

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 22, 2012

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, and City Clerk
- Bi-weekly meetings with Planning Director
- Held quarterly staff meeting with Department Directors and Division Managers
- Weekly budget discussion with Finance Director
- City Site Visits:
 - 526 Fred Gamble Way – met with resident regarding flooding concerns
 - Queen Anne Court – Drive by of residence in foreclosure to determine level of upkeep. Seems as if condition is fair at the moment.
 - Riverside Drive – observed new rumble strips to determine effectiveness in alerting drivers to slow their speed at park crossing. Additional strips to be added
 - Beachfront Park – Observed site conditions
 - Johnson Drive – Observed complaint of overgrown shrubbery of home in foreclosures.
 - Nova Park – landfill area and expansion area of new skateboard park

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Participated in weekly conference call with FCCMA staff
- As FCCMA President, attended FL Association of Counties Annual Meeting, sat in on a workshop for hiring county managers and county managers roundtable discussion
- Attended Nova Community Park Plan community meeting
- Held Walk with the Manager, guest walker was the City's Landscape Architect Paul MacDonald
- Attended meeting with City staff, airport tower manager Steve Brockett, and Lt. Colonel Joe Wisniewski (Civil Air Patrol and U.S. Airforce) on unmanned aerial vehicle operations at the airport
- Discussed with Votran their plan for Trolley Pass Distribution. Meeting scheduled by Votran for next week.
- Emailed Paul Momberger of ZCA about timeliness submission of plans for restroom and gateway structures at Beachfront Park. Plans submitted late this week, not sufficient at this point in time. Staff will discuss with Saboungi and ZCA.

Community Development

- Planning
 - Staff attended the following meetings:
 - The Planning Board conducted a work session on the Ormond Crossing Planned Mix Use Development (PMUD). Final comments from the PB members are due by the next Planning Board meeting in July. The Master Development Agreement is under

review by the City Attorney's Office. A public hearing on the PMUD is expected in August or September but it depends on the date Legal completes its review of the Master Development Agreement document.

- The TCC met to act upon the addition of the Alternatives Analysis Study for a mass transit connection between SunRail and Daytona Beach International Airport to a Transit Projects List and to the Strategic Intermodal System (SIS) Project list.

The City's three projects submitted for XU Traffic Operations funding this year were ranked against 22 other projects and the results are as follows:

- Adaptive Signal Control along SR 40 from Main Trail to Tymber Creek Road – Ranked # 4
 - Mast Arm Installation on SR A1A @ Cardinal Drive – Ranked #18
 - Mast Arm Installation on SR A1A @ Harvard Drive – Ranked #19
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- Building Inspections, Permitting & Licensing
 - Issued 78 permits with a total valuation of \$684,604.00
 - Conducted 157 inspections
 - Issued 7 new business tax receipts
 - The Building Division received the plans submittal on June 21st for the Andy Romano Beachfront Park.
 - Development Review
 - The SPRC met today with representatives for the Tomoka Christian Church for property at 1450 Hand Avenue. It appears that the project which has had extensions provided under the LDC, SB 2009 and HB 7207 which made the last extension to 2015 is being resurrected for construction. A pre-construction meeting is expected next week.
 - A site plan for a two story bank at 765 W. Granada (Lot 1 of the Olive Grove plat) was received for SPRC review and comment. The proposed architecture is Bermudian which is consistent with and furthers the Bermudian architecture of Olive Grove apartments.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. The Board members would like to discuss the workshop at their next scheduled meeting prior to scheduling a public meeting. 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 within the easement area. A recent outage was reported by some of the businesses. FPL representatives explained the power outage was caused by a lighting strike. Staff is expecting 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. 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. The development sub-committee is formulating strategies to address the challenges to business recruitment.
- 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 2 local companies to discuss strategies and programs to expand their markets. Follow up on their space needs and funding continues.
- Staff met with the President of the Choose Rain Company, located at Hull Pointe in Ormond Beach and a Volusia County economic development representative to discuss funding related opportunities for the company.
- 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.
- Staff met with Mr. Al Latimer, Senior VP for Enterprise Florida, which is the State of Florida's Economic Development Agency to discuss Ormond Beach economic development initiatives and the State's business assistance programs.

Airport Operation and Development

- The Civil Air Patrol (CAP) has been conducting "Exercise America's Shield" (EAS2012) at the airport this week, which is scheduled to conclude on 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. Cadets from the Ormond Beach Composite Squadron of the CAP have played a significant role in this exercise by assisting air crews with the launch and recovery of mission aircraft.

- Staff conducted a meeting this week with a prospect interested in leasing Parcel 1 in the Southeast quadrant of the airport.
- Staff received one noise complaint late last week and another this week, primarily concerning east-bound departures from the airport. In response, staff communicated with all of the flight schools in the area to remind them of our noise abatement procedures and to request particular awareness of noise sensitive areas to the east and northeast of the airport.
- The City Commission approved a Supplemental Joint Participation Agreement (SJPA) with FDOT at their meeting on the June 19th. 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. Three (3) 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 Engineering Division on landscape and storm water drainage improvements to the air traffic control tower site.
- 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 (# 3599 – 3698).
 - Approved 26 Purchase Requisitions totaling \$190,957.23.
 - Issued 20 Purchase Orders totaling \$70,608.61.
 - Mailed Letter of Intent to Award for RFP No. 2012-14, Independent Audit Services, to four (4) firms that sent proposals on 06/19/2012.
 - Mailed Letter of Intent to Award for Bid No. 2012-19, City of Ormond Beach Purchase of Vacuum Septic Truck, to five (5) companies that submitted bids on 06/19/2012.
 - Held pre-bid meeting for Bid No. 2012-20, Central Park Paving, Fleming Avenue & Hammock Lane, on 06/20/2012.
 - Prepared 156 Accounts Payable checks totaling \$484,838.56 and 38 Accounts Payable EFT payments totaling \$322,899.25.
 - Processed 3,886 cash receipts totaling \$1,074,435.60.
 - Processed 1,313 utility bill payments through ACH totaling \$83,466.93.
 - Processed and issued 5,228 utility bills with billed consumption of water of 40,489k.

- Issued 607 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...New Summer Hours
 - Open Workout
 - Independence Day Celebration
 - Jim Miller's Big Band America (7/7)
 - Movies on the Halifax ("Zookeeper" – 7/6)
 - Summer Sounds (Free concert series, July 13, 20, and 27)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements on the City's website.
 - Completed Employee Newsletter for July 2012
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted VOCA FY 12-13 continuation application for funding of \$40,546.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 2
- Hazardous: 1
- EMS: 76
- Motor Vehicle Accidents: 11
- Public Assists: 37

TOTAL CALLS: 130

- Aid provided to other agencies: 17 calls – Volusia County (10), Daytona Beach (5), Holly Hill (2)
- Total staff hours provided to other agencies: 9 hours
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 72

Training Hours

- Advanced Airway Management: 3
- Driving: 2
- EMS Protocols: 9
- Extrication: 3
- Ladders: 3
- Medical Director Training: 10
- Pump Operations: 8
- Tactics: 7
- Technical Rescue: 6

TOTAL TRAINING HOURS: 51

Station Activities

- Updated 18 pre-fire plans.
- Provided first aid training to Leisure Services summer camp counselors.

Significant Incidents

- 6/12/12, 2:22 PM: Royal Rd. – Structure Fire – Upon arrival found heavy black smoke around closed laundry room door – all occupants out of structure – fire located behind hot water heater – thermal imaging camera revealed no extension to walls or ceiling – minimal damage.
- 6/15/12, 1:09 PM: South Forty Trl. / Clyde Morris Blvd. – Motor Vehicle Accident – T-bone type collision of pick-up truck vs. car – heavy damage to car with two passengers – one entrapment and one out of vehicle – crew removed large tree limb with chainsaw blocking vehicle access – door cut to remove patient declared as trauma alert – both passengers transported to hospital.
- 6/16/12, 1:52 AM: Fleming Ave. – Motor Vehicle Accident Rollover – Vehicle found resting on roof with both side doors open – no occupants found upon arrival – search conducted of surrounding area with thermal imaging camera – driver found in general area and brought back to scene for evaluation – patient transported to hospital.
- 6/16/12, 9:08 PM: W. Granada Blvd. – Motor Vehicle Accident – T-bone type collision of pick-up truck and OBPD police car – police officer and passenger of truck transported to hospital – accident under investigation.

Operations

- Attended Volusia County Fire Chief's Association meeting regarding countywide automatic aid.
- Attended Volusia County Sheriff's Office fire and EMS users group meeting.
- Met with IT to determine tower obstruction height for data communication at Fire Station 94.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Fleet Operations – Fleet Systems Specialist
- 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 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. Closed on 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. On 06-20-12 thirteen applicants were entered on applicant tracking sheet with qualifications and forwarded to the department for review.
 - 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 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.
- Planning Department – Planning Technician position was advertised in-house and on the City web site and will close on 07-06-12.
 - Leisure Services – P.T. Custodian for both The Casements and the P.A.C. have been advertised on the City web site with closing dates of 07-06-12.
 - 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 an applicant 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 and promotion is effective 07-23-12.
 - Police Department/Operations – The top Police Officer on the promotional list 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)
 - Public Records Requests
 - Public Records request for copy of personnel file for 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 May, 2012 monthly report reflects savings of \$73,826.15 for City residents during the twenty-four months that the program has been in effect in Ormond Beach. Over 1,693 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 final revision and dry run of New Employee Orientation.
- Attended Police Department Safety Committee meeting; incident review.
- Attended Beautification 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: - 31 New work - 53 completed - 37 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,118	Inbound E-Mails Blocked	12,640
Delivered Inbound E-Mails	10,369	Quarantined Messages	109
Percentage Good Email	44.9%	Virus E-Mails Blocked	137

- Notable Events: Nearly completed upgrading all PD Mobile Data Terminals (MDTs) with the new dispatch software (46 of 57 MDTs completed). VCSO deadline is July 1 to have all MDTs using the new MobileCom software. IT is also using the opportunity to perform system maintenance and optimization on mobile units since they are rarely in the office.
- Generator and Automatic Transfer Switch (ATS) at the Hardened Data Center (HDC) has been programmed by the vendor to perform a scheduled monthly on-load run test. Previously staff would test periodically.
- Geographical Information Systems (GIS)
 - Addressing Additions: 20 Changes: 124 Corrections: 2
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 1,321 (5.9%) potable 1,184, Irrigation 137
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

- Supervisory staff meeting held
- Attended Public Works staff meeting
- Attended City Manager staff meeting
- Attended T-Ball Complex construction cost meeting
- Attended City Commission meeting
- Attended Leisure Services Advisory Board meeting
- Attended Nova Community Park Master Plan meeting
- Park & facility visits
- Central Park ID Marker meeting
- Project ROMP
- Applied for Pet Grant
- Completed the Get Wild!
- Attended Lady Renegades
- Attended Summer Counselor Training
- Organized Campus Outreach 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 finished up their play 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.
 - NABF Baseball Games, formerly American Legion Baseball, played this week on Wednesday afternoon at the Wendelstedt Fields, Sports Complex.
 - The City Summer Youth Volleyball started this week on Tuesday and Thursday nights from 6:15pm to 8pm at the Nova Gym. Ages range from 10 to 17 years old.
 - Upcoming Events: Youth Summer Sports Clinics.

- 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.

- Senior Center
 - Scheduled June 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.
 - Living Word Family church was held Tuesday from 6:30pm 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: CMT Dance Camp and Show Club Follies Dancers Review class.
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- Wednesday: CMT Dance Camp and Show Club Follies Dancers Review class. Leisure Services Advisory Board met.
- Thursday: CMT Dance Camp, and CMT Dance Camp Recital, 7pm.
- Friday: Show Club held regular classes.
- The Performing Arts Center is preparing to host the following event:
 - Volusia Academy of Ballet Recital, Saturday, June 23rd, 7pm to 9:30pm, \$15.
- 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 began this week, Monday through Friday 8am until 5:30pm.
 - Adult Basketball was played on Wednesday from 6pm to 9pm.
 - The fitness room was open daily during Center hours.
 - A pavilion rental was on Saturday 11am until 2pm.
- Community Events
 - For 2012 Senior Games: assisted in planning of 2012 games and with board with finding new committee members and volunteers; assisted with sponsorship letters and inquiries.
 - For 2012 Independence Day Celebration: processed sponsorship monies, ordered and purchased supplies for event, developed sponsorship recognitions. Updated Independence Day Celebration documents: Stage MC notes, updated bridge signs, vendor maps and permit identification tags, corner managers' equipment lists, corner managers' timeline, staffing schedule, reviewed port o lets bids, researched bids for printed program, cleaned and organized decorations.
 - For 2012 Summer Sounds Free Concert Series: researched and confirmed bands, and updated flyer and bridge signs.
 - Assisted with Campus Outreach lunch schedules.
 - Walk with the Manager, Friday, June 22nd, 8am at The Casements.
 - 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.
 - A Summer Tumbling Clinic was 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.
 - Youth Volleyball practice was held Tuesday from 6pm to 8pm in the gymnasium.
 - Nova Community center began the first session of Summer Connection Day camp on Monday, June 18th.
 - Camp T-Rec counselors started setting up for Camp T-Rec, which begins next week.
 - A Community meeting was held to discuss future plans for the park property.
- The Casements
 - Classes met this week including: Pilates, Rock 'n Roll, Teeny Tiny Yoga, Yoga and Yoga Groove.

- Tours continued from 10am to 4pm Monday through Friday, and Saturday from 10am to 11:30am.
- A wedding and reception was held at Bailey Riverbridge on Saturday afternoon.
- A wedding was held in Rockefeller Gardens followed by a reception at The Casements on Saturday.
- Church services were held at Bailey Riverbridge on Sunday morning.
- "Groovy Green Scenes" was the theme for this week's Art Expressions Summer Camp at The Casements from 9am until noon Monday through Friday.
- Donna Oldham's art exhibit entitled "Perceptions 2" was hung in the Gallery on Monday.
- A new yoga class, Yoga Groove, began on Tuesday. The class is for young people and uses popular music combined with free-flowing yoga sequencing.
- Approximately 21 women from the Crane Lakes Lady Birds toured The Casements on Wednesday morning.
- On Thursday new security cameras were installed at The Casements thanks to a very generous donation from The Casements Guild.
- Friday morning staff set up for a wedding reception to be held at The Casements on Saturday.
- The Coordinator had a wedding consultation with a bride on Friday morning.
- Staff continued to plan for Enviro Camp to be held July 9th through August 3rd.
- Parks and Irrigation
 - Trimmed low hanging limbs at the Central Park I dock.
 - Replaced basketball nets at Central Park I.
 - Poured a slab for memorial bench installation at Fortunato Park.
 - Trimmed low hanging limbs over the restrooms at Fortunato Park.
 - Repaired a damaged hand rail on the Main Trail bridge.
 - Cleaned overgrown vegetation at the entrance to Memorial Gardens.
 - Raked leaves and cleaned up debris from behind City Hall.
 - Thinned out bamboo and cleaned out overgrowth around the retaining wall in the parking lot at Memorial Gardens.
 - Removed graffiti from the men's room at Sanchez Park.
 - Replaced trash cans in the restrooms at Central Park II.
 - Conducted citywide safety inspections of parks and equipment.
 - Completed weekly inspections of park facilities for reservations.
 - Cleaned a vandalized restroom at Cassen Park.
 - Ran all zones at the American Legion, replaced 4 damaged spray heads, repaired 2 broken swing lines, re-nozzled and adjusted all heads.
 - Replaced 2 stolen bubblers from under the bridge planters on the Cassen Park side.
 - Replaced 2 damaged bubblers from under the bridge planters on the Fortunato Park side.
 - Replaced 1 damaged spray head in the median at Sandcastle Dr.
 - Ran the zone at Woodhaven Cir., cleaned out the valve and replaced the timer.
 - Ran the zone at Colonial Circle, replaced 2 damaged spray heads and adjusted the heads.
 - Dug up and repaired a 2" mainline break on the Granada Blvd. streetscape across from Moe's Restaurant, backfilled the hole and tested the repair.
 - Replaced 5 damaged rotors on W. Granada Blvd. medians #7, #8 and #11.
 - Picked up stakes and cones from W. Granada Blvd. medians.
 - Installed a new timer at Bailey Riverbridge Gardens.
- Building Maintenance
 - Met with two contractors for bids at City Hall regarding temporary chiller quotes.
 - Assisted with Nova reception area renovations.
 - Repaired three A/C units at The Casements.

- Replaced a soap dispenser at SONC.
- Cut several keys for various facilities.
- Had a guided tour with Urban Forestry for tree trimming needs at City Hall.
- Repaired the women's restroom at the Senior Center, Building A.
- Repaired a drinking fountain in Central Park II.
- Repaired the outside water fountain at Nova Rec. Center.
- Repaired the women's restroom in the City Hall atrium.
- Cleared the sink drain at Fire Station #92.
- Balanced the water wheel at The Casements.
- Installed a new pump cover at the City Hall fountain.
- Repaired emergency lights at the Senior Center.
- Repaired lights in the Planning Dept.
- Repaired a broken light at the Waste Water facility.
- Repaired DOT lights on the Granada Bridge.
- Replaced sculpture lights at Fortunato Park.
- Installed a wall mount fan at the Senior Center.
- Installed a TV wall mount for The Casements.
- Finished the remodel job at Nova Rec. Center.

Police Department

Administrative Services

- Attended the FBI NA Annual Conference Planning Meeting.
- Held three (3) administrative conferences with employees.
- Attended quarterly Department Head and Division manager staff meeting.

Community Outreach

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

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 4
- Larceny Car break: 9
- Grand Theft: 7
- Auto Theft: 2
- Offense Against Family/DCF Reports: 1
- Robbery: 1 (strong arm)

Comments:

The suspect has been identified in counterfeit fraud investigation wherein she attempted to cash a counterfeit check at a Wells Fargo bank. The subject in question and victim are from the Miami area. Charges are pending

Records

- Walk - Ins / Window 140
- Phone Calls 220
- Arrest / NTA'S 34
- Citations Issued 88
- Citations Entered 162
- Reports Generated 155
- Reports Entered 168
- Mail / Faxes / Request 68

Community Service/Animal Service

- Animal calls: 54
- Animal Reports:14
- Animal Bites: 2
- Animal Traps: 3
- Animals to FHS: 7
- Cats:2 Dogs: 5
- Injured Wildlife:2
- False Alarm Citation:1

Patrol

- Total Calls 1,485
- Total Traffic Stops 146

Operations

Crime Opportunity Reporting Forms issued: 215

6-14-12 Warrant Arrest at 184 E. Granada Bv.

6-14-12 Grand Theft at 4 TamO'Shanter Dr.

6-15-12 Car Burglary at 24 Oceanshore Bv. A purse stolen from an unlocked vehicle.

6-16-12 Car Burglary at 484 S. Yonge St. A purse was stolen from an unlocked vehicle.

6-16-12 Auto Theft at Sanchez Park. Son loaned mother's vehicle to a friend who did not return it. Victim pressed charges.

6-16-12 Narcotics at 500 Block of W. Granada Bv. A suspect was arrested for riding a stolen bicycle and possession of marijuana.

6-16-12 Car Burglary at 220 N. Nova Rd. Window broken and a purse was stolen.

6-16-12 Car Burglary at 250 N. US-1 Skate Center. Window broken and a purse stolen.

6-16-12 Car Burglary at the Comfort Inn 507 S. Atlantic Ave. Three vehicles were entered and property was stolen. The investigation led to the arrest of two suspects who were staying at the motel.

6-16-12 Car Burglary 338 Oceanshore Bv. Window broken and a purse was stolen.

6-17-12 Disturbance at 1274 Buckeye Rd. Suspect arrested for battery.

6-17-12 Disturbance at 500 Shadow Lakes Bv. Suspect arrested for Domestic Violence.

6-17-12 Disturbance at 284 Military Bv. Suspect arrested for battery.

6-18-12 Disturbance at 7 Mainsail Cir. Affidavit filed for battery.

6-18-12 Fraud at 535 N. Nova RD. Victim's checks and credit cards used fraudulently.

6-18-12 Car Burglary at Neptune and Oceanshore Bv. Two cars with valuables left in view had their windows smashed out and the items taken.

6-18-12 Car Burglary at 1060 W. Granada Bv. Window smashed and wallet stolen.

Traffic Unit:

- 12-06-00282, Crash w/Serious Bodily Injury, SR 40 / South Forty Trail. Motorist turned left in front of a pickup truck and was struck hard in the passenger side. The vehicle was forced sideways about sixty feet before coming to rest. Passenger sustained serious injuries and transported under trauma alert but will likely survive. At-fault driver cited. One lane of SR 40 eastbound was shut down for about one hour.
- 12-06-00297, 00299, 00300, DUI / Hit and Run / Rollover Crash, Fleming Avenue and Parkview Drive: Motorist struck several mailboxes down Fleming Avenue and later rolled his vehicle over at Parkview Drive. Transported to the hospital. DUI charges pending blood test results.
- Crash w/Injuries (OBPD Vehicle), SR 40 at the Moose Lodge. Motorist exiting the Moose Lodge pulled out in front of Officer Reagan, who had no chance to avoid a collision. Her patrol vehicle crashed into the side of the violator vehicle. Officer Reagan suffered minor

injuries. Other driver was hospitalized and charged with DUI with property damage / personal injury, DUI refusal, failure to yield. The crash was investigated by the Florida Highway Patrol.

- Traffic Citations 63
- Crash - No Inj. 9
- Crash - Injury 6
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - Hidden Hills
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 5 Cases Initiated
- Zone 2: 9 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 6 Case initiated
- 9 signs either removed or sign cases created
- 9 tree removal permit requests
- Administrative staffs assisted with two walk-in and fifty-eight (58) 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. The citation has been paid and the site has been cleaned. This case is closed.
- 2) 1406 Overbrook Drive – Received a complaint about a boat that has been stored on site for a period of three months and one that has been stored on the next door property as well. Staff observed the boat at the above referenced address. Four consecutive inspections must be made to determine if the boat is stored in a manner that violates the code. No boats were observed on either of the neighboring properties. The boat has been removed. This case is closed.

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. The \$100 citation has been issued. This case has been placed on the July 23rd Special Magistrate hearing schedule.

Public Works

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing-** Contracts are being executed.
- **Transfer Station Pump Station-** Pre-construction meeting was held on June 21.
- **SR 40 Sidewalk / Trail Phase III-** All sidewalk installation was completed. Contractor continues to work on drainage system near the retaining wall by Shadow Crossings, along with curb and shoulder restoration.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Approximately 1,800 feet of new reclaimed watermain was installed and approximately 600 feet of new forcemain.
- **Tomoka State Park-** Approximately 1,100 feet of new concrete trail was constructed.
- **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 to discuss the project schedule with the general public. The contractor has started work at US 1 with milling and water main installation.
- **US1 & Nova Turnlane-** Construction is scheduled to start June 28th. The contract is for 80 days.
- **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 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** - The project consultant is preparing final engineered plans for staff review.
- **OBSC T-Ball Fields** – Staff presented 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 quotations 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 first community outreach meeting was held on June 21st.
- Ormond Scenic Loop- FDOT is working with their consultant to finalize the sign design.
- South Peninsula 2-inch Water Main Replacement- consultant is performing the survey work.
- Audible Pedestrian Signals- Consultant provided an updated project schedule.
- 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 currently reviewing the proposed street light relocation design plans.
- Central Park Paving – Pre Bid Conference was held on June 20th.
- Tymber Creek Phase I – Project is being advertised June 24, 2012.
- N. Halifax Dr. Improvements- Plans and technical specification were completed.
- Side Street Lighting Conversion- The material purchase bid award is scheduled for July 31st.
- 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 are being 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:

- NPDES- The Florida Department of Environmental Protection performed an audit of the City's National Pollution Discharge Elimination System (NPDES) program mandated to municipalities and counties by the FDEP. Staff met with FDEP representatives to demonstrate compliance with the program goals and objectives to maintain good practices in preventing pollutants associated with stormwater runoff from entering waters of the State, such as street sweeping, stormdrain cleaning and erosion control practices for construction.
- Processed project invoices/pay requests totaling \$94,780.

Other:

- Elevation survey shots completed at 27 Clydesdale Dr. to help solve flooding complaint per Streets Div. request.
- Elevation survey shots taken at Ormond Elementary parking lot for proposed walkway to bus stop.
- Field located the Airport Security fence to reflect new and adjusted fence locations for the creation of an As-built drawing per Airport Mgr. request.

- Compiled proposed street lighting and added utilities to the Granada Blvd. Median drawings for the creation of a landscape plan per consultant request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Ground sidewalk on Ormond Green Blvd.
 - Patched sidewalk with vinyl on Ormond Green Blvd.
 - Removed concrete sidewalk, topsoil and sod on Mail Trail.
 - Concrete patch at 900 block of Northbrook Dr.
 - Asphalt patch on March Ridge Watch
 - Removed forms on Ocean Shore Blvd.
 - Poured concrete slab at Fortunato Park
 - Constructed spillway from sidewalk to gutter on Clydesdale Dr.
 - Investigated asphalt depression on S Washington St.
 - Repaired asphalt pothole in Cassen 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
- Trimmed at Ames House on S Beach St.
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Removed dead palm tree on Ormond Pkwy
- Removed dead oak tree on Shawnee Trl.
- Trimmed at Harmony Ave and Hull Rd.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Removed holiday flags from SR40.
- Assemble signage for July 4th celebration.
- Weed control on Nova Rd., Thompson Creek Rd., A1A, under bridge, bridge guardrails, and City Hall.

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Straightened stop sign post at McIntosh Rd and Putnam Ave.
 - Straightened stop sign post that was hit by a vehicle at Reynolds Ave and S Beach St.
 - Straightened stop sign post hit by a vehicle at Pine Valley Cir and N St Andrews Dr in addition to replacing missing street names.
 - Retrieved a 25 mph sign that a homeowner found in his yard at 300 block of N. Halifax Dr. Staff was unable to find where the sign came from.
 - Replaced stop sign, "Right Turn Only" sign and post that were damaged as the result of an accident. Street names were not damaged and were reinstalled.

- Installed 4th of July signs at Fortunato Park, Bailey Riverbridge, and Cassen Park which inform the public that the piers and boat ramps will be closed during the fireworks celebration. Signs were also installed on the pier on the west side of the river indicating that portions of the pier will be shut down in preparation of the July 4th celebration.
- Installed 10 rumble strips in advance of two crosswalks on Riverside Drive in front of The Casements.

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Responded to citizen concern at 280 North Ridgewood Ave. Gutter on west side of road is being pushed up by tree roots. Referred to Streets Section.
- System inspection at 600 block of E Ridgewood Ave. - ongoing
- Swale inspection at Ramsey Terrace
- Reachout mowing – US1
- Vactor at Trails Clubhouse (Gutter repair, French drain repair)
- Staff is currently (3-4) people short for the next few weeks

Street Sweeping/Streetsweeper

- 119.2 miles of road cleaned (4 days)
- 24.5 cubic yards of debris removed (4 days)

• Fleet

PM Services completed for the week:

Emergency Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
21

Road Calls for the week:

4

Quick Fleet Facts:

- Fleet has 15,020 gallons of unleaded and 3,648 gallons of diesel fuel on hand.
- Fleet completed 64 work orders this week.

• Utilities

- 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. Received comments for wastewater 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 at WWTP.
- 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 reviewed from McKim & Creed. Comments were sent to the engineer for modifying the proposal.

- 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 prepared the change order and it was executed by the contractor.
- 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 – Directional drilling activities continue on the project: approximately 1,800 feet of new reclaimed water main and 600 feet of new force main were installed this period. 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 – The contractor has started work at US 1.
- 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. Sent a letter to the design engineer requesting formal determination as to whether the described pump ragging deficiencies and out of service pump are contained in the current contract scope of work.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. RAS Pump 6 and WAS Pump 2 was installed. Clarifier #3 is rehabilitated and placed back in service this week. Recycle pump 3 is being installed. Fermentation train #1 is out of service and submersible mixers and internal tank walls are being installed. 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 – A disposition memo was submitted to bid the project for the July 3rd City Commission meeting.
- Pretreatment Effluent Pump (PEP) Replacement –The low bidder is Lucas Technologies at \$385 per unit. A City Commission memo was prepared for the July 31st agenda 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 – Electric control panel drawings were obtained and sent to the consultant for incorporation into the plans. 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: Site plans for Alfies and Jimmy Johns were approved. Plans for Lot 1 in Olive Grove were received for review.

- Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. Preparing Agenda packet for Ordinance and CC consideration.
- WWTP Sludge Conveyor System Replacement – The project includes replacement of rollers and belt for prolonging proper operation of existing conveyor. The lowest quote was received from Brasfield & Gorrie for \$14,173.26. The Finance Department provided a project number for the purchase order. A purchase order is being prepared.
- Transfer Station Lift Station Upgrades – Contracts are executed and a preconstruction meeting was held on June 21, with the project team.
- WWTP Operation Permit – The FDEP consent order is in effect until August 2013 through the facility construction period. A Pollution Prevention (P2) Project summary was prepared and submitted to FDEP for review. P2 Project is the dewatering station bypass piping project.

- Water Distribution
 - Exchanged 9 residential water meters
 - Responded to and/or repaired 6 water service leaks
 - Replaced 6 water services due to aged piping, Repaired 8 meter boxes
 - Responded to 4 low pressure complaints
 - Flushed 2 cloudy water complaints
 - Tested 8 city owned backflows, All tested good
 - Meter testing: tested a 2", 4" and a 6" commercial water meters. All tested accurate. Scheduled tests for 5 commercial meters
 - Repaired a 2" water main leak on Sunny Beach Dr
 - Fire Hydrant Maintenance: 12 Volusia County fire hydrants inspected, pressure tested and painted. Repaired 1 City of Ormond Beach fire hydrant. Continued creating a list of fire hydrants that are undersized and/or corroded and in need of replacement in Ormond-by-the-Sea
 - Exercised 9 valves for future Hand Ave shutdowns
 - Flushing: Nova Rd, Woodlands Blvd, Forest Hills Sub, Oak Dr, Midway Dr
 - Leak Detection: Locate valves and mains, set boxes for loggers to listen for leaks on River Shore Dr, Ocean Shore Dr, Margaret Dr. Performed maintenance on the flushing devices located at 25 Cumberland Ave and 220 Williamson Blvd
 - Replaced sod due to excavations on Parkwood Dr and Loyola Dr.
 - Notified customers of the upcoming meter replacement that will be performed by Utility Metering Systems
 - Utility locate service for Water/wastewater/reuse: 125 regular and 1 emergency locate have been completed

- Water Treatment
 - Delivered 36.426 million gallons for week ending June 17 (5.204 MGD).
 - Backwashed 10 filters for a total of 399,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Collection – Reuse
 - Crews responded to three trouble calls in Breakaway/Hunters Ridge area and three in town.
 - Televised fourteen, root controlled nine, cleaned three sewer laterals.
 - Repaired clean out at 135 Lucky Dr.
 - Installed 4" clean out at 166 Orchard Ln.
 - Installed new Pep System tank at 51 Westland Run.
 - Replaced sod at 25 Foxford Chase and 3 Tomoka Cove after rehab.
 - Repaired 1.5" irrigation line at 12 Westland Run
 - Ongoing 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 27.04 Million Gallons.
 - Produced 11.34 Million Gallons of Reuse.
 - Produced 15.70 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.86 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 100 (14%-18% Solids).
 - Reclaimed Water or Effluent DMR was submitted to FDEP.
 - 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
 - Installed 7.5 hp pump and motor at well 28H, had control issue from plant, found underground control cable severed, found 2 spare parts from well 27H and utilized to restore SCADA control of well.
 - Pumped out excess rainwater in potable interconnects vaults.
 - Standish Booster Station: Repaired the 1" chlorine analyzer feed line.
 - Installed new sample faucets and sample points throughout well system.
 - Removed the #4 H.S.P. 200 HP motor and prepped for installation of the replacement motor.
 - Reset H.S.P. #7, auxiliary input fault on VFD. Pump Check arm is touching limit switch during filter back washing activities, operations to check Flow/Pressure settings.
 - Installed new pump and motor well 34H, tested OK- returned to service.
 - Cleaned out the lime injection ports on both Claricones.
 - Installed new storage shelving for Water Quality Control technician.
 - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway. 2 Wells functioning in BAT one 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

- Assisted Collections group with Pep System rehab - 15 Forrest View Way.
- Deragged submersible aerators, daily
- Repaired polymer mix motor to Centrifuge #1.
- Repaired signal for analyzer to reuse flow meter.
- Performed scheduled preventative maintenance to all plant equipment
- Replaced control transformer and float at scum well #1.
- Centrifuge #2 – operations complaint – high vibration alarm – run wash out water on manual cycle, all good
- Poly Blend #1 – operations complaint – controller in wrong program mode – reboot controller
- Deragged Influent pumps.
- Liftstation SCADA repairs to 12 stations
- Master Liftstations – pump down & wash down wet well – break up scum layer in wet wells
- Monthly PM's to 27 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 1 liftstations. (pull pumps and inspect and change seal oil)

Utilities Division completed 86 work orders as reported in MP2 computerized maintenance management system, of which 67 were PM work requests and 19 were repair work orders.

Wastewater Collection/Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: The process has begun to create the new permits for the City's Industrial - Significant User (IU) facilities connected to the City's 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.
- Additionally, the annual sampling of the permitted IU facilities of the City's sewer system was completed. The data received from this event will both ensure compliance with the current permits and assist the City's staff in developing the new permits.
- Having received preliminary approval for the revision to the City's sewer use ordinance and new local limits from the FDEP, ordinance revisions are scheduled for presentation to the Commission for consideration in August. Upon approval, ordinance will be forwarded to FDEP for final approval and an implementation.

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.
- The Governing Board for the St. Johns River Water Management District approved the Consumptive Use Permit (CUP) renewal for the City on June 12, 2012. The CUP grants the City permission to withdraw the groundwater necessary to supply our residences with safe drinking water. This approval is the culmination of much effort and dedication on the part of the Utility staff. Staff has been in communication with the District and replying to information requests concerning this renewal for three years. This CUP compliance review grants allocations until May 2019.

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 19, 2012 City Commission Meeting
- Agenda packet preparation and creation for the July 3, 2012, City Commission
- Agenda packet preparation and creation for the June 27, 2012, Budget Advisory Board meeting

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
 - Waiting on 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.

- Mobile Phone Application (myOrmondBeach)
 - Project Status: In Progress
 - Staff is waiting on vendor to complete iOS version of mobile application.

- 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.