

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 8, 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:

- Weekly meetings with City Attorney and Budget Director
- Weekly staff meeting with Directors
- Bi-weekly meeting with IT Manager
- Prepared for Pension Workshop

Spoke to, attended and/or met with:

- As requested, spoke individually with Mayor Kelley and Commissioner Boehm to review commission agenda
- Attended sign unveiling Ormond Beach's Andy Romano Beachfront Park
- Attended Chamber Leadership orientation
- Participated in United Way allocations panel
- Attended YMCA annual lunch meeting
- Held Walk with the Manager, Leisure Services Director was guest walker

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
 - Police Pension Board
 - Quality of Life Advisory Board

Community Development

Planning

- Interviews for the Planning Tech occurred on Tuesday, Wednesday, and Friday. It is expected a decision will be made no later than 4/15/11.
- **Planning, in concert with GIS, has begun the redistricting analysis of the commission zones** based upon the census tract information received from Volusia County. The guideline used in 2001 for equal representation is that zones be within 5% of the targeted population figure. The population was 36,504. The population for 2010 is 38,146. The difference between population in 2000 and 2010 is 1642 people divided among four zones. It is quite possible that the zones will not change. It is also possible that Zone 3 may change since much of the growth during the decade occurred west of I95. GIS is using ESRI Redistricting software to analyze the zones.

Building Inspections, Permitting & Licensing

- 59 permits issued with a valuation of \$541,864.00
- 116 inspections performed.

- 4 business tax receipts issued.

Development Services

- The SPRC received the following for SPRC review:
 - Chase Bank site plan (1st submittal)
- Held pre-application meetings for two potential camouflaged tower sites – one each at 1102 W Granada Boulevard and 610 Yonge Street. Both sites have difficulties. The former will require bringing the total site up to code to the maximum extent possible and the latter involves land that was required to have a conservation easement to mitigate wetland impacts imposed by SJRWMD. The conservation easement and the uses permitted within the easement would not permit placement of a camouflaged tower.

Economic Development

Ormond Crossings

- Tomoka Holdings has transmitted their revised Master Development Plan in response to staff comments. A joint meeting will be arranged to discuss the plan. Staff is awaiting submission of the development 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 will arrange a ribbon cutting event for the Pace Analytical 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment.
- Staff will be arranging a ribbon cutting event with Emergency Communication Networks (ECN), a high technology company in the Business Park, once their renovation project to 1 Sunshine Boulevard, which was acquired as part of the Company's expansion plan, is complete.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to provide an update on economic development projects. The next meeting of the Committee is scheduled for April 13 and will be held at the Shuffle Board facility, which will include a tour of the Airport and Tower.
- Staff met jointly with three local banks to discuss the details of the Business Loan Pool documents and to determine the types of businesses that should be eligible for the loan program. Further clarification on the terms and outreach to other local banks are the next steps in the process. A meeting will be arranged for late April.

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 arranged a business recruitment strategy session with Ormond Beach manufacturing CEOs. Mayor Kelley attended the meeting along with leaders of industry in the City to discuss the economic outlook and to identify companies that could be approached for recruitment to the City. A list of prospective companies and contact persons will be developed by the CEO's and pursued by the Economic Development Department. A follow up meeting will be scheduled in a few months.

- 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.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.
- Staff is working closely with the lead real estate broker in implementation of marketing strategies and identifying potential users of the Florida Hospital Memorial Division property.
- Staff met to finalize the draft RFP for the SW Quadrant of the Airport. The RFP will be discussed at the Aviation Advisory Board on April 18 and City Commission in May.
- Staff was notified that the Granada Place Shopping Center at the corner of West Granada Boulevard and Orchard Street is for sale by Continental Real Estate Companies of Miami, Florida. Staff will work with the real estate firm in their sales effort.

Airport Operation and Development

- **Beginning this Sunday - April 10, 2011 - the primary runway at the Daytona Beach International Airport will be 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.
- **The next meeting of the Aviation Advisory Board has been changed to April 18th, in order to avoid conflict with the City Commission's pension workshop.** Staff has confirmed a quorum for the new meeting date.
- Staff met with representatives of Embry-Riddle Aeronautical University as part of a cooperative effort to produce a multi-media presentation on aircraft noise abatement. When completed, the presentation will likely be provided by ERAU to all area flight schools in an effort to enhance compliance with noise abatement initiatives throughout the region.
- Staff met on-site with representatives of Brighthouse Networks to discuss establishing cable communications capability to the air traffic control tower and the Airport Sports Complex.
- The Runway End Identifier Lights (REILs) on Runway 17 malfunctioned this week. Staff was able to determine the cause of the failure and is engaged in effecting repairs.
- 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 worked internally this week to assemble criteria for, and further refine, the RFP for presentation to the Aviation Advisory Board.
- An amended and re-stated lease agreement between the Civil Air Patrol (CAP) and the City was approved by the City Commission at their meeting on April 5, 2011. The CAP has proposed a renovation of the existing facility in order to locate the headquarters of the Florida Wing at the airport. The proposed new headquarters will bring two paid, full-time CAP employees to the airport, and will increase CAP activities at the airport to the benefit of both aviation and non-aviation businesses in the local area.
- 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

Completed Projects - Weekly

- Processed 33 Journal Entry Batches (# 2483 – 2571).
- Approved 16 Purchase Requisitions totaling \$34,279.46.
- Issued 20 Purchase Orders totaling \$100,894.46.
- Issued Addendum No. 1 for Bid No. 2011-09, Alcazar Avenue, Buena Vista Avenue, and Seville Street Utility Improvements, to plan holders and posted to DemandStar on 3/31/2011.
- Advertised Bid No. 2011-14, Fire Hydrant Replacement Program, in the News-Journal and posted to DemandStar on 4/3/2011.
- Held opening for Bid No. 2011-10, Ormond Beach Airport Surveillance Systems, on 4/4/2011. Five (5) submittals were received.
- Held opening for Bid No. 2011-09, Alcazar Avenue, Buena Vista Avenue, and Seville Street Utility Improvements, on 4/6/2011. Ten (10) submittals were received.
- Mailed Letter of Intent to Award for RFQ No. 2011-06, Development of Parking and Park Facilities – 839 S. Atlantic Avenue, on 4/7/2011 to seven (7) firms that submitted qualifications.
- Issued Addendum No. 1 for RFP NO. 2011-11, As Needed Information Technology Contracting Services, to plan holders and posted to DemandStar on 4/7/2011.
- Prepared 155 Accounts Payable checks totaling \$313,742.39 and 26 Accounts Payable EFT payments totaling \$384,837.29.
- Processed 4,647 cash receipts totaling \$1,077,032.78.
- Processed 775 utility bill payments through ACH totaling \$43,155.37.
- Processed and issued 5,010 utility bills with billed consumption of water of 21,652k.
- Issued 538 past due notices on utility accounts.

Public Information

- Press Releases
 - Florida Hospital HospiceCare Benefit Concert (4/9)
 - FEC Railroad Crossing Closure – Airport Road
 - FEC Railroad Crossing Closure – Hull Road
 - Earth Day 2011 (4/21)
 - Household Hazardous Waste Collection Event (4/29)
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 10
- Hazardous: 10
- EMS: 69
- Motor Vehicle Accidents: 3
- Public Assists: 30

TOTAL CALLS: 123

- Aid provided to other agencies: 18 calls – Volusia County (16), Daytona (2)
- Aid received from other agencies: 3 calls – Volusia County (2), Daytona (1)
- Total staff hours provided to other agencies: 11 hours
- Total staff hours received from other agencies: 3 hours

- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- # of overlapping calls: 31

Medical Call Type

- Abdominal Pain: 1
 - Assault: 1
 - Bleeding: 3
 - Breathing Problem: 8
 - Chest Pain: 5
 - Convulsions: 2
 - Diabetic: 1
 - DOA (cardiac arrest): 2
 - Fall Victim: 15
 - Laceration: 1
 - Sick Person: 1
 - Stroke: 2
 - Traffic Accident: 3
 - Traumatic Injury: 1
 - Unconscious: 6
 - Unknown Medical: 9
- TOTAL EMS PATIENTS TREATED: 61**

Training Hours

- ACLS update: 3
 - Building Construction: 6
 - EMS Protocols: 1
 - EMT Refresher Modules: 6
 - Incident Command: 2
 - Ladder Operations: 2
 - Policies & Procedures: 4
 - Preplanning: 13
 - Review Policies: 1
 - Tactics: 5
 - Tech Rescue: 12
- TOTAL TRAINING HOURS: 55**

Operations

- Attended consolidated dispatch operational meeting.
- Attended meeting with the vendor Ten-8 regarding purchase of new Quint apparatus to discuss delivery and manufacturer provided training.
- Met with Engineering Division for final walk through of Fire Station 94's new sprinkler and vehicle exhaust system purchased through the Assistance to Firefighter grant.
- Attended a conference at Florida State Fire College with the discussion on creating a professional training development program for officers.

Station Activities

- Serviced 187 hydrants to include: flow testing, inspecting and flushing.
- Updated 32 pre-fire plans.
- Conducted 2 fire inspections.
- Held monthly healthcare providers CPR class.

Significant Incidents

- 04/02/11, 6:01 PM: Hartford Dr, Daytona – Structure Fire – originated in rear bedroom of residence – Quint 91 provided water supply - State Fire Marshal investigating due to suspicious nature.
- 04/02/11, 10:31 PM: S Beach St/Riverview Dr – Single Motorcycle Accident – driver struck power pole, no helmet – trauma alert called – firefighter paramedic assisted EVAC with patient care during transport.
- 04/03/11, 5:40 PM: I-95 SB/US-1 off Ramp – Single Vehicle Accident – vehicle rolled 6-8 times resting in middle median on roof – patient transported to hospital.

Human Resources

Staffing Update

Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Public Works Department/Wastewater Plant - Part-Time and Full-Time Treatment Plant Operator has been advertised on the City's web site and Florida Water & Pollution Control Operators web site as open until filled.
- Police Department – Police Officer was re-advertised on the City's web site through 04-15-11 to recruit a larger pool of applicants.
- Support Services Department – City Clerk position remains open until filled.
- Leisure Services Department/Recreation – Summer Camp Counselors Day Camp. Positions remain open until filled.
- Leisure Services Department/Recreation – Summer Camp Counselor (Camp T-Rec). Position remains open until filled.
- Leisure Services Department/Recreation – Enviro Camp. Position remains open until filled.
- Leisure Services Department/Recreation – Part Time Recreation Leader (Nova Community Center). Re-advertised after receiving only one application. Position will remain open until filled.
- Public Works Department/Wastewater – Maintenance Worker II will be advertised through 04-08-11.

Screening/Interviews Scheduled

- Police Department - Police Lieutenant position received 27 applications. After review, 10 applicants were interviewed on the phone. Four candidates participated in an Assessment Center at the Advanced Technology Center (ATC). Scoring of assessments due 04-08-11.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV received five applicants from the in-house recruitment. Interviews were conducted and department has requested to advertise position outside.
- Leisure Services Department/Gymnastics- Part-Time Recreation Leader advertised as open until filled. Seven applications received and forwarded.
- Planning Department – Planning Technician was re-advertised based on updated job description in order to meet the needs of the department. Received a total of 24 applications. Interviews are being conducted this week.
- Public Works Department/Drainage Maintenance – Maintenance Worker II. Interviews are being conducted this week.

Background/Reference Checks

- Volunteer Program/Support Services – Applicant for volunteer receptionist.

Terminations/Resignations/Retirements

- Leisure Services Department/PAC – Box Office Attendant resignation effective 04-29-11.
- Support Services Department – City Clerk retirement effective 06-30-11.

Public Records Requests

- Request for personnel file and all records pertaining to the termination of former Police Officer.

Employee/City Benefits Program Update

- FHC has proposed renewal to include 3.9% increase for both the POS and HMO plans. (Loss ratio for 12-mo p/e 12-31-10 is 64% for HMO, 191% for POS, and 72% combined.)
- Brown & Brown directed to solicit competitive bids.
- The Hartford has requested an annual census in order to review premium rates to determine appropriate benefits and rates for the upcoming year.

Training & Development Opportunities

- LEAPS Academy graduated first class of certified supervisors (18 total) on 03-10-11. HR Director to evaluate curriculum effectiveness based on participant feedback and observation; working with DSC to improve effectiveness prior to second delivery of workshop.
- LEAPS Academy has announced customer service training workshops to be held on eight (8) different dates from April 2011 through November 2011 with morning and afternoon sessions for all full time employees.

HR Process/Systems Issues/Improvements

- The volunteer program was launched on 03-08-11 on the City's web site and through news releases. Five citizens have submitted applications and H.R. is seeking placement within various City Departments.

Regulatory & Compliance Issues

- Staff is developing a 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

- Draft change to Minimum Insurance Requirements to add service bonds to City Attorney's office for final review.
- Final preparation for Chamber of Commerce Leadership - Government Day, April 14.
- Submit data to State for employee Driver License reports per policy #63.
- Introduce new employee to Drug-free Workplace policy and reporting requirements for work-related injuries and incidents of property damage.
- Met with Leisure Services supervisors regarding reporting requirements for work-related injuries and incidents of property damage.
- Conducted 11 random drug tests and 4 random alcohol tests per the Drug-free Workplace policy.
- Supported the Chamber of Commerce Leadership VIII Day 1 session.
- Began preparation for presentation to Florida Fire Chief's Association Executive Leadership session scheduled for May 5.

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: - 53 New work - 39 completed - 42 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,401	Inbound E-Mails Blocked	9,515
Delivered Inbound E-Mails	8,677	Quarantined Messages	209
Percentage Good Email	47.2%	Virus E-Mails Blocked	*432

*Very high virus number of emails blocked, normally less than 50 per week

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 9 Changes: 0 Corrections: 3
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager Meeting
- Budget Preparations
- Sign Unveiling preparations
- Sign Unveiling Event
- City Commission Meeting
- Park Visits
- Quality of Life Board Meeting
- Soccer Board Meeting
- Service Contract Meetings
- Review Facility Renewal & Replacement projects
- Tennis Contract Meeting
- Start of Summer Camp Registration
- Adopt A Park Meeting

Athletics

- The City Spring Youth Volleyball Program, in its 18th season, continued this week at the Nova Community Park gymnasium. The program runs on Mondays and Wednesdays, 6 to 8pm. This is a nine week program that goes through instruction, practices, and games. It is designed for the recreational player, as well as the competitive (high school) player.
- The OBYBSA competitive teams, the Lady Renegades and 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.
- Calvary Christian Academy, Seabreeze High School and Father Lopez High School girl's softball continued their practices and games this week at the Dale Buttleman softball quad.
- Seabreeze High School, Father Lopez High School, Calvary Christian Academy 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 game season this week. Games are played on Monday through Thursday nights at 6:20 and 7:30pm. The season will run through the month of May.
- Seabreeze High School Flag Football games continued this week at the Championship Field #7 at the Sports Complex. They played Monday and Tuesday nights. All games are at 6pm.

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.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned 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 due to rains.
- Continued mowing of the soccer fields.
- Continued mowing of the softball fields.
- Prepped the co-ed softball field 3 times a week.
- High school baseball and Golden Spikes competitive teams have daily practices and games on all 4 baseball fields.
- High school softball has begun 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 Complexes.
- Fixed various irrigation problems.
- Painted four small soccer fields on the softball field at South Ormond Park.
- Repainted a flag football field on field #7 to host the Seabreeze girl's team.
- Extra prep work on all the clay to keep them playable, due to the rain, on all ball fields.

Senior Center

- Chimaya Church, Sunday
- Granada Squares Dance, Tuesday
- Daytona Community Church, Thursday
- Big Band America, Thursday
- Square Dance, Friday
- Tomoka Duplicate Bridge, Saturday

Performing Arts Center

- Staff prepared for Florida Hospital Hospice Care Benefit with Sal Ronci Jazz/Knights To Remember Oldies Revue (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, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
- 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 Stars From Platters, Coasters, Drifters, and Temptations, April 15th, 7pm, \$20

South Ormond Neighborhood Center

- Splash Pad open daily, 10am until dusk
- Jazzercise Monday and Wednesday at 5:30pm
- 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 and games Saturday 9:00am until 1:00pm
- Adult Basketball Thursday 6 to 9:00pm, and Sunday 2 to 5:00pm

Community Events

- Weekly administrative tasks and office work
- Attended staff meeting
- Attended events meeting
- Attended Memorial Day committee meeting
- Continued planning process for Art In The Park
- Continued working on Art In The Park applications and web site applications
- Prepared bid process for sound, staging, lighting, port-o-lets for July 4th Celebration
- Pre planning activities for upcoming events, Memorial Day, July 4th Celebration
- Clean up of supplies after assisting with Movies on the Halifax, April 1st
- Set up and coordinated sign unveiling ceremony, Andy Romano Park
- Mail Duty, April 4th and April 8th
- Walk with the Manager, Friday, April 8th, The Casements

Gymnastics

- “Parent’s Day” was held during classes in the last week of March
- A new Gymnastics session began April 1st
- Ormond Beach Wolves cheer teams attended their first competition in Lakeland, FL; each team placed 2nd
- 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, Phonics and Miss Debby's Dance Classes.
- Challenger Baseball continued their spring season practices 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 continued assessment and inventory of current supplies and equipment, finalizing the guest presenters and field trip sites, preparations for the Camp T. Rec registration kick off and continuing work on the daily activities spreadsheet.
- Planning and completion of paperwork for the Steve Ridder/Embry Riddle Summer Basketball Camp.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Ormond Beach Art Guild ~ Spring Show" is on display in the Gallery for the month of April.
- The new French for Tourists class continued this Monday from 1:00pm to 2:00pm and another class from 2:00pm to 3:00pm due to the tremendous interest!
- Zumba classes on Monday and Wednesday evenings from 6:00pm to 7:00pm.
- Yoga classes on Tuesday from 10:30am-noon and Thursday evenings from 6:30pm to 8pm.
- Pilates Classes on Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casements Coordinator met with two new instructors to offer some new and exciting classes, "Spanish for Tourists" and "Paperclay Sculptures." Both instructors are eager to start classes later this month!
- The Casements staff gathered items for Community Events division this week for the Beachfront Park Sign Unveiling ceremony on Tuesday.
- The Ormond Beach Garden Club met in the Gallery on Wednesday morning for their monthly general membership meeting.
- The Ormond Beach Scenic Loop group held a meeting in the Gallery on Wednesday evening from 6pm to 8pm.
- 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 began taking registrations.
- The Casements Coordinator will attend the Summer Camp Expo on Sunday at Our Lady of Lourdes Church to help promote Art Explosion and Enviro camps that will begin this summer!
- Staff continued planning the annual Appreciation Luncheon that will be held for the Guild in April. Amber's Jewel Catering has again graciously donated the lunches. Invitations went out this week and the RSVP's are starting to come in!

- On Friday, staff prepared for a large wedding reception to be held on Saturday afternoon inside The Casements.

Parks and Irrigation

- Replaced damaged spray heads on Nova Road medians.
- Ran zone at Milton Pepper Park, checked for broken zone line, no leak found.
- Ran all zones at Performing Arts Center, replaced 4 rotors and 6 spray heads, adjusted heads.
- Reset timers at Cassen Park and Bailey Riverbridge Gardens due to a power surge.
- Fabricated PVC poles for Beachfront Park sign unveiling.
- Ran systems at Old Kings retention ponds, reset timers.
- Replaced 2 spray heads at City Hall.
- Turned off timers at Bailey Riverbridge Gardens, The Casements and Rockefeller Gardens for Herb Faire and a wedding.

Building Maintenance

- Repaired ladies room toilet at the Police Dept.
- Repaired access control system at the Police Dept.
- Disassembled old weight training system and removed from S.O.N.C.
- Installed new trash can at Bailey Riverbridge Gardens
- Insulated walls and under flooring at Bailey Riverbridge Gardens
- Replaced pump house door at Leeway Trail maintenance building.
- Conducted city wide safety inspections of ten control access gates
- Repaired main access gate at the Water Treatment Plant
- Repaired A/C at the Water Treatment Plant
- Repaired three doors in Fire Station 93 bunkrooms
- Repaired men's room toilet at Nova Rec. Center
- Repaired two broken access gates at the Police Dept.
- Assembled new trash cans for installation at various parks
- Installed IN - OUT board in Engineering/Permitting/Planning Department
- Repaired A/C in Streets Department training room
- Repaired drinking fountain at the Magic Forest playground
- Conducted weekly inspections of the Ormond Beach Municipal Airport

Police Department

Administrative Services

- Conducted assessment center exercise for 2nd Police Lieutenant position.
- Attended Consolidated Dispatch meeting for Police Operations at VCSO training center.
- Attended Ormond Beach's Andy Romano Beachfront Park sign unveiling.
- Attended Commission Meeting
- Attended meeting with Legal Department regarding trespass warning and wrecker service contract issues.
- DARE classes ongoing at Pathway's, St. James and St. Brendan's elementary schools.

Community Outreach

- Tutors R Us was held at the South Ormond Neighborhood Center. Currently 25 youths are enrolled.
- Science on Patrol was offered at Ormond Beach Middle School. Currently 23 youths are registered for the program.
- The READ at Ormond Beach Elementary School currently has 18 youths participating in the program.
- On April 2-3, the 12U and 14U boy's basketball teams participated in the State of Florida Association of Police Athletic Leagues (SFAPAL). The 12U team placed third in the State and the 14U placed second in the state.

- Members of the Youth Directors Council assisted with registration at the SFAPAL basketball tournament. Youths were complimented by Mr. L.B. Scott for their dedication to the success of the tournament and their participation in the community.
- Preparations were made for field trips for the OBPAL Summer program partnership.
- Weekly Citizen Police Academy class.

Community Services & Animal Control

- Animal Calls responded to : 80
- Animal Bites: 2
- Animal Reports: 7
- Animal Licenses: 2
- Animals to FHS: 9 - 3 Adult cats and 6 -1 day old kittens
- Animal Traps issued: 1
- Notices of Violations: 3
- Sick Wildlife: 0

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 6
- Inactive: 9
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 13
- Grand Theft: 3
- Auto Theft: 0
- Robbery: 0
- Assaults: 0

Narcotics

- Search Warrant served in South Daytona: One arrest for possession with intent to distribute cannabis. \$6,000.00 in cased seized.

Comments

- Car burglary suspects have been identified that reside within the city. Arrest warrants have been obtained and investigators are looking for the suspects.

Records

- Walk - Ins / Window 138
- Phone Calls 269
- Arrest / NTA'S 29
- Citations Issued 119
- Citations Entered 110
- Reports Generated 114
- Reports Entered 102
- Mail / Faxes / Request 101

Operations

- 3/31/11 - Traffic lights went out due to inclement weather and had to be worked manually at US1/SR40; Division/US1; Beach/SR40
- 3/31/11 – Retail Theft/shoplifting; Wal-Mart; Notice to Appear issued.

- 3/31/11 - Narcotics arrest - Winding woods; juvenile male arrested for possession.
- 3/31/11- Domestic Violence – Greenwood Ave; juvenile female arrested.
- 3/31/11 - Retail Theft/shoplifting – Wal-Mart; Notice to Appear issued.
- 3/31/11 - Vandalism to City property (grass) - Central Park on Hammock; vehicles went mudding in the puddles in the swale and wet grass causing damage to landscaping.
- 3/31/11 - Baker Act – N. Beach St. and W Granada; female walking into traffic.
- 3/31/11 - Trespass Warning - Coquina Center; adult male trespassed from facility after a disagreement with staff
- 4/1/11- Car Break; McIntosh Rd
- 4/1/11 -Car Break; Pamela Circle. Vehicle was left unlocked.
- 4/1/11 - Car Break; two vehicles on Lynn Circle
- 4/1/11 - Car Break; Ann Rustin Dr.
- 4/1/11 - Car Break; Tomoka State Park
- 4/1/11 - Shoplifting at Bealls W. Granada Blvd.; adult male issued a Notice to Appear.
- 4/1/11 - Car Break – Melrose Ave; vehicle was left unlocked. Radio was forcibly removed from dash but recovered in the immediate area.
- 4/1/11 Vandalism to Stop sign; sign was run over at the intersection of Harvard and Riverside Drive.
- 4/2/11 – Disturbance/Disorderly Conduct - Wal-Mart; physical fight over a cell phone and seat positions in a car in the parking lot. Three subjects trespassed from Wal-Mart
- 4/2/11 - Car Break - Laurel Oaks Circle; a drunk male was observed by several neighborhood residents attempting to enter multiple cars parked in driveways of area houses. The subject was apprehended and arrested.
- 4/2/11 - Alcohol Violation - Rockin Ranch; 19 year old was arrested for possession of alcohol by a person under 21, issued a Notice to Appear.
- 4/2/11 – DUI - 700-Block of W. Granada Blvd; adult male arrested.
- 4/2/11 – Lewd and Lascivious conduct - occurred last December; victim advised she was flashed by her ex-boyfriend when she went to his apartment door in the complex. He opened the door with no pants on. She refused to provide further information or cooperate with an investigation.
- 4/2/11 - 544 S. Beach St. Death – undetermined cause. Investigation continuing.
- 4/2/11 - Fleeing Vehicle - Ormond Shores and Pinewood; newer silver Chevy Impala with dark tinted windows and chrome exhaust tips fled from officer while the officer was attempting a routine traffic stop for a traffic infraction. A pursuit was not initiated.
- 4/2/11 – Vandalism - Oleander and S. Yonge; bottle thrown at a passing vehicle causing damage to the vehicle window (cracked glass).
- 4/2/11 - Traffic Crash - S. Beach St. and Riverview Drive; northbound motorcycle lost control, ran off the right side of the road, overturned, ejected passengers, and slid into a telephone pole. Operator was transported as a trauma alert to Halifax.
- 4/2/11 – Vehicle Pursuit - Halifax and Granada; patrol unit observed a vehicle with heavy front end damage and the horn blowing as it was westbound on Granada. Officers attempted a traffic stop at Granada and Halifax but the vehicle turned and continued northbound on Halifax at 30-35 mph and would not stop. A low speed pursuit and stop sticks were authorized based on the conditions. The vehicle eventually stopped and the female driver was arrested for fleeing and attempting to elude, resisting arrest without violence and driving while license was cancelled.
- 4/3/11 – Burglary, business – Nails Time; the rear door to the business was pried open and a 37" plasma TV and Craftsman power tools stolen.
- 4/3/11 - Car Break - King Phillips Way; passenger rear window broken out and \$600.00 in cash stolen.

- 4/3/11 - Stolen Vehicle Recovery - 700 block of N. Ridgewood Ave.; officer conducted a traffic stop with a red Honda Element that was reported stolen out of Oklahoma. Driver arrested for possession of a stolen vehicle.
- 4/3/11 - Burglary-business, 321 Hand Ave #2; lawn mower and air compressor tools removed from storage shed.
- 4/4/11 - Car break - N Halifax Dr.; a watch was removed from an unsecured vehicle.
- 4/5/11 - Car Break – W. Granada Blvd, Gold's Gym
- 4/5/11 - Car Break Rivergate Plaza; window broken out.
- 4/5/11 – Car Breaks, Rivergate Plaza; windows broken out of two separate vehicles. Items removed were recovered from a nearby trash dumpster.
- 4/5/11 - Outside Agency Arrest - Probation and Parole.
- 4/6/11 – Burglary, business - Total Comfort, 400 N US1; \$600.00 in copper scrap taken from the yard.
- 4/6/11 Car Break – W. Lindenwood; cash and a bottle of cologne taken from unlocked vehicle.
- 4/7/11 Burglary, business - Demetrius Restaurant, 790 S Atlantic Ave; rear door pried open.
- 4/7/11 – Retail Theft - Shoplifter at Bealls W. Granada Blvd; suspect stole a shirt and flip-flops. Notice to Appear issued.
- 4/7/11 - Domestic Violence - Lorillard Pl.; adult hit 15 yoa juvenile in face. Adult arrested for domestic violence battery.
- 4/7/11 – Narcotics - US1 and West St.; officers conducted a traffic stop that resulted in a felony narcotics arrest and seizure of a 2008 Ford Focus.

Traffic Unit

- 11-04-00041: Motorcycle Crash with serious bodily injury in the 500 block of North Beach Street. Northbound motorcycle drove off the right side of the roadway and overturned, ejecting the operator and passenger. Operator was seriously injured and transported to the hospital under a trauma alert. The passenger fled the scene prior to police arrival. She was located at Florida Hospital Oceanside being treated for minor injuries. Once cleared, she was arrested for an active warrant out of Flagler County. Alcohol is suspected to be a factor. Charges are pending blood results and the operator's condition. On-call Traffic Homicide Investigator was called out for preliminary investigation.
- Traffic signals out on SR 40 on Tuesday due to inclement weather. All Motor and CSO units deployed to direct traffic. Generators were deployed to keep signals functional.
- Met with Ormond Main Street in reference to traffic and security concerns for special events.
- Met with Leisure Services for security perimeter and traffic planning for Independence Day Celebration. Capt. White (VCSO) contacted to acquire Marine Unit for Inter Coastal Waterway perimeter
- Met with Legal Department to discuss towing services contract and accountability for towing complaints; vehicle searches and inventories as they relate to voluntary and nonconsensual towing of vehicles.
- Inclement weather hindered much of our traffic enforcement efforts this past week.
- Traffic Citations 56
- Parking Citations 1
- Crash - No Inj. 10
- Crash - Injury 3
- 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
- SR A1A
- Enforced Complaints:
 - 700 BLK Riverside Drive
 - Bosarvey Drive
 - Trails Subdivision
 - Clyde Morris Blvd.
 - 100 BLK Tymber Run
 - 2000 BLK SR 40
 - 300 BLK Andalusia Avenue

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 5 Cases initiated
- 15 tree removal permit requests
- 26 signs either removed or sign cases created.
- Administrative staff assisted with fifty-nine (59) telephonic inquiries.

Public Works **Engineering**

Construction Projects

- US1 Forcemain Extension Phase II - Contractor began installation of mounting brackets.
- Rima Ridge Wells 54, 55 & 56 - Site fencing was installed, gravel area was constructed and electrical rough was completed.
- SR40 Sidewalk / Trail Phase I - Waiting for payment.
- Hull Rd. & US1 - Completed work on closing out documents.
- Ridgewood Sidewalk – Complete, final invoice processed.
- Fire Station 94 Sprinklers - The water service tap and pressure test was performed, air exhaust system was installed. Issued substantial completion.
- Alcazar-Buena Vista Drainage Area Improvements - Bid Opening was held April 6, 2011.
- SR40 Sidewalk / Trail Phase II – Payment has been received.
- Granada Bridge Decorative Pole Replacement – The proposed work has been completed, inspected and found to be acceptable with the exception of a few minor punch list items. The fixture manufacturer will be here next Tuesday to address a few minor concerns found during the final inspection.
- OBSC Boundless Playground - The contractor began installing the brick paver sidewalk which is approximately 50% complete. The decorative stamped concrete landscape edge was installed and inspected. The irrigation is scheduled to begin near the end of the week.
- Facility Lighting Replacement - The contractor has completed 20% of the scheduled renovation work to date.
- 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 road reconstruction portion of Coolidge as all utilities are installed.

Design Projects

- Andy Romano Beachfront Park - Staff will be submitting the contract for the design of the Beachfront Park to the CC for approval on April 20th.
- CCTV Surveillance- Airport- Nova Field & Sports Complex - Conducted pre-bid meeting and field walk thru for sports complex/Nova Community center project. Prepared and submitted an addendum to clarify questions for Airport Surveillance project.
- Tymber Creek Widening - Submitted VCHD permit package for utility relocation design.
- Selden Ave. - Performed site investigation for proposed plan layout. Design Plans are approximately 80% complete.
- N. Halifax Drive - Core samples of the pavement and subsurface soils were performed and groundwater level monitoring piezos were installed.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext. - Met with Breakaway Trails HOA to introduce the reclaimed watermain service design.
- Nova Community Park - Prepared preliminary paving plan for parking areas and roadways and prepared cost estimate.
- Central Park - Prepared preliminary paving plan and cost estimate.
- SR40 Sidewalk / Trail Phase III - Responded to comments (60) and plans changes for roadway, MOT, utilities, Traffic operations and geotech into ERC. Submitted Bid Documents and construction checklist. Working on SJWMD permitting.
- Future Sidewalks - Designed and created bid documents and estimates for CDGB approval for S. Halifax Dr. Sidewalk and submitted for quotations.
- US1 and Nova Rd. - Responded to FDOT on utility schedule and lighting plans. Reviewed and commented on signal plans.
- City Hall Landscape Renovation – Staff has begun preparing a final design to solicit quotations from local contractors.
- Cardinal Beach Approach - Staff is designing the proposed landscape improvements for the new life guard station.
- Downtown Wayfinding Signage - Hall Construction is preparing a proposal for staff review incorporating the proposed design changes
- Wooden Pedestrian Walkway Lighting Replacement - The materials have been ordered and staff is soliciting electrical contractors for installation quotations.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Set-up the first design public meeting for April 21st at City Hall Commission chambers at 7:00 PM.
- 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.

Administration

- Reviewed and processed 477 John Anderson and 304 S Beach Street wetland protection permits for approval.
- Prepared four cost estimates for future Capital Improvement Projects.
- Coordinated Hull Rd Rail Road crossing maintenance.
- Coordinated with FDOT on flooding issues at SR 40 and US 1.
- Issued permit to Sunesys for fiber optic cable – Neptune.
- Discussed permit with AT&T and conflicts with gravity sewer and water main.
- Prepared project invoices/pay requests totaling \$143,902
- Prepared requisitions/PO's totaling \$3,452

Customer Service

- Provided As-Built drawings and related information for the Wilmette Ave. Emergency Pumping drainage imp project to Zev Cohen.
- Continued discussions for 91 Orchard Lane SWMP options with the consultant engineer hired by the adjacent property owners.
- Emergency tree locates for NID after Thursday's storms.

Meetings

- CIP for TIF
- CIP for Engineering
- Progress meeting for WWTP Expansion project

Other

- Researched and created the drawing map of the citywide 2 inch watermain replacement for review.
- Completed elevation shots along the US 1 Tomoka Bridge supports for the watermain supports related to the N US 1 force main project.
- Provided square footage of asphalt calculations for the PAC Parking lot and Cassen Park for future CIP Projects.
- 34 projects were inspected.
- Investigated pump station at the transfer station site for possible design modifications to reduce I&I to the WWTP.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Repaired curbs at Casements and Riverside Drive
- Repaired asphalt on Cameo at N. Beach St., Main Trl. W/O Bridge and Wilmette W/O US1
- Repaired sidewalk on Fleming E/O Center St.
- Cut gutter for repair at 554 Riverside Drive
- Asphalt utility cuts on Bonita at Pinion, 94 Old Barn and Riverside Dr., at Riverbeach 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
- Trimmed around lights on Oak Forest Drive
- Removed trees at 907 N. Halifax Dr. and 160 Soco Trl.

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

- Took outgoing daily mail to City Hall and brought back mail for various sections at Public Works
- Repaired bridge banners on Granada Bridge
- Changed Streetscape banners to "Welcome to Downtown" on Granada Bridge

Sign Shop

- Fabricated various High Intensity Prismatic (HIP) street names for intersections north of Granada Blvd. and between N. Beach St. & US1
- Checked citywide locations for handicap parking signs
- Fabricated various HIP street names
- Repaired or replaced signs at the following locations:
 - Riverside Dr., removed and replaced height sign
 - Bosarvey Dr. & Lucky Dr., replaced post & school crossing signs
 - Harvard Dr. & Riverside Dr., replaced stop sign post
 - Fire Station #93, 300 Wilmette Ave., replaced handicap parking sign with correct fine amount of \$250.00
 - Putnam Ave. & McIntosh Rd., replaced HIP street names
 - Pamela Cir. & Ann Rustin Dr., replaced HIP street names
 - Andrews St. & Sanchez Ave., replaced HIP street names
 - Putnam Ave. & Andrews St., replaced HIP street names
 - Cumberland Ave. & McIntosh Rd., replaced HIP street names
 - Andrews St. & Cumberland Ave., replaced HIP street names

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Cleaned basins citywide before, during and after storm
- Interviewed (7) applicants for Maintenance Worker II in Stormwater Department over the past two days
- Traded City phones out at AT&T store
- Turned in paperwork for CRS activity to Becky Weedo at City Hall
- System Inspection: 160 N. Nova Road (Sun Trust Bank)

Street Sweeping/Streetsweeper

- 125.8 miles of road cleaned
- 39.5 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week

30,923

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

10

Road Calls for the week:

3

Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 11,168 gallons of unleaded fuel and 4,106 gallons of diesel fuel on hand.
- Fleet completed 79 work orders this week.

Utilities Division

Projects Summary

- Prepared 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 awaiting receipt of formal notice from District for describing new reporting requirement to 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.
- Water Plant 4 Log Virus Inactivation – Performed volume computations requested in the request for additional information and located the drawing requested by the health department. Chlorine analyzers were installed in the reverse osmosis and lime softening clear wells.
- 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 meeting is scheduled to discuss the preliminary proposal.
- 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. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the Hunter's Ridge storage tank with reclaimed water while allowing discharge pumping operations to irrigation – fire system to remain operable. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – Bid documents for next group of hydrant prioritized replacement were prepared and advertised for bid on April 3, 2011.
- 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. Tampa Armature Works (TAW) removed pump #3 to align the piping. Grouting underneath the pump base needs to be redone. CenState is regrouting that base. Pumps 1 and 2 will need to be removed to inspect the grout to determine if it meets the manufacturer's requirements. The contractor was notified and advised to install a bypass pumping arrangement to avoid delays to the electrical building construction on the next phase of the project. Control system programming will be modified to operate pump set point at a minimum speed of 82% to conform to the minimum speed required by the manufacturer and to verify that they will pass rags. Bypass pumping systems are in force at the facility and the procurement process was completed with Thompson Pumps. 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 and primary electric building. 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 may be required. CDM will perform further research to determine if this

- requirement pertains to this particular installation. Relocating the control cabinet to the ground is preferred by operations staff.
- Gravity Sewer Pipeline Repair – Chaz Equipment Company rehabilitated the four manholes on State Road 40. One manhole remains to complete the project,
 - Lift Station Repair and Replacement Project – The doors remain to be installed at lift station 6M. Pay Application 17 was processed – awaiting receipt of pumps, mechanical and electrical components for installation at Ormond Mall LS.
 - Rima Ridge Wells – Building and mechanical equipment is currently being installed at the well sites.
 - Sludge Disposal Services – Shelley’s Environmental Services began hauling biosolids on April 1, 2011. The City will save approximately \$70,000 annually under the new contract as a result of the recent bid.
 - Tiffany Circle Water Main Replacement – A permit application for the water main installation was received from Volusia County Health Department (VCHD). Plans were sent to the various utility companies with facilities on Tiffany Circle to determine if potential conflicts exist. No replies were received from the notified utilities. Construction sets will be prepared and quotations solicited. 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. A topographic survey was performed for Lift Station 4M1.
 - Water Plant Aerator Rehabilitation – A sole source memo is being prepared for DeLoach Industries, Inc. to perform the work.
 - Water Plant SCADA – A proposal was received from McKim and Creed to inventory existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
 - SPRC – Final plans for Buildings 3 and 6 at the Ormond Beach Middle School were approved. A clearance for the water system was processed for Building 4. Plans for Chase Bank and Brown/Thompson Commercial site for Phase 1 were reviewed and comments sent to the developer.

Water Distribution

- Replaced 5 residential meters
- Meter testing: tested 2 each - 2” meters for businesses on the high user list, Scheduled 3 businesses for 2” meter testing
- Responded to or repaired 6 water service leaks
- Flushed 6 cloudy water complaints
- Replaced 3 water services, and 7 meter boxes/lids
- Responded to 2 low pressure complaints
- Tested 14 city owned backflow preventers, inspected and tested 1 fire hydrant meter and BFP
- Repaired 7 fire hydrants from OBFDD work orders
- Valve Maintenance: Continued SR40 valve locates and exercising. Replaced broken valves at the following locations: 2” valve at Pinion Cir/ Bonita Place, 2” valve at River Beach Dr/ Riverside Dr., and a 6” valve on Saddle Creek Trail
- Installed a water service blow-off for flushing the 2” mains serving two roads in Fiesta Heights subdivision
- Performed maintenance on 8 City of Ormond Beach fire hydrants
- Main breaks: 2 - 2” repairs on Old Barn Trail and West St, and a 6” main repair on Sage Brush Trail
- Rescinded boil water notice for the Parkwood Dr. hydrant replacement, and South 40 & Crossings main break
- Prepped job sites for asphalt repairs on Pinion Cir., Riverside Dr, Old Barn Trail
- Cleaned and restock all trucks

Water Treatment

- Delivered to the City 35.554 million gallons for the week ending April 3, 2011 (5.079 MGD)
- Backwashed 12 filters for a total of 512,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding one Precautionary Boil Water notices.
- Isolated high service pump #2 for Utilities Maintenance replacement work.
- Continuing activities related to preparation of Annual Water Quality Report.
- Prepared final response feedback for DOH Inspection Report.

Waste Water Collection - Reuse

- Crews responded to fourteen trouble calls out west Breakaway/Hunters Ridge area and three in town.
- Butch and crew checked 200 N. Halifax Ave. for snails in reclaimed water. Found a few snails in the wye strainer - cleaned.
- Checked 2P system for I&I, Found two 4" sewer laterals open and repaired them.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Crew turned off reclaimed at 173 Royal Dunes Dr. for home owner.
- Televised two sewer laterals.
- Marty and crew relieved high pressure on low pressure sewer near 20 Foxhunters Flat – force main valves exercised and reset to relieve flow obstruction causing higher pressures.
- City utilities electrician replaced heater strips on Breakaway Irrigation pump station.
- Crew replaced green light on pep tank control panel at 48 Canterbury Woods.
- Crews replaced three valve boxes lids on Tomoka Ridge.
- Checked irrigation system at Breakaway and Hunter's Ridge. Inspected and cleaned pond filter.
- Cleaned building and fueled all equipment for the weekend.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 33.75 Million Gallons.
- Produced 20.12 Million Gallons of Reuse.
- Produced 13.63 Million Gallons of Surface Water Discharge.
- Influent flows average for the week is 4.82 MGD, plant designed for 6 MGD
- Hauled tons of sludge 144.50 (14%-18% Solids).
- 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.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Station

- Assisted operations with the repairs of the chlorine generator.
- Cleared the drain lines on H.S.P. #3
- Installed the rebuilt clear well pump and motor #2, tested and turned back over to operations.
- Prepped and painted the new pump for H.S.P. #2
- Dismantled high service pump #2 and replaced 10" plug valve to distribution system, will replace check valve and pump with new upon receipt of purchase order for new check valve.
- Troubleshoot High Service pump #1 VFD fault, found bad thermostat sensor in motor. Jumped out sensor as VFD has built in over current protection.

- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Picked up generator E386 from fleet and delivered E387 for service
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

Wastewater Plant – Lift Stations – Reuse System

- Repaired 2" Flex conduit at recycle pump electrical feed.
- Replaced 400 amp fuse to BAT reuse pumping system.
- Changed out 25 HP outboard blower #2.
- Tested and reset sand filter drive fault.
- 2M – Power Failure – Set Up Generator and Monitor
- Repaired Inspection Plate for Recycle Pump #3
- Isolated Recycle Pump #2 to Use for Parts
- Finished Assembly of R.A.S./W.A.S. Pump at Shop for spare
- Generated reports for MP2 Scheduled Tasks for new equipment & Submit to Supervisor for data entry
- Replaced Motor at Fermentation Mixer #6
- Pulled & repaired R.A.S./W.A.S. #4
- Install Repaired Pump #1 at 1P liftstation
- Deragged 4 submersible aerators.
- Monthly PM's to 12 liftstations (cleaned and deodorized) also continued with monthly valve exercise program.
- Annual PM's to 3 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 117 work orders as reported in MP2 computerized maintenance management system, of which 76 were PM work requests and 41 were repair work orders.