

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 13, 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 meeting with City Attorney
- Weekly staff meeting with Directors
- Bi-weekly meeting with Planning Director
- Held pre-planning meeting with Acting Fire Chief, Police Chief, Utilities Manager, and Risk Manager on Chamber Leadership exercise for April 12
- Held CIP meetings with individual departments

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended Charter Review committee meeting
- Met with Dorian Burt on downtown issues.
- Attended DARE graduation at St. Brendan's School
- Participated in FCCMA conference call on committee chairs/assignments
- Attended Chamber Leadership Government Day, spoke on my role as City Manager and participated in the morning's exercise
- Met with Tony Capozzi, Chamber of Commerce Executive Director, and City staff on the State of the City event scheduled for September 2012.
- Met with Kerry Symolon, Team Volusia, on the Team Volusia Issues
- Held Walk with the Manager
- Participated in FCCMA 2013 conference call

Community Development

Planning

- The Director spent much of the week formulating responses to the counter claim comments by Cheater's.
- The Brownfield Advisory Board met on Tuesday at 6 p.m. for an organizational meeting. Bill McMunn was elected Chairman and Patrick Opalewski was elected Vice Chairman. The Rules of Procedures were adopted with 1 amendment.
- Staff devoted 2 full days to attend a demonstration of SunGuard's Solution 1 software as part of the Enterprise Software RFP. This was the second demonstration and evaluation to the responses by software companies to the RFP.

Building Inspections, Permitting & Licensing

- 58 permits issued with a valuation of \$416,093.00
- 116 inspections performed.
- 6 business tax receipts issued.

Development Services

- The American Legion site plan for US1 North was issued a Development Order.
- Stor-It, SPRC #11-09, 99 Portland Avenue. SPRC approved final site plan pending seconding reading of PBD by the City Commission on 04.17.2012.
- Jimmy Johns, SPRC# 12-81, 2 South Perrot Drive. Submitted 04.12.2012 with final review comments due 04.24.2012.
- Pennorth Utility Connection, SPRC #12-80, 1350 North Ocean Shore Boulevard Submitted 04.12.2012 with final review comments due 04.24.2012.
- Members of the SPRC met with representatives of Sunoco, Inc. regarding the demolition of three sites and reconstruction of convenience stores with gas pumps. The sites are 1546 West Granada Boulevard, 3 North Yonge Street, and 460 South Atlantic Avenue. It appears that each site has issues regarding existing lot sizes that may require variances or rezoning to Planned Business Development.
- Marshside subdivision. Submitted plan set for additional preliminary review on 04.05.2012.
- Chase Bank at Ormond Mall (Ormond by the Sea). Project engineer submitted draft revisions for Utility Department review prior to final submittal.
- Maria Bonita, 195 West Granada Boulevard. Conducted SPRC final inspection on 04.04.2012 and provided a list of items that need to be completed. The owner indicated that all items should be completed by 04.27.2012. The property has two Property Improvement Grants that have an expiration date of 05.30.2012.

Economic Development

Economic Development

Ormond Crossings

- Staff finalized their comments to Tomoka Holdings regarding the draft Master Development Plan and design standards documents. A final meeting is scheduled for April 27 with Tomoka Holdings to resolve the remaining items and then the documents will be sent to the Planning Board and City Commission for review and approval.

Airport Business Park

- Staff is working with four 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 arranged site visits for 2 companies this week.
- Staff met with the new CEO of Emergency Communications Networks (ECN) to discuss their sale to the Riverside Company. ECN provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECN service proposal. A third service provider is being sought for a quote. Staff is preparing a service agreement with ECN for emergency notification services and will provide a disposition item for the City Commission in May.
- 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.

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.

Prospective Business Attraction/Retention/Expansion

- Staff continues 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. The visitation will continue over the next two months, which will be followed by a summary that will be provided to the Commission.
- Staff participates on monthly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff 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.
- Staff met with First Green Bank representatives to discuss dates for an opening of the new bank, located at 175 West Granada Boulevard. The open house is scheduled for clients and invited guests on June 7 and a public opening on June 9.

Business Incentives

- Staff is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

Airport Operation and Development

- Staff participated in the annual airport CIP meeting this week.
- ATS Land Surveying, LLC has been engaged to provide an estimate regarding potential survey work for an airport access road proposal in the Airport Business Park.
- Electrical repair work on the primary runway at Daytona Beach International Airport has served to increase local traffic in the north/south corridor over the city. Repairs are expected to be completed and the runway opened by 7:00 pm on Friday, April 13th.
- Staff continues to monitor aircraft activity on-site in the neighborhoods east of the airport, in an effort to determine the efficacy of voluntary noise abatement procedures established to reduce the perceived impact of aircraft noise on those and other areas. Observations thus far indicate that traffic pattern operations are normal and in accordance with procedures.
- Staff prepared for and participated in an inspection by FDOT of airport security infrastructure this week.
- Staff compiled and submitted information to the Advanced Aerospace Platforms Applications Center (AAPAC) at Kennedy Space Center regarding the possibility of participating in unmanned aircraft systems initiatives led by Space Florida and FDOT.
- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current fiscal year. Staff was again advised that the ADO planned to begin programming grant funds this week.
- Staff continued to work this week to prepare for required land value appraisals scheduled to take effect at the airport in January of 2013. Staff has compiled and reviewed recent appraisals of airside lands at other general aviation airports in Florida, in an effort to identify current trends in airport land values.
- Staff continues to work with the FAA Eastern Flight Procedures Office in Atlanta, GA to address the City's request that an FAA proposal to lower the minimum descent altitude (MDA) for certain approaches to the airport be revised to maintain the current MDA values

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation of FY 2012-13 personnel budget.
- Completed Projects - Weekly
 - Processed 105 Journal Entry Batches (# 2432 – 2665).

- Approved 31 Purchase Requisitions totaling \$6,611,895.84.
- Issued 27 Purchase Orders totaling \$6,600,606.94.
- Addendum No. 1 for RFP No. 2012-13, Investment Advisory Services, was posted to DemandStar on 04/03/2012.
- Addendum No. 1 for RFP No. 2012-14, Annual Independent Audit Services, was posted to DemandStar on 04/03/2012.
- Addendum No. 1 for RFP No. 2012-15, Arbitrage Calculation Services, was posted to DemandStar on 04/03/2012.
- Advertised Bid No. 2012-19, City of Ormond Beach Purchase of Vacuum Septic Truck, in the News Journal and posted to DemandStar on 04/08/2012.
- Held opening for Bid No. 2012-18, Ormond Beach's Andy Romano Beachfront Park, on 04/09/2012. Six (6) bids were submitted.
- Issued Addendum No. 2 for Bid No. 2012-01, 2012 Roadway Resurfacing, on 04/09/2012.
- Held opening for RFP No. 2012-13, Investment Advisory Services, on 04/10/2012. Four (4) submittals were received.
- Held opening for RFP No. 2012-14, Annual Independent Audit Services, on 04/10/2012. Four (4) submittals were received.
- Held opening for RFP No. 2012-15, Arbitrage Calculation Services, on 04/10/2012. Six (6) submittals were received.
- Mailed Letter of Intent to Award for Bid No. 2012-02, Transfer Station Lift Station Upgrades Project, to the five (5) firms that submitted bids on 04/10/2012.
- Mailed Letter of Intent to Award for Bid No 2012-07, Hand Avenue Collector Road Upgrade, to the four (4) firms that submitted bids on 04/10/2012.
- Prepared 284 Accounts Payable checks totaling \$418,929.59 and 64 Accounts Payable EFT payments totaling \$1,137,037.85.
- Processed 8,545 cash receipts totaling \$1,644,033.45.
- Processed 1,691 utility bill payments through ACH totaling \$101,414.21.
- Processed and issued 7,222 utility bills with billed consumption of water of 50,147k.
- Issued 1,126 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Summer Camp Registration
 - Earth Day (4/19)
 - Community Foundation of East Central Florida Presents From Outa Nowhere (4/20)
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 8
- Hazardous: 2
- EMS: 83
- Motor Vehicle Accidents: 4

- Public Assists: 40

TOTAL CALLS: 141

- Aid provided to other agencies: 14 calls – Volusia County (6), Daytona Beach (7), Holly Hill (1)
- Total staff hours provided to other agencies: 43 hours
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 68

Training Hours

- Building Construction: 8
- Driving: 12
- EMS Protocols: 2
- EMT Refresher Modules: 11
- Probationary Training: 28

TOTAL TRAINING HOURS: 61

Station Activities

- Serviced 138 fire hydrants to include: flow testing, inspecting and flushing.
- Updated 25 pre-fire plans.
- Conducted 7 fire inspections.
- Instructed American Heart Association Heartsaver CPR/AED course – 23 Ormond Beach residents in attendance.

Significant Incidents

- 4/7/12, 9:10 AM: 121 Rodeo Rd. – Assisted Volusia County with a brush fire – cleared call at 8:14 PM.
- 4/8/12, 9:48 AM: I-95 N., Mile Marker 272 – Commercial bus fire with 47 passengers – heavy column of smoke with flames showing – all passengers safely off bus.
- 4/8/12, 4:21 PM: Near drowning at Granada Blvd. beach approach - assisted Beach Patrol – patient transported to hospital.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled. Three (3) applications have been forwarded to department for review.
 - Leisure Services/Recreation (Sports) - 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, entered on applicant tracking sheet with qualifications and forwarded to the department for review.
 - Leisure Services/Special Populations – Part Time Recreation Leader was advertised on the City web site with a closing date of 03-30-12. No applications were received and position was re-advertised through 04-27-12. The advertisement is being distributed to local colleges.
 - Leisure Services/Performing Arts Center - PT Box Office Attendant - Advertised on the City web site with a closing date of 03-30-12. Five (5) applications were received, entered on applicant tracking sheet with qualifications and forwarded to the department for review.
 - Finance Department – Purchasing Coordinator advertised on the Florida Government Finance Officers Association web site, the National Institute of Governmental Purchasing

- (N.I.G.P.) web site, the Daytona News-Journal, the City web site and in-house with a closing date of 04-27-12.
- Leisure Services/Recreation - Summer Camp Counselors (including Enviro Camp, Nova and SONC) were advertised on the Daytona News-Journal, the City web site and all the local college job boards as open until filled.
 - Screening/Interviews Scheduled
 - Public Works/Utilities – Water Quality Control Technician advertised on the City web site, Florida Water Pollution Control Operators Association (FWPCOA) web site, Florida Rural Water Association (FRWA) web site, Southeast Desalting Association (SEDA) web site, American Water Works Association (AWWA) web site and in-house with a closing date of 03-16-12. Forty (40) applications were received. Interviews have been conducted and selection is pending.
 - Public Works Department/Fleet Operations - Fleet Operations Manager advertised on City web site, FLAGFA web site, the NAFA web site, the Government Fleet web site and will remain open until filled. Thirty-one (31) applications have been received, entered on applicant tracking sheet with qualifications and forwarded to the Assistant City Manager for review. Interviews have been set for 04-17-12 and 04-18-12.
 - Public Works Department/Utilities – Utility Electrician has been advertised on the City web site, the News-Journal web site, the Florida Water Resources Journal (FWRJ) web site, Florida Rural Water Association (FRWA) web site and in-house. This position closed on 02-24-12 and eleven (11) applications were received from qualified applicants which were entered on applicant tracking sheet and forwarded to department for review. Interviews have been conducted and selection is pending.
 - Background/Reference Checks
 - Police Department – Police Officer eligibility list was developed from interviews held on 03-21-12 and 03-22-12 with the top eight candidates. The top five candidates were interviewed by the Chief and the background was started on the top three candidates.
 - Job Offers
 - Public Works Department/Wastewater - Maintenance Worker II candidate was selected to fill the second vacant position and will begin employment on 04-16-12.
 - Public Works Department/Engineering - Engineering Inspector candidate was selected and will begin employment on 04-09-12.
 - Police Department – Police Officer eligibility list was developed from interviews held on 03-21-12 and 03-22-12 with the top eight candidates. The top five candidates were interviewed by the Chief and the background was started on the top three candidates. Conditional offers were made to two candidates.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 3-31-12: 1.53% (excluding retirements)
 - Public Records Requests
 - Subpoena Duces Tecum for records on former employee in the Streets Department.
 - Request to view personnel file of former Police Officer by Putnam County, Georgia Sheriff's Office.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program February 2012 monthly report reflects savings of \$69,969.54 for City residents during the twenty months that the

program has been in effect in Ormond Beach. Over 1,527 residents have utilized the program during that time.

Training & Development Opportunities

- LEAPS Academy is beginning training for all full time employees on "Ethics in the Workplace." The four hour sessions will begin 05-22-12.
- HR staff member attending Chamber of Commerce Leadership Class IX.

Risk Management Projects

- Chamber of Commerce Leadership IX –Government Day.
- Attend demonstration of SunGard software.

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 – assisting with trials of additional vendors, software is being installed on computers for user testing.
 - 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 – Attended a 2 day interactive demo of MS Govern Innoprise system with representatives of various departments for evaluation.

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 16 New work - 27 completed - 40 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,623	Inbound E-Mails Blocked	10,205
Delivered Inbound E-Mails	10,315	Quarantined Messages	103
Percentage Good Email	50.0%	Virus E-Mails Blocked	3

- Notable Events: None.

• Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 60 Corrections: 2
- Map/Information Requests: 29
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: Corrected 56 NaviLine facility maintenance records.

Leisure Services

• Administration

Meetings/Attendance:

- Administrative Staff Meeting
- Public Works Staff Meeting
- City Manager Weekly Meeting
- Budget Meetings with City Manager
- Leisure Services Advisory Board Meeting
- Supervisors/Coordinators

- Oceanside Country Club Meeting - State of the City
- State of the City Event Planning Meeting
- Coordinator one-on-ones
- Staff Evaluations (1)
- Enviropals Video Segment Meeting
- Safe Place Training
- Attend Sungard demo
- Met with vendor at Birthplace of Speed Park to discuss handrail options on new stairs
- Attended opening of bid for Andy Romano Park
- R&R Budget review
- R&R Budget preparation for next 5 years
- Met with painting contractor to discuss Ames House work
- Met with landscape contractor to discuss concerns
- Met with vendor at Riviera Park to discuss deck repairs
- Completed probationary employee evaluation with employee

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
 - The Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday through Thursday from 6pm to 8pm.
 - The Ormond Beach Golden Spikes continued practices and games at both the Nova Fields, as well as the Wendelstedt Fields at the Sports Complex. Ages range from 9 and under to 14 and under.
 - River Bend Academy Baseball continued their practice season on Thursday and Friday at the Sports Complex, Kiwanis Field.
 - Seabreeze High School Softball had Varsity games on Monday and Wednesday nights at 6pm on Quad #1. Their practices are held at the High School.
 - Seabreeze High School Baseball had games on Tuesday and Wednesday nights at 4pm and 7pm at Wendelstedt Fields #1 and #2.
 - The OBYBSA Baseball and Softball Program continued their game season this week, Monday through Friday at Nova fields, the Sports Complex, and South Ormond fields.
 - Father Lopez High School Baseball had no games this week, but practiced Monday morning and Thursday at 3:15pm.
 - The City Youth Volleyball Program continued this week, Monday and Tuesday nights, 6pm to 8pm, with training, instruction and games. The season will run through early May.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center outfield and prepped the infield.
 - Cleaned tennis and basketball courts at the South Ormond Neighborhood Center.
 - Went to Osceola school to tend 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 a daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of the Maintenance Building.
 - Mowed the baseball fields 3 times per week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Replaced sprinklers as necessary.
 - Cleaned Limitless Playground daily.
 - Baseball practices and games continued for Golden Spikes and high school teams.
 - Softball practices and games continued for Lady Renegades, Seabreeze High School, and Calvary Christian Academy.

- Prepared all fields; baseball, softball, soccer, T-ball for games and practices daily.
- Senior Center
 - March classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol meeting was held on Monday from 6:30pm to 9:30pm.
 - Pop Warner Board Meeting was held on Monday from 7pm to 8:30pm.
 - Big Band America rehearsal was held on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church was held on Sunday from 9am to 1pm.
- Performing Arts Center
 - The Performing Arts Center hosted various classes Monday through Friday, including: Kopy Kats, CMT, Follies, and Horan Judo.
 - LSAB meeting was held on Wednesday evening at 7pm.
 - The Performing Arts Center is preparing to host the following events:
 - Kinetic Expressions Dance Academy presents "Alice In Wonderland" Saturday, April 14th, 7pm, \$15.
 - Daytona Beach Concert Band, Sunday, April 15th, 3pm, free (\$5 suggested donation).
- South Ormond Neighborhood Center
 - Youth baseball machine pitch games were held Tuesday and Thursday from 5pm to 7pm.
 - Staff continued park maintenance projects.
 - Open play basketball was held daily from 1pm to 6pm.
 - YMCA Soccer was played Monday, Wednesday and Saturday.
 - Splash pad open daily at 10am.
 - South Ormond Sports Club youth basketball games were held Monday through Friday.
 - Jazzercise classes were held Monday and Wednesday at 5:45pm.
- Community Events
 - For 2012 Art in the Park: continued solicitation for sponsorship, tracking of applications and payment, event promotions, confirmation of vendors and preparation of registration of applicants.
 - For 2012 Memorial Day: continued redesigning logistics of event, flyer redevelopment, reviewing bids for new grave marker/flame to replace old flame.
 - Attended Memorial Day Committee meeting.
 - For 2012 Senior Games: assisted planning 2012 games and assisting board with finding new committee members and volunteers; assisted with sponsorship letters and inquiries.
 - Attended Senior Games Committee meeting.
 - For 2012 Independent Day Celebration: submitted formal requests for quotes to five sound, stage and lighting companies, continued researching bands and gathering quotes for bands and entertainment; sent out initial letter of invitation to past participating food vendors and possible new vendors.
 - Assisted with Chamber Leadership function at City Hall.
 - Assisted with City Commission Workshop, hospitality.
 - Attended Pickleball court dedication.
 - Attended meeting with Oceanside Country Club to review State of the City Address event.
 - Walk with the Manager, Friday, April 13th, PAC, 8:30am.
 - Completed weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - Began April/May session classes for various age groups and levels Monday through Friday.

- Cheer team prepared for an upcoming competition on April 14th.
- Attended Open Gym Program meeting.

- 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), and Miss Debby's Dance Classes.
 - 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.
 - Challenger Baseball program continued practice on Tuesday.
 - Youth Volleyball practices were held Monday and Tuesday from 6pm to 8pm in the gymnasium.
 - Pickleball Orientation was held Monday from 9am to 10am.
 - Ping Pong players met Monday, Wednesday, and Friday from 9am to 11am.
 - The OBYBSA Baseball and Softball Program continued games and practices on Nova's ball fields.

- The Casements
 - Classes met this week including: Art Class, Pilates, Tai Chi, Teeny Tiny Yoga, Yoga, and Zumba.
 - Tours continued from 10am to 4pm Monday through Friday, and Saturday from 10am to 11:30am.
 - The Birthplace of Speed art exhibit is on display in the Gallery throughout the month of April.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
 - Church services were held at Bailey Riverbridge on Sunday.
 - On Monday morning staff reset the dance room and office areas after floors were refinished and painted.
 - The Casements Guild held their board meeting on Monday morning.
 - The Casements Coordinator met with a local artist Tuesday afternoon regarding a possible Gallery exhibit.
 - The Memorial Day Committee met in the Preservation Room from 11:30am to 1pm on Wednesday.
 - The Coordinator attended the Chamber Leadership Class on Thursday from 8am to 1pm.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - A poetry reading was presented by Dr. Carol Thomas on Thursday evening in the atrium.
 - On Friday morning staff began set-up for a Saturday wedding reception.
 - Staff continued to plan for Enviro Camp to be held July 9 through August 3.
 - Staff continued the final stages of planning for the Guild Appreciation Luncheon scheduled for April 18th.

- Parks and Irrigation
 - Ran zones at Fire Station #92, repaired line break, and replaced 2 new heads and nozzles.
 - Installed a new timer and solenoid on the W. Granada Blvd. median #3 master valve.
 - Ran 3 zones at City Hall, replaced DC timer and replaced 2 spray heads.
 - Ran zone and checked timer at the Gateway sign.
 - Rewired timer system, flagged damaged heads and ran zones at Limitless Playground.
 - Cleaned debris from valve at Cassen Park.
 - Moved spray head 4 feet and installed new nozzles at Cassen bridge approach.
 - Installed a new timer and solenoid on W. Granada Blvd. median #4.
 - Replaced 1 rotor and 1 spray head at Limitless Playground parking lot.

- Installed a new 1" valve and solenoid, and replaced 2 rotor heads at Memorial Gardens.
- Removed two picnic tables temporarily placed at Central Park II for Chamber Leadership classes.
- Repaired playground equipment at Riverbend Nature Park.
- Began construction of new decking and stairs for deck at Birthplace of Speed Park.
- Completed re-decking of pier at Riviera Park.
- Repaired playground equipment at Milton Pepper Park.
- Cleaned off roofs and pavilion at Riverbend Nature Park.
- Removed palm frond debris from dunes at Birthplace of Speed Park.
- Cleaned off roofs of gazebos at Nova Rec.
- Blew off raised boardwalk on Althouse Trail.
- Removed graffiti from restrooms at Cassen Park.
- Performed citywide safety inspections of parks and equipment.
- Repaired toilet in men's room at the Senior Center.

- Building Maintenance
 - Weekly inspection of airfield lighting and signage.
 - Daily preventive maintenance of city vehicles and equipment.
 - Ordered and installed new pressure regulator for shop air compressor.
 - Replenished necessary bug insecticides for upcoming season (wasp and hornet type).
 - Adjusted temperatures in several areas of concern at the Police Dept.
 - Performed preventive maintenance on electronic gates city wide.
 - Started quarterly A/C preventive maintenance on buildings city wide.
 - Repaired a broken wooden gate at the Police Station.
 - Raised the Senior Center entrance sign.
 - Repaired PAC supervisor's door.
 - Repaired the door leading to the blue room at the PAC.
 - Prepared building maintenance list for Bailey's Riverbridge remodel.
 - Replace sloan valve seals in the men's room at Fire Station #92.
 - Replaced the break room sink in Engineering Division at City Hall.
 - Drained and cleaned the fountain at Fortunato Park.
 - Installed new lights for the PAC signage.
 - Repaired score board controllers at the softball quad.
 - Repaired the jail fingerprint reader.
 - Repaired GFI receptacles at backstops at the softball quad.
 - Completed weekly inspections of the Ormond Beach Municipal Airport.

Police Department

Administrative Services

- Conducted station tour for the Science on Patrol students.
- Attended D.A.R.E Graduation at St. Brendan's School.
- Participated in the Law Enforcement Torch Run for Special Olympics.
- Conducted police officer applicant interviews.
- Participated in pre-planning of Chamber of Commerce Leadership exercise.

Community Outreach

- The READ program continues. Currently 25 youths are enrolled.
- The OBMS Science on Patrol program continues. Currently 27 youths are enrolled.
- D.A.R.E. Graduation at St. Brendan's School

Community Service/Animal Control

- Animal calls responded to: 58
- Animal Reports: 3
- Cat traps: 2

- Animals to FHS: 2 (Cats)
- Wildlife turned over to Rehabber: 3
- Injured wildlife to Tomoka Vet: 1
- 1 stray python being fostered
- Animal Notice Of Violation issued: 1
- Animal Citations: 1

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 9
- Inactive: 4
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 1
- Auto Theft: 2
- Offense Against Family/DCF Reports: 1
- Sex Offense/Rape: 2
- Robbery: 1
- Homicides: 1

Comments:

- Homicide: A 38 year old male was found on the side of his residence with multiple stab wounds and blunt force trauma. The victim had passed as a result of the attack. The investigation revealed that the victim's vehicle was stolen after the homicide. Investigators contacted family members, friends and conducted numerous interviews during which a suspect was identified and the victim's vehicle was located abandoned. As a result of the investigation the suspect has been arrested and charged with premeditated 1st degree murder. Investigators continue to gather evidence and follow up on the case.
- Robbery: Subject reported that he was robbed at gun point by a known female at 1520 W. Granada Blvd. (Kangaroo Station). Further investigation revealed that the incident was suspicious in nature and the victim refused to cooperate with the investigation. Video surveillance from the business did not support the victim's account and the case was changed to a suspicious incident.

Records

- Walk - Ins / Window 118
- Phone Calls 139
- Arrest / NTA'S 10
- Citations Issued 151
- Citations Entered 150
- Reports Generated 124
- Reports Entered 99
- Mail / Faxes / Request 45

Operations

- Total Calls 1,704
- Total Traffic Stops 218

Crime Opportunity Reporting Forms issued: 199

04/04/12 Armed Robbery – Wal-Mart – suspicious incident – someone pulled a gun on victim and stole his money in the Wal-Mart parking lot – suspect vehicle was a red Chevy Trailblazer with unknown Ohio tag, tinted rear window and broken right taillight lens – Reporting party refused to write a statement or press charges.

04/04/12 Battery/DV – Sauls Street – girlfriend threw a phone at her boyfriend during an argument – both subjects live together – female arrested for domestic violence.

04/04/12 Trespass Warning – Caffeine’s – adult male and unconscious female were at Caffeine’s – male subject was belligerent to management and was trespassed from the property – he was also intoxicated and subsequently taken into protective custody under the Marchman Act – while in the sally port of the branch jail the subject kned the arresting officer in the groin – the officer did not sustain any injuries – the male subject was charged with battery on a law enforcement officer.

04/05/12 Theft – Tomoka Christian Church – enclosed trailer with approximately \$12,000 worth of band equipment inside was stolen from the church parking lot.

04/06/12 Hit & Run – Riverside – car vs. tree – driver left scene on foot – appeared to have injuries as a result of the crash – Air 1 conducted an area check near the crash – subject was located and transported to the hospital – charges pending for leaving the scene of an accident.

04/06/12 Vandalism – Standish Drive/N Halifax Dr - City Property – graffiti spray painted on a concrete retaining wall owned by the City.

04/06/12 Burglary/Business - Eagles Lodge – cash/coins were removed from slot machines and the ATM was removed from the business – the phone lines were cut to disable the alarm.

04/06/12 Burglary/Residence – S Washington – appliances taken – former tenant has been identified as a suspect.

04/06/12 Homicide – Buena Vista – male victim found deceased in the side yard of the home with multiple stab wounds – investigation resulted in arrest of suspect for murder.

04/07/12 Battery Arrest – W Granada/Hess Station – road rage type incident resulting when female attacked another female for having cut her off in traffic.

04/08/12 Road rage – SR 40/S Atlantic Ave – male displayed handgun to another driver during a road rage type incident – suspect vehicle located at SR 40/Hwy 11 – positive ID was made by the complainant – criminal affidavit filed.

04/08/12 Domestic Violence – S Nova Road – juvenile male struck his mother in the face – arrested for domestic violence battery.

04/10/12 Burglary/Vehicle – N US Hwy 1 – Ormond Lakes – passenger side front window broken out and purse and contents stolen.

4/10/12 Burglary/Residence – Seminole Ave – unlawful entry – no forced entry – suspect entered an open garage door and removed a lawn mower.

Traffic Unit.

- 12-04-00090, Rollover Crash w/Injuries, 145 N. Nova Road. Southbound motorist was driving at high speed and swerved to avoid a semi-trailer stopped in a lane. Vehicle crossed over the northbound lanes, struck a business sign, and rolled on its roof. Two hospitalized. Driver cited.
- 12-04-00110, Crash w/Injuries, 100 BLK W. Granada Blvd. Eastbound motorist rear ended another and shoved that vehicle into the westbound traffic lanes, causing it to hit a westbound vehicle head-on. A total of five occupants were hospitalized. SR 40 was shut down and traffic diverted to Washington Street for about 40 minutes.
- FDOT “Click it or Ticket” March campaign is complete. OBPD issued 71 seat belt citations. The campaign resulted in a post-enforcement survey revealing a 91% seat belt compliance rate.
- Traffic Citations 132
- Parking Citations 3
- Crash - No Inj. 22

- Crash - Injury 5
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 4 Case initiated
- 8 signs either removed or sign cases created
- 13 tree removal permit requests
- Administrative staff assisted with one walk in and thirty-four (34) 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) 133 Country Club Drive – This case is about the tenant operating a business from his home. The problem is the two trailers one that is rather large and a large commercial vehicle being parked on site. The name of the business on the vehicle is Set N Stone Creation Inc. This case was scheduled for a Special Magistrate hearing on March 26th. The Special Magistrate hearing was rescheduled to April 23, 2012, due to an emergency that prevented the Magistrate from attending the March meeting. The property owner has been notified of the new hearing date. He has been advised again of the pending costs that could be assessed against the property if the violation does not get corrected. The owner has indicated that the lease is up May 1st and he does not plan to renew it. Nonetheless, staff will proceed with the hearing in April.

Public Works

- Engineering
 - Construction Projects:
 - Roadway Resurfacing- Bids will be received April 18, 2012.
 - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – A 700 ft forcemain was successfully directional drilled and installed beneath I-95. The new reclaimed watermain installation along the utility easement from the storage tanks was completed.
 - Transfer Station Pump Station- Compiled bid award package for the May 15 Commission meeting.
 - SR 40 Sidewalk / Trail Phase III- The median and island sidewalk at Shadow Crossings is completed, contractor working west of shadow crossing. Two requests for design change have been sent to FDOT for concurrence. Compiling project file. Responded on an incident with workers and motorist on job. Discussed issues with owner to prevent this type of situation. All warnings signs and operation were correct and working safely. Processed DOL labor rates for specific work type.

- Williamson Median Landscape Renovation – The contractor has completed all the removal and preparation and is approximately 80% complete.
- OBSC Palm Planting – The work has been inspected and found to be complete.
- Tomoka State Park- Prepared pre-construction minutes and sent them to attendees. Compiling project file.
- SR40 Nova to A1A Interconnect- Working on FDOT Project Close Out requirements.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor continues working on Clarifier No.4, underground piping, chlorine contact tanks, RAS/WAS Pump Station, ABW Filter #3, swing zone blowers, fermentation tank, internal recycle pump station, Acetic Acid feed station, and the main electrical building. Start-up training was provided for Clarifier 4, screw pumps, and Positive Displacement blowers.

Design Projects:

- Andy Romano Beachfront Park – Bids were received and the base bid plus alternates exceed the available budget. Staff is working on value engineering items and will present this to the City Commission on May 1st.
- Granada Utilities Underground- Prepared scope for the easements, customer connection and plans/specs compiling of the different tasks. Explained the tasks to consultants.
- Nova Community Park Basketball Court- Revised scope and processed Work Authorization.
- Nova Community Park Racquetball Court- Revised scope and processed Work Authorization.
- Nova Community Park Master Plan- Sent additional materials for review.
- Mast Arm Replacement- Responded to request for lay down area for new mast arm at SR 40 and John Anderson.
- Ormond Scenic Loop- Attended Quality of Life Board meeting and presented Ormond Scenic Loop proposed signs. The QLF approved the signs as presented.
- South Peninsula 2-inch Water Main Replacement- Sent resident notices out regarding project and start of survey.
- Audible Pedestrian Signals- In design for ADA compliance.
- Mainland 2-inch watermain- Discussed with consultant additional areas of watermain improvements/ replacement that are non-2-inch, but which will be beneficial to address during the design phase for this project.
- North Peninsula 2-inch Water Main- Received notice that some of the customer notices were returned; investigated locations.
- SR40 Washington to Beach St.- Sent plans for FDOT Utility permit for street lights.
- Central Park Paving – Project is under review by the SJRWMD.
- Tymber Creek Phase I – The JPA for relocation of the City utilities in conjunction with the County widening of Tymber Creek Road (SR40 to Peruvian Ln) was approved by Commission, April 3, 2012.
- Cardinal Beach Approach – Staff is waiting for County funding approval to proceed with construction.
- N. Halifax Dr. Improvements- Project specifications are being compiled and the reclaimed watermain design is being revised per FDOT and staff review.
- Side Street Lighting Conversion- The advertisement for bid to purchase the fixtures is tentatively schedule for May 6th.
- John Anderson Drive – ZCA has distributed a sidewalk survey to the residents as part of the public involvement process for determining whether or not a sidewalk is desired to be included in the project. A public meeting was held on February 22nd at The Casements from 6:30 to 8:00 p.m. for residents wanting to attend to discuss the sidewalk. The results of the public survey will be presented to the City Commission on April 17th.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the project amount from \$1,725,853 to

- \$3,033,850.00. FEMA will fund up to 75% of the approved project cost. The City Commission was presented the project for disposition approval prior to advertising the project. Bids were opened for the project and were reviewed by the engineer. The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. Staff intends to present the contract for award at the April 17th City Commission meeting.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. Consultant met with SJRWMD and is preparing permit submittal based on meeting discussion.
 - 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. Sent final plans to FEMA for approval. FEMA engineering has informed staff that they have approved the project. FEMA environmental and tribal lands still must review before Phase 2 (Construction) can proceed.

Administration:

- Processed project invoices/pay requests totaling \$44,090
- Prepared requisitions/Purchase Orders totaling \$1,537
- Responded to traffic signal problem at Clyde Morris and SR 40.
- Sent Request to EVCTSC to investigate changing protected /permissive left turn phase to a protected only for Airport Rd and US1.
- Nova Road Landfill - The ten year landfill closure renewal permit is being prepared.
- Created Wetland Protection Permit for 1778 John Anderson Dr.

Meetings:

- Attended Quality of Life Board meeting.

Customer Service:

- Issued AT&T permit for fiber optic cable SR 40 and Booth RD.

Other:

- Completed additional survey shots at Shadow Crossings/SR40 intersection for the Multi Use Trail Ph3 project.
- Completed Tree locates at 7 Sycamore, and 60 Reynolds, per Neighborhood Improvement Division request.
- Completed right of way stakeouts at 242 Laws Lane, 517 N. Yonge St., and 18 & 22 Brookwood Ct. per Neighborhood Improvement Division request.
- Created three aerial exhibit drawings of lots 2, 3 and 4 at the Ormond Beach Business Park per Airport Manager request.
- Updated the AutoCad program to current 2012 platform.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Asphalted around storm drain & gutter at Ormond Shores & Pinewood
 - Repaired depressions with asphalt at 134 S. Orchard St. and at N. Orchard & SR40
 - Patched with asphalt around a meter box on Osceola Ave.
 - Asphalted patches on 2 Avenue Bonita, 512 Cherrywood Dr. and 141 Country Club Dr. for the Water Division
 - Ground down a sidewalk and backfilled at Ormond Shores & Pinewood
 - Ground down (5) sidewalks in Tymber Crossing

- Ground down a stop bar at Pinewood & Ormond Shores
- Repaired Streetscape (SR40) pavers – S. Beach St., SR40 and entrance to Cassen Park

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Stump removal at various citywide locations (Riverside, Ormond Shores, etc.)
- Removed (4) stumps at Nova Recreation
- Trimmed trees and bushes at various citywide locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Changed out Streetscape banners to “Welcome to Downtown”
- Stacked antique bricks on pallets for storage at Fleet
- Filed work orders in Streets Division office

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Cassen Park, replaced broken snap ‘n’ safe (breakaway) bracket on handicap parking sign
 - Temporarily removed a stop sign at the NW corner of N. Ridgewood & Wilmette for the removal of a bay tree. A portable stop sign was placed at the corner until the stop sign post was re-installed
 - 159 Ann Rustin Dr., straightened a 25 mph sign post
 - Holly Cir. & Ann Rustin Dr., straightened a stop sign post
 - 980 N. Halifax Dr., straightened a pedestrian crossing sign post
 - Ponce de Leon Dr. & Benjamin Dr. east of Riverside Dr., installed a HIP (High Intensity Prismatic) street name
 - Ponce de Leon Dr. & Benjamin Dr. west of S. Atlantic Ave., installed a HIP street name
 - SE Bryant St. & Fleming Ave., replaced a broken stop sign post
 - Wilmette Ave. east of the railroad tracks, straightened the lane use sign
 - Moreland Blvd., installed a 24” “No Trucks” sign and an 18” sign below it to read, “Beyond This Point” at the entrance to Forest Hills subdivision
 - Ormond Beach Elementary, installed (2) school crossing signs & downward arrows
- Received (3) quotes for centerline road striping on various city streets. A purchase order has been requested
- Ormond Shores Dr. & Pinewood St. and Northshore Dr. & Pinewood St., installed stop bars and crosswalks
- Fabricated High Intensity Prismatic street names for (11) intersections citywide
- Memorial Gardens, - removed anchor out of the ground

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ocean Pines – Pipe repair (2 pipes repaired) (pictures)
- Basin Cleaning – Zones I & II
- System Inspection – Maria Bonita's on Granada Boulevard
- Ditch Spraying – Citywide Locations
- FDOT Pond Inspection – Citywide Locations

Street Sweeping/Streetsweeper

- 108.1 miles of road cleaned
- 39.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
28,872

PM Services completed for the week:

Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
16

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 7,588 gallons of unleaded and 5,149 gallons of diesel fuel on hand.
- Fleet completed 49 work orders this week.

• Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Awaiting receipt of District staff report to be provided to District Board for CUP Compliance Report and renewal activities scheduled for Board review in early May 2012. Staff provided District waiver for additional time for performing model runs and preparing staff report through anticipated District Board action May 2012.
- Concentrate Disposal Study – Consultant is processing the permit applications.
- Division Avenue Well Field Raw Water Piping - A revised proposal was received from McKim and Creed to use modeling to predict a mass balance of chlorides obtained at the plant and discharged into the concentrate when the Division Avenue well field line is reconfigured to deliver most of the well field raw water into the reverse osmosis system for treatment. The mass balance results will be used to determine the benefit and feasibility of modifying the well field piping.
- WWTP Dewatering Station Bypass Project – Bids were received for the project. Brasfield and Gorrie submitted a concurrent change order proposal to the Wastewater Plant Expansion project that was underneath the lowest bid. Performing the work by a change order was determined to be the least likely to create scheduling conflicts. A City Commission memo is being prepared.
- Cross Connection Control (CCC) Program Management Services - Developing final CCC plan, ordinance and manual updates to meet current state regulations. Currently workshop is scheduled with CC in early May.
- Airport Road Force Main/ Reuse Main Extension – Work began in the Breakaway Trails subdivision. A 700 ft forcemain was successfully directional drilled and installed beneath I-95. The new reclaimed watermain installation along the utility easement from the

- storage tanks was completed. The HOA was notified. Operations will provide information to the contractor on the color to be used for the storage tanks. This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. District Board approved project for proposed MFL and Recovery Strategy program funding. CC Meeting agenda item for acceptance of grant funding agreement @ 40% of project cost of approximately \$1.3 Million was approved. Received agreement from District signed by both parties indicating cost share agreement is fully executed and in force.
- Fire Hydrant Replacement Program – Construction is complete. Final pay items are being processed.
 - Hand Avenue Extension – The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. The recommendation to award the bid to Hazen is scheduled for the 4/17/12 City Commission meeting.
 - 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. The contractor was directed to proceed with the installation of the impeller in Pump #3. A letter to the contractor is being prepared requesting a schedule to get the impeller installed.
 - Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. The main electrical building is under construction, RAS and WAS pumps are being installed. Clarifier #1 is rehabilitated. A video of the influent piping to the clarifier was requested before it was placed back on line. Recycle pumps 2 and 3 are being installed. Filter #3 underdrain system was constructed and the filter is in service. Bar screen operation and maintenance training was performed. Work is proceeding on the chlorine contact tanks, swing zone blowers and Acetic Acid feed station. The consultant was asked to provide information on the proposed system to be used for re-aeration in the splitter box. Operations may request to install the system early since the existing reaeration system keeps getting disabled by excessive rags.
 - Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (contractor) decides to accept final payment. Legal contacted the surety to get an update of their position on closing out the project. Due to the lack of response from the surety, a meeting between Worsham and City staff was suggested.
 - Pretreatment Effluent Pump (PEP) Replacement – Specifications were prepared. A disposition memo to bid the project is being prepared for the May 1st City Commission meeting.
 - Town Square Lift Station 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Base plans for Lift Stations 9M and Wal-Mart ready for design purposes. Electrical upgrades at the Wal-Mart and Lift Station 9M may require design services from an electrical engineer. A consultant from the continuing contracts list will be selected for assistance.
 - Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
 - 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: Received revised plans for Ten North Project, Chase Bank and Jimmy Johns for review.
 - Transfer Station Lift Station Upgrades – Bid is scheduled to be awarded at the May 15, 2012 City Commission meeting.
 - Received preliminary approval of draft Sewer Use Ordinance 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. Parts are intended to be purchased from the vendor. A sole source memo was prepared and scheduled for the May 1st City Commission meeting. Requests for quotations are being solicited from three contractors for installation activities.
- WWTP Operation Permit - FDEP Central District Inspection Findings – Staff received the Department's order including recently requested interim TN and CBOD limits until such time that construction activities are completed. A disposition memo was accepted at the April 3rd City Commission. The consent order was executed and sent to FDEP. Anticipated interim limits are proposed to be in effect until August 2013.
- Water Distribution
 - Exchanged 15 residential and 1 commercial water meters, installed 4 new water services.
 - Responded to and/or repaired 12 water service leaks
 - Replaced 7 water services due to aged piping, Repaired 14 meter boxes
 - Responded to 5 low pressure complaints
 - Flushed 10 cloudy water complaints
 - Responded to 2 customer assistance calls for misc. water issues
 - Tested 8 city owned backflow preventers, all tested good
 - Valve Maintenance: located and exercised 13 valves for fire hydrant replacement and future Hand Ave shutdowns. Repaired a 2" valve on Ocean Shore Blvd
 - Meter testing: 3" water meter, tested accurate
 - Water main breaks: 8 inch valve on Kingsgate Ct, 2-2" GSP mains on Cherrywood Dr. and Rivershore Dr.
 - Assisted locate technician with 13 locates
 - Water main flushing: West St, Melrose Ave, Pine Valley Cir, Division Ave
 - 2012 fire hydrant replacement program: fire hydrants located at 303 Division Ave, 54 W Granada Blvd, 1 Pine Valley Cr were replaced. Customers were given advanced notice and shutdowns started and ended on time.
 - Assist plumbers with shutdowns for a backflow install at 1510 Ocean Shore Blvd and a repair at 500 Shadow Lakes Blvd
 - Install a filter to combat colored water for a customer at 68 Plaza Grande
 - Bag and transport AC pipe for disposal to the Tomoka Landfill
 - Located water main and service on Fleming Ave and Laurel Oaks Cir for future water service replacement to eliminate multiple 2" water mains. New services will be connected to the existing 6" water main located across the street from the 2" GSP piping.
 - Utility locate service for Water/wastewater/reuse: 81 regular and 1 emergency locate have been completed
 - Rescinded boil water alert: Andrews St, Warwick Ave, Melrose Ave, Kingsgate Ct, Division Ave
 - Sod/backfill: S Arbor Dr, 1450 Ocean Shore Blvd, Kingsgate Ct, 3400 Ocean Shore Blvd, Heather Lane
 - Clean and organize all storage areas and service trucks
- Water Treatment
 - Delivered to the City 40.862 million gallons for the week ending Apr. 8, 2012 (5.837 MGD)
 - Backwashed 10 filters for a total of 466,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.

- Waste Water Collection – Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunters Ridge area and two in town.
 - Installed new pep tank at 28 Fox field Look.
 - Replaced PEPSystem control panel: 52 Shadow Creek & 5 Oak Knoll Way.
 - Televised three sewer laterals.
 - Cleaned two sewer laterals.
 - Televised eight sewer laterals.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.
 - Televised Clarifier – Splitter Box Main to determine effectiveness of WWTP Contractor line obstruction removal efforts. All found clear. Clarifier No. 1 (refurbished) being placed back on-line Thursday April 12.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.3 Million Gallons.
 - Produced 21.2 Million Gallons of Reuse.
 - Produced 6.1 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.90 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 112.50 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project to include placing new ABW Filter No. 3 online and placing rehabilitated Clarifier No. 1 online.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Cleaned ultrasonic echo probe for the aerator tank level and pump control
 - Replaced the drive belts on the #1 scrubber Blower.
 - Installed the rebuilt 60HP motor for the lime softening Clearwell pump #3
 - Installed the new contactor in H.S.P. #4 control cabinet
 - Performed 6 Interviews for retired Utility Electrician position.
 - Installed window screens in well 16D
 - Greased the lime slurry pumps and cleaned out the Claricone lime injection ports.
 - Contractor completed Division and SR 40 wellfield painting.
 - Assisted Wastewater pump mechanics with installation of 25HP submersible aerator.
 - Checked all Irrigation wells for proper operation, all good
 - 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 – Reuse System
 - Clarifier Splitter Box – removed Storm Water's temporary pump and installed Rental Pump as bypass from Clarifier Splitter Box to Clarifier #3
 - 4M1 – set up generator to run station during Scheduled FPL shut down for repairs to power system
 - Replaced the VFD to the #2 RAS pump.
 - Submersible Aerator #1 Inboard – removed for shipment to vendor
 - Submersible Aerator #2 Inboard – removed for shipment to vendor
 - Submersible Aerator #2 Inboard – installed 25hp aerator as temporary solution until 7.5 hp can be rebuilt
 - Replaced impeller and wear ring on 2M pump #2.

- Post Anoxic #2-1 – customer complaint – “starter tripped & won’t reset” – found bad wiring at motor “J” box – rewired – all OK
- Deragged all 4 submersible aerators
- Deragged influent pumps
- SCADA liftstation repair to 13 stations
- Assisted contractors with plant other rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM’s to 9 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM’s to 2 liftstations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 78 work orders as reported in MP2 computerized maintenance management system, of which 58 were PM work requests and 20 were repair work orders.

Support Services (formerly 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 prepared and send Legal Ads for Candidate Qualifying to the News-Journal for publication on April 26, 2012 and May 3, 2012.
- Agenda packet preparation and creation for the April 17, 2012, City Commission workshop and meeting.
- Staff attended and provided support for the April 9, 2012, Charter Review Committee meeting.
- Staff prepared the Charter Review Committee Report.
- Agenda packet preparation and creation for the April 16, 2012, Charter Review Committee meeting.

Status of Ongoing Projects

- Agenda Automation System:
 - Staff scheduled four training sessions for City Staff on how to create, review and approve agenda items utilizing the new agenda automation system.
- Elections:
 - Staff attended the City Clerk Meeting held in DeLand by the Supervisor of Elections and received election information and updates
 - Candidate Qualifying Information is available on the City website (ormondbeach.org/elections)
 - Staff finished testing the interactive Commission Zoning and Voting
- Mobile Phone Application or iOS and Android (myOrmondBeach):
 - Staff is waiting on changes to be made to the mobile application and has spoken with the vendor about the requested changes.
- Green Ormond Beach:
 - Staff received grant funded video equipment.