

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 29, 2011

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:

- Held CIP meetings throughout the week with each department and their divisions
- Held weekly meeting with Directors
- Follow up meeting on short term rentals with City Attorney, Planning, Police and Neighborhood Improvement staff
- Weekly meeting with Finance Director
- Biweekly meeting with Police Chief
- Appointed Lois Towey as Acting City Clerk

Spoke to, attended and/or met with:

- Attended Rotary, Team Volusia, and Budget Advisory Board meetings.
- Attended Casements Guild luncheon
- Participated in Ormond Beach Chamber leadership meeting
- Attended NIAB meeting

City Clerk's Office

In addition to routine City Clerk activities the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
 - City Commission Meeting – May 3, 2011
 - Budget Advisory Board – April 27, 2011
 - Neighborhood Improvement Advisory Board – April 28, 2011

Community Development

Planning

- Six candidates were interviewed for the Planning Technician position vacated by Betty Ruger's retirement. Bridget Barton was offered and accepted the position. She begins on May 2, 2011. Ms. Barton was a Zoning and Permit Technician at Palm Coast before downsizing occurred due to budget constraints. Ms. Barton will be an excellent addition to the Planning Department
- The Director was a speaker at the day long District 5 FDOT workshop on mobility planning. The City's mobility plan and fee was featured and based upon the number of questions and interest expressed after the presentation, Ormond Beach was well received. Approximately 175 people attended the meeting.
- HB 7001 was approved both by the Senate and House and is before the Governor for signature. This bill fixes the legal issues with SB 360 which is before the courts presently and requires the dense urban land areas to complete mobility planning and funding within 2 years of the bill's approval.

- The Director presented the streamline development procedures, process, and joint permit counter to the 2011 Ormond Beach Chamber Leadership Class.
- Staff attended the Technical Coordinating Committee meeting of the Volusia Transportation Planning Organization. Staff requested that Hand Avenue Extension be added to the Non-SIS Priority List in accordance with City Commission direction. The agenda item was eventually not acted upon and remanded back to the Transportation Improvement Program (TIP) subcommittee which meets on May 3 for the ranking of said projects.
- Work continues on drafting the City's response to the individual Interlocal Boundary Agreement Resolutions passed by the City and Volusia County. A draft is expected by end of May.

Building Inspections, Permitting & Licensing

- 82 permits issued with a valuation of \$929,120.00
- 163 inspections performed.
- 3 business tax receipts issued.

Development Services

- The SPRC considered the following developments at their meeting:
 - Energizer Care water and sewer line modifications
- The City received the following applications for review and comment:
 - Minor site plan modification for Hudson Technologies.

Economic Development

Ormond Crossings

- Tomoka Holdings is revising the latest round of staff comments for the Master Development Plan. A joint meeting will be arranged to discuss the plan, which will include the draft design standards, which will be needed as part of the platting and zoning process.
- Staff met with Tomoka Holdings and their consultants to discuss the draft Interchange Modification Report. Although a modified or new interchange is not financially feasible as funds for such a project have not been identified, Tomoka Holdings will be providing the transportation consultants with an estimate of the value of the land for FDOT review.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues working closely with Energizer management on a number of site and transportation matters including a meeting this week to discuss extension of an additional water line for the production facility. The company is planning to make additional capital improvements to the plant in 2011/2012.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.
- Owners of Billy's Tap Room Restaurant, Lillian and Doug Rand, continue to make improvements to the facility. Staff is working with the Rands to arrange a grand opening in late May.

Airport Operation and Development

- As of Sunday, April 10, 2011, the primary runway at the Daytona Beach International Airport is effectively closed for a period of approximately ninety (90) days. This will result in an increase in flight training traffic at other local airports, including OBMA. This localized increase in traffic will be most notable through mid-May, when the close of the spring semester at Embry-Riddle Aeronautical University will result in general reduction of traffic through the summer months.
- A quarterly meeting of the Aviation Advisory Board was held on April 18, 2011. Following the regular briefings on airport projects and aircraft noise abatement, the AAB considered a presentation on the proposed RFP for the Southwest Quad of the airport, and ultimately voted to recommend the RFP for consideration by the City Commission.
- Staff compiled and submitted an extension request for the Joint Participation Agreement between FDOT and the City for the rehabilitation of Taxiway "C" at the airport.
- Staff worked to compile and submit an updated CIP for the airport, which has been adjusted to reflect safety and capacity issues, as well as infrastructure needed to support proposed development in the Southwest Quad.
- Staff plans to publish an RFP for a continuing contract to provide maintenance and inspection services for the air traffic control tower and the automated weather observation station (AWOS) at the airport. Staff continued to work this week to assemble criteria for, and further refine, the RFP for presentation to the Aviation Advisory Board.
- Staff continues to work with a representative of TowerCom regarding the possibility of leasing a portion of airport property for the purpose of erecting a telecommunications tower.
- Staff continues to work on the topic of hosting an annual community event at the airport, tentatively scheduled for October.

Finance/Budget/Utility Billing Services

On-going Projects

- Staff is preparing a draft of the personnel budget and the CIP.

Completed Projects - Weekly

- Processed 64 Journal Entry Batches (# 2693 – 2864).
- Approved 25 Purchase Requisitions totaling \$132,783.84.
- Issued 23 Purchase Orders totaling \$175,791.66.
- Held pre-bid meeting for Bid No. 2011-14, Fire Hydrant Replacement Program, on 4/20/2011.
- Held evaluation/ranking committee meeting for RFP No. 2011-11, As Needed Information Technology Contract Services, on 4/26/2011.
- Issued Addendum No. 1 for Bid No. 2011-14, Fire Hydrant Replacement Program, on 4/27/2011.
- Prepared 299 Accounts Payable checks totaling \$571,711.61 and 55 Accounts Payable EFT payments totaling \$159,745.48.
- Prepared 53 Payroll checks totaling \$47,292.97 and 311 Direct Deposits totaling \$392,899.23.
- Transferred IRS 941 payment of \$146,352.50.
- Processed 7,152 cash receipts totaling \$1,352,315.98.
- Processed 1,691 utility bill payments through ACH totaling \$119,852.04.

- Processed and issued 11,524 utility bills with billed consumption of water of 71,372k.
- Issued 710 past due notices on utility accounts.

Public Information

- Press Releases

- Statewide Preservation Award to The Casements
- Movies on the Halifax ("Jumanji" – 5/6)
- Walking with the Manager (Central Park II, 5/13)
- Town Hall Budget Meetings (5/12 and 5/25)
- Ormond Beach's Andy Romano Beachfront Park Community Meetings (5/10 and 5/11)

- Other

- Completed Employee Newsletter for May

- Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Attended Records Management Webinar
- Attended IEMC meeting for participants
- Attended Beachfront Park meeting with staff and Zev Cohen & Associates
- Attended NIAB meeting

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 7
- Hazardous: 1
- EMS: 77
- Motor Vehicle Accidents: 7
- Public Assists: 35

TOTAL CALLS: 132

- Aid provided to other agencies: 20 calls – Volusia County (18), Daytona (1), Holly Hill (1)
- Aid received from other agencies: 5 calls – Volusia County (4), Daytona (1)
- Total staff hours provided to other agencies: 36 hours
- Total staff hours received from other agencies: 3 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- # of overlapping calls: 37

Medical Call Type

- Bleeding: 2
- Breathing Problem: 9
- Chest Pain: 3
- Convulsions: 3
- Diabetic Problem: 2
- DOA: 1
- Fall Victim: 17
- Gynecological: 1
- Headache: 1
- Overdose: 1
- Pedestrian Accident: 1

- Stroke: 3
 - Traffic Accident: 10
 - Traumatic Injury: 4
 - Unconscious: 3
 - Unknown Medical: 7
- TOTAL EMS PATIENTS TREATED: 68**

Training Hours

- ACLS: 36
 - Building Construction: 6
 - EMS Protocols: 3
 - EMT Refresher: 22
 - Extrication: 6
 - Hydraulics: 2
 - Leadership: 1
 - Pump Operations: 35
 - Tech Rescue: 6
- TOTAL TRAINING HOURS: 117**

Operations

- Attended Chamber of Commerce government day leadership seminar.
- Attended collective bargaining webinar.
- Held bi-weekly administrative staff meeting.
- Attended public records management webinar.
- Held training on the operation of new Pierce Quint fire truck.

Station Activities

- Serviced 155 hydrants to include: flow testing, inspecting and flushing.
- Updated 11 pre-fire plans.
- Conducted 3 fire inspections.
- Provided fire extinguisher training for employees of Prince of Peace Villas.
- Attended Relay for Life event, spoke to citizens and showed fire truck.
- Held Fire Explorers meeting and training at Fire Station 91.

Significant Incidents

- 4/11/11, 8:33 PM: Old Tomoka Rd west of Shawnee Dr – Brush fire – ¼ acre south of Hunter's Ridge Subdivision – Tanker 94 supplied water and extinguished fire – suspicious in nature – Department of Forestry investigating.
- 4/13/11, 2:31 AM: W Granada – Structure Fire – provided automatic aid to Volusia County – light smoke with extension of fire to bedroom ceiling – source of ignition was commercial candle holder that overheated metal components – damage to ceiling and light fixture.
- 4/16/11, 3:33 PM: Emporia Rd, Pierson – Brush Fire – provided automatic aid to Volusia County – fire grew from 5 acres to 30 acres due to wind conditions – Engine 94 and Brush Attack 94 were involved in holding the fire from crossing County Rd 3 – approximately 1,000 gallons of water was utilized – Ormond Beach units were released by command at 8:20 PM.
- 4/16/11, 3:45 PM: 145 S Atlantic – Elevator Rescue – 2 year old child stuck in elevator on 5th floor – a 2 x 4 was inserted in shaft door to open a small gap allowing firefighters to talk to scared child – power was secured to elevator and entry was made through top hatch of elevator from the 6th floor – uninjured child was handed out opening to the mother.

Human Resources

Staffing Update

Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III
- Public Works Department/Streets – Maintenance Worker II

Approved/Active Recruitment

- Public Works Department/Wastewater Plant - Part-Time and Full-Time (2) Treatment Plant Operators have been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Support Services Department – City Clerk position was advertised on the City web site, FLC Datagram and the Fla. Association of City Clerks' web site and remains open until filled.
- Leisure Services Department/Recreation – Summer Camp Counselors (Day Camp, Camp T-Rec. and Enviro-Camp). Positions were advertised on the City web site and will remain open until filled.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV - Position was advertised on the City web site and in-house and will remain open until 04-29-11.
- Leisure Services Department/Recreation – Part Time Recreation Leader (Nova Community Center). After receiving only one application this position was re-advertised on the City web site and will remain open until filled.
- Public Works Department/Streets – Maintenance Worker IV advertised in-house 04-27-11 and will remain open until 05-06-11.

Screening/Interviews Scheduled

- Public Works Department/Wastewater – Maintenance Worker II. Eighteen (18) applications have been received and forwarded to division on 04-13-11. Interviews to be scheduled week of 05-02-11.
- Police Department – Police Officer (2) was re-advertised on the City web site and closed on 04-15-11. Applicant tracking sheet with fifty-seven (57) applicants and copies of applications have been forwarded to the Department for review.
- Support Services Department – One interview was held on 04-26-11.

Background/Reference Checks

- Police Department – Police Lieutenant candidate's background was started on 04-18-11, waiting for results/clearance.
- Leisure Services Department/Gymnastics – PT Gymnastics Recreation Leader candidate background started on 04-27-11.

Job Offers

- Police Department – Police Lieutenant candidate successfully completed pre-employment physical and psychological and is awaiting results from background prior to setting a start date.
- Planning Department – Planning Technician candidate began pre-employment processing on 04-25-11.

Terminations/Resignations/Retirements

- Public Works Department/Streets – Maintenance Worker IV retiring effective 04-29-11.
- Support Services Department – City Clerk has requested retirement. Last day 04-29-11.

Transfers

- Meter Reader in the Finance Department requested and was selected for Maintenance Worker II position in the Public Works Department/Drainage Maintenance effective 05-02-11.

Employee/City Benefits Program Update

- The February 2011 monthly report shows savings for City residents participating in the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs. Over 681 residents have utilized the program and have saved \$27,575.12 over nine months.

Training & Development Opportunities

- The LEAPS Academy has announced the dates for customer service workshops. Full-time employees are required to attend a workshop between May 20 and November 9, 2011.

HR Process/Systems Issues/Improvements

- Volunteer Program for the City of Ormond Beach was launched on 03-08-11 on the City web site and news releases. Five citizens have submitted applications and H.R. is seeking placement within various City Departments.

Regulatory & Compliance Issues

- Staff is developing process to begin utilizing federal government's E-Verify System to verify identity and employment eligibility of new hires to work in the U.S.

Risk Management Projects

- Audit completed of the Department of Homeland Security I-9 Forms. Report sent to the H.R. Director.
- Drafting request for quotes on post-accident, reasonable suspicion, and random drug/alcohol testing services.

Information Technology (IT)

- Work Plan Projects
 - Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 47 New work - 35 completed - 45 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,129	Inbound E-Mails Blocked	12,747
Delivered Inbound E-Mails	9,122	Quarantined Messages	260
Percentage Good Email	41.2%	Virus E-Mails Blocked	49

Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 11
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events:
 - Mapped possible reapportioned commission zones using 2010 census data
 - Updated all future land use base maps and zoning base maps

Leisure Services

Administration

- CIP and R+R budget meetings
- Public Works staff meeting
- City Manager staff meeting
- Supervisory staff meeting
- Guild Appreciation Luncheon
- Ormond Beach Sports Complex Field meeting
- Friends of Recreation meeting
- Friends of PAC meeting
- Project ROMP meeting
- SONC Site visit
- Park visits

Athletics

- The City Spring Youth Volleyball Program continued this week at the Nova Community Park Gymnasium. The 53 girls and 3 boys have been divided into 8 teams of 7 players based on age and ability. Games continued this week, with each team playing a 3 game match nightly, Mondays and Wednesdays, at 6 or 7pm.
- The OBYBSA Competitive Teams, the Lady Renegades & the Golden Spikes, both continued practices this week. Practices are held at both the Sports Complex, as well as at the Nova Road Fields. Games are played each weekend, some at home and some on the road.
- Seabreeze High School, Father Lopez High School and River Bend Academy baseball continued their practices and games this week at the Harry Wendelstedt baseball fields at the Sports Complex. Games continued for each team.
- Luis Camacho is once again having his Adult 11 V 11 Soccer League on Sunday mornings. Luis rents the fields each season.
- The OBYBSA Recreational baseball and softball teams continued their game season this week. They will play through the end of May.
- The Ormond Beach Soccer Club Recreational program continued their practices this week. Practices are held on weeknights. This includes age groups ranging from 4 to 15 years. Games are played each Saturday morning starting at 9am.
- The City's Coed Softball spring season continued their second half game season this week. Games are played on Monday through Thursday nights at 6:20 and 7:30pm, and/or 8:40pm. The season will run through the month of May.

Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield
- Cleaned SONC tennis and basketball courts
- At Osceola Elementary School, tended to the infields, tennis and handball courts
- At Nova Park, mowed infields and outfields, cleaned Skateboard Park, tennis and handball courts
- Picked-up and dropped off equipment to Fleet on daily basis
- Made fuel runs for equipment
- Cleaned restroom, offices and lunch area of Maintenance building
- Mowed the baseball fields 3 times this week
- Continued mowing of the soccer fields
- Continued mowing of the softball fields
- Prepped the co-ed softball field 3 times per week
- High School baseball and Golden Spikes competitive teams had daily practices and games on all 4 baseball fields
- High School softball has continued its practices and games

- Repainted the soccer fields for competitive and recreational soccer leagues
- Prepared fields and maintained area for recreational little league baseball and softball at both Nova and Airport Sports Complexes
- Fixed various irrigation problems
- Hosted BCU's spring game
- Cleaned up and removed all items that were used for the football game
- Cleaned up after hosting the Lady Renegades 42-team softball tournament Saturday and Sunday
- Repainted and prepped the field for Seabreeze girl's flag football game
- Hosted the first round playoff game for Seabreeze flag football Friday night
- Hosted district tournament for Cavalry Christian School and their other teams during the week
- Cleaned and organized the area around the office and storage buildings to be painted
- Removed a small tree that was blown over by the strong winds

Senior Center

- Chimaya Church, Sunday
- Granada Squares Dance, Tuesday
- Daytona Community Church, Thursday
- Big Band America, Thursday
- Worsham Bridal Shower, Saturday
- Tomoka Duplicate Bridge, Saturday

Performing Arts Center

- Staff prepared for Pine Trail Elementary presents "Annie" (Thursday) and Florida US Pageant (Saturday)
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday –Hawaiian Dance, Show Club, Kopy Kats, CMT
 - Tuesday –Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
 - Wednesday -Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT
 - Thursday –Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday –Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following events:
 - Pine Trail Elementary presents "Annie", April 28th, 7pm, \$5
 - Florida US Pageant, May 1st, 4pm, \$35

South Ormond Neighborhood Center

- Splash Pad open daily, 10am until dusk
- Jazzercise Monday and Wednesday at 5:30pm
- Open weight room open during regular Center hours
- Neighborhood Park opens sunrise until 11:00pm
- Open Play basketball, 1 to 5:00pm
- Youth Basketball 6 to 8:30pm, Monday, Tuesday, Wednesday, and Friday
- YMCA Youth Soccer practice Tuesday Wednesday, and Thursday, 5:30-7:30pm
- Youth Basketball tournament Friday at 5:30pm

Community Events

- Weekly administrative tasks and office work
- Attended staff meeting
- Attended Memorial Day committee meeting

- Attended Senior Games meeting
- Art In The Park: Final flyer distribution, preliminary set up of Art In The Park (Thursday), final set up of Art In The Park (Friday)
- Pre planning activities for upcoming events, Memorial Day and July 4th Celebration
- Assisted with matting and framing of children's art contest entries

Gymnastics

- **The two Wolves Cheer Teams attended national competition in Jacksonville, achieving first place**
- Weekly classes:
 - Tumbling Tots: Tuesday, Wednesday, 1:30-2:30pm
 - Pre-School: Monday/Wednesday, Tuesday/Thursday, 2:30-3:30pm
 - Developmental: Monday/Wednesday, Tuesday/Thursday, 3:30-4:30pm
 - Level 1 girls: Monday, Wednesday 4:30-5:30pm
 - Level 2 girls: Tuesday, Thursday 5:30-6:30pm
 - Level 3 girls: Tuesday, Thursday 6:30-7:30pm
 - Level 4 girls: Monday, Wednesday 5:30-7:30pm
 - Levels 5,6,7 girls: Tuesday, Thursday 4:30-7:00pm, Friday 5:30-7:30pm
 - Boys 1: Friday 3:30-4:30pm
 - Boys 2: Friday 4:30-5:30pm
 - Friday Rec. Gymnastics: Friday 3:30-5:00pm and 4:30-6:00pm
 - Teen Gymnastics girls: Friday 4:30-6pm
 - Power Tumbling: Monday 7-8pm
 - Cheer Class: Wednesday, Friday 6-8pm

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, the game room and the exercise room.
- Nova Community Center continued spring programs including the Activity Class and Miss Debby's Dance Classes.
- Challenger Baseball continued their spring season practice on Tuesday at the Nova ball field #2.
- Spring Volleyball practices were on Monday and Wednesday through Athletics.
- Planning for Camp T. Rec and Nova Community Center's Summer Connection Day Camp continued including interviewing summer counselors and developing the daily activity plans.
- Basketball play-offs were held in the Nova gymnasium on Friday evening from 5:30 until 9:00 pm.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Ormond Beach Art Guild ~ Spring Show" ended this week and the exhibit strike was on Monday morning.
- Art in the Park Children's Exhibit was hung on Monday afternoon by members of The National Pen Women and City staff.
- Staff set up for the Casements Guild meeting and luncheon on Tuesday.
- Staff set up for the Volusia County Fire Chief's meeting on Tuesday.

- The new French for Tourists class continued this Monday from 1:00pm to 2:00pm and another class from 2:00pm to 3:00pm.
- Zumba class times this week were Monday and Wednesday evenings from 6:00pm to 7:00pm.
- Yoga classes continued on Tuesday from 10:30am-noon and Thursday from 6:30pm-8pm.
- Art class, Paperclay Sculpture with artist Terri Lawson, continued this Tuesday from 6pm-8pm.
- Acrylic painting class continued on Thursday evening from 5:30-8pm.
- Pilates classes met on Thursday afternoon from 3:30pm to 4:30pm and Friday morning from 8:30am to 9:30am.
- The Casements Guild met for their monthly general meeting on Wednesday from 10:00am until noon.
- The Casements Guild members were honored for 32 years of volunteer service to The Casements and community at their annual appreciation luncheon on Wednesday from noon until 1:30pm.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 12pm to 5pm.
- Staff worked this week to continue planning for the Enviro Summer Camp and continued taking registrations.
- The Neighborhood Improvement Advisory Board met at The Casements on Thursday evening from 7:00pm to 9:00pm.
- A Boy Scout Bridging Ceremony was held on the North Lawn on Thursday evening from 6:00pm to 6:30pm before their awards dinner at St. James.
- Casements staff assisted with set up of Art in the Park on Friday.

Parks and Irrigation

- Reset timers at bridge approach from Cassen Park power outage
- Ran two Nova Rd. medians "count heads" in strips
- Repaired zone line break and installed two new heads at Fox Hollow/Fernery Dr.
- Ran zones at Country Club medians, all in working order
- Ran all zones on all north US1 medians, flagged damaged heads, repaired 2 zone line breaks, dug up crape myrtles, planted tree, replaced five spray heads and tested
- Ran zones on W. Granada medians, #8 and 7, replaced 4 damaged rotors
- Ran zones on Granada streetscape medians, #18 and 19 zones, replaced two damaged spray heads
- Inspected median removal on US1
- Traced zone wires at SONC ball field
- Replaced two ball field rotors at SONC ball field

Building Maintenance

- Repaired six decorative streetlights city wide
- Relocated exercise equipment from S.O.N.C. to Fleet Maintenance
- Repaired two sign lights and replaced one taxi way light at the Ormond Beach Municipal Airport
- Installed shutters for windows at the P.A.L. house
- Drained, cleaned and repaired broken drain line for decorative fountain at City Hall
- Repaired broken door jamb due to burglary at the Ormond Art gallery
- Replaced sky light over gardener's shed at Memorial Gardens
- Replaced broken flood light at The Casements
- Repaired two blower motors on AC unit at the Senior Center
- Repaired Public Works training room AC unit
- Repaired shorted electrical service on streetscape
- Continuing quarterly AC preventative maintenance

- Repaired broken backwash assembly at the S.O.N.C. Splash Pad
- Relocated old organ from Bailey Riverbridge Gardens to Fleet Maintenance
- Replaced lights in the windsock at the Ormond Beach Municipal Airport
- Conducted weekly inspections of the Ormond Beach Municipal Airport
- Turned off irrigation on Granada Bridge
- Repaired vandalism at Central Park I
- Cleared toilet at Central Park II
- Repaired toilet at Fortunato Park

Police Department

Administrative Services

- Attended St. James DARE graduation
- Attended Calvary Christian Academy DARE graduation
- Weekly CPA class
- Quarterly sergeants and corporals meeting
- Attended short-term rentals follow-up meeting

Community Outreach

- Science on Patrol was offered at Ormond Beach Middle School. 23 youths registered for the program.
- The READ at Ormond Beach Elementary School has 18 youths participating in the program. The invitation for the program exhibition was completed.
- Preparations were made for the PAL summer program partnership with the Department of Leisure Services.
- The theme for the OBPAL summer art program was finalized. Youths will continue the interior mural project in the art room at the SONC as a part of the summer art program.
- Enviro-Watch, an inquiry based environmental science program, began on April 18th. Children in the first and fourth grades are participating in the program.
- The boys' basketball teams will participate in the Battle at the Beach on April 29 and 30, 2011.

Community Services & Animal Control

- Animal calls responded to : 64
- Animal reports: 6
- Animal Bites: 2
- Animals to FHS: 7
 - Cats: 4
 - Dogs: 3
- Sick Wildlife: 3
- Animals Reclaimed: 2
- Animal Licenses issued: 3
- CSO Champion and CSO Stephens attended training for Animal Cruelty Investigation.

Criminal Investigations

- Cases Assigned: 35
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 16
- Grand Theft: 3

- Auto Theft: 2
- Missing Persons: 2
- Recovered Missing Persons: 2
- Robbery: 0
- Assaults: 1

Narcotics

- Two search warrants served
- Two buy walks

Comments

- A suspect has been identified in numerous Ormond Lakes burglaries. The suspect was arrested the other night for loitering and prowling in the Ormond Lakes subdivision. Investigators are attempting to link DNA evidence found at one of the crime scenes to the suspect's DNA.
- Arrest warrants have been obtained for the subject responsible for the recent smash and grab burglary at Tomoka Plaza. The suspect is a transient and currently in hiding.

Crime Trends

- A number of vehicle burglaries where bricks or large rocks have been thrown through a window to gain access have been reported. The perpetrators have stolen purses from vehicles and immediately use the victims' credit cards. Investigators have obtained video of the suspects and the suspect vehicle. Several other Volusia County agencies are experiencing the same type of thefts.

Records

- Walk - Ins / Window 133
- Phone Calls 196
- Arrest / NTA'S 16
- Citations Issued 207
- Citations Entered 205
- Reports Generated 167
- Reports Entered 164
- Mail / Faxes / Request 107

Operations

- 4/21/11 - Car Breaks – Trails Shopping Center. Windows of two vehicles were broken out and purses that were left in the vehicles taken
- 4/21/11 - Wal-Mart - Trespass Warning issued
- 4/21/11 - Orchard Plaza (136 N Orchard St) - Disorderly conduct; intoxicated female jumped out of a vehicle that was slowing to stop. Boyfriend and girlfriend were in a verbal argument and the female jumped out of the moving car and injured her ankle.
- 4/21/11 - Traffic Accident - Ann Rustin Drive - vehicle vs. light pole; female and male were involved in a verbal argument while the female backed out of the driveway. The rear of the vehicle struck a pole. There were no injuries. FPL responded to repair the damaged light pole.
- 4/22/11 – Burglary – residence - Foxhunter Flat; generator stolen out of the garage.
- 4/22/11 - Burglary – residence – S. Old Kings Rd; suspect pawned items stolen from victim. Items recovered in Holly Hill. Victim no longer wishes to pursue complaint.
- 4/22/11 – Burglary - business - S Nova Rd.; officers responded to a hold up alarm at a bank. The bank was closed for business and all employees had left for the day. Surveillance video showed subjects entered the bank utilizing a door key and attempted

- to access cash drawers. The suspects were in the bank for only a few minutes and left prior to officers' arrival on the scene, securing the doors as they left. Nothing was taken.
- 4/22/11 - Suspicious Incident - Cameo Dr.; neighbor watching the house for the out of town owners observed someone inside the residence. Further investigation revealed clothes and furniture scattered about inside. Nothing known to be missing at this time.
 - 4/22/11 - Vehicle crash with injuries; intersection of W Granada and Water Oak.
 - 4/22/11 - Trespassing – S. Atlantic Ave; two subjects trespassed from the 7-Eleven.
 - 4/22/11 – Hit and Run crash - SR 40 and N Beach St; vehicle struck a power pole and fled the scene. The vehicle was stopped at the Winn Dixie on W. Granada Blvd. FP&L responded to repair the damaged telephone pole.
 - 4/22/11 - Agency Assist - VCSO with breath test operator for a DUI arrest.
 - 4/23/11 - Car Break - Park Ridge Way
 - 4/23/11 – Burglary, business - Burger King on A1A; an employee left the rear door propped open when the business closed for the night. The employee returned and stole cash from the safe. Officer went to the suspect's residence and obtained a written confession and the subject was arrested.
 - 4/23/11 - Hit and Run - Food Lion parking lot; suspect vehicle struck an unattended vehicle and then fled the scene.
 - 4/23/11 - Trespass Warning at the Birthplace of Speed Park; two transients in the park after hours.
 - 4/23/11 - Disturbance at Ivey's restaurant - S Nova Rd; confrontation between manager and DJ. The DJ was injured when he punched a wall.
 - 4/23/11 - Suspicious Person; Emerald Oaks Ln and Coquina Stone Ln (Ormond Lakes); officer spotted a subject on a bicycle westbound on Coquina Stone Ln from Emerald Oaks Ln. The subject disappeared on a cul-de-sac, cutting through yards. A perimeter was set up in the area at which time officers spotted the subject on the bicycle several times riding between houses and through yards. The subject was eventually contacted and arrested for loitering and prowling.
 - 4/24/11 - Car Break - Pine Cone Trail, no forced entry, GPS and headphones stolen.
 - 4/24/11 - Aggravated Battery / Domestic Violence with a deadly weapon on China Moon Dr; suspect began hitting his girlfriend during an argument. The victim tried to call 911 but the suspect grabbed her phone and destroyed it. She ran out the front door and to a neighbor's house where they called 911. During the struggle, the suspect picked up a kitchen knife and repeatedly slapped the flat edge of the knife against the victims arms while verbally threatening her.
 - 4/24/11 - Weapons Complaint -Catfish Lake; officers responded to Catfish Lake following a report of gunshots heard in the area. Upon arrival a subject was observed discharging an AK47. The subject was arrested without incident.
 - 4/25/11 – Vandalism - graffiti “tagging” at several locations within the 600 block of S Atlantic Ave.
 - 4/25/11 - Suspicious Incident at Rivergrille, 950 N US1; suspicious person detained then released after it was determined he was looking for used cooking oil.
 - 4/25/11 - Traffic Stop – motorcycle fled from officer as he was attempting to initiate a traffic stop. The identity of the operator of the motorcycle is known and charges were filed. No pursuit was initiated.
 - 4/25/11 - Fugitive Arrest at US1 and Airport Rd
 - 4/25/11 - Fugitive Arrest at the Sleep Inn Hotel
 - 4/25/11 - Burglary – business - Cassen Park Bait Shop, 1 S Beach St.; entry was gained through the rear window. Suspect took about \$20 in change from the register drawer.
 - 4/25/11 – Suspicious Incident at the Tokyo Japanese Restaurant and Steakhouse, S Nova Rd ; adult white female entered the restaurant and wanted to see a male named "Yamaguchi." Upon leaving the restaurant, she showed restaurant employees the butt

- end of what appeared to be a silver handgun and told them "not to piss her off." A search of the area for the female subject was negative.
- 4/25/11 - Baker Act, - Sanchez Ave.
 - 4/25/11 - Narcotics arrest, Hand Ave. - juvenile male charged with possession of a controlled substance.
 - 4/25/11 – Burglary- Park Terrace- copper theft from garage
 - 4/25/11 – Burglary - Live Oak Ave., prescription narcotics taken
 - 4/26/11 – Car Break on Ormond Lanes; window broken out and a wallet, phone and credit cards taken.
 - 4/26/11 - Car Break, Olive Garden; window broken out and a purse taken.
 - 4/26/11 - Shoplifting Wal-Mart; adult female charged with retail theft.
 - 4/26/11 - Aggravated Assault - Biltmore Drive; an adult female was arrested for pointing a handgun at a house guest who she suspected of flirting with her ex-husband.
 - 4/27/11 - Burglary-business - Pirate's Cove Miniature Golf - Cardinal Drive
 - 4/27/11 - Burglary - residential - Foxhunter Flat, lawn equipment taken from garage.
 - 4/27/11 – Fugitive Arrest; transient at I95 and 40 arrested on an open warrant.
 - 4/27/11 - Fraud - Highland Falls; suspect called elderly female advising her that her grandson had been arrested in Canada and needed money wired to him to post his bond.
 - 4/27/11 - Baker Act – two transients taken into protective custody after they told police they wished to kill themselves.
 - 4/27/11 - Aggravated Assault, Disorderly Intoxication and Resisting arrest without violence at the Rockin' Ranch. Adult male arrested
 - 4/27/11 - Trespass Warning at Cheaters, an intoxicated guest attempted to initiate a fight inside of the club with employees. Trespass warning issued.
 - 4/27/11 – Assist Outside Agency at I-95 and SR-40 southbound off ramp. OBPD K-9 Dawny performed drug sniff on a vehicle stopped by the FHP. Dawny alerted on the vehicle for the presence of narcotics. FHP searched the vehicle and found \$19,000 dollars cash in the engine compartment. FHP seized the money and vehicle and arrested the driver. Driver denied ownership of the cash or knowledge of it being hidden in the engine compartment of the car.

Traffic Unit

- 11-04-00426: Crash with injury and entrapment at Clyde Morris Blvd. and Hand Ave. Vehicle turned left in front of an eastbound vehicle. One northbound lane was closed for a short period. Victim driver hospitalized with non-life-threatening injuries. At-fault driver was cited for failure to yield right of way.
- 11-04-00465: Crash with injury – vehicle versus pedestrian, 500 block of S. Atlantic Ave. A 13-year-old female ran across traffic lanes and was hit by a car. She suffered a broken leg and other minor injuries.
- 11-04-00547: Crash with injury at N. Beach St. and Melrose Ave. Two motorcycles riding together collided with each other and went down. No major injuries. N. Beach St. shut down for about 20 minutes.
- Sergeant Smith and Officer Pavelka instructed a Police Bicycle Operation class. Five (5) officers were trained and authorized for bicycle patrol.
- 21 more citations issued within the 700 block of Riverside Drive.
- Several units have checked the complaints on Hammock Lane with very few violations noted.
- Stealth Stat survey deployed on Hammock Lane.
- Variable Message Board deployed on SR40 eastbound at Beach Street for Art in the Park event.
- Traffic surveillance conducted at Nova Rec Center. Despite a large crowd and several activities, no violations were noted and no citations were issued.
- Sergeant Smith and Officer Pavelka attended a crash reporting course by iyeTek.

- Traffic Citations 153
- Parking Citations 12
- Crash - No Inj. 25
- Crash - Injury 7
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Beach Street
 - Central Park area
 - US 1 / SR 40
 - N. US 1
 - 800 BLK Wilmette Avenue
 - SR A1A
 - 400 BLK N. Tymber Creek Road
 - Tymber Run
 - 200 BLK S. Old Kings Road
 - Pathways Elementary and OBMS School Zones
 - Enforced Complaints:
 - 700 BLK Riverside Drive
 - Nova Rec (Unfounded)
 - Trails Subdivision
 - Clyde Morris Blvd.
 - 2000 BLK SR 40

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 12 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 3 Cases initiated
- 37 tree removal permit requests
- 7 sign either removed or sign cases created.
- Administrative staff assisted with two walk-ins and one hundred and twenty-six (126) telephonic inquiries.

NOTE: These numbers include NID activities from the week of April 11th through April 24th since there was no report last week due to the Good Friday holiday.

Public Works

Engineering

Construction Projects

- US1 Forcemain Extension Phase II - Steel casing span fabrication was completed and placed upon the bridge pier cap mounting brackets. Watermain piping was delivered to the site to begin construction of the watermain within the casing.
- Rima Ridge Wells 54, 55 & 56 - Site work is substantially completed and the station telemetry is being worked on for the SCADA system.
- Hull Rd. & US1 - Working on closeout documents.
- Phase II Watermain Extension - Reviewed project As-Built Drawings.
- Fire Station 94 Sprinklers - Project completed.
- Alcazar-Buena Vista Drainage Area Improvements - Award of Bid date set for May 17. Materials and exhibits were prepared for the Commission package.

- Selden Avenue Road and Utility Improvements - The CDBG has been sent the project specifications and plans for authorization of bidding. VCHD permit application was made for the watermain upgrade.
- OBSC Boundless Playground – The landscape, irrigation and PVC fencing was completed and inspected. The rubber play surface, artificial turf and furnishings will be completed by Friday. A final inspection will be scheduled for later next week so the new park / playground can be officially opened and turned over to Leisure Services.
- Facility Lighting Replacement - The contractor has completed 55% of the scheduled renovation work to date.
- Downtown Parking (Vining Court) - A pre-construction meeting was held April 28th.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is constructing Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is ongoing. Contractor is working on the installation of utilities on Hand Avenue and final restoration of Coolidge Avenue.

Design Projects

- Andy Romano Beachfront Park – City Commission approved the contract for design on April 20th. Staff will be scheduling the Public Meetings for May 10th and 11th.
- CCTV Surveillance- Airport- Nova Field & Sports Complex - Prepared CC memo and submitted to Legal/City Clerk.
- Tomoka State Park - Prepared CC memo and submitted to Legal/City Clerk for LAP agreement.
- SRA1A to Nova Interconnect - Reviewed comments and made changes to bid doc.
- Audible Pedestrian Signals - Prepared CC memo and submitted to Legal/City Clerk for LAP agreement.
- SR40 Sidewalk / Trail Phase III - Sent FPL a request for underground line at Shadow crossing. Prepared CC memo and submitted to Legal/City Clerk for LAP agreement.
- Granada Underground Utilities - Sent additional information to FPL, AT&T and Brighthouse for this project.
- Tymber Creek Widening - Staff submitted plans and specifications to the County for the Phase I Utility relocates to establish a JPA, which must be developed by the County and sent to the City for execution.
- N. Halifax Drive - Geotechnical report on subsurface investigation regarding asphalt distress is in progress.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext. - Revised proposed request for qualifications package.
- US1 and Nova Rd. - Prepared CC memo and submitted to Legal/City Clerk for LFA agreement.
- City Hall Landscape Renovation – Staff is finalizing the landscape renovation plan to solicit quotations for this project.
- Cardinal Beach Approach - Staff is designing the proposed landscape improvements for the new life guard station.
- Downtown Wayfinding Signage - Hall Construction has submitted a proposal for staff review incorporating all the revisions.
- Wooden Pedestrian Walkway Lighting Replacement - The new poles have been delivered and the fixtures are ready for shipping. Staff is soliciting installation quotations for the new materials.
- Stormwater Study - Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.

- John Anderson Drive - Held design public meeting on April 21st at City Hall Commission chambers at 7:00 PM. Many residents attending were not in favor of the sidewalk proposed.
- Hand Avenue - Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by Federal FEMA. Coordinating the modification details for the final revised agreement. The SJRWMD continues to have water quality issues with our project to interconnect the lakes. Once resolved, the permit will be issued for the additional bridge and Lake interconnect across Hand Avenue. A meeting has been scheduled with the SJRWMD to discuss the consultant's response to their last RAI.

Department Activities

- 5-year CIP plan and budget for the corrugated metal storm pipe repair was prepared.
- 5-year Roadway Resurfacing CIP plan and budget is being developed. Staff is preparing questions and comments for VHB, the pavement management software provider, to help improve the data compilation and accuracy of processing for benefit to cost comparisons.
- Sent letter to FEC on the maintenance and invoice procedure for Hull Rd crossing.
- Sent FDOT supplemental agreements for SR 40 Multi-use Trail Phase 2 and Hull Road.
- Completed CIP project documentation.
- Prepared project invoices/pay requests totaling \$80,489
- Prepared a work authorization for \$885

Customer Service

- Assisted Streets Division on permitted work.
- Advised resident on culvert under her driveway.
- Addressed fill issue at 2314 Lipizzan Tr.
- Assisted Neighborhood Improvement Division with Special Master's Hearing for illegal fill on A1A.
- Researched LDC for ADA compliance for private residential docks per Costal Waterway request.
- Researched and provided Airport Hangars as-builts at 770 Airport Rd. to find the specs on the E1 pump station located at the hangars per Wastewater Division request.
- Researched and revisited 884 S Atlantic Ave to verify mistakes in the property location related to documents provided by the owner for a possible NID code violation.
- On site visit to 15 Reynolds Ave for requested SWMP options.
- Created four corners map of city parks located at the bases of the Granada Bridge for Chamber of Commerce request.

Meetings

- Met with supplier representative for fusible PVC pipe to compare cost, quality and limitations for use in horizontal directional drilling to HDPE pipe which is standard industry material.

Other

- 35 projects were inspected.
- Coordinated with FDOT the water line broken on Sunday night for Texaco Station at US 1 and SR 40.
- Researched and provided specs and locations for the City Hall chiller and related air handlers.
- Provided right of way stakeout and verification for NID code violation at Wendy's entrance.
- Added more watermain information to new maps and spread sheets showing phases for the 2 inch water mains throughout the city scheduled for replacement.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Poured new gutter that was raised by tree roots at 554 Riverside Dr.
- Poured new sidewalk that was raised by tree roots at 28 Aaron Cir.
- Asphalted Water Department utility cut caused by a water line break at Aqua Vista & Ligustrum
- Repaired a gutter at 115 Fairway Dr.

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 Nova/Transfer Station
- Saw and equipment maintenance at Public Works
- Tree removals at Woodmere Circle, Division & Center, Flormond St. and PAL House
- Tree trimming at Ormond Lakes, The Trails and Ormond Shore Dr.

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
- D.O.T. weed control all along Granada Blvd.
- ROW trimming at various citywide locations
- Cleaned sidewalk at I-95 & SR40
- Installed missing bands & fixed torn banners on streetscape (Granada Blvd.)

Sign Shop

- Repaired or replaced signs at the following locations:
 - Fire Station #94, replaced (2) Handicap Parking signs
 - Fire Station #91, replaced (2) Handicap Parking signs
 - Riverbridge Park, replaced (2) Handicap Parking signs
 - Casements, replaced (2) Handicap Parking signs & straightened the posts
 - Fortunato Park, replaced (2) Handicap Parking signs
 - Central Park IV off Division Ave., replaced (1) Handicap Parking sign
 - Fire Station #93, replaced (1) Handicap Parking sign
 - South Ormond Rec. Center, replaced (3) Handicap Parking signs
 - Riviera Park, replaced (2) Handicap Parking signs
 - Ames Park, replaced (1) Handicap Parking sign
 - Cassen Park, replaced (1) Handicap Parking sign
 - Memorial Gardens parking lot, replaced (2) Handicap Parking signs
 - Harmony Ave. & Pineland Trl., replaced damaged post & missing street names
 - Ponce de Leon Dr./Benjamin Dr. & Riverside Dr., replaced missing street names
 - Spring Meadows Dr. & Hand Ave., re-install a stop sign post hit by a vehicle
 - Seton Trl. @ Memorial Gardens, re-install a "No Parking" sign post hit by a vehicle
- Continued pavement marking inventory

- Checked street names on the s/side of W. Granada Blvd., east of US1 for replacement
- Fabricated street names for locations s/of W. Granada between S. Beach St. & US1
- Installed (2) new in-street "Yield to Pedestrian" signs on Division Ave.
- Riverside Dr. at The Casements, installed the last set of yellow raised pavement markers in advance of the crosswalk

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Set up tables, chairs and tents for Earth Day
- Returned all items used for Earth Day
- System Inspection – Seville St. and South Beach St.
- Dug up and sodded at 166 River Beach Drive
- Checked out a complaint at 1113 John Anderson, not our problem, referred to Volusia County Road & Bridge
- Delivered map of stormwater system to HOA at The Crossings off Clyde Morris Blvd.
- Mowed with slope & bushog mowers on North US1
- Reachout Mower – North US1, Wilmette Ave. to Nova Rd.
- Pond Maintenance – Casements pond
- Vacon – Plaza Grande, cleaned basins and 500 feet of pipe – cleaned trough at Transfer Station

Street Sweeping/Streetsweeper

- 133.6 miles of road cleaned
- 40.5 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week

28,138

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

1

Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 12,317 gallons of unleaded fuel and 7,314 gallons of diesel fuel on hand.
- Fleet completed 46 work orders this week.

Utilities Division

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff received formal notice from the District describing new reporting requirement for every 10 years and allow city to withdraw current report update. Since the bulk of the City's initial 5 year report has been prepared, it may be in the City's

- best interest to complete the present report. This may extend the due date to ten years for the next report to be generated instead of the 2014 date, should we decide to withdraw our current submittal. Staff preparing response to recent correspondence indicating our desire to complete current compliance report requirements.
- Water Plant 4 Log Virus Inactivation – A reply to the Request for Additional Information (RAI) from Volusia County Health Department was sent.
 - Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of concentrate that can be mixed by the reclaimed water production at the wastewater plant without exceeding conductivity limits established by FDEP. A proposal was requested from Quentin L. Hampton (QLH) to revise the monitoring location for conductivity from the plant to the reuse storage tank to offer more operational flexibility for reuse production realized at the wastewater plant. A second proposal was requested from McKim and Creed to determine optimized configuration and proposed modifications to the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered.
 - Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations.
 - Airport Road Force Main Extension – Contractor prequalification proposal currently being prepared. Project includes force main upsizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Easements forthcoming for commission consideration for a portion of the project corridor.
 - Fire Hydrant Replacement Program – A pre bid meeting was held. Addendum 1 was prepared and questions raised at the meeting were answered in the addendum for second year project implementation of older hydrant replacements.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. Pumps 1, 2 and 3 were re-installed and grouted. Start up of the pump station is scheduled to begin on May 3, 2011. Control system programming will be modified to operate pump set point at a minimum speed of 82% to conform to a recently indicated minimum speed recommended by the manufacturer to achieve proper pumping parameters and solids passing capabilities. The request was submitted to ICS for price quotations. The price for the control modifications is \$6,843.56. Previous bypass pumping systems remain in force at the facility until new contractor installed system is found operational. Prime Contractor, CenState, is aware of the situation and was informed that extra costs for this would be their responsibility. Copies of invoices will be sent to them for the pump bypass arrangement so they are aware of the accumulating costs.
 - Ormond Beach Wastewater Treatment Plant Expansion – Contractor continues to proceed with construction of Clarifier 4. Construction of the primary electric building will begin after the influent pump station is placed into service. The control system for the bar screens will be modified so the screens aren't continually operating. Due to the proximity of the existing controls to the screen, a NEMA 7 (explosion proof) control system is required. Relocating the control cabinet to the ground allows a non explosion proof system to be used which is less expensive and is preferred by operations staff.
 - Gravity Sewer Pipeline Repair – One manhole remains to complete the project. The invoice for the four manholes on Granada Boulevard that were rehabilitated under this project were received.
 - Lift Station Repair and Replacement Project - The doors remain to be installed at lift station 6M. The control panel for the pumps was received and is being installed. Awaiting receipt of pumps and miscellaneous mechanical components for installation at Ormond Mall lift station.

- Rima Ridge Wells – Building and mechanical equipment is currently being installed at the well sites. Questions concerning the location of the pressure sensors and gauges at the wells were resolved. The pressure sensors are located downstream of the check valve. Pressure gauges are located at the well head, upstream of the check valve.
- Tiffany Circle Water Main Replacement – Construction sets were distributed to contractors. Quotations are due at the end of this week. The engineer's estimate of cost is approximately \$20,000.
- Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review.
- Water Plant Aerator Rehabilitation – A sole source memo was prepared for DeLoach Industries, Inc. to perform the work. The memo is being reviewed by staff.
- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. The scope of work was reviewed by staff and determined to be reasonable. A City Commission meeting memorandum is being prepared recommending that the proposal be approved.
- SPRC – A meeting was held with Energizer to discuss projected water and sewer demands for the site. The City is partnering with Energizer concerning certain activities related to additional service meter request. Various billing options for sewer were discussed along with methods to determine the amount of sewer that is introduced into the City system. Met with the engineer and developer of Village Business Centre to discuss the upsizing of the force main to serve development in the Village of Pine Run along with the Village Business Centre site. The developer is pursuing appropriate reimbursement for additional costs required to increase the force main size to meet future service area expansion needs as described in the current Utilities Master Plan Update. Estimates will be obtained from contractors to determine the amount of the City contribution to the project. Assisted with the preparation of water and sewer permit application forms for Tire Kingdom and Riverbend Community Church.

Water Distribution

- Meter testing: Tested 1 – 1½", 5 – 2" commercial high users, 2 – 3", 4", and an 8" annual meter tests, ¾" residential meter (billing complaint), scheduled 3 commercial high users for testing
- Installed 3 new water meters and services
- Exchanged 9 broken or inaccurate water meters and changed 7 water meters to radio read on Ocean Shore Blvd
- Responded to or repaired 13 water service leaks
- Flushed 7 cloudy water complaints
- Replaced 8 water services, and 12 meter boxes/lids
- Responded to 10 low pressure complaints
- Disconnected 3 water services, two of which were abandon services found during a lot clearing on Orchard Lane
- Assisted 3 customers with misc. water issues
- Tested 22 and repaired 2 city owned backflow preventers
- Repaired 6 fire hydrants from OBFD work orders (1 shutdown for seat replacement), Located/exercised valves for shutdowns during fire hydrant replacement program
- Valve Maintenance: Continued SR40 valve locates and exercising
- Leak Detection: Installed 60 leak noise loggers on valves in the area of Division Ave south to Calle Grande
- Assist contractor with locating the fire line at Olive Garden on S. Atlantic Ave
- Replaced sod at Old Kings Rd and Pine Cone Trail project sites
- Cleaned and restocked all trucks

Water Treatment

- Delivered to the City 40.512 million gallons for the week ending April 24, 2011 (5.797 MGD)
- Backwashed 11 filters for a total of 457,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Received VCHD feedback on final draft of 2010 Annual Water Quality Report. Finalized draft and forwarding to publisher.

Waste Water Collection - Reuse

- Crews responded to six trouble calls out west Breakaway/Hunter's Ridge area and one in town.
- Televised two sewer laterals and root controlled one sewer lateral.
- Located clean out at 90 Woodbourne Ln. for plumber. Repaired clean out at 15 Black Pine Way.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course. Found 8" meter in disrepair, replacement meter or repair is under consideration. Checked meter at Oceanside Golf Course and found meter in good shape.
- Flushed reuse main on Ocean Terrance due to complaint from customer.
- Rehabbed PEP system tank at 19 Lake Vista Way.
- Checked irrigation system at Breakaway and Hunter's Ridge. Inspected and cleaned pond filter.

Waste Water Treatment

- Domestic and Industrial wastewater weekly flow @ 28.28 Million Gallons.
- Produced 20.02 Million Gallons of Reuse.
- Produced 8.26 Million Gallons of Surface Water Discharge.
- Influent flows daily average for week @ 4.04 MGD, plant rated for 6 MGD
- Hauled tons of sludge 144.40 (14%-18% Solids).
- DMR and GWM report were sent to FDEP on the 18th
- Influent Pumping Station is bypassed. Operations are manually calculating and splitting samples flow proportional sampling for the raw flow.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Coordinating Sewer Use Ordinance amendments with Utilities Administration and Legal Department. Forward draft to FDEP this week.

Water Plant - Well Fields - Booster Stations

- Reattached the SCADA antenna cable to the pole at Riverview Station.
- Replaced the control foot pedal on the pipe threading machine.
- Replaced the motor on the lime slurry pump #3 with one from inventory, rebuilt pulled motor and placed back on shelf.
- Pulled the #2 Discflo pump for inspection of debris - all clear
- Reinstalled the valve actuator on LPRO train #1.
- Completed alignment of the new pump and motor of H.S.P. #2 – awaiting restraining bars for flex coupling.
- Changed out the motor on the Lime softening scrubber pump #1.
- Adjusted belts and greased the bearings on the R.O. scrubber blower
- LPRO and Lime softening back up generators tested ok – post run inspection performed.
- 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 – Reuse System

- Installed 3085 pump at Transfer station liftstation. This should hold until new station can be designed and completed. Improved housekeeping operations with trash and debris are recommended to prolong pumping reliability.
- Changed out chlorine dosage meter – reinstalled pH meter at plant.
- Reset 25 hp submersible aerator.
- Replaced Receptacle to polymer pumps at Centrifuge.
- Replaced motor at fermentation basin.
- Open SR40 Force Main Valves at Towne Square
- Repair Plumbing at Clarifier #2 Automatic Wash Down System
- Repair at R.A.S. pump #4
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 19 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 Liftstations. Pulled pumps check/replace impellers.