

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 15, 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:

- Meeting with City Attorney's office and City staff on Censtate contract
- Held weekly staff meeting with Directors
- Bi-weekly meetings with Economic Development Director, IT Manager, Fire Chief,
- Weekly meeting with HR Director
- Met with Finance Director on pension plans for speaking engagement for Eggs & Issues
- Attended Quarterly Employee of the Quarter selection committee meeting
- Monthly meeting with Risk Manager
- Attended Claims committee meeting

Spoke to, attended and/or met with:

- Held Meeting with the Manager, five citizens attended
- Attended Mayor's Fitness Challenge meeting
- Weekly conference call with FCCMA staff
- Attended Team Volusia meeting
- Met with City staff and Scott Chesley, CKS Productions, regarding special events activities
- Speaking engagement at Daytona Chamber's Eggs & Issues, topic pension plans
- Participated in monthly FCCMA conference call

Community Development

- Planning
 - Staff attended the following evening meetings:
 - Brownfield Advisory Board met to complete the organization items from April (approval of the amended rules and procedures, meeting schedule and minutes) and listen to presentation from Joe Mannarino, Economic Development Director, as to his marketing plan for the Brownfield properties.
 - The 2nd and final neighborhood meeting regarding the removal of the Memorial Hospital was held. The meeting occurred at the Performing Arts Center. Implosion of the **seven story structure is still scheduled for July 22, 2012, but the date is subject to change.**
 - The Planning Board held a public hearing on a city initiated small acreage land use plan amendment for 11 North Nova road and held workshops to discuss the draft code amendment for outdoor retail sales (2nd meeting on issue) and monument/pole signs (1st meeting on issue).
 - Main Street's Design Subcommittee met to discuss Jimmy Johns and the people from SUNOCO were also in attendance. The design committee had concerns about Jimmy Johns set back of 20 feet when no outdoor seating or architectural

improvement required the setback from the build-to-line. SUNOCO explained their concept and the design subcommittee was of the opinion after SUNOCO left the meeting that SUNOCO did not go far enough in their design to meet the intent of the Downtown Plan or LDC.

- An FDOT sponsored day long Transit Oriented Development (TOD) workshop was held at Bethune-Cookman University. The workshop was very valuable since TOD concepts have applicability not only to large urban areas but smaller areas like Ormond Beach.
- Staff prepared a notice template which is to be sent to approximately 3,000 households informing them of a Commission Zone change. Specific properties have been identified and addresses merged. The letter is being reviewed before being sent out.
- The City Attorney's Office has given a "green light" on six properties that received sewer and/or water after the 1991 Interlocal Agreement with Volusia County and no annexation instrument was every signed. Upon annexation of this group, staff will work on the other five groups of annexations located along the US1 N. corridor. While this is very labor intensive due to the type of research required by the Legal Department, it benefits the City.
- Building Inspections, Permitting & Licensing
 - Issued 72 permits with a total valuation of \$873,797.00
 - Conducted 136 inspections
 - Issued 8 new business tax receipts
 - The City's initial ISO rating based upon the Building Code Effectiveness Grading Schedule was changed from the current Class 3 to a Class 4 for 1 & 2 family residential property. After providing a rationale to the ISO for the principal reasons that contributed to the downgrade, it was changed back to a Class 3 for 1 & 2 family residential property and a Class 3 for commercial and industrial property. We have been informed these ratings are the best in the area.
 - [Joe Levrault, Chief Building Official, was nominated for Building Official of the Year by the Building Officials and Inspectors Association for Volusia & Flagler Counties.](#)
- Development Review
 - A development order will be issued to Jimmy Johns before the end of the week.
 - Planning staff has received a variance application for the property at 121 East Granada Boulevard – the old Woody's restaurant site. The property owner is requesting three variances to redevelop the existing site and building from a restaurant to an urgent care use. The project proposes building additions to the rear and side of the existing building and would increase the existing building square footage from 5,211 square feet to 7,527 square feet. The property is zoned B-4 (Central Business). The requested variances include: **a rear yard setback; a side interior yard setback; and a side interior yard setback:** The applicant is requesting that the landscape buffer be reduced from 6' to 0' abutting the building only along the western property line, requiring a 6' landscape variance. The requested variance area is 210' from the Granada Boulevard right-of-way. The Board of Adjustment and Appeals will conduct a hearing on Wednesday, June 27th at 7:00 pm for the requested variances. The Department will support the requested variances.

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 is arranging a meeting with a Jacksonville Industrial Developer to visit Ormond Beach and visit 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 with the easement area. A recent outage was reported by some of the businesses. Staff is awaiting an explanation and a schedule for the clearing work to begin.

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, which met this week to discuss strategies.
- 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. Follow up on their space needs and funding continues.
- 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.

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 met with representatives from FDOT this week to conduct a required annual review of current and proposed improvement projects for the airport, and to plan for state and federal funding of airport projects through FY2018.
- Re-striping of Taxiway "F" was completed this week. The contractor also removed obsolete markings from Taxiway "D."
- Staff continues to work with the Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.
- Staff compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- The Civil Air Patrol will commence "Exercise America's Shield" (EAS2012) at the airport this week, which will run 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 placed a proposed Supplemental Joint Participation Agreement (SJPA) with FDOT on the June 19th City Commission agenda. This SJPA will fund a project to update ramp and apron lighting with modern, energy efficient LED systems in keeping with current City-wide initiatives. The SJPA provides 100% security funding, so this project will have no impact on the airport budget.
- Staff has requested quotes to conduct an appraisal of certain airport properties for budgetary purposes. No responses have been received to date.
- 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. Deliverables from the survey are expected by June 15th. Staff continues to work with TowerCom, Inc. and the FAA 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 45 Journal Entry Batches (# 3465 – 3593).
 - Approved 22 Purchase Requisitions totaling \$115,182.15.
 - Issued 13 Purchase Orders totaling \$50,324.96.
 - Advertised Bid No. 2012-20, Central Park Paving, Fleming Avenue & Hammock Lane, in the News Journal and posted to DemandStar on 06/10/2012.

- Prepared 194 Accounts Payable checks totaling \$610,122.82 and 45 Accounts Payable EFT payments totaling \$1,460,056.94.
- Prepared 38 Payroll checks totaling \$34,021.70 and 327 Direct Deposits totaling \$391,023.00.
- Transferred IRS 941 payment of \$140,359.61.
- Processed 3,915 cash receipts totaling \$747,401.17.
- Processed 722 utility bill payments through ACH totaling \$57,226.80.
- Processed and issued 6,058 utility bills with billed consumption of water of 42,020k.
- Issued 923 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Open Workout
 - Walking with the Manager (6/22)
 - FPL Tree Trimming (late June)
 - Summer Camp Programs
 - Nova Community Park Plan (Meeting on June 21st)
 - Hand Avenue Road Closure
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements on the City's website.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with Volusia County's Community Assistance's new Capital Projects Manager.
 - Attended Local Mitigation Strategy (LMS) meeting.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 4
- Hazardous: 8
- EMS: 73
- Motor Vehicle Accidents: 8
- Public Assists: 46

TOTAL CALLS: 142

- Aid provided to other agencies: 29 calls – Volusia County (19), Daytona Beach (8), Holly Hill (2)
- Total staff hours provided to other agencies: 34 hours
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 57

Training Hours

- EMS Protocols: 3
- EMT Refresher Modules: 3

- Ethics: 11
- Leadership: 12
- Paramedic: 5
- Tactics: 14
- Technical Rescue: 4

TOTAL TRAINING HOURS: 52

Station Activities

- Conducted 5 fire inspections.
- Updated 25 pre-fire plans.
- Participated in Vehicle Day at City Hall for Tomoka Elementary gifted students.
- Attended Health Fair for Ormond-in-the-Pines residents.

Operations

- Attended city services meeting regarding Independence Day Celebration responsibilities.
- Meeting with Fleet regarding Opticom program.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Fleet Operations – Fleet Systems Specialist
 - Planning Department – Planning Technician
- 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 on the City web site. Closing date is 06-08-12.
 - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled.
 - 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. On 06-06-12 this position was again re-advertised as open until filled.
 - Public Works Department/Drainage Maintenance - Maintenance Worker III position was advertised in-house and on the City web site with a closing date of 06-22-12.
 - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12.
- Job Offers
 - 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 top candidate and accepted with starting date of 07-23-12.
 - 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.

- Promotions
 - Finance Department – Purchasing Coordinator interviews were conducted and an in-house applicant was selected. Promotion is effective 07-23-12.
 - Police Department/Operations – The number one officer on the promotional eligibility was promoted to the Corporal (temporary) position effective 05-27-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 4-30-12: 1.84% (excluding retirements)
 - Engineering Department – Civil Engineer effective 05-25-12.
 - Planning Department – Planning Technician effective 06-04-12.
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker IV effective 06-08-12.
 - Leisure Services Department/P.A.C. – Part Time Custodian effective 06-06-12
 - Leisure Services Department/P.A.C. – Part Time Box Office Attendant effective 06-06-12.
- Public Records Requests
 - Public Records request for copy of personnel file for the former Mayor.
 - Public records request for copy of W-2 and year-to-date payroll information for Firefighter/EMT.

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

- The City of Ormond Beach LEAPS Academy started “Ethics in the Workplace” training for all full time employees. The next sessions are scheduled for 07-19-12 and 07-20-12. To date, we have scheduled 306 employees.

Risk Management Projects

- Continuing work on Supervisor Training program.
- Continue gathering data for Property & Casualty Insurance Renewal Application.
- Attended Insurance Program Committee meeting.

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: - 50 New work - 61 completed - 41 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 21,493 | Inbound E-Mails Blocked | 12,110 |
| Delivered Inbound E-Mails | 9,294 | Quarantined Messages | 89 |
| Percentage Good Email | 43.2% | Virus E-Mails Blocked | 138 |

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 1,171 (5.2%) potable 1036, Irrigation 135
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

- Attended Public Works Meeting
- Attended City Manager staff meeting
- Lightning Detection systems staff discussion
- Met with OBYBSA Commissioner regarding tee ball field proposal review
- Project ROMP site visit
- Nova Community Center site visit
- Attended Special Events Meeting
- Attended Project ROMP Committee meeting
- Personnel Evaluations
- Park Visits
- Supervisors/Coordinators meeting
- Coordinator one on one meetings
- Summer counselor orientation meeting
- Independence Day Sound/Stage Logistics meeting
- Campus Outreach Youth daily projects assignments
- Met with Landscaping contractor regarding mowing
- Met with Painter regarding Nova Community Center

- 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.
- Luis Camacho's 6-a-side Soccer League plays 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.
 - Prepared 7 fields for the summer 6 vs. 6 soccer league.
 - Began summer sprinkler inspections for all fields.
 - Worked with college volunteers on mowing, edging, weeding and general cleanup.

- Senior Center
 - Scheduled classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol met on Monday from 6:30pm to 9pm.
 - 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: CMT Dance Camp.
 - Tuesday: CMT Dance Camp.
 - Wednesday: CMT Dance Camp. Living Word Family Church met.
 - Thursday: CMT Dance Camp.
 - Friday: Show Club held regular classes.
 - The Performing Arts Center is preparing to host the following event:
 - Center Stage Dance and Performing Arts Recital, Sunday, June 17th, 2pm. For tickets, call 386-663-4549.

- South Ormond Neighborhood Center
 - The splash pad opens daily at 10am.
 - Youth Basketball was played Monday through Thursday, 6:30pm to 8:30pm.
 - Free-play basketball was played daily, 1pm to 6:30pm.
 - Summer Camp preparations continued.
 - Youth Basketball Tournament was played Saturday in Flagler County.
 - Fitness room was open daily during Center hours.
 - A pavilion rental was on Saturday 11am until 2pm.

- Community Events
 - Attended Senior Games meeting.
 - Attended IDC logistics meeting with sound, stage and lighting company.
 - Attended Memorial Day Post Event Committee meeting.
 - Attended a staffing meeting.
 - For 2012 Senior Games: assisted in planning of 2012 games, assisted the board in finding new committee members and volunteers, and with sponsorship letters and inquiries.
 - For 2012 Independence Day Celebration: processed sponsorship monies, submitted RFP for port o lets, distribution of resident notices, developed staffing schedule, ordered and purchased supplies for event, developed sponsorship recognitions.
 - 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 the first summer tumbling clinic to be held Saturday, June 16th.

- 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).
 - 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.
 - Planning continued for Nova Summer Camp Connection and Camp T-Rec.
 - The remodeling of the Center's front office continued.
 - Steve Ridder (Embry Riddle) conducted Basketball Camp in the gym from 9am to 12pm.
 - Made preparations for Camp Counselor Orientation which will take place on Saturday from 9am to 12pm.

- 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.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - Guild members held a Gala meeting in the Gallery on Monday morning.
 - Guild members met on Monday to begin archiving Casements information and begin creating the Centennial timeline display.
 - Art Expressions Summer Camp began this week from 9am until noon Monday through Friday at The Casements.
 - The Memorial Day Remembrance Committee held a post Memorial Day meeting in the Preservation Room on Wednesday.
 - The Guild Crafters met on Thursday afternoon.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - The Ormond Beach Art Guild held the strike of their 2012 Spring Show on Friday morning.
 - On Friday morning staff set up for a wedding ceremony/reception 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
 - Unpacked and put away refurbished Christmas snowflakes.
 - Completed debris clean-up at the Public Works complex.
 - Trimmed palm trees around the sign at Beachfront Park.
 - Poured three concrete slabs for trash can installation at Central Park II.
 - Repaired the walkover on playground equipment at Riviera Park.
 - Removed the swing by the river at Fortunato Park for refurbishing.
 - Removed dead Brazilian Pepper plant debris from around the dock area at Sanchez Park.
 - Cleaned up storm debris and trimmed low hanging limbs at Milton Pepper Park.
 - Removed graffiti from the men's room at Ames Park.
 - Repaired the men's room sink at Sanchez Park.
 - Conducted citywide safety inspections of parks and equipment.
 - Completed weekly inspections of parks facilities for reservations.
 - Repaired a broken swing line, reinstalled a rotor, and moved 1 spray head 6ft at Memorial Gardens.
 - Ran zone on the Granada Blvd. streetscape median and adjusted heads.
 - Cut tree stakes and installed them on oleander trees on the beachside streetscape.
 - Ran zone at the Byron Ellinor sign, installed a new timer battery and reset the timer.
 - Ran zone at Mulberry St. sign and adjusted 1 spray head.
 - Ran zone at Pleasant Dr. lift station, installed a new DC timer and adjusted spray heads.
 - Ran both zones at the Fleet gas island, replaced 4 damaged rotors, and flagged off the line break.
 - Attended LEAPS "ethics" training.
 - Located a lost valve on ball field #2, cleaned snails from the valve, and ran zone.
 - Dug up and repaired a zone line break at Fleet.
- Building Maintenance
 - Staff was called out for east exit gate malfunction at the Police Dept.
 - Met with two contractors for bids at City Hall.
 - Repaired an ice machine at the Tennis Center.
 - Repaired the Airport entrance gate.
 - Installed a new water filter on the drinking fountain at the Water Plant.
 - Station 94 bunkhouse is warmer than rest of station; evaluation is ongoing.
 - Distributed air filters to replenish stock at various facilities.
 - Sprayed for weeds on Taxiway F at the Airport.
 - Replaced a decorative light head on the beach approach.
 - Reconfigured wiring in the Nova gym office.
 - Repaired power for City Hall Planning Office.
 - Repaired track lighting at the Memorial Art Museum.
 - Replaced a photo cell for outside lights at SONC.
 - Repaired the water fountain at Fortunato Park.
 - Replaced the mister in the ladies restroom at Sanchez Park.
 - Repaired a sink in the ladies restroom at Nova concessions.
 - Replaced a fountain pump at Riviera Park.
 - Repaired a toilet in the Fortunato Park men's restroom.
 - Remodeled offices at Nova Rec.

Police Department

Administrative Services

- Attended the JAG Grant presentation meeting at the Volusia County Sheriff's Office.

Community Outreach

- PAL summer programs are scheduled to begin June 25th.

Criminal Investigations

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 15
- Cases Exceptionally Cleared: 8
- Inactive: 3
- Fraud: 3
- Burglary Residential: 1
- Larceny Car break: 1
- Grand Theft: 6
- Auto Theft: 1
- Sex Offense/Rape: 1
- Narcotics:
 - 3 Buy Walks
 - 3 Buy Walk Attempts

Comments:

- Several more car burglaries uncovered from last week's arrest of the subjects involved in the Hunters Ridge Burglaries.

Crime Trends: N/A

Records

- Walk - Ins / Window 141
- Phone Calls 212
- Arrest / NTA'S 16
- Citations Issued 128
- Citations Entered 184
- Reports Generated 117
- Reports Entered 131
- Mail / Faxes / Request 65

Community Service/Animal Service

- Animal calls responded: 53
- Animal Reports: 9
- Animal Bites: 2
- Animal Traps: 4
- Animals to Flagler Humane Society: 15
14 Cats 1 Dog
- Wildlife to Ponce: 2
- Animal Notice of Violation: 1
- Returned to Owner: Cat: 1
- Alarm Citation: 1
- Patrol
 - Total Calls 1,500
 - Total Traffic Stops 183

Operations

Crime Opportunity Reporting Forms issued: 180

- 6-7-12 Burglary Residence at 111 Shadow Lakes Bv. clothes and electronics were stolen.
- 6-7-12 Grand Theft at 548 N. Halifax Dr. Money and jewelry stolen by a known suspect.
- 6-7-12 Car Burglary at Elite Fitness, 1 S. Kings Rd. Window smashed and purse stolen.
- 6-8-12 Narcotics at SR-40 and Tomoka Ave. Traffic stop resulted in a drug arrest.
- 6-8-12 Warrant Arrest at 205 E. Granada Bv. Walgreen's. Suspect also charged with drug possession.
- 6-8-12 Car Burglary at 38 Canterbury Dr. Unlocked vehicle entered, occurred Tuesday.
- 6-9-12 Violation of Injunction at 529 Collins St. Complaint affidavit was filed.
- 6-9-12 Narcotics at Hand and Ridgewood Ave. Adult female was arrested at traffic stop.
- 6-10-12 Outside Agency Assist, OBPD units assisted with a stabbing case just inside the Holly Hill city limits.
- 6-11-12 Domestic Violence at Motel 6, cross complaints were filed for battery.
- 6-11-12 Dating Violence at 346 Putnam Dr. One male suspect was arrested.
- 6-11-12 Disturbance at Econolodge N. US-1. Family dispute.
- 6-12-12 Vandalism at 19 N. Yonge St. Suspect arrested on an open warrant.
- 6-12-12 Auto Theft at 1030 N. Tymber Creek Rd. Vehicle later recovered.
- 6-13-12 Prowler at 16 Ramsey Terr. Suspect was not found.
- 6-13-12 Warrant Arrest at 548 N. Yonge St. One male was taken into custody.

Traffic Unit:

- 12-06-00151, DUI Crash, 1000 BLK N. Tymber Creek Road. Driver was going north and veered across both lanes of traffic and into a deep ditch on the west side of the roadway. Driver proceeded north through the ditch for another 80-100 yards, blew out two windows while striking trees before the vehicle became disabled. DUI investigation revealed driver was under the influence. Arrest was made.
- 12-06-00173, DUI Crash, 801 S. Nova Road (Rockin' Ranch). Driver struck another vehicle in the parking lot. DUI investigation led to an arrest.
- 12-06-00205, Crash w/ Injury, SR A1A / Neptune: One vehicle rear ended two vehicles in front of it. Small child / passenger was injured by an airbag and transported to the hospital. SR A1A southbound was shut down and diverted down Neptune Avenue for about 40 minutes. At-fault driver cited.
- Ops plan and roster for Independence Day Celebration complete, approved, and posted.
- Ops plan and roster for the Coke Zero 400 race traffic complete, approved, and posted.
- Assisted NID with multiple illegal parking complaints. They were resolved without citations.
- LEAPS Training
- Traffic Citations 85
- Crash - No Inj. 20
- Crash - Injury 2
- 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
 - Pine Trail School Zone
 - Pathways School Zone
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive

- Beach Street
- Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 17 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 5Case initiated
- 15 signs either removed or sign cases created
- 12 tree removal permit requests
- Administrative staffs assisted with sixty-one (61) 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. There has been no change in the status of this case.

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 obtained permission to complete the fence in accordance with the 2010 permit and was given until Friday, June 8, 2012 to finish the fence and obtain a final inspection. The fence was not installed in accordance with the approved plans so the final inspection was not approved. A citation is forthcoming.
- 2) 135 Valencia Drive – Received a complaint about installation of a fence without a permit. The fence is made of the four sides of baby cribs. There are no structural requirements for fences in the Florida Building Code or in the Land Development Code as pertains to open style fencing or the use of parts of a baby crib for fencing purposes. All height and setback requirements must be met. The owners are being notified that a fence permit is required. NID staff spoke with the son of the owners of this property. His parents reside at this address. They are in their late 70's and early 80's. The son lives elsewhere but once he saw a photo of the crib fencing he said he would have it taken down. The fence has been taken down.

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. There has been no change to the status of this case.

Public Works

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing-** Contracts are being executed.
- **Transfer Station Pump Station-** Contracts have been executed. A pre-construction meeting is being coordinated.
- **SR 40 Sidewalk / Trail Phase III-** The retaining wall near the Shadows Crossing intersection was completed along with 600 feet of sidewalk.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Approximately 800 feet of forcemain was installed along Airport Rd. A 500 ft section of reclaimed watermain was installed on Ashton Look within the Hunters Ridge subdivision. A directional drilled pipe section of approximately 300 feet on Black Hickory within the Breakaway Trails subdivision was pressure tested and showed to have a leak. The contractor attempted to remove that section of pipe to repair it; however, the drill rig broke down, but is expected to return next week to complete the work.
- **Tomoka State Park-** Approximately 1,000 feet of sidewalk was placed near the mid-path extent and contractor completed setting forms for the south tie-in at Inglesa Avenue.
- **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 to discuss the project schedule with the general public. The contractor will be starting work at US1 on June 18th.
- **US1 & Nova** - The contractor is tentatively scheduled to begin construction June 28th.
- **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** – Staff will be presenting a construction proposal to the Leisure Service Advisory Board on June 20th to construct the new fields, parking, and storm water.
- **Nova Street light Painting-** Received written quotation 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- 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. Project is out for bid.
- Tymber Creek Phase I – Volusia County has not yet released advertisement for bid.
- N. Halifax Dr. Improvements- Final construction bidding documents are being compiled.
- 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:

- Processed project invoices/pay requests totaling \$237,826
- Prepared work authorizations totaling \$8,885
- Created AT&T engineering permit for Sunshine Blvd/Signal Av Intersection.
- Created Grade and fill permit for 85 Saddlers Run.

Other:

- Researched possible maintenance agreement for trailer park entrance on Arroyo Pkwy per Streets Div. request.
- Held public meeting for Hand Avenue construction project scheduled to start on June 18th.
- Researched and provided information for possible utility locations near 192 Riverside Dr. regarding the sinkhole in resident's driveway per Stormwater Div request.
- Staked out sight triangle for obstructions at 528 S Beach St and Shadow Lakes Blvd/ Nova Rd intersection per NID request.
- Completed tree locate near Main Trl bridge for Streets Div.
- Created construction set copies of proposed Andy Romano Park.

Customer Service:

- Researched and provided Fiber Optic utility location at requested intersections per FDOT request.

- Environment Management
Street Maintenance

Asphalt / Concrete

- Poured concrete slabs for trash cans at Public Works Complex
- Poured concrete sidewalks at 305, 349 and 353 Thackery Road
- Cut stress joint at Public Works Complex
- Pulled forms, backfilled and cut stress joints on the (3)Thackery Road residences
- Cut and removed asphalt at Rio Pinar & Forest Oak Drive
- Sidewalk repair on Oceanshore Blvd.
- Poured concrete sidewalk at Oceanshore Blvd.
- Poured concrete slab for a memorial bench at Fortunato Park

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 on Wilmette Ave. ROW, Orchard Ave. ROW, Harbour Lights at Fleming, North Forty entrance, FDOT ROW, Bryant St., and around buildings at City Hall
- Removed fallen trees on ROW on Sterthaus at the hospital, at Sanchez Park, at Performing Arts Center, and at Riverbend Park
- Trimmed trees at various DOT locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Put up and took down Holiday flags on the Granada Bridge for Flag Day
- ROW trimming at various locations

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Pinewood St. & River Beach Dr., checked the stop signs
 - Way finding sign on S. Yonge St. at Arroyo Pkwy, removed the Lions Club sign & replaced it with a new sign face provided by the Lions Club
 - Way finding sign on S. Yonge St. at Arroyo Pkwy, installed an American Legion logo on a round 24" sign blank and also installed this sign
 - 72 Lake Park Cir., installed (2) "No Trespassing" signs at the City owned lot
 - Andrews St. at the Performing Arts Center, replaced a bent post on a "No Parking" sign
 - Petrea Ter. & N. Beach St., straightened a stop sign post

- New Britain Ave. & N. Washington, straightened a 10 mph sign post
- 301 Rio Pinar, cleaned a 25 mph sign
- N. St. Andrews Dr & Tomoka Oaks Blvd., cleaned the stop sign & street name
- N. Orchard St. at Lincoln Ave., straightened a pedestrian crossing sign
- Fluhart Dr. & Riverside Dr., replaced (3) broken delineators in the street
- Received the approved Purchase Order for sign posts & anchors. The sign posts & anchors have been ordered and should arrive by July 2nd.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Basins – cleaned
- Basin Repair – Old Tomoka Rd.
- Weeded around various baffle boxes
- Met with homeowner at Ponce de Leon about erosion control mat for keeping sand/dirt out of gutter
- Chemical Sprayed – Ormond Airport
- Cleaned spillway at Bennett Lane
- Vactor – Lake Park Circle and assisted Streets Dept. for digging hole for sign
- Met with FDEP to fill out paperwork at Engineering Div.
- We are (3) people short for the next few weeks, due to health and vacation time

Street Sweeping/Streetsweeper

- 129.4 miles of road cleaned
- 28.5 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

33,245

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

20

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 9,271 gallons of unleaded and 4,665 gallons of diesel fuel on hand.
- Fleet completed 74 work orders this week.

• Utilities

- City's Consumptive Use Permit (CUP) Compliance Report – SJRWMD District Board approved the City's Five Year Compliance Report on June 12, 2012 to include modified withdrawal allocations and general permit conditions through 2024. Next compliance report will be for ten year period and will be due in 2019.
- Chemical Bids – Palm Coast will be administering the annual chemical bid advertisement for upcoming fiscal year. Specifications and estimated bid quantities were submitted to staff for review. Received comments for water chemicals. Additional information is needed for phosphate concentration in the corrosion inhibitor proposed for use at the water treatment plant. Considering preparation of a specification for a carbon source

- (acetic acid or glycerin compound) for assisting food source needs to aid in denitrification during construction project activities.
- Concentrate Disposal Study – The consultant is verifying that the relocation of the concentrate piping discharge was accepted by FDEP as part of the plant modification permit. FDEP will be sending a letter this week with their determination. Plans and specifications were received for review.
 - 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. The Engineering Division is preparing the change order.
 - Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. The CC provided feedback to staff to retool the proposed plan based on several considerations.
 - Airport Road Force Main/ Reuse Main Extension – Staff preparing quarterly report for SJ MFL Cost Share Agreement and project cost reimbursement.
 - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Awaiting scope and fee proposal from McKim & Creed for including with 2 inch water main replacement project. Water main piping needs to be relocated on Oceanshore Boulevard because the street is being widened.
 - Hand Avenue Extension – A public meeting was held last week 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. Met with the Legal Department concerning the project. A letter will be sent to the engineer for a determination as to whether the claims from the contractor and pump manufacturer about design deficiencies are valid.
 - Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. RAS and WAS pumps are being installed. Clarifier #3 is being rehabilitated. Recycle pump 3 is being installed. Chlorine contact tanks were coated. 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. The engineer estimates that a 15 horsepower aerator is sufficient. Remedial efforts are underway with Contractor and Facilities Maintenance groups for mold removal.
 - Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (Contractor) decides to accept final payment. Worsham has 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 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. A City Commission memo is being prepared recommending that the contract be awarded to Lucas Technologies.
 - 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. Wal-Mart lift station is being designed.
- 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: Reviewed revised plans for Alfies. Pennorth plans were approved. Water Management District permits were received for Jimmy Johns.
- 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. The Finance Department was contacted to obtain a project number for the purchase order.
- 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. Data was obtained to perform the cost benefit analysis need for the summary.
- Water Distribution
 - Exchanged 12 residential meters, installed 3 new water services/ meters.
 - Responded to and/or repaired 2 water service leaks
 - Replaced 14 water services due to aged piping, Repaired 13 meter boxes
 - Responded to 2 low pressure complaints
 - Flushed 4 cloudy water complaints
 - Tested 10 city owned backflows, 1 needed repair. Installed a dual check valve on a residential water meter due to thermal expansion
 - Meter testing: tested one 3", two 2" and one 1½" commercial water meters. One city owned 2" irrigation meter tested inaccurate. It is scheduled to be rebuilt. Scheduled tests for 5 commercial meters
 - Fire Hydrant Maintenance: 35 Volusia County fire hydrants inspected, pressure tested and painted. Continued creating a list of fire hydrants that are undersized and/or rusty from salt air/irrigation systems that are in need of replacement in Ormond-by-the-Sea
 - Exercised 8 valves prior to work being started on Hand Ave
 - Flushing: Arroyo Pkwy, S. Center St, Calle Grande, Santa Fe Ave, Orchard St, Garden St
 - Leak Detection: Locate valves and mains, set boxes for loggers to listen for leaks on Azalea Dr, Beech wood Dr, Poinsettia Dr, Sea view Dr, and Seaside Dr.
 - Utility locate service for Water/wastewater/reuse: 128 regular and 2 emergency locate have been completed
 - Clean and organize all storage areas and service trucks
- Water Treatment
 - Delivered to the City 36.667 million gallons for the week ending June 10, 2012 (5.238 MGD)
 - Backwashed 10 filters for a total of 421,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Operated high service pump using potable generator for PM.
- Waste Water Collection – Reuse
 - Crews responded to five trouble calls out west Breakaway/Hunters Ridge area and one in town.

- Cleaned 2,000 feet sewer mains
- Televised four/ cleaned ten sewer laterals.
- Locate sewer lateral for 752 N. Halifax Dr.
- Replaced back lid on pep tank at 23 Black Pine Way.
- Rehab two pep tanks at 28 Shadow Creek and 1 Tomoka Cove
- Root controlled six laterals.
- On going flushing of reuse on beach side.
- Checked force main pressure at 1800 US 1 (7 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 25.40 Million Gallons.
 - Produced 16.83 Million Gallons of Reuse.
 - Produced 8.57 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.63 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 163.31 (14%-18% Solids).
 - Chronic Bioassay samples are delivered to contract laboratory for testing.
 - 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
 - Repaired the leak on the centrifuge oil line drain pipe
 - Worked with operations on the Lime softening generator and power test, found MCC-1 mislabeled. Further investigation necessary to determine proper wiring configuration for main line circuit breakers for relabeling.
 - Repaired the leak on the gate valve on pump #4 at B.A.T. Irrigation.
 - Installed the new pump and motor on well 28H, new 7.5 HP motor was too wide to fit back in well due to corrosion on well casing. Installed 5 HP pump, but found head conditions to high. Ordered new 7.5 HP pump and motor in a 4" configuration. Installed new Bermad valve and adjusted.
 - Cleaned out the lime injection ports on the cones
 - Installed new Tube on Lime softening Peristaltic pump #3.
 - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway. BAT - one of three wells out of service
 - 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
 - Influent Odor Control Unit – customer complaint – bad noise/turned off for safety – found blower shaft seal had vibrated loose and broke the grease fitting off at the threads – pulled seal housing & repaired threads at grease port – installed repaired seal housing – adjusted belts as needed - reattached all shroud and cover parts – all OK
 - 6M – assisted Collections Div. as needed with station shut down & monitor to support 16" valve change out at Wastewater plant.
 - Chlorine Dosage Meter – replaced pump with new inventory
 - Ormond Green – replaced pump #2 with repaired inventory
 - Chlorine Pump #2 – operators indicated malfunction – screen showed “motor failure” – found nothing wrong with pump and operators are currently using this unit – all OK
 - Deragged Submersible aerators, daily
 - Deragged Influent pumps.

- 5M – sent change station back to home built controller – FLYGT filed warranty Claim for replacement
- Liftstation SCADA repairs to 18 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 23 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 78 work orders as reported in MP2 computerized maintenance management system, of which 68 were PM work requests and 20 were repair work orders.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Approval was granted to Energizer's request for discharge of SLS Cleaning and Sanitization processes to City's sanitary sewer collection system. Correspondence and laboratory results were reviewed and found in conformance with current City Sewer Use Ordinance criteria. The authorization was hand delivered to Energizer's Environmental Regulatory Officer including an approval letter with stipulations on future waste streams.
- Industrial Pretreatment Program: The process has begun to create the new permits for the City's Industrial - Significant User facilities connected to the sewer system. The permit applications should be received from each significant user (permittee) prior to June 30, 2012. All current permits expire on September 30, 2012; therefore the new permits must be in place prior to this date.
- Having received preliminary approval for the revision to the City's sewer use ordinance and new local limits from the FDEP, a first draft of the memorandum to the Commission was developed and is being reviewed. Once satisfactory, it will be presented to the Commission for approval and then sent back to FDEP for final approval and an implementation date.

Water Supply/Treatment and Distribution System Regulatory Activities

- The 2011 Annual Water Quality Report or Consumer Confidence Report (CCR) is being distributed with the water bills throughout the month of June for meeting the deadline of delivery to the customers by June 30, 2012. An advertisement will be published in the News Journal on July 9 notifying the public that our CCR is available.

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
- Agenda packet preparation and creation for the June 19, 2012, City Commission and CRA Meeting.
- Attended the Florida Association of City Clerk's Conference in St. Augustine from June 11, 2012 to June 13, 2012.

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - 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

- 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 sent report types and updated staff contact information to vendor.
 - 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.