

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 8, 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
- Weekly meetings with City Attorney, City Clerk and HR Director
- Discussions with Planning Director and HR Director on various personnel issues
- Met with staff on MacDonald House maintenance needs and visited house
- Finished individual budget meetings with directors

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended City Commission CIP workshop
- Along with Mayor, spoke to Tomoka Elementary third grade students on city government
- Weekly conference call with FCCMA staff
- Attended Governor Scott's speaking engagement
- Spoke with Mrs. Partington on community related topics
- Attended Ormond-by-the-Sea Lions Club meeting, presided over the installation of new officers
- Spoke with Skip Freeman on Police issue/complaint
- Met with Ken Fischer, Votran, on trolley service
- Attended public meeting on Hand Ave. collector road upgrade project
- Attended VCARD Retail Real Estate Values Forum

Community Development

- Planning
 - Staff attended the CIP work session on June 4 to answer any questions regarding the Department's CIP requests.
 - Staff attended the SR40 PD&E Study meeting at Riverbend Community Church on June 7, 2012. The meeting followed the typical FDOT meeting format with an open and free form review of the proposed plans with a formal presentation presented later in the meeting. The proposal does not differ from earlier information provided in the May 14-18 Weekly Report.
 - While still under review by the City Attorney's Office, the go ahead to send the Interlocal Agreement (ILA) for Planning and Service and the Interlocal Service Boundary Agreement (ISBA) for the US 1 North corridor to Volusia County was given. For the most part, the agreements reflect (solid waste disposal excluded) the joint Volusia County and Ormond Beach meeting discussions that occurred in February of this year.
 - The review and copying of all files related to the development of the City's adult use ordinances related to zoning and operations was accomplished pursuant to discovery request filed by the attorneys for Cheaters.

- Due to recent staff turnover, the Joint Permit Center will be short staffed and may result in service delays to customers until the position is filled which is estimated to be approximately 30-45 days.
- Building Inspections, Permitting & Licensing
 - Issued 68 permits with a total valuation of \$259,212.00
 - Conducted 134 inspections
 - Issued 3 new business tax receipts
- Development Review
 - Staff met with Rob Merrill of Cobb & Cole and the SUNOCO representatives regarding Sunoco's plans for a new convenience/gas station at US1 and SR40 in the downtown area. Discussions centered on exploring a compromise acceptable to the City and SUNOCO regarding placement of the structure and establishment of a street edge.
 - Staff met with the owner of the Tomoka Oaks Golf Village and Golf Course. The owner intends to present a new vision and plan for property and file a major amendment to the approved PRD rezoning that occurred in 2006.
 - Staff discussed with Hunter's Ridge representative that a Notice of Proposed Change (NOPC) will be required prior to the DRI Development Order being amended to reflect a land swap change between the parties. It appears that the owner of Hunter's Ridge has obtained investors and movement on the DRI appears to be active again.
 - The SPRC met with SUNOCO representatives to discuss site plans submitted for West Granada at the northbound I-95 ramp and for South Atlantic. A PBD will be required for the site at Granada and I-95 due to the size of the proposed canopy. The site on South Atlantic will require variances for the rear building setback and the required front, side corner and side interior landscape buffers. As of what is known now, the Department will favorably support the PBD and the variances in order to redevelop these two sites.
 - The building at 20 S. Nova (aka Dunkin Donuts/Tile store) will be occupied by Verizon Wireless. The pylon sign will be removed in favor of a monument sign. The before and after renovation is provided below:



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 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.
- Staff is arranging a meeting with a Jacksonville industrial developer to visit Ormond Beach and the Ormond Crossings property.

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 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 will be requesting FPL to begin the vegetation clearing project within the easement area.

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. The Committee will be formulating incentive plans to encourage redevelopment projects in the CRA District.

Prospective Business Attraction/Retention/Expansion

- Staff has concluded 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. A summary report 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 has recommended Team Volusia formulate strategies for the investment of private sector commercial and industrial development projects. A development sub-committee has been formed to begin that process.
- Staff met with the CEO Business Alliance management to discuss business prospects and other related economic development initiatives. Staff is working on a location for a business prospect.
- Staff met with two local companies to discuss strategies and programs to expand their markets.
- 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. Staff attended the open house event.

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 installed directory signage for the airport control tower as an initial response to a request from OBFD to improve directory signage and address identification on the airport.
- Staff continues to work with the Engineering Department on landscape and storm water drainage improvements to the air traffic control tower site.
- Re-striping of Taxiway "F" is scheduled to begin on June 8th.
- The Civil Air Patrol conducted a successful search and rescue exercise (SAREX) at the airport on June 1st, 2nd and 3rd.
- The Civil Air Patrol will conduct "Exercise America's Shield" (EAS) at the airport from June 14th through June 24th. Working in concert with the U.S. Air Force and the Army National Guard, CAP air crews operating from Ormond Beach will help to train ground-based missile crews to defend Washington, D.C. and other important locations in the United States and throughout the world.
- Staff completed work with FDOT and 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 received a proposed Supplemental Joint Participation Agreement (SJPA) with FDOT for a new security project at the airport. This SJPA will fund a project to update ramp and apron lighting with modern, energy efficient LED systems in keeping with current citywide initiatives. The SJPA provides 100% security funding, so this project will proceed with no impact to the airport budget.
- Staff has requested quotes to conduct an appraisal of certain airport properties for budgetary purposes.
- 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 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 and operating budget.
- Completed Projects - Weekly
 - Processed 41 Journal Entry Batches (# 3362 – 3459).
 - Approved 16 Purchase Requisitions totaling \$165,854.28.
 - Issued 10 Purchase Orders totaling \$26,934.55.
 - Held opening for Bid No. 2012-17, Decorative Lighting Purchase-CDBG & CRA Districts, on 6/5/2012. Four (4) bids were received.

- Mailed Letter of Intent to Award for Bid No. 2012-10, Grounds Maintenance Services – Facilities, Parks & Right of Ways, on 6/5/2012 to six (6) firms that submitted bids.
- An Evaluation Committee meeting was held for RFP No. 2012-14, Annual Independent Audit Services, on 6/5/2012.
- Held opening for Bid No. 2012-22, Pretreatment Effluent Pump (PEP) Replacement, on 6/6/2012. Two (2) bids were received.
- Prepared 93 Accounts Payable checks totaling \$44,085.45 and 20 Accounts Payable EFT payments totaling \$29,367.82.
- Processed 4,958 cash receipts totaling \$1,115,571.00.
- Processed 1,070 utility bill payments through ACH totaling \$70,744.48.
- Processed and issued 3,648 utility bills with billed consumption of water of 30,588k.
- Issued 771 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Open Workout
 - Summer Camp Programs
 - Meeting with the Manager (6/11)
 - City Manager Joyce Shanahan Installed as President of FCCMA for 2012-2013
 - Pickleball Free Clinic
 - Firefighter Joe Dupree 2012 Fire Explorer Post Advisor of the Year
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements on the City's website.
 - Chaperoned a field trip for a Tomoka Elementary Third Grade class.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 6
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 65
 - Motor Vehicle Accidents: 10
 - Public Assists: 51
- TOTAL CALLS: 139**

- Aid provided to other agencies: 22 calls – Volusia County (16), Daytona Beach (6)
- Total staff hours provided to other agencies: 42 hours
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 52

Training Hours

- Aerial Operations: 14
- EMT Refresher Modules: 22

- Extrication: 9
- Driving: 4
- Hybrid Electric Vehicle Training: 9
- Pump Operations: 3
- Safety: 2
- Tactics: 3
- Technical Rescue: 28
- Water Rescue: 6

TOTAL TRAINING HOURS: 100

Station Activities

- Serviced 38 fire hydrants to include: flow testing, inspecting and flushing.
- Conducted 3 fire inspections.
- Updated 23 pre-fire plans.
- Attended stroke meeting at Halifax Medical Center
- Instructed CPR/AED training to Leisure Services employees.

Significant Incidents

- 6/3/12, 7:39 AM: North I-95 at Mile Marker 277 – Motor Vehicle Accident – Provided automatic aid to Volusia County for a rollover accident with three fatalities – Flagler County units also assisted.

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 web site 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 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. 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 Resources Training Room.

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

- Promotions
 - Finance Department – Purchasing Coordinator - interviews were conducted and an in-house applicant was selected and promotion is effective 07-23-12.
 - Police Department/Operations – Officer was promoted to the Corporal (temporary) position effective 05-27-12.

- Terminations/Resignations/Retirements
 - Engineering Department – Civil Engineer effective 05-25-12.

Training & Development Opportunities

- LEAPS Academy has begun training for all full time employees on “Ethics in the Workplace.” The four hour sessions began 05-22-12. To date, we have scheduled 306 employees.
- Continued development work of new hire orientation program and supervisory training module for LEAPS Academy.

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: - None.
 - Networking System: - None.
 - Work Orders: - 31 New work - 54 completed - 34 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,185	Inbound E-Mails Blocked	11,485
Delivered Inbound E-Mails	10,599	Quarantined Messages	101
Percentage Good Email	47.8%	Virus E-Mails Blocked	592

- Notable Events: High number of Virus Emails blocked this week (592 vs. avg of 20).
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Grounds maintenance, landscaping project planning meeting
 - Supervisory staff meeting
 - Attended City Commission CIP Workshop
 - Attended Public Works Meeting
 - Attended City Manager staff meeting
 - Met with staff regarding t-ball field proposal review
 - Attended City Commission meeting
 - Staffing discussion
 - Follow up personnel development
 - City Services Meeting – Independence Day Celebration
 - Supervisors/Coordinators meeting
 - Coordinator one on one meetings
 - Met with Economic Development Director and Randy Buttleman
 - Met with painting contractor to look at projects at Rockefeller Gardens and Memorial Art Museum.
 - Met with landscape contractor to discuss mowing concerns at the Airport.
 - Met with engineers at MacDonald House.
 - R&R budget review.
 - Project review for college volunteers
- 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 16 and under.
 - The OBSC Competitive Program held the rest of their tryouts Monday and Tuesday evening this week for the upcoming fall season.
 - Luis Camacho's 6-a-side Soccer League plays each Monday evening from 6pm to 8:30pm. This is a rental.
 - OBSC Monthly Board meeting was held Wednesday at 7:30pm at the Sports Complex, Soccer Hall.
 - The City's Coed Softball Spring program held a post-season team captain's meetings on Wednesday to discuss the season and to look for any changes for improvement in the league.
 - 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.
- Prepared 7 fields for the summer 6 vs. 6 soccer league.
- Began summer sprinkler inspections for all fields.
- Prepped 2 fields for USSSA baseball tournament Saturday and Sunday.
- Picked up bleachers from Rockefeller Gardens used for Memorial Day Event.
- Moved back bleachers at Nova used for Handball Tournament.
- Laid out and painted Rugby field for weekend games.
- Worked with college volunteers on mowing, edging, weeding and general cleanup and debris removal of Orchard Street Cemetery.

- Senior Center
 - Scheduled classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Ormond Beach City Commission met on Monday from 5:30pm to 8pm.
 - 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: Show Club and CMT held regular classes.
 - Tuesday: Show Club, Horan Judo and CMT held regular classes.
 - Wednesday: Kopy Kats held regular classes, CMT held regular classes, Living Word Community Church met.
 - Thursday: South Beach Dance held rehearsal onstage, Show Club and CMT held regular classes.
 - Friday: South Beach Dance held rehearsal onstage, CMT held regular classes.
 - The Performing Arts Center is preparing to host the following **SOLD OUT** event:
 - South Beach Dance Annual Dance Showcase, Saturday, June 9, 7pm to 9:30pm (tickets were sold privately through South Beach Dance Co.)

- South Ormond Neighborhood Center
 - The splash pad opens daily at 10am.
 - Open play basketball was held weekdays from 1pm to 9pm.
 - YMCA Soccer was played on Saturday, marking the end of their season.
 - Jazzercise classes will resume in September.
 - Continued Summer Camp preparations.

- Community Events
 - Assisted and staffed the Commission CIP Workshop in the Senior Center, Monday, June 4th.
 - Conducted Independence Day Celebration city services meeting with department(s) management.
 - Cleaned equipment and supplies from the beachfront park groundbreaking and Memorial Day service.
 - Attended a staffing meeting.
 - For 2012 Senior Games: assisted in planning of 2012 games and assisted board with finding new committee members and volunteers. Assisted with sponsorship letters and inquiries.
 - For 2012 Independence Day Celebration: Processed sponsorship monies, confirmed food vendors, juggler/comedian/magician, inflatable rides, port-o-lets, prepared and mailed out service agreement contracts for confirmation of bands.
 - Completed weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - June/July session classes for various age groups and levels were held Monday through Friday.
 - Open gym was held Monday evening.
 - Preparations were made for upcoming summer clinics.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week, including: Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Ms. Debby's dance classes met for the final time on Friday. The dance recital was held at the Performing Arts Center on Saturday, and their new season will begin again in September.
 - 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.
 - Planning continued for Nova Summer Camp Connection and Camp T-Rec.
 - Camp T-Rec registration kick-off was held on June 2nd. Sixteen campers were registered. Registration will continue until capacity is reached.
 - The remodeling of the Center's front office has begun and will continue for several weeks.
- The Casements
 - Classes met this week including: Pilates, Rock 'n Roll, Teeny Tiny Yoga, and Yoga.
 - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
 - A wedding ceremony and reception were held at The Casements on Saturday.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - Guild members held a Centennial meeting at The Casements on Tuesday morning.
 - The Casements Coordinator met with a wedding coordinator on Tuesday afternoon.
 - The Casements Coordinator met with the Guild President and a representative from a security company to discuss a new security system on Wednesday morning.
 - Staff assisted with the weekly Farmers' Market on Thursday.

- Staff continues to plan for Enviro Camp to be held July 9th through August 3rd.
- Parks and Irrigation
 - Repaired the fence at Bailey Riverbridge Gardens.
 - Removed graffiti from the men's room at Fortunato Park.
 - Trimmed low hanging limbs on the raised boardwalk trail.
 - Completed annual cleaning of ponds at Ames Park.
 - Removed Beachfront Park sign for construction to begin.
 - Installed a temporary flag pole at Rockefeller Gardens for Memorial Day ceremony.
 - Repaired the split rail fence at Ames Park.
 - Trimmed vegetation around ponds and low hanging limbs at Ames Park.
 - Made repairs to the green house at Memorial Gardens.
 - Cleaned debris around Public Works admin. offices.
 - Conducted citywide safety inspections of parks and equipment.
 - Completed weekly inspections of parks facilities for reservations.
 - Made vandalism repairs at Central Park I.
 - Turned on irrigation at Rockefeller Gardens, The Casements, and Fortunato Park.
 - Inspected grounds in parks citywide.
 - Ran all zones at the Police station and replaced 4 damaged heads on the rear parking lot.
 - Ran zones at Waldo Berry Heritage Park and replaced 1 rotor.
 - Replaced 5 rotors and 2 spray heads, cleaned snails from a valve, and adjusted heads at the front and rear of the police station.
 - Ran zone at the Airport Rd. sign, replaced 2 spray heads, filters and nozzles, replaced the timer battery and reset timer.
 - Ran medians in South Forty and W. Granada Blvd. median #4, and checked coverage.
 - Ran all zones at Ormond Elementary School parking lot, replaced 2 spray heads, new filters and nozzles, and reset timer.
- Building Maintenance
 - Finalized CIP installation of HVAC unit at the Nova gym.
 - Placed replenishment order for air filters citywide.
 - Prepared for contractor bids at City Hall.
 - Installed motion sensors at SONC.
 - Installed protection cages to motion sensors at SONC and Airport Sports Complex.
 - Repaired a motion sensor at the soccer fields.
 - Repaired the dryer at fire station #92.
 - Repaired a jail door lock at the Police Dept.
 - Repaired a door at lift station on Granada Blvd.
 - Installed a water heater in the upstairs bathroom at Ames Park.
 - Repaired the back door at Neighborhood Improvement Dept.
 - Replaced a flow valve at the Wastewater Treatment Plant bathroom.
 - Repaired the upstairs bathroom sink drain at the Softball Quad.
 - Replaced lights in the sally port.
 - Repaired counter tops at the PAC.
 - Repaired small holes at Senior Center Building D for rodent control.

Police Department

Administrative Services

- Attended the CIP City Commission Workshop
- Attended the City Commission Meeting
- Attended the FBI NA Annual Conference Planning Meeting.

Community Outreach

- Three Boys PAL Basketball teams played in a tournament in Melbourne on June 2 - 4.
- Fourteen youths were honored at a pizza luncheon for completing the 12 week READ program held in partnership with Ormond Beach Elementary School.
- PAL summer programs are scheduled to begin June 25th.

Criminal Investigations

- Cases Assigned: 27
- Cases Cleared by Arrest/Complaint Affidavit: 13
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 16
- Grand Theft: 3
- Auto Theft: 1

Comments:

- Residential Burglaries/Car Burglaries: Investigators identified two subjects (one adult, one juvenile) that were responsible for ten car burglaries and two occupied residential burglaries in the Hunter's Ridge subdivision. A large majority of the property has been recovered and the adult male has been taken into custody and charged with numerous burglary charges. The juvenile involved has cooperated and charges have been submitted to the State Attorney's office. Investigation continues.
- Car Burglaries: Investigators are seeking out the subjects responsible for three car burglaries where vehicle windows were smashed out and purses were taken from the interior of the vehicles.

Crime Trends: N/A

Records

- Walk - Ins / Window 138
- Phone Calls 199
- Arrest / NTA'S 21
- Citations Issued 145
- Citations Entered 137
- Reports Generated 150
- Reports Entered 152
- Mail / Faxes / Request 48

Community Service/Animal Service

- Animal Calls responded to : 60
- Animal Reports: 10
- Animal Bites: 2
- Animals to Flagler Humane Society: 3 (all cats)
- Animals Returned to Owner: 2
- Traps: 3
- Wildlife: 2
- Unaltered Animal Permit issued:1
- CSO's attending L.E.A.P.S. Training

Patrol

- Total Calls 1,667
- Total Traffic Stops 232

Operations

Crime Opportunity Reporting Forms issued: 245

- 5-31-12 Theft of a bicycle at 621 S. Ridgewood Ave.
- 5-31-12 Theft at 2010 W. Granada Bv. Silverware & cameras missing.
- 5-31-12 Vandalism at 765 W. Granada Bv. Damage to the front door.
- 5-31-12 Burglary at Discount Tire on Williamson Bv. A window was smashed out and petty cash was stolen.
- 5-31-12 Car Burglary at Pine Trail school. A window was smashed out and a purse stolen.
- 5-31-12 Car Burglary at Einstein's Bagels. A window was smashed out and a purse stolen.
- 6-1-12 Burglary at 17 Ormond Green Dr. Several guns were stolen from the residence.
- 6-1-12 Domestic Violence arrest at 705 Virginia Ter. Adult daughter was arrested.
- 6-2-12 Theft of a bicycle at Birth Place of Speed Park, a suspect was later arrested.
- 6-2-12 Disturbance at 529 Collins St. A male was arrested for domestic violence.
- 6-2-12 Fraud at 912 Woodmere Cir. The victim's grandson was making unauthorized bank withdrawals.
- 6-2-12 Disturbance at 867 S. Atlantic Ave. An adult male battered his mother and cousin in their motel room. He was arrested after resisting the officers.
- 6-3-12 Missing Person at 57 Fairview Ave. An elderly Alzheimer's patient walked away from the home. She was later found safe.
- 6-4-12 Several Car Burglaries reported: 65 Abacus Dr, 57 Pergola Dr., 59 Pergola Dr., and 72 Pergola Dr., all were unlocked vehicles.
- 6-4-12 Burglary at 2 Highwood Ridge. Suspect entered home through open garage.
- 6-4-12 Burglary at 64 Pergola Dr. A motorcycle was stolen from the open garage.
- 6-5-12 Burglary at 243 S. Nova Rd. An equipment trailer was forcibly entered.
- 6-5-12 Car Burglary at Bonefish Grill 814 S. Atlantic Ave. GPS unit and golf clubs were stolen.
- 6-5-12 Burglary at 317 Fir St. A gun and jewelry were stolen.

Traffic Unit:

- No major traffic incidents this week.
- Nationwide Click it or Ticket Campaign is complete. 99 seat belt / child restraint citations issued. Other stats below.
- Speed survey completed on South Forty Trail: 513 vehicles, average speed 21.9 MPH, 24 hours.
- Speed survey completed on John Anderson Drive: 5,455 vehicles, average speed 29.3 MPH, 36 hours.
- Message board was deployed on SR40 eastbound at the PD for Click it or Ticket campaign.
- LEAPS Training
- Traffic Citations 107
- Parking Citations 1
- Crash - No Inj. 9
- Crash - Injury 3
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - OBMS School Zone

- Lincoln Avenue
- N. US 1
- N. Beach Street

- Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Highland Avenue
 - Breakaway Trails
 - Cassen Park (parking)

- Click it or Ticket Campaign Results (05/21-06/03) Citation Issuance:
 - Seat Belt 95
 - Child Restraint 4
 - DUI Arrests 3
 - Uninsured Motorists 68
 - Unlawful Speed 66
 - Suspended License 8

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 12 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 6 Case initiated
- 38 signs either removed or sign cases created
- 13 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 has been 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 posted the property in order to achieve service of notice. The owner has until June 12th to either obtain a permit for the existing stockade fence or remove it.

- 2) 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 has been removed. No further action is required.

Zone 4:

- 1) 7 Queen Ann Court – Received a complaint about the condition of this property. The property is in foreclosure and is being maintained by the servicing company for the lending institution. According to the complainant, when the maintenance company cleans the property, the vegetative debris is placed in the rear yard; not removed from site. An onsite inspection was conducted and the site was found to be overgrown, trash and debris was located at the front door, palm fronds piled near the pool deck in the rear yard, and the pool was no longer secured from access. The mortgage lender was notified of these issues and provided photographs of the site conditions. The lender in turn notified the property maintenance company to remedy the issues. A timeline for correction has not yet been provided.

Public Works

- Engineering
Construction Projects:
 - Roadway Resurfacing- Bid was awarded at the June 5, City Commission meeting.
 - Transfer Station Pump Station- Approximately 1,600 feet of forcemain was installed along Airport Rd. Paving in Breakaway Trails was completed for the installation of the reclaimed watermain system.
 - SR 40 Sidewalk / Trail Phase III- The stormdrain extension, east of the SR40-Airport Road intersection was completed and the embankment was backfilled for the new sidewalk. Work continues on the retaining wall and sidewalk sub-grade preparation, east of the Shadows Crossing intersection. Discussed project LAP status with FDOT.
 - Tomoka State Park - Work continues on placement of sidewalk forms. The southbound lane along N. Beach Street will be intermittently closed to accommodate concrete pumping as the routing of concrete trucks in and out of the trail area is not feasible. Discussed the maintenance of traffic setup for the closure with the County. Discussed project LAP status with FDOT.
 - Andy Romano Beachfront Park – 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. The contractor has mobilized on-site and has begun earthwork phase of operations.
 - Hand Avenue – Pre-Construction meeting was held on Thursday, May 24th. A public meeting was held on June 7th at 6:00 PM in the City Commission Chambers, staff discussed the project schedule with the general public.
 - Mast Arm Replacement on SR40- Project is complete.
 - 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 is complete.
 - 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 was approved at 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:

- Granada Utilities Underground- Final engineering design proposal was approved at the June 5th City Commission agenda. Permits applications for the light pole relocations were submitted to FDOT.
- OBSC T-Ball Fields – A.M. Weigel Construction is preparing a proposal to construct the new fields and parking area for staff review.
- Nova Streetlight Painting- Received written quotation for streetlight 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- The consultant is working with Leisure Services to schedule a community outreach meeting.
- 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 – On June 5th, City Commission gave approval to put project out for bid.
- 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 bids were opened on 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 was held with the consultant to confirm the design intent and identify spot drainage area improvements.
- 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.

Administration:

- Created Wetland Protection Permit for 9 Ellsworth.
- Created FPL engineering permit for 302 Rio Pinar.
- Began developing AT&T engineering permit regarding conduit placement @ Signal Ave / Sunshine Blvd intersection.
- Processed project invoices/pay requests totaling \$1,540,169
- Prepared work authorizations totaling \$59,280
- Prepared reimbursement request #5 for \$17,026 to the Florida Division of Emergency Management for the Hand Avenue & Laurel Creek Drainage Improvements FEMA Hazard Mitigation Program grant.
- Routed and transmitted executed reimbursement request #3 for \$593,439 to FDEP for SRF Loan #WWW64012 - Airport Road Force Main & Reclaimed Water Main Improvements.

Meetings:

- Onsite meeting at 392 S. Beach St with contractor to discuss Surface Water Management Plan options.
- Onsite meeting at 32 Sherrington Ln. with homeowner and Streets Div. to discuss tree removal options in rear of property.
- Met with A.M. Weigel Construction to have them look at the MacDonald House and staircase between the elementary school parking area and SR40.

Other:

- Nova Road Landfill Site Assessment- Met with consultant and investigated the various proposed vertical drill subsurface investigation areas. The drilling work has begun to sample soils and groundwater and for installation of monitoring wells.

Customer Service:

- Researched DEP and Army Corp dock regulations for 1568 John Anderson homeowner regarding possible dock placement complaint.
- Processed a grade and fill permit for homeowner in Saddlers Run.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Pulled forms and cleaned up at Public Works Complex (part 1)
- Finished forming for concrete slab at Public Works Complex (part 2)
- Ground down sidewalks on S. Beach St.
- Poured concrete driveway and sidewalk at 9 Oceanshore Dr.
- Removed concrete at 305 and 353 Thackery Rd. in Forest Hills

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works

- Trimmed trees at 855 Buena Vista, Buena Vista & Plaza, Grove & Tomoka, Bryant St and at Live Oak
- Removed a fallen tree on a path at Nova Recreation
- Trimmed trees at various DOT locations
- Removed dead oak at 65 Raintree Ln.
- Removed trees at Sanchez and Ames Parks

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 piles of debris at the cemetery on Orchard St.
- Picked up barricades used for a block party from 410 Idlewood
- Scraped up weeds on runway for Manager at the Airport
- DOT weed control at various locations
- ROW trimming at various locations

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Bailey Riverbridge Gardens, fabricated "Lock Your Car 1-2-3" sign
 - Mayfield Terr., installed (2) HIP (High Intensity Prismatic) street names
 - 60 Mayfield Terr., replaced a "No Dumping" sign post
 - Linden St. & Scottsdale Dr., straightened a stop sign post
 - Brookwood Dr. & Mayfield Cir., replaced HIP street names on south side
 - Sports Complex, installed Air Control Tower sign
 - S. Halifax Dr., Magnolia & Valencia, straightened "No Passing Zone" and "No Truck" sign post
 - N. Yonge St. at dead end, straightened "No Outlet" sign post
- Requested a Purchase Order for (175) square signs posts and (200) square anchor posts
- Checked signs in various locations that need attention
- Assisted Building Maintenance with auger at Andy Romano Park
- Fabricated HIP street names for John Anderson Dr. & Standish Dr.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basins Cleaned – Zones 1, 2 & 3
- Cleaned pump at ABC Pond
- Mowed DOT Ponds – Lakebridge, N & S Nova Ponds, Old Kings Road, and Division & Arroyo Parkway (507,505 sq. ft.)
- Mowed and weeded pond behind Water Treatment Plant
- Reachout Mowing – (6) FDOT ponds and (1) City pond
- Sinkhole Investigations – Riverside Dr. & at Sandcastle
- Rebagged sandbags at the Public Works Complex

Street Sweeping/Streetsweeper

- 134.0 miles of road cleaned
- 28.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
28,558

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

26

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 11,864 gallons of unleaded and 5,526 gallons of diesel fuel on hand.
- Fleet completed 75 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. Met with the MicroC representative to discuss carbon source addition for additional de-nitrification at the wastewater plant during construction. Specifications for this chemical may be added to the annual chemical bids.
- Concentrate Disposal Study – The consultant continues to collaborate with FDEP to determine how to best add relocation of the concentrate piping discharge. A revised flow schematic was prepared to demonstrate that the sample point for reuse was downstream of the proposed relocated concentrate pipe discharge. 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 – The City Commission awarded this project to Brasfield & Gorrie as a change order to the WWTP Expansion project.
- 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 – Approximately 1,600 feet of forcemain was installed along Airport Road. Paving in Breakaway Trails completed for the installation of the reclaimed watermain system.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Waiting for the scope and fee proposal from McKim & Creed for including with 2 inch water main replacement project. Gave preliminary design plans to McKim & Creed for their use in preparing the proposal.
- Hand Avenue Extension – A public meeting is was held this week at 6:00 PM in the City Commission Chambers to discuss the project schedule with the general public.
- 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 constructed, 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. The Acetic Acid feed station is completed. Fermentation train #1 is out of service and is being cleaned. The consultant provided 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 and an air quality investigation was performed. Remedial efforts are underway with Contractor and Facilities Maintenance groups.
- 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 are being incorporated into the final design plans by the consultant.
- Pretreatment Effluent Pump (PEP) Replacement – Bids were received. The apparent low bidder is Lucas Technologies at \$385 per unit.
- 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 and is waiting for weight information on the generator assembly.
- 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 sent to the consultant along with contact information to request 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: Obtained revised plans for Pennorth.
- 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. The lowest quote was received from Brasfield & Gorrie for \$14,173.26. A purchase order is being prepared.
- 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.
- Attended ethics training
- Attended FDOT District 5 Liaison Conference.
- Water Distribution
 - Exchanged 16 residential water meters
 - Responded to and/or repaired 8 water service leaks
 - Replaced 3 water services due to aged piping, repaired 6 meter boxes
 - Responded to 3 low pressure complaints
 - Flushed 13 cloudy water complaints
 - Tested 8 city owned backflows, all tested good.

- Meter testing: tested 3 each - 3" commercial water meters. 1 each - 3" meter tested inaccurate. Meter rebuilt and retested @ 100% accuracy. Scheduled tests for 4 large commercial meters. All 3" and larger meters tested annually or bi-annually according to their usage.
- Main Leaks: Repaired 3 - 2" leaks on Plaza Dr, Marsh Ridge Watch, and Ocean Shore Dr
- Fire Hydrant Maintenance: 27 Volusia County fire hydrants inspected, pressure tested and painted. Initiated list of fire hydrants undersized and/or rusty from salt air/irrigation systems considered for replacement in North Peninsula area.
- Exercised 9 valves prior to work being started on Hand Ave
- Flushed Rivershore and Oceanshore Drives
- Utility locate service for Water/wastewater/reuse: 110 regular and 2 emergency locate have been completed
- Sod/backfill: Ocean Shore Dr, Plaza Dr, Marsh Ridge Watch

- Water Treatment
 - Delivered to the City 39.153 million gallons for the week ending June 3, 2012 (5.593 MGD)
 - Backwashed 11 filters for a total of 427,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notices.

- Waste Water Collection – Reuse
 - Crews responded to three trouble calls out west Breakaway/Hunters Ridge area and three in town.
 - Cleaned 1,500 feet sewer mains
 - Televised ten sewer laterals.
 - Cleaned one sewer lateral.
 - Installed new 18" plug valve on influent force main at WWTP with JD Webber Construction Co.
 - Rehab pep tank at 30 Shadow Creek Cir.
 - Root controlled one lateral at 6 Sugarberry Cir.
 - On going flushing of reuse on beach side.
 - Checked force main pressure at 1800 US 1 @ 5 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 25.25 Million Gallons.
 - Produced 15.34 Million Gallons of Reuse.
 - Produced 9.91 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.61 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 171.71 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Replaced the love joy coupling on H.S.P. #4
 - Installed temporary cover over the Polymer mix tank, contacted contractor for roof repair
 - Repaired cracked water line on Claricone #1
 - Replaced 7.5 HP Well #3 at B.A.T.
 - Installed 6" Pipe coupler on Booster pump #2 at Riverview, checked rotation and turned over to operations.

- Cleaned injection ports on both Claricones.
- Tightened packing on LPRO Clear well pump #4
- Repaired broken pipe fitting on the centrifuge oil line.
- Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway. 2 Wells functioning in BAT - one out of service – pump 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

- Breakaway Trails – Generator back on line replaced Phase indicator
- Camelot #2 Pump: cleaned pump, installed new pump control mechanism.
- Assisted Water Plant crew at Breakaway Trails well job – flag traffic
- Deragged Submersible aerators, daily
- Deragged Influent pumps weekly.
- 5M Lift Station – changed station back to home built controller – FLYGT controller quit working again, FLYGT evaluating controller.
- SCADA liftstation repair to 14 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 19 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 liftstations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 77 work orders as reported in MP2 computerized maintenance management system, of which 57 were PM work requests and 20 were repair work orders.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- Staff attended the weekly City Manager Staff Meeting
- Staff attended and provided support for the June 4, 2012, Capital Improvement Projects (CIP) Workshop
- Staff attended and provided support for the June 5, 2012, City Commission Meeting
- Agenda packet preparation and creation for the June 19, 2012, City Commission Meeting.
- Staff met with candidates for Candidate Qualifying, from 12:00 p.m., June 4, 2012 to 12:00 p.m., June 8, 2012.

Status of Department Projects

- Agenda Automation System
 - Project Status: Ongoing
 - Continued to provide one-on-one support to City Staff during the implementation process.
- Emergency Notification System (CodeRed)
 - Project Status: In Progress
 - Staff continued working with vendor to update customer database and geographic information.
 - Staff assisted citizens in signing up for the program

Honorable Mayor and City Commissioners

June 8, 2012

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- 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.