

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 20, 2012

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk, and HR Director
- Weekly staff meeting with Directors
- Bi-weekly meetings with I/T Manager, and Planning Director

Spoke to, attended and/or met with:

- Speaking engagement for a student class at Stetson University
- Attended City Commission Ideas workshop and commission meeting
- Conference call on FCCMA 2013 conference theme
- Met with Bob Guido, Trust for Public Lands, discussed various TPL projects
- Spoke with Bob Lee, Center for Florida Local Government (CFLGE), on upcoming steering committee meeting
- Attended Guild members appreciation lunch
- Meeting with staff, and Zev Cohen representatives Dwight Durant and Paul Momberger on bid award for beachfront park
- Attended Rotary conference
- Attended Team Volusia Executive Committee meeting
- Participated in a Club Runner Boot Camp webinar on creating web pages

Community Development

Planning

- Staff attended the Technical Coordinating Committee meeting of the Volusia County Transportation Planning Organization. The item most discussed and not acted upon was FDOTs request for Resolution 2012-12 amending the Long Range Transportation (LRTP) to add High Occupancy Traffic (HOT) lanes to I-4. The project would add 10 lanes from Volusia/Seminole county line to ½ mile east of SR472 to accommodate 4 toll lanes. The cost of such a project would be through a Public-Private Partnership agreement where the private sector would build the lanes and then charge the users of the lanes a cost that is variable based upon time of day. Cost would be higher at AM and PM peak hours. There were sufficient votes to defer the issue until more information was available from FDOT. Prior to the vote to defer, there was a vote of the TCC to not approve the request but it was defeated on a vote of 9-11. The following reasons for not supporting FDOTs request are:
 - Cost is estimated at \$681,292,000 for 10 miles or \$68 million per mile
 - There is concern that this toll lane would compete with users of Sun Rail
 - There have been no studies or analyses presented to date that support either the need for this improvement or the results of this project on the larger transportation system.

- Staff attended a neighborhood meeting on a proposed camouflaged cell tower on US1 South to be located behind a mini-storage facility at Arroyo & US1 South. An orange balloon has been flying on Tuesday, Wednesday and Thursday at a height of 150 feet to demonstrate to property owners the height and whether or not the height of such a proposed tower impacts the residential areas on Arroyo. For the most part, the balloon cannot be seen from the residential area due to the density of tree canopy between Arroyo and the proposed tower. The balloon can be seen southbound on US1 South.
- Staff will be approving a temporary Cell-On-Wheels (COW) for the site where a proposed monopine camouflage tower is currently under administrative review with a Development Order to be issued fairly soon. The demolition of the hospital has caused T-Mobile to relocate their current antennae off of the Hospital tower sooner than thought. The COW will be temporary until the new camouflage monopine tower is constructed (3-4 months).

Building Inspections, Permitting & Licensing

- 50 permits issued with a valuation of \$1,238,685.00
- 162 inspections performed.
- 7 business tax receipts issued.

Development Services

- Work has begun on the retaining wall between Olive Grove and the vacant parcel immediately west of the apartments. The City conditioned the Certificate of Occupancy for Building 4 based upon having the retaining wall completed according to plan no later than the end of April.
- A Development Order was approved and issued for the Gardens Plaza Stor-it project located on Flagler Avenue off of Portland which intersects US1 North.

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 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 is preparing for the Code Red training and will develop plans to notify and enroll residents of the program.
- 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. Staff will need to solicit estimates for part of the clearing work.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff is preparing a presentation for the annual Chamber Leadership class scheduled for next week.

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 will provide opportunity for the Commissioners to participate in the visits as well.
- 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.

Special Economic Development Projects

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

Airport Operation and Development

- Staff conducted a meeting with representatives of ATS Land Surveying, LLC (ATS). ATS has been engaged to survey certain parcels of the airport in relation to a proposed lease agreement, and also to provide information regarding potential survey work for an airport access road proposal in the Airport Business Park.
- Staff met with a representative from Hoyle, Tanner & Associates to discuss integrating an airport storm water master plan project with the scheduled overall airport master plan update. HTA has been asked to provide a cost estimate for CIP planning purposes.
- Staff worked with Biological Consulting Services, Inc. regarding wetland mitigation credit needs for the Taxiway Alpha Relocation & General Airfield Improvements project.
- Staff worked with FDOT to prepare and submit closeout documentation needed to finalize and close the state grant which provided funding for the completed airport security upgrades project.
- Staff worked with the Planning Department and Building Division to ensure that the FAA and the OBMA Air Traffic Control Tower will be properly apprised of demolition operations at the former Florida Hospital location on Sterhaus Drive, which is located within the airport traffic area.
- 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 continue to indicate that traffic pattern operations are normal and in accordance with recommended procedures.

- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current and next fiscal year.
- Staff 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 45 Journal Entry Batches (# 2669 – 2773).
 - Approved 58 Purchase Requisitions totaling \$7,095,294.17.
 - Issued 49 Purchase Orders totaling \$7,021,387.23.
 - Issued Addendum No. 1 for RFP No. 2012-16, Temporary Personnel Staffing Services, on 04/16/2012.
 - Issued Addendum No. 1 for Bid No. 2012-10, Grounds Maintenance Services – Facilities, Parks & Right of Ways, 04/17/2012.
 - Held opening for Bid No. 2012-11, 2012 Roadway Resurfacing, on 04/18/2012. Five (5) bids were received.
 - Prepared 144 Accounts Payable checks totaling \$135,823.09 and 24 Accounts Payable EFT payments totaling \$1,337,943.09.
 - Prepared 44 Payroll checks totaling \$36,003.02 and 321 Direct Deposits totaling \$380,777.30.
 - Transferred IRS 941 payment of \$136,078.44.
 - Processed 3,971 cash receipts totaling \$555,127.20.
 - Processed 1,629 utility bill payments through ACH totaling \$107,030.94.
 - Processed and issued 5,738 utility bills with billed consumption of water of 26,680k.
 - Issued 803 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Gymnastics Center now Offering Open Workouts
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Added to and updated items in News & Announcements on the City's website.
 - Attended NIAB Meeting for the purpose of holding the Mandatory Public Hearing for the use of the City's CDBG funding.
 - Attended Chamber Leadership IX Day 4.
 - Attended agenda automation training.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 4
- Hazardous: 2
- EMS: 69
- Motor Vehicle Accidents: 10
- Public Assists: 55

TOTAL CALLS: 143

- Aid provided to other agencies: 25 calls – Volusia County (9), Daytona Beach (12), Holly Hill (2), Flagler County (1), New Smyrna (1)
- Total staff hours provided to other agencies: 23 hours
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 65

Training Hours

- Building Construction: 9
- Driving: 2
- EMT Refresher Modules: 11
- Preplanning: 8
- Probationary Training: 15
- Technical Rescue: 2

TOTAL TRAINING HOURS: 47

Station Activities

- Serviced 219 fire hydrants to include: flow testing, inspecting and flushing.
- Updated 15 pre-fire plans.
- Conducted 2 fire inspections.
- Held monthly Fire Explorer's meeting and training.
- Attended annual Fun Fit Bash at Unified Tae Kwon Do – approximately 200 children in attendance.

Significant Incidents

- 4/9/12, 1:23 PM: W. Granada Blvd. – Aircraft down in open field across from Breakaway Trails Subdivision – emergency landing of a Cessna 172 – plane flipped over when it hit a dip in the field – no injuries or hazards.
- 4/11/12, 1:36 PM: Addison Dr. & Beach St. – Provided automatic aid to Volusia County for a brush fire – cleared call at 3:00 PM.
- 4/11/12, 2:32 PM: 420 Lakebridge Plaza Dr. – Vehicle rollover just north of Shadow Lakes Blvd. – two occupants with one person entrapped – one patient transported to hospital.

Operations

- Participated in Chamber of Commerce leadership exercise.
- Attended Volusia County Fire Chief's Association committee meeting regarding Interlocal agreements.

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/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 was advertised on the City web site with a closing date of 03-30-12. Supervisor has requested this position be re-advertised to create a bigger pool of applicants. Re-advertised 04-17-12 with a new closing date of 05-04-12.
- 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, Daytona News-Journal, 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, City web site and all 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 were held on 04-17 & 18-12.
 - 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.

- 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
 - 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 (2) candidates.
 - Public Works Department/Utilities – Utility Electrician - This position closed on 02-24-12 and interviews were conducted. A candidate was selected and will start employment pending successful completion of the pre-employment requirements.

- 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 first four hour session will begin 05-22-12.
- HR staff member attending Chamber of Commerce Leadership Class IX.

Risk Management Projects

- Attend deposition of WC claimant.
- Attend Claims Committee meeting.
- Attend Risk Advisory Board Education Panel teleconference.

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 – Attend a 2 day interactive demo of Sungard ONESolution system with representatives of various departments for evaluation.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - Numerous Microsoft security updates applied to all servers.
 - Networking System: - Replaced networking switches at The Casements and South Ormond Neighborhood Center.
 - Work Orders: - 14 New work - 36 completed - 32 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,310	Inbound E-Mails Blocked	10,776
Delivered Inbound E-Mails	10,464	Quarantined Messages	70
Percentage Good Email	49.1%	Virus E-Mails Blocked	16

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 30
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration

Meetings/Attendance:

- Public Works Staff Meeting
- City Manager Weekly Staff Meeting
- Administrative Staff Meeting
- Supervisors/ Coordinators Meeting
- City Commission Meeting
- Park Visits
- Agenda Automation System Training Session I
- Quarterly Monitoring Reports by Division
- Coordinator one on ones
- Staff Evaluations (2)
- Continued working on R&R budget preparation for FY12/13 thru 16/17.
- Met with Painting Contractor at Ames House to discuss progress.
- Met with Servello to discuss items.
- Attended Florida Vegetation Management Conference in Daytona to acquire CEU's.
- Had discussions with contractor about project at Fortunato Park.
- Met with janitorial company to discuss items.

Events/Activities Attendance:

- Casements Guild Appreciation Luncheon
- Ormond Leadership Seminar Presentation
- USSSA Baseball Tournament - Rental
- Lady Renegades Softball Tournament
- Commission Workshop Setup
- Earth Day Celebration
- Volusia County Firefighter Games Rental - Nova
- Parkinson Foundation Fundraiser - 4/22

- 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 Tuesday night at the Sports Complex, Kiwanis Field.
- Seabreeze High School Baseball had games on Tuesday night at 5pm on 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 a game this week on Wednesday night at 7pm, which was also their Senior Night.
- The City Youth Volleyball Program continued this week, Monday and Wednesday nights, 6pm to 8pm, with training, instruction and games. The season will run through early May.
- Calvary Christian Academy Softball hosted their District Games this week on Tuesday and Friday nights at 6pm and 7pm at the Softball Quad at the Sports Complex.
- USSSA Baseball used the Sports Complex as one of their venues this past weekend at the Wendelstedt Fields. 17 of the 71 teams involved in the tournament played at our facility. The age groups were 13 and 14 year olds.

- Lady Renegades of the OBYBSA hosted one of their annual tournaments this past weekend at the Softball Quad, as well as Nova field #2. Thirty two (32) teams participated on Saturday and Sunday.
- Athletic Field Maintenance
 - Mowed South Ormond (SONC) outfield and prepped infield for games.
 - Repainted soccer fields at SONC for YMCA league.
 - Cleaned SONC tennis and basketball courts.
 - Tended to the infields, tennis and handball courts at Osceola Elementary school.
 - Mowed infields and outfields at Nova Park.
 - Cleaned skateboard park, tennis and handball courts at Nova Park.
 - Picked-up and dropped off equipment to Fleet on 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 to mow the soccer fields.
 - Continue to mow the softball fields.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground.
 - Baseball practice and games continued for Golden Spikes and high school teams.
 - Softball practice and games continued for Lady Renegades, Seabreeze H.S., and Calvary Christian Academy H.S.
 - Prepared all baseball, softball, soccer, T-ball fields for games and practices daily.
 - Repaired areas that flooded during rain storms in the softball quads bleacher area.
 - Began spreading lime pellets on all playing fields to help the soil PH.
 - Prepared the baseball and softball fields for weekend tournaments.
- Senior Center
 - April 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.
 - Thousand Oaks HOA meeting was held on Wednesday 7pm to 8:30pm.
 - Living Word Family Church was held on Wednesday 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.
 - The Performing Arts Center is preparing to host the following events:
 - From Outa Nowhere benefit country music concert for the Community Foundation of East Central Florida, Friday, April 20th, 7pm to 9:30pm, \$15.
 - Florida US Pageant, Sunday, April 22nd, 4pm to 6pm, \$35/\$20.
- South Ormond Neighborhood Center
 - Youth baseball machine pitch games were held Tuesday and Thursday from 5pm to 7pm.
 - Adult Basketball was played Thursday and Sunday evenings.
 - Open play basketball was held daily from 1pm to 6pm.
 - YMCA Soccer was played Monday, Wednesday and Saturday.
 - Splash pad opens daily at 10am daily.
 - South Ormond Sports Club youth basketball games were held Monday through Thursday.
 - 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, preparation of registration of applicants, and developing activities and supplies for the new Kids Craft Zone.
 - For 2012 Memorial Day: continued redesigning logistics of event, distribution of new flyer, program development and solicitation to community partners for service amenities.
 - For 2012 Senior Games: assisted planning 2012 games and assisting board with finding new committee members and volunteers. Assisted with sponsorship letters and inquiries.
 - For 2012 Independent Day Celebration: requested quotes for juggler/comedian/magician, inflatable rides and port-o-lets. Researched bands and gathering quotes for bands and entertainment. Followed up on initial letter of invitation to past participating food vendors and possible new vendors.
 - Assisted with City Commission workshop, April 17th.
 - Provided tents, tables, equipment and participated in the Earth Day Celebration, April 19th.
 - Completed weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - April/May session classes for various age groups and levels were held Monday through Friday.
 - The Cheer team participated in a competition in Jacksonville on April 14th.
 - Continued preparations for the new upcoming "open gym" program.
- 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, ping pong, pickleball, 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.
 - Bellarmine College rented the gym Wednesday for dance competition practice.
 - 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.
 - The MS Foundation Family Fun Walk was held in Rockefeller Gardens on Saturday.
 - A wedding reception was held at The Casements on Saturday evening.
 - St. James Church held a picnic in Rockefeller Gardens on Sunday morning.
 - Church services were held at Bailey Riverbridge on Sunday.
 - Kitchen remodeling began at Bailey Riverbridge on Monday.
 - An NIAB meeting was held at The Casements on Monday evening.
 - The Guild Appreciation Luncheon was held on Wednesday afternoon.
 - The Coordinator attended the Chamber Leadership Class on Thursday from 8am to 1pm.

- Staff attended the Earth Day Celebration at City Hall highlighting The Casements Enviro Camp.
- Staff assisted with the weekly Farmers' Market on Thursday.
- Staff continued to plan for Enviro Camp to be held July 9 through August 3.

- Parks and Irrigation
 - Replaced vandalized soap dispenser at Central Park I.
 - Removed graffiti from picnic table at Riviera Park.
 - Secured trash can to the ground at Central Park III.
 - Repaired guttering and downspout at Cassen Park.
 - Repaired door stop on restroom door at Fortunato Park.
 - Cleaned up excessive litter from walkways at Central Park IV.
 - Completed monthly maintenance and lubrication of water wheel at Rockefeller Gardens.
 - Replaced soap dispenser catch tray at Fortunato Park.
 - Replaced missing pickets on pier at Ames Park.
 - Repaired broken railing on fishing pier at Fortunato Park.
 - Conducted citywide safety inspections of parks and equipment.
 - Repaired clogged toilet in men's room at Cassen Park.
 - Repaired system at Ted Porter Park.
 - Worked on A1A medians.
 - Adjusted start time at Central Park II.
 - Repaired median on Capri Circle.
 - Repaired heads at Rockefeller Gardens.
 - Discovered the timer is bad on S. Nova median (near DB Pickles).
 - Worked on 14 broken heads and clogged filters on Nova Rd.
 - Replaced timers on W. Granada Blvd. medians.
 - Replaced 3 rotors at Riviera Park.
 - Cut out and replaced a 1.5" valve and solenoid, and installed a new valve box on Nova ball field #2.
 - On Nova Rd. medians, installed a new timer, solenoid and new batteries; reset and ran timers.

- Building Maintenance
 - Ordered and installed a new hose reel for shop air compressor.
 - Replaced a compressor in MPS at the Wastewater Treatment Plant.
 - Repaired a window unit at the Nova ball field maintenance building.
 - Cleaned vegetative waste from a condenser cage at SONC.
 - Repaired street lights on Lincoln Ave.
 - Repaired a receptacle at Fortunato Park.
 - Replaced ballast in 2 lights on Willow Pl.
 - Installed a dock light at Ames Park.
 - Installed a new sign on the south east wall of the Performing Arts Center.
 - Replace batteries in 4 emergency lights.
 - Installed 2 new bollards at the Rockefeller Gardens driveway.
 - Drained and cleaned the City Hall fountain.
 - Installed locks on cabinets for Support Services at City Hall.
 - Repaired a door closure for the men's room at Sanchez Park.
 - Replace 3 pumps in the City Hall fountain.

Police Department

Administrative Services

- Attended training on the MinuteTraQ program at City Hall.
- Participated in the Chamber of Commerce-Government Day Leadership program.
- Attended weekly staff meetings and commission meeting.

- Attended a Law Enforcement Memorial Service planning meeting.
- Attended FDOT Law Enforcement Liaison meeting.

Community Outreach

- The READ program continues. Currently 25 youths are enrolled. This week youths worked writing their books for exhibition in City Hall on May 23.
- The OBMS Science on Patrol program continues. Currently 27 youths are enrolled.
- Tutors R Us was held at the SONC. Currently 20 youths are enrolled. This week is the last week of Tutors R Us until the summer break.
- Members of the 14U basketball team participated in the State of Florida Association of PAL basketball tournament to be held in New Smyrna Beach in April. The team placed second in their division
- Practice for the 10U boys' team was held at the SONC.
- Tournaments for the boys' basketball team were planned for May and June.
- YDC assisted with the State of Florida Association of PAL basketball tournament. Youth served as scorekeepers and assisted with other duties as needed to run the tournament.

Community Service/Animal Control

- Animal Calls responded to : 63
- Animal Reports: 9
- Animal Bites: 2
- Animal Citations: 2
- Animals To FHS: 3
 - 2 Dogs
 - 1 Cat
- Wildlife to rehabber: 3
- Animal Traps issued: 2
- CSO's assisted with conducting extra patrols of all Parks

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 11
- Inactive: 14
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 7
- Larceny Car break: 1
- Grand Theft: 3
- Auto Theft: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 1
- Assaults: 1

Narcotics:

- Four Buy Walks
- One Buy Walk Attempts
- Two Search Warrants

Comments:

- Two missing persons recovered (one juvenile from Tampa, FL and one adult female).

Records

- Walk - Ins / Window 158
- Phone Calls 224
- Arrest / NTA'S 14
- Citations Issued 135
- Citations Entered 131
- Reports Generated 145
- Reports Entered 154
- Mail / Faxes / Request 65

Patrol

- Total Calls 1,684
- Total Traffic Stops 215

Operations

Crime Opportunity Reporting Forms issued: 303

- 04/11/12 Larceny/Shoplifting** – N Nova Road – camera stolen
- 04/11/12 Theft** – Memorial Circle/Coldwell Bank – tag stolen
- 04/12/12 Larceny/Theft** – Wild Creek Way – identity theft/fraud – unknown suspect used the reporting party's credit card number and home address info to purchase items online
- 04/12/12 Larceny/Shoplifting** – Wal-Mart – three suspects stole TV mounts from the local Wal-Mart and returned them at Wal-Mart in Palm Coast
- 04/13/12 Child Neglect** – N US Hwy 1 – female left five year old child in her vehicle while she sat at the bar for over an hour – customers inquired about whose child was sleeping in the back of her vehicle – she was arrested and the child was turned over to the Grandmother.
- 04/13/12 Theft** – S Atlantic Avenue/ 7-Eleven – victim's bicycle was stolen from in front of store while the owner was inside
- 04/13/12 Burglary** – Briargate – Remington .380 pistol taken along with jewelry and a personal safe with papers and more jewelry – reporting party saw a silver Camry leaving his driveway
- 04/14/12 Battery/DV** – Mill Spring Place – wife disclosed her husband battered her several days earlier – husband charged with domestic violence battery.
- 04/14/12 Missing Person** – Kingsbridge Crossing – 62 year old female Alzheimer patient left home while her daughter was shopping – area check found her at S Yonge Street – she refused to leave with her daughter and became violent – DCF was notified and initiated an investigation.
- 04/15/12 Stolen Vehicle** – S Atlantic Avenue / FL Memorial Beach Side – 1997 Red Jeep Wrangler TX # CTIG997 and a black motorcycle (5x8) trailer TX # 58336F – stolen overnight from the hospital parking lot.
- 04/15/12 Theft** – 170 N Yonge Street – flowers stolen
- 04/15/12 Notice to Appear** – Cedar Street – driver of a vehicle was charged with misdemeanor count of possession of narcotics following a routine traffic stop.
- 04/15/12 Notice to Appear** - N Washington Street – subject was charged with a misdemeanor count of possession of narcotics after a routine bicycle traffic stop.
- 04/15/12 Trespass** – N Old Kings Road – transient found in City Park after park was closed – a trespass warning was issued and the subject made to leave the park.
- 04/16/12 Shoplifting** – W Granada Blvd/Wal-Mart – adult female arrested for retail theft.
- 04/16/12 Suspicious Activity** – Tire Kingdom – suspicious activity reported relative to possible theft of tires from the business.
- 04/17/12 Battery/DV** – Woodmere Circle – adult male arrested for domestic violence battery.
- 04/17/12 Burglary** – Grove Street – X-box stolen from residence. Suspect known.

Traffic Unit:

- 12-04-00206, Crash / Rollover, Lakebridge Plaza Drive near Shadow Lakes Blvd. Motorist failed to negotiate an S-curve and ran off the roadway. The vehicle crossed over to left side of the road, struck a small elevated section of right-of-way, rolled onto its roof and struck a tree. The driver was hospitalized. Both directions of Lakebridge Plaza Drive closed for 40 minutes. Alcohol is a suspected factor in the crash.
- 12-04-00217, DUI, US 1 / Hand Avenue. Driver found to be passed out behind the wheel in the middle of the intersection with the vehicle still running. Driver was arrested and charged with DUI.
- 12-04-00223, Crash, 500 BLK Riverside Drive. Top of semi truck trailer impacted a low-hanging tree limb, which caused the trailer to collapse. Driver stated that he didn't see the "low clearance signs," and even if he did, they were not posted far enough away for him to avoid impact. Riverside Drive was blocked for four hours for clean up. Passed the concerns regarding the low clearance signs along to Public Works.
- 12-04-00327, Motorcycle Crash w/Injury, US 1 and Coquina Drive: Truck pulled out from a stop sign and into the path of a northbound motorcycle. The two vehicles never made contact, but the motorcyclist was forced to lay down his motorcycle in order to avoid collision. The driver of the motorcycle was hospitalized with non-life-threatening injuries. The driver of the truck was cited.
- Traffic Citations 92
- Parking Citations 2
- Crash - No Inj. 13
- Crash - Injury 6
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Case initiated
- 6 signs either removed or sign cases created
- 12 tree removal permit requests
- Administrative staff assisted with one walk in and thirty-nine (39) 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 until 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- Bid opening was held April 18th. Bids are being reviewed.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Met with Pine Trail Elementary School to explain upcoming construction operations in front of the school and to accommodate their needs. The sidewalk in front of Pathways Elementary School was reinstalled. 1,800 feet of new forcemain was installed along Airport Road and 450 feet of reclaimed watermain within Breakaway Trails.
- Transfer Station Pump Station- Compiled bid award package for the May 15 Commission meeting.
- SR 40 Sidewalk / Trail Phase III- Received additional comments from FDOT prepared response to address concerns. Prepared changes in quantities and cost difference for FDOT.
- Williamson Median Landscape Renovation – The work is 85% complete.
- OBSC Palm Planting – Two additional palms will be installed as requested by the Leisure Services Advisory Board.
- Tomoka State Park- Coordinated the vendor forms and Notice to Proceed. Arranged a meeting with surveyor, environmental, and contractor to resolve gopher tortoise issues.
- 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.
- Mast Arm Replacement- All the mast arms have been replaced with new street name signs. Pedestrian indications and curb ramp work is on going.

- 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- Working on FDOT permit for street lights. Requested scope for the easement work by consultant. Provided FPL plans to ATT and Brighthouse.
- 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- Provided consultant additional materials for review.
- Ormond Scenic Loop- Held Public meeting on Thursday April 19th.
- South Peninsula 2-inch Water Main Replacement- Project information notices were distributed to residents. Helped customer with proposed commercial facility in consideration of fire hydrant locations.

- Audible Pedestrian Signals- In design for ADA compliance.
- Mainland 2-inch watermain- Project information notices were distributed to residents. Helped customer with proposed commercial facility in consideration of fire hydrant locations.
- North Peninsula 2-inch Water Main- Some of the resident notifications 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 – Volusia County will be releasing the project for bids in May.
- Cardinal Beach Approach – Waiting for Volusia County to allocate construction funding.
- 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 – The City Commission voted to amend the design contract to a limited option that included milling and resurfacing and providing for spot drainage repairs in flood prone areas.
- Hand Avenue –The project bid award was approved by the City Commission on April 17th. Contracts will be prepared for execution by the contractor.
- 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:

- Initial 5-year roadway resurfacing list is being field inventoried for PCI verification and other infrastructure needs.
- Sent Request to EVCTSC to investigate Amsden and A1A beach approach on pavement markings and flasher.
- Prepared VTPO XU Grant application for SR 40 adaptive signal control system.
- Prepared VTPO XU Grant application for Mast Arms at A1A and Cardinal.
- Prepared VTPO XU Grant application for Mast Arms at Harvard.
- Began compiling documents for the sketch and legal descriptions of N. US1 area per GIS division request.
- Supplied Excel document of addresses for the mainland 2" watermain replacement project per consultant request.
- Created drawing based on additional survey data of Shadow Crossing / SR40 intersection for the SR40 Multi Use Trail project.
- Processed project invoices/pay requests totaling \$926,331
- Prepared work authorizations totaling \$10,118

Meetings:

- Attended Halifax Area Utility Coordination Meeting.

Other:

- Investigated sidewalk retaining wall.

- Responded to streets division regarding retaining wall at 947 Northbrook Ln.
- Worked with the IT Div to fix the AutoCad 2012. Program is crashing randomly.
- Researched and located information regarding maintenance responsibilities for the S. Beach Sidewalk per Streets Division request.
- Provided right of way information to Streets Division for 803 N Halifax, regarding complaint of retaining wall maintenance.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Cement utility patch at Tropical Ln. & Hand Ave.
- Repaired broken asphalt on Pine Cone Trl.
- Repaired pot holes on John Anderson Dr., Standish and Railroad St.
- Dug out & cut asphalt on Oak Park Cir. and on Quail Run
- Concreted around a valve box at Division and Coolidge
- Ground down sidewalks at S. Beach & Plaza Grande and at 142 Central

- 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 trees at Fleet and Nova Recreation
- Assisted Sign Shop staff
- Cleaned vehicles
- Moved rocks at Sanchez Park
- Removed stumps at Fleet

- 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
- Picked a dead deer on US1 & Nova
- Weed control on Nova & on Granada

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Installed Tree City USA signs at the way finding sign on US1 at the way finding sign on US1 at Arroyo Pkwy and at the City limit sign post northbound on Clyde Morris Blvd.
 - New Britain Ave. & N. Beach St., straightened the stop sign post
 - Arroyo Pkwy, just east of Tennessee Ter., replaced a missing post & 25 mph sign
 - Delivered a "No Left Turn" on a lighted barricade to N. Perrott Dr. for a special event
- Designed & fabricated two 24" square signs for the historic Ormond Beach communities, Sudan & Liberia. Installed the Historic Ormond Beach Community "Sudan" sign on N.

Washington St. Just N/O W. Granada Blvd. Installed the Historic Ormond Beach Community "Liberia" sign on S. Washington St., just S/O W. Granada Blvd.

- Continuing to fabricate High Intensity Prismatic (HIP) street names for various intersections citywide

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Retention pond repaired (sodded & seeded) at Ocean Pines (pictures)
- Set up for Earth Day
- (2) employees attended FVMA (Florida Vegetative Management Association) classes on Wednesday and Friday in Daytona Beach
- Sprayed ditches at citywide locations
- Sprayed FDOT ponds on SR40 and on Nova Rd.
- Sprayed overflow area at Lakebridge pond
- Made an air gap fill pipe for spray tank

Street Sweeping/Streetsweeper

- 128.3 miles of road cleaned
- 48.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

32,162

PM Services completed for the week:

Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

17

Road Calls for the week:

4

Quick Fleet Facts:

- Fleet has 15,827 gallons of unleaded and 4,482 gallons of diesel fuel on hand.
- Fleet completed 58 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 – Permit applications were submitted to FDEP. Additional piping to divert concentrate disposal from plant to reuse transfer pump discharge line was added and the water plant LPRO pumps were tested to verify sufficient pressure was available. Attended site visit with consultant for design related field review.
- 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 was prepared for CC consideration on May 15.
 - 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 on May 1st.
 - Airport Road Force Main/Reuse Main Extension – Reclaimed piping installation of 450' within Breakaway Trails subdivision performed. 1,800 ft of 16 inch forcemain was installed and pressure tested along Airport Rd. Operations will provide information to the contractor on the color to be used for the storage tanks.
 - 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 was approved at 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. The Legal Department prepared a letter to the contractor requesting a schedule to get the impeller installed. Contractor provided response but specific time frame for project completion was not provided.
 - 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 and back in operation. Recycle pumps 2 and 3 are being installed. Filter #3 underdrain system was constructed and the filter is in service. Bar screens awaiting installation of high level alarm switch prior to operation. 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 was prepared for the May 1st City Commission meeting.
 - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. Met with electrical design consultant John Searcy & Assoc. for discussing scope of work and preparation of design related items.
 - 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. John Searcy and Assoc. representative visited sites and will prepare scope and fee proposal for electrical design support.

- 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, Jimmy Johns and 148 Tomoka Avenue Projects 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 Legal from FDEP. Preparing Agenda packet for Ordinance and CC consideration.
- WWTP Sludge Conveyor System Replacement – The project includes replacement of rollers and belt for prolonging proper operation of existing conveyor. 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 meeting. The consent order was executed and sent to FDEP. Anticipated interim limits are proposed to be in effect until August 2013.
- Water Distribution
 - Exchanged 3 residential and 3 commercial water meters
 - Responded to and/or repaired 6 water service leaks
 - Replaced 8 water services due to aged piping, Repaired 11 meter boxes
 - Responded to 6 low pressure complaints
 - Disconnected 1 water service due to a demolition
 - Flushed 9 cloudy water complaints
 - Responded to 1 customer assistance call for misc. water issues
 - Tested 24 and repaired 1 city owned backflow preventers, installed 2 dual check valves on homes for protection due to thermal expansion
 - Valve Maintenance: Replaced a 2" valve at 3370 Ocean Shore Blvd
 - Meter testing: 3" water meter, tested accurate
 - Assisted locate technician with 8 locates
 - Water main flushing: Thompson Creek Rd, Lincoln Ave, N Orchard St, Wilmette Ave, Mallards Reach Sub, N. Center St, Triton Rd, Sterhaus Dr, Old Kings Rd, Lakebridge Dr, Shadow Lakes Blvd, Arborview Dr, Nature Tr, Hunters Run, Memorial Cir
 - Assist Hydro Designs with city facility surveys and inspections
 - Installed 4 new services on Fleming Ave, Tapped the 6" water main and shutdown the existing 2" water main that had been feeding those services
 - Disconnected and removed a 2" and 4" water meter that had been serving the old Florida Hospital site
 - Utility locate service for Water/wastewater/reuse: 92 regular and 3 emergency locates have been completed
 - Rescinded boil water alert: Pine Valley Cir
 - Sod/backfill: Rivershore Dr,
 - Cleaned and organized all storage areas and service trucks
- Water Treatment
 - Delivered to the City 43.064 million gallons for the week ending Apr. 15th , 2012 (6.152 MGD)
 - Backwashed 14 filters for a total of 613,000 gallons backwash water.

- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded one Precautionary Boil Water notice.
- Cleaned RO Skid #1 and returned to service.

- Waste Water Collection – Reuse
 - Crews responded to three trouble calls in Breakaway/Hunters Ridge areas and one in town.
 - Installed new pep tank at 30 Fox field Look.
 - Repaired irrigation services at 3 Stagden Look & 152 Deepwoods Way.
 - Repaired mainline sewer (8" diam.) at 415 Oak Park Cir.
 - Disconnected sewer at 1546 W. Granada Blvd. for demolition.
 - Televised three sewer laterals / Cleaned five sewer laterals.
 - Located all force main valves on Airport Rd. from I-95 to US 1.
 - Checked force main pressure at 1800 US 1 (0 psi)
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.06 Million Gallons.
 - Produced 21.90 Million Gallons of Reuse.
 - Produced 5.16 Million Gallons of Surface Water Discharge.
 - Influent flows weekly average @ 3.87 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 152.00 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Repaired the new check valve on the A pump at Shadow Crossings booster station
 - Reset the alarm on the generator at Well 39R
 - Set the parameters on the tank level process meter at Breakaway pumping station.
 - Replaced 2" galvanized water line on #1 Claricone with Sch. 80 PVC
 - Found graffiti on the power box at State Park Booster station, cleaned off
 - Repaired flow meter at well 16 D.
 - Obtained Quotations for continued painting activities at Water Treatment Plant.
 - Assisted Wastewater treatment mechanics with various electrical problems until new Electrician comes on board.
 - Continued monitoring storage tanks and wells at all Irrigation stations in Hunters Ridge and Breakaway.
 - 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.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's and repairs.
 - Attended Weekly staff meeting.

- Wastewater Plant – Lift Stations
 - Ormond Mall LS: replaced the motor contacts on the #2 motor starter
 - Checked out the float problem at Towne Square lift station, station is running from the off float. Will install a new process controller to alleviate the problem until station can be rebuilt.
 - Installed new turbidity meter at the W.W.T.P.

- Installed two new fans on the V.F.D. we pulled from the W.W.T.P. RAS pump #2 and placed on shelf for spare.
- Moved empty poly totes from carport, placed at Clarifier #1. Storage area at carport needed for new spare parts being delivered by contractor.
- Post Anoxic #2-1 – customer complaint “not running” – rewired motor at J box – reset tripped breaker – replaced mounting hardware – all OK
- Sand Filter #2 – replace davit crane assembly with repaired inventory
- Clarifier Splitter Box – assist Collections Division doing Camera work with Crane Truck as needed
- Shop – repair pendant control for Submersible Aerator winch
- Clarifier Splitter Box – assist operators as needed placing Clarifier #1 online and taking Clarifier #3 offline
- Dewatering Station – monitor station and pumps during Clarifier #3 drain down
- Deragged all 3 submersible aerators
- Deragged influent pumps.
- SCADA liftstation repair to 7 stations
- Assisted contractors with plant other rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM’s to 18 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM’s to 4 liftstations. (pull pumps and inspect and change seal oil)
Utilities Division completed 88 work orders as reported in MP2 computerized maintenance management system, of which 60 were PM work requests and 28 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.
- Prepared and sent legal advertisements to the News-Journal for publication.
- Staff attended and provided support for the April 16, 2012, Charter Review Committee meeting.
- Staff attended and provided support for the April 16, 2012, Neighborhood Improvement Advisory Board meeting.
- Staff attended and provided support for the April 17, 2012, City Commission workshop and meeting
- Agenda packet preparation and creation for the April 25, 2012, Budget Advisory Board meeting.
- Agenda packet preparation and creation for the May 1, 2012, City Commission workshop and meeting.
- Staff attended and provided support for Earth Day 2012.

Status of Ongoing Projects

- Agenda Automation System:
 - Facilitated training sessions for City Staff on how to create, review and approve agenda items utilizing the new agenda automation system.

Honorable Mayor and City Commissioners

April 20, 2012

Page 23

- Elections:
 - Prepared and sent legal advertisements to the News-Journal for candidate qualifying.
 - Staff updated candidate records on the website
- Mobile Phone Application or iOS and Android (myOrmondBeach):
 - Conference call with developer to discuss changes to Mobile Applications. New version will be available for testing in 2-3 weeks.