

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: June 29, 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 Finance Director
- Bi-weekly meetings with IT Manager, Police Chief
- Work day with Building Inspection with Glen Urquhart, toured former Memorial Hospital, went on various inspections

Spoke to, attended and/or met with:

- Attended headstone unveiling for Ms. Tomoka at OakRidge Cemetery
- Attended Trolley Service meeting at Ocean Center in Daytona, with Votran and area cities
- Met with County staff on Chelsea Place, discussed annexation possibilities
- Met with Volusia County Council candidate Doug Daniels, discussed various topics of interest to Ormond
- Met with Mr. Ernest Counts on NID process and potential locations for AmVets meeting place
- Weekly conference call with FCCMA staff
- Attended Volusia City/County Managers monthly meeting
- Met with City staff, Peggy Farmer and Sam Merrill on Hunter's Ridge
- Attended Budget Advisory Board meeting
- Attended Stewart Marchman Foundation Dinner
- Speaking engagement for Ormond MainStreet luncheon

Community Development

- Planning
 - Staff attended the following meetings:
 - Staff attended with the City Manager the Votran Trolley Partnership Kick Off meeting which was held at the Ocean Center. Pass distribution to the businesses in Ormond Beach along the route will be the responsibility of Votran. The passes are free and each pass is worth \$3.00. The pass is good for 1 day (24 hours) and it provides free access to all of Votran fixed routes for the same period of time.
 - Staff attended with the City Manager a meeting with Mary Ann Connors at the Volusia County Administrative Center in DeLand. The County has indicated they have no objection to entering into an interlocal agreement for the annexation of Chelsea Place but requested the City to contact the four owners who would be affected. Providing service to other enclaves in Ormond Beach was also discussed.
 - Staff, along with the City Manager, met with Ernest Counts who desires to establish a club for AmVets. A zoning map along with zoning designations which permits clubs as permitted uses was provided along with information on two particular properties.

- Staff attended with the City Manager a meeting with Peggy Farmer and Sam Merrill regarding mutual concerns affecting Hunter's Ridge.
 - Staff representing Ormond Beach as a member on a subcommittee whose responsibility is reviewing the School Interlocal Agreement for the purpose of streamlining and improving the current concurrency review process met. As recommendations are formulated, they will be reported in future weekly reports.
 - Staff met with Mike Sznajstajler regarding the process and potential for applying for a grant from the Federal Government for identifying potential clean up properties located within the two established Brownfield designations.
 - Preparations on FY11 two CRA power point presentations for the August 9th Volusia County meeting were completed.
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- Building Inspections, Permitting & Licensing
 - Issued 82 permits with a total valuation of \$813,770.00
 - Conducted 140 inspections
 - Issued 3 new business tax receipts
 - The plans received from Saboungi were inadequate for the Building Division to do a complete review. A number of items were missing or incomplete. Plans were not submitted for the following structures: Pavilions #1 through #5; Shade structures #1 through #5; Splash Pad and Playground equipment. Contractors who are responsible for irrigation, playground, Splash Park, shade structures, pavilions, and the signs were not identified. There was no information provided for the truss engineering per FBC 2303.4. Finally, no information was provided for product approvals and installation instructions per the Technical Specification Manual for doors, windows, and metal roof.
 - Development Review
 - The Board of Adjustment approved 3 variances for 121 East Granada Boulevard (medical clinic @ Woody's BQ).
 - The SPRC discussed a site plan submitted for a two story bank at 765 W. Granada (Lot 1 of the Olive Grove plat). Only issues identified were a sidewalk designed as 3 foot wide and a one way lane designed as 14 feet wide. Sidewalks must be 5 feet wide and drive aisles must be 20 foot wide for fire vehicles regardless of its one way design.

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 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. FPL representatives explained the power outage was caused by a lighting strike. The clearing work has begun.

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 is working with the Committee to formulate 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. Staff is preparing a summary report for the Commission.
- Staff is 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 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 attended a meeting of the Volusia County Aviation Advisory Committee held at the Daytona Beach International Airport. Topics of review and discussion included the final draft of a marketing brochure designed to illustrate aviation assets in the county, and a proposal for the five primary airports in the county to attend the National Business Aviation Association convention in Orlando.
- Staff has been advised that Supplemental Joint Participation Agreement (SJPA) Number 2 between the City of Ormond Beach and the Florida Department of Transportation (FDOT) was executed on June 22, 2012. 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. The City Commission approved execution of this SJPA at their meeting on June 19th.

- The Civil Air Patrol (CAP) concluded "Exercise America's Shield" (EAS2012) operations at the airport this week. Working in concert with the U.S. Air Force and the Army National Guard, CAP air crews operating from Ormond Beach helped to train active duty members of the National Capitol Region Air Defense System 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 played a significant role in this exercise by assisting air crews with the launch and recovery of mission aircraft. Economic benefits of EAS 2012 to the Ormond Beach area are estimated to be approximately \$80,000.00.
- The Euro-American School of Aviation (EASA) has announced that they are now offering full service aircraft fueling through OBA Fueling Services. Their fuel truck is operational Monday-Friday between 7am and 5pm and on Saturdays and Sundays between 9am and 3pm currently. Customers can pay directly at the fuel truck with a credit card and have a receipt sent to them immediately via email. Pilots must simply call the EASA flight dispatch department at 386-673-9862, and then press 0 to request fueling services. EASA hopes that this additional service at the airport will assist in increasing traffic by providing an extremely affordable and competitive alternative to other nearby airports charging significantly more for the same service.
- Staff conducted a teleconference with ATL Land Surveying regarding final details of a project to survey FBO Area 1 and FBO Area 2 at the airport. It is expected that this project will be complete and all deliverables received by next week.
- Staff has requested quotes to conduct an appraisal of certain airport properties for budgetary purposes. Five (5) 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 July 2nd. 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
 - Finalize the five-year Capital Improvement Program.
 - Preparation of FY 2012-13 personnel and operating budget.
 - Preparation of the DR-420/TRIM reports.
- Completed Projects - Weekly
 - Processed 31 Journal Entry Batches (# 3699 – 3804).
 - Prepared and issued addendum #1 for Bid 2012-20 Central Park Paving, Fleming Ave. & Hammock lane.
 - Prepared 119 Accounts Payable checks totaling \$81,453.98 and 31 Accounts Payable EFT payments totaling \$1,036,904.96.

Grants/PIO

- Public Information
 - Press Releases

- Nova Community Center...New Summer Hours
- Open Workout
- Movies on the Halifax (7/6 "Zookeeper")
- Nova Community Park Magic Forest Playground Renovation Dates Have Been Set! (9/25-9/30)
- 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.
 - Attended Mayor's Fitness Challenge meeting.
 - Submitted Police Department grant for 6 laptops (\$24,500) for the motors unit.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 3
- EMS: 77
- Motor Vehicle Accidents: 7
- Public Assists: 30

TOTAL CALLS: 123

- Aid provided to other agencies: 16 calls – Volusia County (7), Daytona Beach (6), Holly Hill (3)
- Total staff hours provided to other agencies: 12 hours
- # of overlapping calls: 19
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 62

Training Hours

- Advanced Airway Management: 77
- Aerial Operations: 2
- Medical Director Training: 9
- Paramedic: 9
- Policy Review: 2
- Search and Rescue: 9
- Tactics: 15

TOTAL TRAINING HOURS: 123

Station Activities

- Updated 24 pre-fire plans.
- Conducted 5 fire inspections.

Significant Incidents

- 6/22/12, 11:00 PM: John Anderson Dr. – Drowning Fatality – patient found at home in pool – two firefighter paramedics assisted EVAC during transport to hospital.

Operations

- Attended training and airport familiarization tour of Daytona Beach International Airport.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/Casements - PT Custodian position.
- 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 with a closing date is 06-22-12. Fifteen (15) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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. Thirteen (13) applications have been received, entered on the applicant tracking sheet with qualifications, copied 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. Nineteen (19) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Planning Department – Planning Technician position was advertised in-house and on the City web site and will close on 07-06-12.
 - Public Works Department/Fleet Operations – Fleet Systems Specialist position was advertised in-house and on the City web site with a closing date of 07-13-12.
- 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 a 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 Resources Training Room.

- Promotions
 - Finance Department – Purchasing Coordinator- interviews were conducted and an in-house applicant was selected and promotion is effective 07-23-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 4-30-12: 1.84% (excluding retirements)

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 planning committee meeting for Mayor’s Health and Fitness Challenge event.
- Attended Beautification Committee awards.
- Attended Health Fair 2012 planning meeting.
- Prepared Unit Statistical Report to State for WC accidents.

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 - 56 completed - 42 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,321	Inbound E-Mails Blocked	11,780
Delivered Inbound E-Mails	10,388	Quarantined Messages	153
Percentage Good Email	46.5%	Virus E-Mails Blocked	106

- Notable Events: Completed upgrading all 57 PD Mobile Data Terminals (MDTs) with the new dispatch software. VCSO deadline is July 1, 2012.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 8 Corrections: 0

- Map/Information Requests: 18
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 1,458 (6.5%) potable 1,310, Irrigation 148
- Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Supervisory staff meeting
- Public Works staff meeting
- Project ROMP meetings
- Personnel Follow-up meetings
- Mayor's Fitness Challenge discussion
- Park Visits
- Summer Camp oversight visits
- Filming of Enviro-pals at parks
- Independence Day Celebration preparations
- Agenda item preparations
- R&R Budget review
- Met with painting contractor to discuss current projects
- Met with dock contractor to discuss Cassen Park Gazebo renovation project
- Met with Landscaping contractor
- Operating Budget review with Building Maintenance and Park Maintenance Foreman
- Review of awning project with vendor at PAC

- **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.
- Luis Camacho's 6-a-side Soccer League plays each Monday evening from 6pm to 8:30pm. This is a rental.
- The City Summer Youth Volleyball continued this week on Tuesday and Thursday nights from 6:15pm to 8pm at the Nova gym. Ages range from 10 to 17 years old.
- The City's Summer Baseball Fundamentals Camp was cancelled this week due to rain. The camp will be rescheduled for a later date this summer.
- Challenger Sports held their annual Soccer Clinic at the Sports Complex Soccer Fields this week. This is a yearly rental that has anywhere from 75 to 100 participants.
- Upcoming Events: additional 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 3 times per week.

- Continued to mow the softball fields 3 times per week.
- Replaced sprinklers as necessary.
- Cleaned Limitless Playground daily.
- Baseball practice and games continued for Golden Spikes and high school teams.
- Prepared all baseball and softball fields for games and practices daily.
- Continued spraying insecticide on all ball fields.
- Began verti-cutting of fields at the Sports Complex.
- Finished summer fertilizing of all fields.
- Prepared 7 fields for the summer 6 vs. 6 soccer league.
- Finished summer sprinkler inspection for all fields.
- Hosted a Lady Renegades softball tournament Friday through Sunday.

- 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.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
 - Big Band America rehearsal was held on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club Follies Dancers Review class, WyoTech graduation.
 - Tuesday: Show Club Follies Dancers Review class.
 - Wednesday: Show Club Follies Dancers Review class.
 - Thursday: Kopy Kats held regular classes.
 - Friday: Show Club held regular classes.
 - The Performing Arts Center is preparing to host the following event:
 - Big Band America Concert, July 7th, 2pm \$10.

- South Ormond Neighborhood Center
 - The splash pad opens daily at 10am.
 - Youth Basketball was played Monday and Thursday, 6:30pm to 8:30pm.
 - Free-play basketball was played Tuesday and Friday, 6:30pm until close.
 - Summer Camp began this week, Monday through Friday, 8am to 5:30pm.
 - Camp T. Rec began on Monday and will continue to meet Monday through Friday from 8:30am to 2:30pm.
 - Adult Basketball was played on Wednesday, 6pm to 9pm and Sunday 2pm until close.
 - The fitness room was open weekdays, 6pm to 9pm.
 - A pavilion rental was on Saturday 11am to 2pm and 3pm to 6pm.

- Community Events
 - Assisted in the planning of 2012 Senior Games with tasks including: location confirmations, updating application, sponsorships and marketing.
 - Attended Senior Games Committee meeting.
 - Attended Employee Health Fair meeting.
 - For 2012 Independence Day Celebration: continued ordering and purchasing supplies for event, developing sponsorship recognitions, preparing necessary equipment and supplies for each park location, updating Independence Day Celebration documents such as stage MC notes, bridge signs, vendor maps and permit identification tags, corner managers equipment lists, corner managers timeline, and staffing schedule. Researched bids for printed program, cleaned and organized decorations, prepped and cleaned eighty pieces of décor.

- For 2012 Summer Sounds Free Concert Series: confirmed bands, updated flyer, bridge signs and banner.
- Assisted with Campus Outreach lunch schedules.
- 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.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week, including Adult Jazzercise. "Take Off Pounds Sensibly" (TOPS) was cancelled due to weather.
 - 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.
 - Nova Summer Connection Day camp continued its 2nd week, Monday through Friday from 7:30am to 5:30pm.
 - Youth Volleyball league continued to meet Tuesday and Thursday from 6pm to 8pm.

- The Casements
 - Classes met this week including: Pilates, Rock 'n Roll, Teeny Tiny Yoga, and Yoga Groove.
 - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
 - Saturday morning a film shoot with Rae Rae the Red Panda ("Enviropals") was held in Rockefeller Gardens.
 - A wedding reception was held at The Casements on Saturday afternoon.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - A memorial service was held at Bailey Riverbridge on Sunday afternoon.
 - "Going to Pieces" was the theme for the third week of Art Expressions Summer Camp at The Casements from 9am until noon Monday through Friday.
 - Donna Oldham's photography exhibit entitled "Perceptions 2" is on display in the Gallery through the month of July during normal business hours.
 - On Monday staff executed the strike of Saturday's wedding throughout The Casements building.
 - New Guild member training was held in Room 204 at The Casements on Monday morning.
 - Tuesday evening the Dig & Find group met at Bailey Riverbridge.
 - The last session of Rock 'n' Roll class met this week at an offsite location.
 - Peaceful Protesters met at Fortunato Park on Thursday afternoon.
 - On Thursday new security cameras were installed at The Casements thanks to a very generous donation from The Casements Guild.
 - On Thursday staff set up for the Ormond MainStreet Lunch and Learn to be held on Friday from 11:30am to 1pm.
 - On Friday the strike of the Enviro Camp display at the Ormond Beach Children's Library took place.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
 - Staff set up the Enviro Camp room this week, and made the final plans for the camp which will be held July 9th through August 3rd.

- Parks and Irrigation
 - Installed a refurbished adult swing at Fortunato Park.
 - Replaced washed out sand around the swing at Fortunato Park.
 - Installed a new memorial bench at Fortunato Park.
 - Secured the door to the cupola at Fortunato Park.
 - Cleaned up landscaping in rear parking lot at Memorial Gardens.
 - Cleaned out palmetto scrub around restrooms and playground area at Sanchez Park.
 - Repaired damaged wood on playground equipment at Sanchez Park.
 - Repaired damaged butterfly apparatus at Magic Forest playground.
 - Repaired tire walk-over at Magic Forest playground.
 - Removed graffiti from the men's room at Ames Park.
 - Replaced parking stops on the south parking lot at Nova Rec.
 - Conducted citywide safety inspections of parks and equipment.
 - Completed weekly inspections of parks facilities for reservations.
 - Shut down irrigation running at the corner of Halifax and Granada.
 - Checked timers and ran zones in the Woodlands cul-de-sac.
 - Ran zones, checked timers and adjusted spray heads at the Forest Hills medians.
 - Ran zone at Magnolia/Valencia triangle median.
 - Installed 3 stakes on oleander trees on Vining Ct.
 - Dug up and repaired a broken swing line at Red Maple Cir.
 - Replaced a broken riser at Memorial Gardens.
 - Removed and installed a new 2" valve on ball field #2.
 - Repaired a zone line break at City Hall.
 - Replaced 2 damaged spray heads on beachside streetscape medians.
 - Ran zones at the Airport Business Park, changed 2 nozzles, and adjusted several rotors.
- Building Maintenance
 - Repaired A/C unit at The Casements.
 - Repaired two A/C units at the Wastewater Treatment Plant due to a lightning strike.
 - Installed a TV on the third floor of The Casements.
 - Repaired a flag rope at the Senior Center.
 - Installed a fan in the Poker Room at the Senior Center.
 - Repaired the dishwasher at Fire Station #92.
 - Repaired the Airport entrance gate.
 - Escorted a contractor to two facilities for bids.
 - Conducted fire sprinkler inspections at City Hall, SONC, Police Dept. and the Airport tower.
 - Replaced sign lights at the Airport.
 - Replaced pressure gauges on the sprinkler riser at the Airport.
 - Replaced ballast in a light on Palm Place.
 - Installed new receptacles for the new counter at Nova gym.
 - Repaired the men's restroom toilet Cassen Park.
 - Drained and cleaned the fountain and added a new water filter at Riviera Park.

Police Department

Administrative Services

- Participated in evaluation of Daytona Beach State College Law Enforcement Line Supervision program student staff study presentations.
- Prepared agenda for monthly Volusia & Flagler Police Chief's meeting.
- Met with citizen regarding a neighborhood dispute.
- Conducted two (2) employee pre-determination conferences.

Community Outreach

- 20 youths participated in the PAL summer program partnership with the South Ormond Neighborhood Center.
- 2 YDC members attended a leadership conference in Washington, D.C. beginning on June 24th until June 27th.
- PAL provided a field trip to Daytona Lagoon to 30 youths.

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 8
- Fraud: 8
- Burglary Residential: 6
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 2

Comments:

- Investigators assisted FDLE in an operation at Classy Kids in the Tomoka Plaza. The owner has allegedly been buying stolen merchandise and re-selling the items at this location. Investigators purchased items from the establishment that were marked during the operation. A warrant was obtained to search the premises along with an arrest warrant for the owner.
- Several subjects were arrested in Collier County after a brief pursuit. The subjects had stolen property in their vehicle from a car burglary in our city. Ongoing investigation.

Records

- | | |
|--------------------------|-----|
| • Walk - Ins / Window | 159 |
| • Phone Calls | 225 |
| • Arrest / NTA'S | 28 |
| • Citations Issued | 80 |
| • Citations Entered | 118 |
| • Reports Generated | 140 |
| • Reports Entered | 160 |
| • Mail / Faxes / Request | 61 |

Community Service/Animal Service

- Animal Calls: 63
- Animal Bites: 1
- Animal Reports: 7
- Animals to Flagler Humane Society:19, All cats
- Injured Wildlife: 2
- Injured birds to Ponce Inlet Rehabilitation Aviary: 2
- Traps issued: 2
- Animal Notice of Violation issued: 1

Patrol

- | | |
|-----------------------|-------|
| • Total Calls | 1,425 |
| • Total Traffic Stops | 147 |

Operations

Crime Opportunity Reporting Forms issued: 158

6-21-12 Disturbance at 1058 N. US-1, an adult male was arrested for battery.
6-22-12 Burglary Residence at 528 Fred Gamble Way, jewelry stolen.
6-22-12 Disturbance at 420 Lakebridge Dr. #803, husband arrested for domestic violence.
6-22-12 Car Burglary at Pirates Cove 226 Cardinal Dr. Windows were broken out of two vehicles.
6-22-12 Disturbance at 16 Park Pl. Adult male arrested for battery.
6-23-12 Car Burglary at The Casements on Riverside Dr. Window smashed and purse taken.
6-23-12 Grand Theft at 1 Lost Spring Way. Jewelry and cash stolen.
6-23-12 Car Burglary at Nova Rec Center, window smashed and a purse was taken.
6-23-12 Grand Theft at 555 N. Yonge St. Tenants left and stole items from the home.
6-23-12 Burglary Residence at 101 Heritage Cir. Unknown on items taken as yet.
6-24-12 Warrant Arrest at 394 Pine Rd.
6-24-12 Shoplifting at Walmart, one adult female was arrested.
6-25-12 Auto Theft at 125 Bennett Ln. A Brighthouse work van was stolen from this location and later found abandoned in Daytona. Vehicle had been set on fire.
6-25-12 Burglary at 1567 N. US-1, Econo Lodge, camera and cash was stolen.
6-25-12 Burglary Residence at 151 Myra St. Tools and washing machine were stolen.
6-25-12 Bomb Threat at Walmart, business was evacuated and searched with explosive detection dogs, nothing found, business re-opened.
6-25-12 Disturbance at 433 Chimney Hill Pl. one arrest for battery.
6-25-12 Shoplifting at Walmart, adult female arrested for stealing clothing.
6-26-12 Car Burglary at 226 Cardinal Dr. window smashed out.
6-26-12 Auto Theft at 5 Lakeside Cir. Vehicle found abandoned on FEC tracks.

Traffic Unit:

- 12-06-00436, DUI Crash, Nova Road / Tomoka Oaks Blvd. Southbound vehicle attempted to turn right into the subdivision, but missed. Vehicle drove up the center median of the entrance and crashed into the subdivision sign. Occupants turned on their hazards, locked the vehicle, and walked away. They were found hiding behind a tree in a nearby yard. Driver arrested after DUI investigation.
- 12-06-00513, Crash, Fleming Avenue / Aaron Circle. Elderly motorist struck two mailboxes while travelling in the wrong direction. Complaints about her being on the wrong side of the roadway in the past. Cited and re-exam request sent to DHSMV.
- SMART Trailer deployed to the Hand Avenue detour on Orchard Street.
- Speed survey on Dix Avenue complete. 1,100 vehicles, 48 hours, average speed 20 MPH. One violator issued two criminal citations for operating an unregistered mini bike without a driver's license.
- Traffic Citations 73
- Parking Citations 1
- Crash - No Inj. 15
- 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
 - Hidden Hills
 - Enforced Complaints:
 - John Anderson Drive
 - Dix Avenue
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 15 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 6 Case initiated
- 59 signs, 47 of which are political campaign signs, have either been removed or sign cases created
- 25 tree removal permit requests
- Administrative staffs assisted with one walk-in and seventy-six (76) 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) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues can be addressed at this time. NID will advise the complainant of our findings and actions.
- 2) 3 Oselot Court – Received a complaint about the tenant at this address conducting swimming lessons. The neighbors are upset due to the noise from babies and toddlers crying during the lessons. The City Commission met Tuesday evening, June 19, 2012, and determined that swimming lessons would not be allowed as a home occupation. A notice of violation has been issued to the property owner and tenant directing them to cease the swimming lessons. The swimming instructor has been advised to cease swimming lessons. She has agreed to do so but does plan to attend the second reading of the home occupational license amendment on July 3, 2012.
- 3) E. Granada Blvd. (sidewalk) – Received a complaint about overgrowth of vegetation along the sidewalk from the Heritage Condominiums east to A1A. The manager of Suntrust and property owner of the old Food Lion has been advised to cut back the vegetation that is growing over the sidewalk.
- 4) 137 and 152 Dix Avenue – A complaint was received with regard to these two addresses in that they are occupied by Wyo-Tech students and that there appears to be permit issues with regard to building conversions. It has been determined that there are not more than four students occupying 137 Dix Avenue. As such no violation exists at this location.

Staff has found that a former garage has been converted to living quarters for the mother at the 152 Dix Avenue address. Staff met with the owners at 152 Dix Avenue. They were advised that aside from the owners, which include the husband, wife and child, three to four relatives reside at the house and two friends are currently visiting. The garage located on the same property is occupied by the owner's mother. NID has requested detail zoning approval and permitting information with regard to the use of this property. Upon receipt of that information, NID will be able to determine if a violation exists or not. Additional information will be forthcoming.

Zone 2:

- 1) 125 Mound Avenue – 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.

- 2) 59 Tomoka Avenue – Received a complaint about outside storage of personal property. Staff conducted an inspection and observed the violation. The owner was notified to remove the outside storage. Staff is scheduling a meeting with her to make sure she understands what needs to be removed from the property to achieve compliance.

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. NID has issued a repeat citation for the pool that remains unsecured and site maintenance for the condition of the yard. The yard has been mowed, all vegetative debris has been removed and the pool has been secured. This case is closed.

Public Works

• Engineering

Construction Projects:

- Roadway Resurfacing- Contracts are being executed.
- Transfer Station Pump Station- Held Pre-Construction Conference. Coordinated FPL service for relocation of meter and installation of hand hole for undergrounding at site.
- SR 40 Sidewalk / Trail Phase III- Finishing concrete was installed between sidewalk and retaining wall. Sod restoration was performed south of Airport Rd. Miscellaneous asphalt was removed below guardrail.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Contractor performed tie-ins at several locations of directional drilled pipe, installed valves and completed drilling in Hunters Ridge.
- Tomoka State Park- Approximately 800 feet of sidewalk 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 utility installation and 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 Turn Lane - The contractor began construction on June 24th.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has completed the coatings in the Chlorine Contact tanks 1 and 2 and equalization tank 1. New equipment was installed in clarifier 3 and the clarifier was placed back into service. Clarifier No. 2 was drained and inspected for rehabilitation. Fermentation tanks were cleaned and aerators installed. ABW filter No.1 was rehabilitated. IR Pump station pumps were installed. Screw pump #3 was installed and placed in service. Effluent transfer pumps were placed out of service for demolition. 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 additional work will be presented to the City Commission 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 – A work authorization to A.M. Weigel is scheduled for CC approval on July 31st.
- 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 and the presentation material is available on the City's website for viewing and comments.
- 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- Consultant has submitted 60% plans for review.
- 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.
- Tymer Creek Phase I – Project was advertised June 24th.
- N. Halifax Dr. Improvements- Finalized Construction and Bidding documents and submitted for bidding disposition.
- 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:

- Nova Road Landfill Site Assessment - Eight monitoring wells were installed for the second phase site assessment study.
- Processed project invoices/pay requests totaling \$35,710
- Prepared a work authorization for \$875.
- Prepared a req/PO for \$900.
- Grant Administration:
 - Submitted 1st/Final reimbursement request for \$258,348.24 to the Florida Department of Transportation for the Traffic Signal Interconnect LAP project.
 - Submitted reimbursement request #2 for \$122,543.86 to the Florida Department of Transportation for the SR40 Sidewalk Ph III LAP project.

Other:

- Researched and supplied supporting documents to the Streets Division regarding maintenance of Harmony Rd. in our unincorporated areas.
- Created PDF drawings of water plant controls for Utilities Division request.
- Researched and supplied documents to determine maintenance responsibilities for Scott Dr. as requested by Streets Division.
- Completed tree locates at 820 & 828 John Anderson Dr, the intersection of Fernway and Military Blvd. and lot on corner of Granada Blvd. and Corbin Ave per Neighborhood Improvement Division requests.

Customer Service:

- Researched and provided As-built information for 480 Andalusia Ave. per surveyor request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Leveled pavers at The Casements
- Poured a concrete slab for the Water Department on Sunrise Avenue in Ormond-by-the-Sea

- 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 Harmony, on Thompson Creek Road, at 907 Woodmere Circle, on Fred Gamble Way, and at Nova Recreation
- Started the removal of (38) dead trees on Thompson Creek Road
- Removed (1) dead bay tree on Cypress Circle, (1) dead bay at 412 Collins, (4) palms on Byron Ellinor, and (1) cherry laurel on Inglesia Street

- 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
- Cleaned basins at various citywide locations
- Worked on signage for the 4th of July in the Public Works Yard
- Fixed the damage in the ROW caused by a car accident across the street from the Central Park I entrance
- Assembled "Road Closed" signs at the Public Works Yard
- Changed out faded Streetscape banners on the Granada Bridge and from the beach to US1

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - NE Kenilworth Ave. & McIntosh Rd., replaced a vandalized stop sign
 - Hand Ave. & Andalusia Ave., fabricated a 24" x 18" "Food Bank Open" sign
 - Old Kings Rd. & Hammock Ln., replaced a stop sign post
 - Ironwood Ct. & N. Beach St., readjusted street names
 - Sterling Dr. & N. Beach St., straightened a stop sign post
 - Sycamore Cir. & N. Beach St., installed (2) bolts & nuts in a 25 mph speed limit sign
 - Hand Ave., picked up a pedestrian crosswalk marker post
 - W. Victoria Cir. & Laurel Dr., straightened a stop sign post
 - Ocean Ter. & John Anderson Dr., straightened a stop sign post
 - Central Park III, fabricated (2) new "Boat Trailer" parking only signs with opposite arrows that was requested by Building Maintenance
- Checked various locations for signs that might need attention or replacement

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlet Cleaning – citywide locations
- Prepared for Tropical Storm Debby: sandbags, vehicles, pumps, etc.
- Checked through Maintenance Worker III applications to start the process for setting up interviews for next week
- Delittered Oakridge Cemetery
- Vactor – 432 Bryant, 2 basins cleaned and replaced grate at inlet
- Reachout Mowing – Oakridge Cemetery, FDOT ponds, and Wilmette, Tomoka Ave. and Arroyo Pkwy ditches

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

32,688

PM Services completed for the week:

Emergency—Vehicles and Equipment

16

Non-Emergency Vehicles and Equipment

21

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 12,830 gallons of unleaded and 10,187 gallons of diesel fuel on hand.
- Fleet completed 56 work orders this week.

• Utilities

- Chemical Bids – Palm Coast will be administering the annual chemical bid advertisement for upcoming fiscal year. Additional information is needed for phosphate concentration in the corrosion inhibitor proposed for use at the water treatment plant. Prepared a specification for a carbon source (acetic acid or glycerin compound) for assisting food source needs to aid in de-nitrification during construction project activities at WWTP. Prepared a disposition memo to the City Commission to advertise the project for bids on July 9th.
- Concentrate Disposal Study – Relocation of the concentrate piping discharge was accepted by FDEP as part of the plant modification permit. Plans and specifications were received for review. A cost estimate was requested from the engineer.
- Division Avenue Well Field Raw Water Piping - A revised proposal, modified to include comments previously received was obtained from McKim & Creed. A work authorization is being prepared.
- WWTP Dewatering Station Bypass Project – A construction schedule was requested from 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 – A troublesome leak on Black Hickory Way (BAT) was located and repair methods and schedule discussed. Drilling was completed in Hunter's Ridge. 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 – Scope and fee proposal was received from McKim & Creed for review. Water main piping relocation is necessary on Oceanshore Boulevard due to upcoming FDOT roadway widening and intersection improvements.
- Hand Avenue Extension – Water main installation work started 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. Received a formal determination letter from the design engineer indicating that the described pump ragging deficiencies and out of service pump are contained in the current contract scope of work. A notice of default letter is being prepared to be sent to the contractor.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. Filter #1 refurbishment was completed. Effluent transfer pumps were taken out of service and temporary bypass pumps were installed. RAS Pumps 3 and 4 are being removed. Clarifier #2 is being rehabilitated. Coatings were completed on the inside of the chlorine contact tanks and one of the equalization tanks. 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 by Engineering Division for illustration of the bid documents for the July 3rd City Commission meeting.
- Pretreatment Effluent Pump (PEP) Replacement – A City Commission memo was prepared for the July 31st agenda recommending that the contract be awarded to Lucas Technologies. The memo is under review.
- 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 – Wal-Mart lift station is designed and a proposed pump curve was received from the manufacturer for review.
- 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: Plans for Lot 1 in Olive Grove were reviewed. Plans for Tomoka Christian Church 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. A purchase order is being prepared for Brasfield and Gorrie. Parts were ordered from RC Beach and Associates.
- Transfer Station Lift Station Upgrades – The Notice to Proceed was issued starting July 2nd.
- WWTP Operation Permit – The FDEP consent order is in effect until August 2013 through the facility construction period. FDEP comments were received for the Pollution Prevention (P2) Project Plan. FDEP requested a construction implementation schedule, further information on the project cost and requested that labor be added for computing the recovery cost. A response is due by July 10.
- Water Distribution
 - Exchanged 7 residential water meters
 - Responded to and/or repaired 8 water service leaks
 - Installed 4 new residential water services, disconnected 1 water service due to demolition
 - Replaced 4 water services due to aged piping
 - Repaired/replaced 10 meter boxes
 - Responded to 6 low pressure complaints
 - Flushed 3 cloudy water complaints, assisted 2 customers with misc. water issues.
 - Tested 7 city owned backflows, 1 needed repair. Installed 1 dual check valve on a residential water service due to thermal expansion cause by the installation of a new water heater with an expansion chamber. Removed 5 backflow protection covers.
 - Repaired a 2" GSP water on Fred Gamble Way
 - Meter testing: tested 6- 2" commercial water meters, all tested accurate. Tested 1- 5/8" residential water meter due to a customer billing concern.
 - Valve Maintenance: Exercised 13 valves
 - Flushing: Laurel Dr, Victoria Cir, Oak Brook Dr, Fred Gamble Way, S. Nova Rd (west side), Woodlands Sub
 - Leak Detection: Locate valves and mains, set boxes for loggers to listen for leaks on Carol Rd and Margaret Rd

- Met with Hazen Construction for start up of pipe installation activities on Hand Ave
- Assisted Masci Construction with leak detection equipment find a possible leak in a new reuse main on Black Hickory Way.
- Utility locate service for Water/wastewater/reuse: 90 regular and 1 emergency locates have been completed this week.

- Water Treatment
 - Delivered 38.28 million gallons for the week ending June 24 (5.468 MGD)
 - Backwashed 8 filters for a total of 386,000 gallons backwash water.
 - Produced and hauled 391.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Waste Water Collection – Reuse
 - Crews responded to two trouble calls in Breakaway/Hunters Ridge area and two in town.
 - Televised eleven, cleaned ten sewer laterals.
 - Delivered 1” filter at 39 Amsden Rd.
 - Located sewer lateral at 752 N. Halifax Dr.
 - Crews checked for Infiltration and Inflow around town during rain.
 - Replaced broken back lid and installed 24” riser at 41 Gray Dabble Way.
 - Repaired broken clean out at 43 Gray Dabble Way.
 - Responded to fifteen pep tanks alarms in Hunters Ridge due to rain. 24 psi on main. (Huntsman Look area)
 - On going flushing of reuse on beach side.
 - Checked force main gauge pressure at 1800 US 1 (5 psi).
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater weekly flow 26.78 Million Gallons.
 - Produced 15.23 Million Gallons of Reuse.
 - Produced 11.55 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.83 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 111.22 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Determined main breaker configuration at south MCC room and prepared diagram for posting at switch gear and for files.
 - Repaired signal wires (4) to Hudson wells #29, 30 and 31 cut by contractor while installing valves at Ashton Look.
 - Replaced Well #3 at Breakaway Trails, had to shut down #2 as valve to tank was closed for contractor activities and pump was dead heading.
 - Replaced Battery to RTU at well 37R.
 - Changed out the sump pump in Hypochlorite storage tank area.
 - Changed out the filter on the brine tank
 - Aligned the belt pulleys and changed conveyor belt on the #2 Lime slaker.
 - Flushed the hoses for the Claricones and reamed out the injection ports
 - Disconnected 1” water lines from wells 2 & 3 and installed sample taps.
 - Assisted operations with repair to 4” lime recirculation line at the south pit.
 - Replaced sample ports on wells 10D and 11D
 - Assisted Operations group with running trucks for Lime disposal

- Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway. All wells now functioning
- 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.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Changed overloads at Camelot liftstation to proper size for pumps.
 - Assisted Contractor with Plant rehab activities.
 - Replaced Motor main breaker for pump #1 at Breakaway Trails liftstation.
 - Replaced soft starter for #2 pump at Breakaway
 - Relocated 2 Chlorine contact tank analyzers to support tank rehab.
 - Replaced liftstation controller at 8M1 with inventory spare.
 - Deragged submersible aerators daily.
 - Laurel Oaks – met with Supervisor to review customer complaint about bushes at fence line – repaired bushes and re-hung jasmine vines accordingly – cleaned up debris, trimmed bushes and cut grass
 - Dewatering Pump #2 – pull pump – clear obstruction at volute – all OK
 - Poly Blend #1 – repair burnt wiring
 - Assisted Water Plant Crew at Breakaway Trails well change out.
 - R.A.S. #1 – repaired leaking inspection port for volute.
 - Sodium Bisulfite Line – fabricated and installed temporary plumbing to Final Tanks as per Chief Operator's instructions.
 - Deragged Influent pumps.
 - Liftstation SCADA repairs to 14 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 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 2 liftstations. (pull pumps and inspect and change seal oil)
 - Utilities Division completed 73 work orders as reported in MP2 computerized maintenance management system, of which 57 were PM work requests and 16 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program: Preparing newly formatted 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 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, several inquiries have been responded to regarding the permit applications from the IU facilities.
 - Having received the contract laboratory's data from the required annual sampling event for all of the permitted IU facilities, they were reviewed for compliance with their permit. All of the reports received indicate the selected industries are maintaining compliance with the City.
 - 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
- Staff attended and provided support for the June 27, 2012, Budget Advisory Board meeting
- Agenda packet preparation and creation for the July 3, 2012, City Commission 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: In progress
 - Staff continued working with the Planning Department to have the LDC converted to a web based format.
 - Staff updated LDC webpage to display enacted codes pending codification.
 - Staff sent LDC files to vendor for conversion.
- 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.