electric Vehicle Training: 28
- Ladder Operations: 16
- Leadership: 12
- Preplanning: 6
- Pump Operations: 7
- Technical Rescue: 15
- Water Rescue: 6

TOTAL TRAINING HOURS: 137

Station Activities

- Serviced 28 fire hydrants to include: flow testing, inspecting and flushing.
- Conducted 3 fire inspections.
- Updated 34 pre-fire plans.
- Assisted Daytona Beach Fire Department with aerial apparatus in raising flag for Memorial Day Remembrance Ceremony at Lohman's Cemetery.

Significant Incidents

- 5/23/12, 10:38 PM: Avenue J – Structure Fire – Provided automatic aid to Volusia County – upon arrival found mobile home 50% involved in fire – utilized 600 gallons of water for extinguishment – two searches conducted with all clear – Ormond Beach units cleared scene at 12:11 PM.
- 5/24/12, 2:18 AM: North I-95 at Mile Marker 268 – Motor Vehicle Accident – single car rollover – vehicle off side of road resting on roof – single occupant out of vehicle with no injuries – road cleared of hazards.

Operations

- Attended Volusia County Fire Chief's Association monthly meeting.
- Attended Memorial Day Recognition Ceremony at Lohman's Cemetery.
- Attended Florida Fire Chief's Association advanced life support competition meeting.
- Participated in state emergency medical services webinar on motorcycle trauma.

Human Resources

Staffing Update

- 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.
 - Public Works Department/Water Distribution – Maintenance Worker IV position was advertised in-house and ad was sent to department prior to advertising on the City web site. Closing date is 06-08-12.
- 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
 - 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. Two candidates successfully completed the pre-employment processing and started employment on 05-21-12.
 - 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.
 - Leisure Services/Recreation – Twenty-one applicants for Summer Camp Counselors (including Enviro Camp, Nova and SONC) were made conditional offers of employment. Processing will be on-going with the main day being 06-04-12 in the Human Resource Training Room.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 3-31-12: 1.53% (excluding retirements)
- Promotions
 - Finance Department – Purchasing Coordinator position, interviews were conducted, an in-house applicant was selected and promotion will be effective 07-23-12.
 - Police Department/Operations – The officer ranked number one from the promotional eligibility list was promoted to the Corporal (temporary) position effective 05-27-12.
- Terminations/Resignations/Retirements
 - Engineering Department - Civil Engineer was terminated for cause on 05-25-12.

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.

Training & Development Opportunities

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

Risk Management Projects

- Continuing work on Supervisor Training program.

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 – Software and updates are being installed.
 - 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 – Reviewing information, Selection Committee to meet shortly.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - Large number of Microsoft Critical updates installed on all servers.
 - Networking System: - None.
 - Work Orders: - 36 New work - 37 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,023	Inbound E-Mails Blocked	12,743
Delivered Inbound E-Mails	11,176	Quarantined Messages	104
Percentage Good Email	46.5%	Virus E-Mails Blocked	122

- Notable Events: Large number of Microsoft Critical updates installed on all servers.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 0 Changes: 28 Corrections: 0
- Map/Information Requests: 9
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Public Works Staff Meeting
- Fireworks Program Meeting
- Facility Meeting
- Park Visits
- Met with FI Dept. of Elder Affairs
- Movies on the Halifax
- Supervisors/Coordinators
- Coordinator one on ones
- Met with painted contractor to discuss Senior Center project
- Met with cabinet vendor to discuss Nova Community Center cabinets fabrication
- Met with landscaping contractor to discuss replanting project on Granada medians
- Visited sports complex to check status of Lady Renegades tournament
- Set up logistics for cleaning of cemetery performed by college volunteers

Events/ Activities attended:

- Attended Memorial Day Services
- Attended Andy Romano Beachfront Park Groundbreaking

- 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 finished their playoff game schedule this week, Monday through Friday at Nova fields and the Sports Complex.
 - The OBSC Competitive Program held tryouts Thursday and Friday evening for the upcoming fall season.
 - Luis Camacho's 6-a-side Soccer League play each Monday evening from 6pm to 8:30pm. This is a rental.
 - 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 for the Memorial Day service.
 - Moved bleachers to Nova Community Park for a Handball Tournament.
 - Prepared 7 fields for the summer 6 vs. 6 soccer league.
 - Began summer sprinkler inspections for all fields.
 - Prepped 7 fields for the Lady Renegade's softball tournament Saturday and Sunday.
- Senior Center
 - Scheduled classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - 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:
 - Sunday: The Indian Cultural Society of Daytona held a concert.

- Monday: Kopy Kats held regular classes, CMT held regular classes.
- Tuesday: Show Club, Horan Judo and CMT held regular classes.
- Wednesday: Kopy Kats held regular class, CMT held camp registration and regular classes, Living Word Community Church met.
- Thursday: Show Club and CMT held regular classes.
- Friday: CMT held camp registration and 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.
 - 9th and 10th grade teams attended the AAU Youth Basketball Tournament at Disney May 25th through May 28th.
 - Adult basketball was played Thursday and Thursday evenings.
 - Open play basketball was held weekdays 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 was held in the gymnasium on Wednesday from 6pm to 9pm.
- Community Events
 - Andy Romano Beachfront Park Groundbreaking event, Monday, May 28th.
 - Memorial Day Service rehearsal, Saturday, May 26th.
 - Memorial Day Service, Monday, May 28th.
 - For 2012 Independence Day Celebration: Sponsorship letters were prepared and mailed out, confirmation of food vendors, juggler/comedian/magician, inflatable rides, port o lets; prepared and mailed out service agreement contracts for confirmation of bands.
 - For 2012 Senior Games: Continued assisting in planning of 2012 games and assisting the board with finding new committee members and volunteers, as well as with sponsorship letters and inquiries.
 - Staff attended a CPR class, Thursday, May 31st, 9am.
 - 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. Friday was their final day.
 - Interviews for summer camp counselors have ended and counselors have been selected.
 - Planning continued for Nova Summer Camp Connection and Camp T-Rec.
 - Camp T-Rec registration kick-off is scheduled to begin on June 2nd from 3pm to 5pm at the Nova Community Center. Registration will continue until capacity is reached.

- The Casements
 - Classes met this week including: Pilates, Rock 'n Roll, Teeny Tiny Yoga, and Yoga.
 - Tours continued from 10am to 4pm Tuesday through Friday and Saturday from 10am to 11:30am.
 - The Memorial Day Remembrance Service rehearsal was held in Rockefeller Gardens on Saturday.
 - A wedding rehearsal was held in Ormond Memorial Gardens Saturday morning.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - A wedding ceremony was held in Ormond Memorial Gardens on Sunday afternoon.
 - The Memorial Day Remembrance Service was held at The Casements on Monday morning.
 - The Coordinator met with members of the Centennial Celebration Committee on Tuesday morning.
 - On Tuesday morning staff previewed the movie for Friday's "Movies on the Halifax."
 - Students from St. James held their end of year Aloha gathering in Rockefeller Gardens on Wednesday morning.
 - A wedding was held in Ormond Memorial Gardens on Wednesday afternoon.
 - Staff attended CPR training on Thursday morning.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - Girl Scouts held a bridging ceremony ending in Rockefeller Gardens on Thursday afternoon.
 - Staff set up an Enviro Camp display at the Ormond Beach Children's Library on Friday morning.
 - Approximately 25 members from the First Presbyterian Church of Maitland toured The Casements on Friday morning.
 - The Game Plan was the feature movie for "Movies on the Halifax" Friday night in Rockefeller Gardens at 8:30pm.
 - Friday staff set up for a wedding to be held at The Casements on Saturday.
 - Staff continued to plan for Enviro Camp to be held July 9th through August 3rd.

- Parks and Irrigation
 - Replaced a missing trash can lid at Rockefeller Gardens.
 - Cleaned litter and policed area for groundbreaking ceremony at Andy Romano Beachfront Park.
 - Installed two newly refurbished benches at Memorial Gardens.
 - Repaired a men's room toilet at South Ormond Neighborhood Center.
 - Removed a damaged bench from a bus stop on US 1.
 - Installed three new trash cans on walkway at Central Park IV.
 - Repaired the pyramid roof on the tower at magic forest playground.
 - Picked up surplus equipment from Nova Rec. and took to Fleet Maintenance for auction.
 - Installed a pvc sleeve for the flag pole at Rockefeller Gardens.
 - Relocated the sign at the future Andy Romano Beachfront Park site.
 - Conducted citywide safety inspections of parks and equipment.
 - Conducted weekly inspections of parks facilities for reservations.
 - Turned on timers at Rockefeller Gardens, The Casements and Fortunato Park.
 - Located a broken zone line at Rockefeller Gardens.
 - Removed a broken timer and installed a new timer at Fire station #94.
 - Ran zones at the splash pad and playground, and adjusted several spray heads.
 - Took apart a streetscape valve, cleaned out debris, and installed a new adapter.
 - Ran all zones, replaced 3 rotors, adjusted rotors, and cleaned out snails from filters at Fortunato Park.
 - Located a stuck valve at the Police Dept and reset timer.

- **Building Maintenance**
 - Repaired the pedestrian gate at the Airport.
 - Repaired DOT lights on Nova Road.
 - Repaired Granada bridge lights.
 - Repaired ramp lights at the Airport.
 - Added override switches to the magnetic locks at Osceola Elementary and South Ormond Neighborhood Center.
 - Add a 50 amp outlet for special events at City Hall.
 - Unlocked the secretary door at Ames House.
 - Built a platform for the Memorial Day monument.
 - Remounted a door closure at the Cassen Park Bait House.
 - Laminated the Human Resources director's desk at City Hall.
 - Replaced the bladder tank at the Sports Complex.
 - Installed a drain cover for the water cooler drain at Sanchez Park.
 - Drained and cleaned the Arroyo Pkwy fountain.
 - Replaced a fill valve in the Senior Center men's restroom, building D.
 - Installed 3 vacuum breakers to outside faucets at the Senior Center.
 - Repaired a men's restroom toilet at the Casements.
 - Repaired a women's restroom toilet at Cassen Park.

Police Department

Administrative Services

- Attended the annual Law Enforcement Memorial Service
- Attended the Ormond Beach's Andy Romano Beachfront Park groundbreaking ceremony
- Attended Volusia & Flagler Police Chiefs meeting
- Weekly Police Department staff meeting.
- Held swearing in ceremony for Department's two new police officers.
- Promoted Detective Tom Elkins to rank of Police Corporal

Community Outreach

- Practice for all of the boys' basketball teams was held at the SONC. Currently we have 45 youths in the program.
- The PAL READ program awards lunch is scheduled for June 1, 2012.
- The PAL boys' basketball teams will attend a tournament in Melbourne June 1 and 3, 2012.
- PAL summer programs are scheduled to begin June 25th.

Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 4
- Inactive: 9
- Fraud: 1
- Burglary Residential: 4
- Larceny Car break: 2
- Grand Theft: 2
- Recovered Missing Persons: 1
- Robbery: 1
- Death Undetermined: 1

Narcotics:

- Two Buy-Walk Attempts

Comments:

- Armed Robbery: Investigators identified and arrested the subject responsible for the armed robbery of a customer at the Nova Rd/Hand Ave. 7-Eleven Store. The victim was getting into his vehicle in the parking lot when a black male jumped into the passenger seat and pulled out a gun. The victim was struck with the weapon and robbed. The culprit fled the area in a waiting vehicle and was identified in a photo line-up by the victim. The subject was arrested and interviewed and confessed to the robbery.
- Strong Arm Robbery: Two subjects entered the Trails Liquor store and grabbed bottles of liquor. As the subjects tried to leave the store the clerk attempted to stop them from leaving. One of the culprits pushed the clerk down and fled the store. Investigation continues.

Records

- Walk - Ins / Window 101
- Phone Calls 144
- Arrest / NTA'S 18
- Citations Issued 208
- Citations Entered 136
- Reports Generated 109
- Reports Entered 108
- Mail / Faxes / Request 42

Community Service/Animal Service

- Animal Calls responded to: 56
- Animal Reports: 5
- Animal Bites: 2
- Animals to FHS: 9
 - Dogs 3
 - Cats 6
- Injured Wildlife: 2
- Traps issued: 2
- TNR: 1
- CSO's attended LEAPS Training

Patrol

- Total Calls 1,739
- Total Traffic Stops 324

Operations

Crime Opportunity Reporting Forms issued: 215

- 5-25-12 Theft at 128 E. Granada, PNC Bank, A suspect passed a forged check, 1 arrest was made.
- 5-25-12 Grand Theft at 54 Domicilio Dr. A known suspect stole a trailer from victim.
- 5-26-12 Warrant Arrest at 185 Bosarvey Dr. One adult female was arrested.
- 5-26-12 Narcotics at Shadow Lakes Subdivision, a suspicious vehicle was stopped by officers on bicycle patrol. An adult male was arrested for possession of drugs.
- 5-27-12 Domestic Violence arrest at 97 Live Oak Ave.
- 5-27-12 Dating Violence arrest at 82 Riverbeach Dr.
- 5-27-12 Car Burglary at 1 S. Old Kings Dr. A window was smashed out of a car and a purse was stolen.
- 5-28-12 Burglary at 601 Robin Rd. The front door of the residence had been kicked in and a TV stolen.

- 5-28-12 Strong Arm Robbery at Trails Liquors 244 N. Nova Rd. A shoplifter pushed the clerk while fleeing from the store.
- 5-28-12 Warrant Arrest at 1 Larisa Terrace.
- 5-29-12 Car Burglary at 999 Old Tomoka Rd. Tomoka Elementary School. Checkbook and wallet were stolen from an unlocked vehicle.
- 5-29-12 Fraud at 5th Third Bank 4 N. Beach St. Suspect tried to pass a bad check and then fled the area causing a crash at SR-40 and N. US-1. One adult female was arrested.
- 5-29-12 Burglary at 420 Lakebridge Plaza Dr. #615. A porch screen was cut and a bicycle stolen.
- 5-30-12 Car Burglary at Pine Trail Elementary School, A window was smashed and a purse taken from the front seat.
- 5-30-12 Car Burglary at 1230 N. US-1 Pro Bodies, a window was smashed out and a purse was stolen from the vehicle.

Traffic Unit

- 12-05-00447, DUI, 609 N. Ridgewood Avenue: Subject was involved in a civil complaint while intoxicated. She was instructed not to drive and officers summoned a taxi for her to leave the area. Shortly later, she was observed driving her vehicle, stopped, and arrested.
- Nationwide Click it or Ticket Campaign is in effect until 06/03.
- Assisted with the Ormond Beach's Andy Romano Beachfront Park groundbreaking ceremony.
- Assisted City personnel with the Memorial Day service.
- Message Board deployed SR 40 eastbound at the PD for Click it or Ticket campaign.
- Traffic Citations 118
- Parking Citations 2
- Crash - No Inj. 17
- Crash - Fatal 3
- 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: 4 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 2 Case initiated
- 29 signs either removed or sign cases created
- 21 tree removal permit requests
- Administrative staffs assisted with three (3) walk-ins and sixty-two (62) 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) 700 S. Atlantic Avenue – behind Ocean Club Gift Shop – Two piles of debris still remain at 700 S. Atlantic Avenue. A citation has been issued. This case will be placed on the June 25, 2012, agenda for the Special Magistrate.

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. 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. This case is ongoing.
- 2) 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. The tow dolly is no longer visible from the roadway or has been removed.
- 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. The weekend weather delayed boat removal. The tenant advised that he will have the boat removed.

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 – Held project progress meeting. Discussed several areas of incidental damage of sidewalk and curb at various locations in the work zones, which the contractor has committed to repair. Asphalt paving was performed in Breakaway Trails for the open cut pipe placement. The contractor has approximately 3 more weeks of pipe laying activity in the Breakaway Trails before starting work in the Hunters Ridge subdivision. To date, approximately 4.5 miles of pipe has been installed throughout the project. Approximately 700 feet of forcemain was installed along Airport Road.
 - Transfer Station Pump Station- Contracts are being executed.
 - SR 40 Sidewalk / Trail Phase III- The project is approximately 75% complete. The contractor is currently working on completing the gravity wall and culvert extension near the intersection of SR40 and Shadow Crossing Blvd and the extension of the stormdrain culvert at the intersection of SR40 and Airport Rd. The project is expected to be substantially completed in one 1 month, with final restoration and clean-up in two months.
 - Tomoka State Park- The trail is cleared, and started forming for sidewalk. Processed one tortoise relocation. Resolve issues with cross slope to follow existing contours. Resolved boardwalk issue over historic ditch.

- Mast Arm Replacement on SR40- Contractor is working on punchlist items.
- US1 & Nova- FDOT has not started construction yet on intersection modifications.
- US1 & Nova Turnlane- The contractor is tentatively scheduled to begin construction around July 1st.
- 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. A preconstruction meeting was held on May 21st with the contractor. Groundbreaking ceremony was held on Monday, May 28th at 6pm. The Notice to Proceed was issued for May 30th.
- Granada Utilities Underground- Submitted final engineering plans for the June 5th City Commission meeting.
- OBSC T-Ball Fields – A.M. Weigel Construction is preparing a proposal to construct the new fields and parking area for staff review.
- Nova Street light Painting- Received quotes for street light repainting. Processing purchase order.
- Nova Community Park Basketball Court- Project consultant is preparing final engineering design for staff review.
- Nova Community Park Racquetball Court- Project consultant is preparing final engineering design for staff review.
- Nova Community Park Master Plan- Held meeting with consultant and Leisure Services regarding comments on conceptual design and discussed DEP comments for future design. A public meeting is to be scheduled to garner public opinion on the park.
- 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 Water Main Replacement- consultant is performing the survey work.
- North Peninsula 2-inch Water Main Replacement- Provided additional information on existing infrastructure in area. Will be meeting with the consultant to discuss incorporating additional work associated with WM relocation required due to FDOT turn lane project at Lynnhurst Drive.
- SR40 Washington to Beach St.- FDOT is reviewing street light relocation plans.
- Central Park Paving – Disposition item to Commission on June 5 for approval to bid project.
- Tymer Creek Phase I – Volusia County has not yet released advertisement for bid.

- 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 bid opening is scheduled for June 5th.
- 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 was held on Thursday, May 24th. A public meeting is scheduled for June 7th at 6:00 pm in the City Commission Chambers to discuss the project schedule with the general public.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. SJRWMD has notified consultant that permit has been approved and will be issued. Final plans can now be prepared for bidding.
- 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.

Meetings:

- Onsite meeting at 469 N. Beach St. to inspect the Surface Water Management Plan for final approval.

Other:

- Tree locate at 315 Flemming per Streets Division request.
- Tree locate at 65 Raintree per N.I.D. Division request.
- Provided as built drawings of the Shoreham Condo entrance to Utilities Division.
- Completed initial sketch and legal description for Tomoka River and N US 1 portion to be annexed per GIS request, and continuing the research for the remaining properties to be annexed as well.

Customer Service:

- Researched the Army Corp of Engineers setback requirements from edge of channel per homeowner complaint.
- On site visit to 85 Saddlers Run to check on grade and fill permit submittal.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Secured expansion to wall with glue and screws at the Public Works Complex
 - Sandbagged around forms at the Public Works Complex
 - Cleaned basins at various citywide locations
 - Asphalted a patch at Stonehaven and Timberline Trail
 - Poured concrete pad at Public Works Complex

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
- Removed flags after Memorial Day on the Granada Bridge
- Trimmed at various DOT locations
- Trimmed around a streetlight at 7 Shawnee Trail
- Removed (2) trees on Pueblo Trail, at Ames Park & on Northbrook

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
- Removed holiday flags on the Granada Bridge
- ROW trimming at various locations
- Assisted the concrete crew with pour at the Public Works Yard

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Warwick Ave. & McIntosh Rd., replaced stop sign & post from damage
 - 59 Wye Dr., straightened 25 mph speed limit sign post
 - 217 Bosarvey Dr., straightened pedestrian crossing sign post
 - Palmetto Ave. & Flamingo Dr., replaced stop sign post
 - Rosewood Ave. & Yonge St., replaced post & "No Outlet" sign
 - Garden Ave. & Arroyo Pkwy, straightened stop sign post
 - Division Ave. & Old Kings Rd., tightened bolts down and readjusted pedestrian crosswalk sign
- Assisted Building Maintenance at Andy Romano Park, 839 S. Atlantic Ave.
- Cut up old damaged post

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basins Cleaned – Zones 1, 2, 3, & 4
- Basin Repair – Northbrook & Beach St.
- Vacon – Baffle boxes cleaned on Live Oak and on Dormont
- Sinkhole Investigation – Loyola and Peninsula
- Sprayed at Airport
- Reachout Mowing – FDOT ponds, Nova and Lakebridge
- Sprayed fence line – SR40 ponds

Street Sweeping/Streetsweeper

- 104.5 miles of road cleaned
- 23.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
34,443

PM Services completed for the week:

Emergency—Vehicles and Equipment
15

Non-Emergency Vehicles and Equipment
19

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 6,704 gallons of unleaded and 6,322 gallons of diesel fuel on hand.
- Fleet completed 64 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 District Board review on June 12, 2012.
- Chemical Bids – Palm Coast will be administering the annual chemical bid advertisement for the upcoming fiscal year. Specifications and estimated bid quantities were submitted to staff for review. The format for the specifications provided by staff is acceptable to Palm Coast.
- 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. FDEP has questions about reuse sampling to be addressed before the piping relocation is permitted. 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 & Creed. Proposal is under review.
- 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 – Sixteen inch force main is being installed on Airport Road. Eight inch force main is being installed in Breakaway Trails.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – A Utility Relocation schedule was prepared and sent to Engineering for review. Utility relocation activities scheduled for completion by June 2013. Meeting was held with McKim & Creed for requesting scope and fee proposal for including with 2 inch water main replacement project as FDOT project limits are adjacent to Essex Drive and in the existing water main replacement project area.
- Hand Avenue Extension – Preconstruction meeting was held on May 24. Plans were received by the Utilities Division.

- 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. The contractor has not paid the pump manufacturer and the manufacturer does not appear willing to provide another impeller without some remuneration.
- 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. Mold was found in the operations building during demolition. The air quality was investigated and reports are under review to determine the level of remediation required.
- 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 – Utility Division comments were sent by Engineering to the consultant.
- 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 along with ACAD drawings of the electrical control panels.
- 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 double detector backflow prevention devices for fire protection. Reviewed revised plans for Pennorth. Reviewed conceptual plans for Sunoco.
- 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 3 residential water meters
 - Responded to and/or repaired 5 water service leaks

- Replaced 4 water services due to aged piping, repaired 10 meter boxes
- Responded to 12 low pressure complaints
- Flushed 10 cloudy water complaints
- Disconnected 1 service due to demolition
- Tested 13 city owned backflows, 12 tested good and 1 needed repair. Installed 2 backflows on irrigation system. Removed all cold weather protection from all backflows – stored.
- Main Leaks: Repaired 2” main leaks on Alamanda Dr and Ocean Shore Dr (OBT Sea), and a 6” leak on Stonehaven Trail.
- Fire Hydrant Maintenance: 16 Volusia County fire hydrants inspected, pressure tested and painted. Repaired 3 city fire hydrants
- Replaced a broken 2” gate valve on Ocean Shore Blvd / Ocean Shore Dr
- Installed a 2” meter test port and installed a 3” check valve on the BAT irrigation augmentation meter
- Utility locate service for Water/wastewater/reuse: 98 regular and 4 emergency locate have been completed
- Sod/backfill: Ocean Shore Dr

- Water Treatment
 - Delivered to the City 41.415 million gallons for week ending May 27, 2012 (5.916 MGD)
 - Backwashed 9 filters for a total of 369,000 gallons backwash water.
 - Produced and hauled 40.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Assessed and responded to FPL billing rate inquiry

- Waste Water Collection – Reuse
 - Crews responded to one trouble call Breakaway/Hunters Ridge area and two in town.
 - Cleaned 800 Linear Feet sewer mains in Pine Trails SD
 - Televised one sewer lateral. Lateral camera repaired and back in service.
 - Cleaned five sewer laterals and root control 1 lateral.
 - Installed new pep tank at 10 Westland Run.
 - Rehab pep tank at 106 Shadow Creek.
 - Repaired clean out cap at 12 Allen Wood Look.
 - Cleaned out 2P & Booth Road lift stations.
 - On going flushing of reuse on beach side.
 - Checked force main pressure at 1800 US 1 (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 25.93 Million Gallons.
 - Produced 22.22 Million Gallons of Reuse.
 - Produced 3.71 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.70 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 56.16 (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
 - Attended the LEAPS training academy.
 - Changed out pump head on Anti-Scalant pump
 - Installed new motor on polymer pump #2
 - Replaced 6” butterfly valves at Riverview booster station pump #2

- Tightened belts on the scrubber #1
- Repaired leaking drain pipe on the hypochlorite generator
- Installed new #2 Booster pump at Riverview station.
- Installed new 400 amp breaker for H.S.P. #4
- Tightened up bolts on the #2 scrubber view port
- Cleaned out the lime ports on the both Claricones.
- Reset overloads on the polymer pump #1
- Changed out belts on Scrubber pump #1
- Monitoring storage tanks and irrigation wells in Hunters Ridge and Breakaway Trails systems. 2 Wells out of service power surge – replacement pumps and motors ordered.
- 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

- Halifax Medical Center and 2P Lift Stations –Vactor crew clean wet well
- 8M2 – SCADA – high starts – rat ate through probe leads – probe shorting & causing fast cycling of both pumps - replaced probe – applied rat bait
- Training – Preaeration Blowers - motor replacement with contractors
- R.A.S. #1 – adjusted pump packing as needed
- Sand Filter #2 – repaired winch cable at influent gate
- Towne Square – pulled both pumps for deragg & inspection – actuated valves at Williamson Blvd to divert into Towne Square – Changed out pump #2 for Flygt model #3127 with 462 impeller – all OK
- Breakaway Trails – FPL power failure – lost 2 legs – generator did not transfer – Fleet contacted – transferred switch manually to pump down station – turned over to Fleet for generator repair
- SCADA liftstation repair to 18 stations
- Master Liftstations – pump down & washed down wet well – broke up scum layer in wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pull pumps and inspect and change seal oil)
Utilities Division completed 67 work orders as reported in MP2 computerized maintenance management system, of which 57 were PM work requests and 10 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:

- Agenda packet preparation and creation for the June 4, 2012, Capital Improvement Workshop.
- Agenda packet preparation for the June 5, 2012 City Commission Meeting.
- Staff began preparing for Candidate Qualifying.

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.

- Continued 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 continued working with vendor to update 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 is waiting on changes to be made to mobile application by the vendor.
- 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.