

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 27, 2012

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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:

- Updated ICMA credentialed manager work plan
- Weekly meetings with City Attorney, City Clerk and HR Director
- Bi-weekly meetings with Economic Development Director, Police Chief and Fire Chief
- Held weekly staff meeting with directors

Spoke to, attended and/or met with:

- Meeting with City staff and Diane Culpepper, Brighthouse, on potential Wi-Fi spots in city parks
- FCCMA conference call on annual conference
- Attended D.A.R.E. graduation at St. James
- Participated in a free ICMA webinar on economic redevelopment and solar energy
- Attended monthly Volusia City/County Managers meeting
- Attended meeting with County Manager, City Managers (Holly Hill, So. Daytona and Daytona Beach Shores), City staff and representatives from Sunoco team on Sunoco's expansion in the area
- Met separately with City staff and Sunoco team regarding sites in Ormond
- Discussion with Joni Hunt, FL Hospital, on the possibility of holding a Walking with the Manager event at Florida Hospital
- Participated in the Center for FL Local Government Excellence steering committee conference call
- Meeting with City staff and Patrick Harvey and David Butterfield, Tomoka Oaks HOA representatives, discussed the airport and island maintenance in the TO subdivision

### **Community Development**

#### **Planning**

- Staff attended a meeting with the City Managers and representatives of Sunoco who has development plans for sites in Ormond Beach (3), Holly Hill (1), Daytona Beach (5), South Daytona (1) and Daytona Beach Shores (1). The meeting was held at the Daytona Beach International Airport. The City's (3) sites for Sunoco's franchise expansion are located at:
  - 1546 W. Granada Blvd (I95 NB ramp)
  - 3 North Yonge Street (downtown)
  - 460 South Atlantic Avenue

Two of the three sites have development issues as it relates to buffers, setbacks, canopy sizes, canopy colors/signs as well as the proposed size of the highway commercial prototype store that is planned for the sites. The downtown site has additional issues regarding building placement and design as it relates to the city's form based code.

- Staff made a presentation to Leadership Ormond on the campus of Daytona Beach State College. For the first time in five years, the presentation did not include the development review process, system or joint permit counter. The presentation was on the City's replacement of the VC Road Impact Fee with the mobility fee adopted by the City in 2010.
- Staff met with Ormond Crossings to discuss the fourth submittal of the design guidelines and Planned Mix Use Development zoning. The issues have been honed sufficiently to the point that the rezoning proposal to the Planning Board is ready as a discussion item in June and possibly in July before conducting a public hearing on the rezoning application in the later part of the summer.

#### Building Inspections, Permitting & Licensing

- 71 permits issued with a valuation of \$534,749.00
- 186 inspections performed.
- 8 business tax receipts issued.

#### Development Services

- Work was substantially completed this week on the retaining wall between Olive Grove and the vacant parcel immediately west of the apartments.
- Jimmy Johns @ 2 South Perrot Drive - Final comments provided 04.25.2012.
- Pennorth Utility Connection @ 1350 North Ocean Shore Boulevard - Final comments pending.
- Chase Bank @ Ormond Mall (Ormond by the Sea). Project submitted on 04.24.2012, with Utility comments due by 05.02.2012.
- Maria Bonita, 195 West Granada Boulevard - Certificate of Occupancy issued on 04.20.2012.

#### Economic Development

##### Economic Development

##### Ormond Crossings

- Staff finalized their comments to Tomoka Holdings regarding the draft Master Development Plan and design standards documents. Staff met with Tomoka Holdings on April 27 and discussed the remaining items and scheduling a workshop with 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.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming which will require City participation. Staff is in the process of soliciting 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 presented to the annual Chamber Leadership class.

- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district.

#### Prospective Business Attraction/Retention/Expansion

- Staff continues the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. The visitation will continue over the next two months, which will be followed by a summary that will be provided to the Commission. Staff is providing the 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

- The next meeting of the Aviation Advisory Board is scheduled for Monday, April 30, 2012. The meeting will be held in the Human Resources Training Room at City Hall, and will commence at 7:00 PM.
- Staff conducted a meeting with the new public information officer for the Ormond Beach Composite Squadron of the CAP. The CAP desires to keep the City informed of all planned activities, particularly those which involve local youths in the CAP Cadet Program.
- Staff worked with Hoyle, Tanner & Associates (HTA) on the effort to integrate an airport storm water master plan project with the scheduled overall airport master plan update. HTA has provided a cost estimate for CIP planning purposes, which staff has used to update the airport's JACIP file to reflect changes in federal and state funding for the combined project.
- Staff continues to work with Biological Consulting Services, Inc. regarding wetland mitigation credit needs for the Taxiway Alpha Relocation & General Airfield Improvements project.
- Staff finalized work to prepare and submit closeout documentation for the state grant which provided funding for the completed airport security upgrades project.
- 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. Airport financial data has been compiled and submitted to the proposed appraisal consultant for further evaluation.
- 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.
- 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.

### **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 28 Journal Entry Batches (# 2786 – 2876).
  - Approved 30 Purchase Requisitions totaling \$979,451.70.
  - Issued 37 Purchase Orders totaling \$1,009,377.92.
  - Issued Addendum No. 1 for Bid No. 2012-19, City of Ormond Beach Purchase of Vacuum Septic Truck, on 04/19/2012.
  - Mailed Letter of Intent to Award for Bid No. 2012-18, Ormond Beach's Andy Romano Beachfront Park, to the six (6) firms that submitted bids on 04/19/2012.
  - Held opening for RFP No. 2012-16, Temporary Personnel Staffing Services, on 04/23/2012. Five (5) submittals were received.
  - Held opening for Bid No. 2012-10, Grounds Maintenance Services-Facilities, Parks and Right of Way, on 04/25/2012. Six (6) bids were received.
  - Prepared 157 Accounts Payable checks totaling \$512,022.64 and 37 Accounts Payable EFT payments totaling \$86,452.81.
  - Processed 3,358 cash receipts totaling \$921,082.04.
  - Processed 241 utility bill payments through ACH totaling \$18,420.75.
  - Processed and issued 7,420 utility bills with billed consumption of water of 55,107k.
  - Issued 334 past due notices on utility accounts.

### **Grants/PIO**

- **Public Information**
  - **Press Releases**
    - Nova Community Center...More than Meets the Eye
    - Men's Summer Baseball League
    - Summer Sports Clinics
    - Art in the Park (May 5-6, 2012)
    - Town Hall Budget Meeting (May 15)
  - **Other**
    - Citizen Contacts
    - Media Contacts
    - Completed May employee newsletter.
- **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 Chamber Leadership IX Day 5 and 6.
  - Met with Civil Air Patrol New Public Information Officer.
  - Attended web training for new performance measures for Bureau of Justice Assistance JAG/ARRA grants.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 4
- Fire Alarms: 5
- Hazardous: 4
- EMS: 54

- Motor Vehicle Accidents: 5
- Public Assists: 31

**TOTAL CALLS: 103**

- Aid provided to other agencies: 13 calls – Volusia County (7), Daytona Beach (6)
- Total staff hours provided to other agencies: 13 hours
- # of overlapping calls: 11
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 43

Training Hours

- Building Construction: 18
- EMT Refresher Modules: 10
- Paramedic: 3
- Policy Review: 3
- Probationary Training: 11

**TOTAL TRAINING HOURS: 45**

Station Activities

- Serviced 138 fire hydrants to include: flow testing, inspecting and flushing.
- Updated 13 pre-fire plans.
- Instructed Child and Babysitting Safety (CABS) training – 21 students
- Spoke to Hunter's Ridge Women's Club about fire safety – 25 women

Significant Incidents

- 4/21/12, 8:54 AM: Manderley Ln. – Structure Fire – due to cooking in garage – cabinets removed and ceiling pulled down to check for extension – fire contained to garage area.
- 4/22/12, 10:38 AM: Kingsgate Ct. – Structure Fire – flames and smoke upon arrival – pool heater on fire – exterior and attic of structure checked for extension – power turned off and attic ventilated.

Operations

- Attended Emergency Medical Services Committee meeting.
- Attended contract negotiations between IAFF Local 3499 and the City of Ormond Beach.
- Attended class on new automated agenda software.

**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-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-advertise 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, the Daytona News-Journal, the City web site and in-house with a closing date of 04-27-12.
- Leisure Services/Recreation -Summer Camp Counselors (including Enviro Camp, Nova and SONC) were advertised on the Daytona News-Journal, the City web site and all the local college job boards as open until filled.
  - Screening/Interviews Scheduled
    - Public Works 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 conducted on 04-17 & 18-12 and a decision is pending.
    - 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. Interviews have been scheduled.
  - 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 candidates.
    - Public Works Department/Utilities – Utility Electrician - This position closed on 02-24-12 and interviews have been conducted. A candidate was selected and will begin employment on 05-07-12.
  - Terminations/Resignations/Retirements
    - FY Attrition – M/E 3-31-12: 1.53% (excluding retirements)
  - Promotions
    - Public Works/Utilities – Water Quality Control Technician – interviews were conducted and an in-house applicant was selected. Promotion will be effective 05-05-12.
  - Public Records Requests
    - Request for copies of personnel file for former Budget Manager by the City of West Palm Beach.
    - Request to view the personnel file of a Maintenance Worker II in the Stormwater Division of Public Works by the DeLand Police Department.

#### 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.

#### City Events/Employee Relations Update

- Florida's Blood Centers will be holding a blood drive at City Hall on Monday, 04-30-12. Currently, we have ten (10) employees who have signed up to donate.

#### Training & Development Opportunities

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

Risk Management Projects

- RFP for Temporary Staff Leasing opened and review committee met for initial evaluation.
- Attended Claims Committee meeting.
- Attended Police Department Safety Committee meeting.
- Attended deposition related to a liability case.
- Site visits for tree and sidewalk complaints.
- Attended 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 – Software is being installed on computers for user testing, several updates have been deployed to all computers.
    - 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 – Finance is scheduling demos from the shortlist of vendors for review by the City’s user base for evaluation.
  - iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - Large number of Microsoft security updates deployed to all servers.
  - Networking System: - Firewall changes to accommodate installation of the Internet Link-Balancer. The Internet Link-Balancer will allow for redundant internet connections to improve internet reliability and speed.
  - Work Orders: - 17 New work - 33 completed - 31 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,719	Inbound E-Mails Blocked	12,000
Delivered Inbound E-Mails	10,719	Quarantined Messages	79
Percentage Good Email	47.0%	Virus E-Mails Blocked	9

- Notable Events: Attended the Volusia Technology Council forum meeting to represent the interests of Ormond Beach and accepted the position of Treasurer for the Council. The Volusia Technology Council (VTC) is an initiative of the Daytona Regional Chamber in cooperation with the Chamber Alliance of Volusia County as a tool to foster the development of relationships essential for successful technology growth and business development in the region. Jim Cameron is the Daytona Regional Chambers liaison.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 2 Corrections: 0
  - Map/Information Requests: 12
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Notable Events: None.

Leisure Services

- Administration  
Meetings/Attendance:
  - Administrative Staff Meeting
  - Public Works Meeting

- City Manager Staff Meeting
- Supervisors/ Coordinators
- Brighthouse Wi-Fi Meeting
- Coordinator one on ones
- RFP Meeting Temporary Staffing
- Janitorial Services Quarterly Meeting
- OB Soccer Club Registration Evaluation Meeting
- Staff Evaluations (1)
- Attended Bid opening for Grounds Maintenance Services
- Held Quarterly Review meeting with Janitorial Company
- On site visits to Ames House to meet with Painting Contractor
- On site visits to Bailey Riverbridge Church to meet with Contractor and City Employees performing Kitchen & Bath Renovations.
- Met with Landscaping Contractor to discuss items.
  
- 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.
  - 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.
  - 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.
  - The City Coed Adult Softball League continued its spring season with games weekly, Monday through Thursday. Nine (9) teams are currently competing, with each playing 2 games per week. The season runs through the middle of May.
  
- Athletic Field Maintenance
  - Mowed South Ormond (SONC) outfield and prepped infield for games.
  - Repainted soccer fields at SONC for the YMCA league.
  - Cleaned SONC tennis and basketball courts.
  - Tended to the infields, tennis and handball courts at Osceola Elementary school.
  - Mowed infields and outfields at Nova Park.
  - Cleaned skateboard park, tennis and handball courts at Nova Park.
  - Picked up and dropped off equipment to Fleet daily.
  - Made fuel runs for equipment.
  - Cleaned restroom, offices and lunch area of the maintenance building.
  - Mowed the baseball fields 3 times per week.
  - Continued to mow the soccer fields.
  - Continued to mow the softball fields.
  - Replaced sprinklers as necessary.
  - Cleaned Limitless Playground daily.
  - Baseball practice and games continued for Golden Spikes and high school teams.
  - Softball practice and games continued for Lady Renegades, Seabreeze High School, and Calvary Christian Academy High School.
  - Prepared all baseball, softball, soccer, and T-ball fields for games and practices daily.
  - Repaired areas that flooded during rain storms in the softball quads bleacher area.
  - Finished spreading lime pellets on all playing fields to help the soil PH.
  - Cleaned up the baseball and softball fields from weekend tournaments.

- Senior Center
  - April classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
  - Civil Air Patrol meeting was held on Monday from 6:30pm to 9:30pm.
  - 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:
    - WyoTech Institute Graduation Ceremony, Friday, April 27<sup>th</sup>, 3pm.
    - North East Florida Jazz Festival, Saturday, April 28<sup>th</sup>, 1:30pm, \$50/\$45/\$20.
- South Ormond Neighborhood Center
  - Splash pad opens daily at 10am.
  - 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.
  - South Ormond Sports Club youth basketball games were held Saturday through Thursday.
  - Jazzercise classes were held Monday and Wednesday at 5:45pm.
- Community Events
  - For 2012 Art in the Park: finalization of application tracking and payment, event promotions, confirmation of vendors, preparation of registration packets, and the 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 assisted the 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. Continued researching bands and gathering quotes for bands and entertainment. Followed up on initial letter of invitation to past participating food vendors and possible new vendors.
  - Attended Senior Games Committee Meeting.
  - Attended Memorial Committee Meeting.
  - Attended The Casements Centennial Meeting.
  - 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.
  - Continued preparations for the new upcoming "open gym" program, scheduled to begin on May 7th.
  - Girls prepared for upcoming AAU State competition to be held in Daytona Beach on April 28<sup>th</sup>.
- 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 Wednesday from 6pm to 8pm in the gymnasium.
- The OBYBSA Baseball and Softball Program continued games and practices on Nova's ball fields.
- Nova Community center hosted the United States Firefighter Games Basketball Tournament on April 21st and 22nd.
  
- 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 also on Saturday from 10am to 11:30am.
  - The Birthplace of Speed art exhibit is on display in the Gallery throughout the month of April.
  - Kitchen and bathroom remodeling continued at Bailey Riverbridge.
  - The Chamber Leadership training continental breakfast was held in the atrium at The Casements on Saturday afternoon.
  - A wedding ceremony was held in Bailey Riverbridge Gardens on Saturday afternoon.
  - The Seaside Herb Society met in the gallery on Saturday morning.
  - A wedding ceremony was held in Rockefeller Gardens on Saturday afternoon.
  - Church services were held at The Casements on Sunday morning.
  - The Parkinson's Foundation held their fundraiser at The Casements on Sunday.
  - The Scouts from St. James held a ceremony on the north lawn in Rockefeller Gardens on Sunday.
  - The Casements Centennial Celebration planning meeting was held on Tuesday morning.
  - The Dig and Find group met at Bailey Riverbridge on Tuesday evening.
  - The Memorial Remembrance Committee met in the Preservation Room on Wednesday.
  - The Coordinator attended the Chamber Leadership Class on Thursday from 8am to 2pm.
  - Staff assisted with the weekly Farmers' Market on Thursday.
  - The Camera Club met at Bailey Riverbridge on Thursday evening.
  - Two wedding rehearsals were held in Ormond Memorial Gardens on Thursday evening.
  - A wedding ceremony was held in Ormond Memorial Gardens on Friday morning.
  - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
  - Staff continued planning for Enviro Camp, to be held July 9<sup>th</sup> through August 3<sup>rd</sup>.
  
- Parks and Irrigation
  - Replaced broken pickets on the Joyce Ebbets Pier.
  - Removed rusted grill plate for repair at Sanchez Park.
  - Replaced grab bars on playground equipment at Riverbend Nature Park.
  - Painted over smoke damaged wall due to vandalism at Fortunato Park restroom.
  - Replaced missing hose bib locks at various locations.
  - Completed pressure cleaning of walkways and gazebo at Memorial Gardens.
  - Trimmed overhanging limbs over raised boardwalk at Central Park IV.
  - Replaced perimeter post damaged by a vehicle at Sanchez Park.
  - Took delivery of new benches and trash cans for Limitless Playground at the Sports Complex.
  - Removed graffiti from restrooms at Cassen Park and Fortunato Park.

- Conducted citywide safety inspections of parks and equipment.
- Ran zones and repaired the system at City Hall.
- Ran zones and replaced heads on Nova Rd. medians.
- Ran zones and replaced 2 rotors and adjusted heads at Milton Pepper Park.
- Installed 2 rotors at SP lift station and reset timers.
- Checked the timer at The Casements, installed 1 rotor and 1 spray head.
- Ran A1A medians and repaired damaged heads.
- Replaced 3 broken heads on Granada Blvd. streetscape median.
- Checked the timers at City Hall.
- Replaced a valve on Nova ball field #2.
  
- Building Maintenance
  - Repaired three A/C units not working due to clogged condensate lines.
  - Replaced compressor and condensate fan in the main gym at SONC.
  - Cleaned vegetative waste from the parapet roof at City Hall.
  - Repaired a stuck gate at the Airport Tower.
  - Reviewed HVAC upgrades at the Waste Water Treatment Plant Operations building.
  - Performed safety inspection of the Commission Chambers prior to meeting.
  - Treated several ant mounds around City Hall in preparation for Earth Day Celebration.
  - Checked/cleared scuppers and downspouts on the PAC roof.
  - While trimming trees at the PAC, discovered a raccoon intrusion of the PAC roof area, allowing access in the system.
  - Drained and cleaned the Riviera Park fountain.
  - Removed old paneling, cabinets, water cooler, and doors at Bailey Riverbridge kitchen remodeling.
  - Repaired lights at the Waste Water Dept.
  - Replaced a defective fountain pump at City Hall.
  - Replaced lights at the Police Dept. jail.
  - Repaired women's restroom sink at the Airport Sports Soccer field.

### **Police Department**

#### **Administrative Services**

- Attended Sgt. Jim Davis' graduation from the FDLE Leadership Course at a ceremony held at the Volusia County Sheriff's training center
- Attended a DARE graduation at Calvary Christian Center School
- Attended a DARE graduation at St. James Episcopal School
- Attended the PAL YDC Groups meeting featuring a presentation by Rep. Costello
- Attended United Way Volunteer Appreciation Award luncheon
- New officer candidate physical abilities testing

#### **Community Outreach**

- The READ program continues. Currently 25 youths are enrolled. This week the youths worked writing their books for exhibition in City Hall on May 23.
- The OBMS Science on Patrol program continues. Currently 24 youths are enrolled.
- Practice for all of the boys' basketball teams was held at the SONC. Currently we have 45 youths in the program.
- Tournaments for the boy's basketball team were planned for May and June.
- "Do the Right Thing" recognition was held at the Police Department. 15 youths were in the program.

#### **Community Service/Animal Service**

- Animal calls responded to: 50
- Animal Reports: 2
- Animal Bites: 2

- Animal Traps issued: 2
- Domestic Animals to FHS: 2
- Kittens adopted from PD: 2
- Wildlife to Tomoka Vet: 2
- CSO's Owen and Champion spoke to citizens at Earth Day  
Handed out Animal Ordinance Flyers and other information

#### Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 21
- Cases Exceptionally Cleared: 8
- Inactive: 17
- Fraud: 4
- Burglary Business: 3
- Burglary Residential: 3
- Larceny Car break: 2
- Grand Theft: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1

#### Comments:

- Two Search Warrants
- 5 Buy Walks
- 2 Buy walk Attempts
- Stolen Vehicle: A Jeep and trailer were stolen from the hospital parking lot on the beach side. The jeep was recovered in Holly Hill at a home involved in manufacturing methamphetamine. The suspect of the auto theft was taken to the hospital for burns sustained while manufacturing methamphetamine at the Holly Hill residence. The subject fled the hospital when he realized investigators were on the way to speak to him. The subject was located and arrested on the methamphetamine charges and Ormond investigators are charging the suspect with grand theft auto.

#### Records

- Walk - Ins / Window 132
- Phone Calls 198
- Arrest / NTA'S 40
- Citations Issued 154
- Citations Entered 142
- Reports Generated 99
- Reports Entered 108
- Mail / Faxes / Request 71

#### Patrol

- Total Calls 1,721
- Total Traffic Stops 240

#### Operations

Crime Opportunity Reporting Forms issued: 248

**04/18/12 Theft** - Tomoka Avenue – box of checks stolen from community mailbox.

**04/18/12 Armed Robbery** – S Yonge Street – behind Mama's Market – victim was walking south on Bostrom Ln. from Division St. and stated an adult male was standing behind

Mama's and called him over – produced a pocket knife and threatened to cut him if he did not give him money – victim handed over \$3 and suspect fled south on Bostrom.

**04/18/12 Burglary** – N Halifax Drive – no forced entry – camera taken – possible suspect is a family member.

**04/19/12 Domestic Violence** – S. Nova Road – boyfriend vs. girlfriend – male spit on the female and hit her on the back of her head – male was arrested for domestic violence battery and transported to the VCBJ.

**04/19/12 DUI Arrest** – N US Hwy 1/ Houligans Pub - adult male was found passed out in the drivers seat of his vehicle with the engine running and transmission set in park – subject was found to be intoxicated and arrested for DUI.

**04/19/12 Battery/DV** - male victim married his ex-wife's daughter – that evening the ex-wife scratched the male while in a disturbance at their house but fled the scene prior to officer's arrival. Complaint affidavit filed charging ex-wife with domestic violence battery.

**04/20/12 Burglary** – Ocean Shore Blvd – forced entry to rear door of vacant house with damage to the door – homeowner out of state at the time – nothing appeared to be out of order or missing at this time.

**04/21/12 Arrest** – Tymber Creek Pool – juvenile male arrested for possession of under 20 grams of marijuana and possession of drug paraphernalia.

**04/21/12 Trespass** – W Granada Blvd / Walgreens – adult male transient trespassed from property by management.

**04/22/12 Fraud** – W Granada Blvd/Wal-Mart – victim, who resides in Virginia, advised her Wal-Mart credit card was used at the Ormond Beach Wal-Mart.

**04/22/12 Theft** – N Nova Road – victim advised her cell phone was stolen.

**04/22/12 Car Burglary** – Fox Run Trail – unlocked vehicle – purse and contents stolen

**04/22/12 Car Burglary** – Eagle Drive – unlocked vehicle - \$950 cash stolen from center console.

**04/23/12 Grand Theft** – Scottsdale Drive – digital camera and accessories and an antique mirror stolen from residence – total value over \$400.

**04/23/12 Warrant arrest** – W Granada Blvd – adult male arrested for an open warrant out of Flagler County.

**04/23/12 Battery/DV** – Grizzly Bear Path – adult female arrested for domestic violence battery for striking her live-in boyfriend during an argument.

**04/23/12 Knife possession** – Ormond Beach Middle School – juvenile female had a knife on school campus.

**04/24/12 Burglary/Residence** – Druid Circle - \$3,600 in cash taken from lock box – witness saw an ex-roommate from that residence in the area – rear porch door and rear house door pried open to gain entry.

**04/24/12 Fugitive Arrest** – Hand Avenue – traffic unit working radar arrested a subject on an outstanding warrant for grand theft from an elderly person following a routine traffic stop.

#### Traffic Unit

- 12-04-00340, Crash w/ Bicycle / Injuries, 100 BLK E. Granada Blvd. Bicyclist traveling along SR40 was struck by a vehicle leaving the SunTrust Bank parking lot. Bicyclist was transported to the hospital with non-life-threatening injuries.
- 12-04-00341, Crash w/ Injury, 100 BLK E. Granada Blvd. Motorist passing the bicycle crash from #340 rear-ended another vehicle while changing lanes, pushing it into another vehicle. One lane of SR40 WB block for about 20 minutes.
- 12-04-00342, Crash w/ Pedestrian, SRA1A and Neptune Drive. Eastbound motorist turning north at the traffic signal struck a pedestrian walking west through the crosswalk. Low speed impact. No injuries reported.
- 12-04-00376 & 00413, Crash w/ Deer, 500 BLK and 900 BLK of SR 40. Two separate crashes involving vehicles striking deer on SR40 on different days this week. This is the third deer struck at the 500 BLK this month, and the fourth total in the area.

- 12-04-00384, Crash / City Property Damage, 363 S. Halifax Drive. Vehicle struck a fire hydrant, disabling both the vehicle and the hydrant. Female driver fled the scene on foot but was contacted later at her residence. She was charged with careless driving and leaving the scene of a crash.
- Stealth speed survey conducted on River Chase Way in Breakaway Trails. 4,300+ vehicles / 48 hours / average speed 31.04 MPH.
- Traffic Citations 108
- Parking Citations 2
- Crash - No Inj. 16
- 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
    - Casements
    - Beach Street
    - Breakaway Trails

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case Initiated
- Zone 2: 1 Case initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Case initiated
- 5 signs either removed or sign cases created
- Administrative staff assisted with five walk-ins and fifty-four (54) 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 heard by the Special Magistrate (SM) on Tuesday, April 23, 2012. The SM found that a violation does exist and required that the violation be corrected by June 1, 2012. The respondent had already paid the citation and costs for prosecuting this case. The reason for the extended period of time for correction is that the tenant's lease is up the end of May. Since the eviction process could take as much time the SM decided that it would be sufficient to allow the lease to expire and the tenant to relocate rather than penalize the property owner.
- 2) 868 N. Ridgewood Avenue – Received a complaint about parking in the yard and storing a trailer in the front yard. Contact was made with the occupant who is the daughter of the prior owner, her father, who is deceased. She is moving into the house and had to move the trailer out of the garage in order to access the garage. She was provided the

regulations for screening which she indicated she would abide by. There was no other yard parking observed by the NID officers.

- 3) 4 Noble Woods Way – Breakaway Trails – Received a complaint about a fence installed without a permit and the fence not being installed in the proper manner. An inspection was conducted and the owner contacted. The owner was advised of the regulations and indicated his willingness to obtain a permit and change the location of the fence.

### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing-** Prepared bid award package for resolution on the June 5, City Commission meeting.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Approximately 1,600 feet of new forcemain was constructed along Airport Road and approximately 900 feet of reclaimed watermain was constructed within the Breakaway Trails subdivision. The electrical panel for the new booster pump at the Breakaway Trails also began installation and assembly.
- **Transfer Station Pump Station-** Award of Bid has been prepared for Commission approval, May 15.
- **SR 40 Sidewalk / Trail Phase III-** Prepared and submitted to FDOT field changes to eliminate boardwalk and install regular concrete sidewalk and extend pipe and new mitered end. Input NTP to FDOT's LAPIT program. Obtained FDOT benchmarks for the project. Reviewed and approved structural submittals. Schedule a QAR with FDOT. Processed new DOL rates. Processed Invoice 1 for project.
- **Williamson Median Landscape Renovation** – The contractor has been instructed to hold off on planting the remaining western triangle bed until rain chances increase because there is no irrigation.
- **OBSC Palm Planting** – Two additional palms will be installed as requested by the Leisure Services Advisory Board.
- **Tomoka State Park-** Held field meeting with Park personnel, contractor and Environmental consultant. Gopher conflict with existing easement. Mr. Rand to investigate easement relocation.
- **SR40 Nova to A1A Interconnect-** Prepared over/under run quantities sheet, collected all invoices and proof of payment. Completed several documents/certification/transmittal letters.
- **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-** Awaiting intersection drawings.

- **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 1<sup>st</sup>.
- **Granada Utilities Underground-** Submitted street light design for permit. Worked on scope and CC memorandum. Working on resolving issues with easements.
- **Nova Community Park Basketball Court-** Project is under design; anticipate 30% submittal this week.
- **Nova Community Park Racquetball Court-** Project is under design; anticipate 30% submittal this week.

- Nova Community Park Master Plan- Coordinating to have a meeting with DEP to discuss Landfill development issues.
- Mast Arm Replacement on SR40- Pedestrian indications and curb ramp work is on going.
- Ormond Scenic Loop- Discussed issues for maintenance of signs and coordination with existing City wayfinding signs.
- 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- Field reviewed design plans against existing conditions.
- Mainland 2-inch watermain- Prepared resolution item for approval of additional design and engineering services to expand replacement of existing larger mains along Calle Grande between S. Beach St. and S. Ridgewood Ave.
- North Peninsula 2-inch Water Main- Project is in the survey phase.
- SR40 Washington to Beach St.- Sent plans for FDOT Utility permit for street light replacements.
- Central Park Paving – The St. Johns River Water Management District has recommended approval of the environmental resource permit, pending final determination.
- Tymer Creek Phase I – Volusia County has tentatively scheduled advertisement for competitive bidding in mid May.
- Cardinal Beach Approach – Staff is waiting for the County to allocate the funding so the project construction can be bid.
- N. Halifax Dr. Improvements- Met with contractor to discuss full depth reclamation application for possible alternative to conventional road reconstruction of the base materials for areas along N. Halifax which are in need of reconstruction of the pavement and road base.
- Side Street Lighting Conversion- The bid to furnish the fixtures is scheduled to be advertised on May 20<sup>th</sup>. Staff has been delaying the advertisement to bid as we have been waiting for FPL to provide us our new proposed “energy only” conversion rate.
- 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 17<sup>th</sup>. Contracts are being 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 has submitted permit application to SJRWMD and is waiting on comments.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Sent final plans to FEMA for approval. FEMA engineering has informed staff that they have approved the project. FEMA environmental and tribal lands still must review before Phase 2 (Construction) can proceed.

Administration:

- Processed project invoices/pay requests totaling \$488,716
- Prepared work authorizations totaling \$1,577
- Contacted TECO on the repair to sidewalk that the contractor damage.
- Discussed issues with the maintenance of OSL signs and Main Street area.
- Nova Road Landfill - Reviewed biennial groundwater monitoring report, which is being prepared for submittal to FDEP.

Meetings:

- Attended the 3<sup>rd</sup> workshop for Ormond Scenic Loop Wayfinding Signage.
- Field meeting for the Tomoka State Park sidewalk project.
- On site meeting at 23 Amsden with builder for approval of the supplied SWMP.

Other:

- Completed tree locate at 126 River Bluff per Public Works request.
  - Completed tree locates at 11 Twelve Oaks and 2 Whispering Pines per Streets Division request.
  - Continued compiling documents for the sketch and legal descriptions of N US1 area per GIS division request.
  - Reviewed and updated US1 opportunity zone per GIS Division request.
  - Supplied record drawing copies of the Rima Ridge Well sites per Utilities Division request.
  - Began creation of drawings of isolation valve locations for the Central Park Lake Interconnect project.
  - Updated 2" waterman replacement maps to show pipe size and valve locations per consultants (Zev Cohen) request.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
    - Raised a sidewalk on S. Beach St.
    - Formed a sidewalk for concrete on Central Ave.
    - Cut asphalt on Stone Quarry
    - Took out concrete and formed on S. Ridgewood Ave.
    - Concrete repair for the Water Department on Oceanshore Blvd.
    - Asphalt repair for the Water Department on Oak Park Circle and on Ridge Trail
    - Checked forms, backfilled and put base where needed on Central and S. Ridgewood Ave.

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, Performing Arts Center, Nova Recreation Ballfield and other various locations
- Stump removal at various citywide locations
- Removed trees on Oakmont @ S. St. Andrews

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 up dead ducks on Nova Rd. at Wilmette
- Did DOT weed control on Nova Road and on SR40 (west to Tomoka River)
- ROW trimming at citywide locations

#### Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - Picked up a “No Left Turn” sign from SR Perrott on Granada Blvd.
  - Installed a DR (Drive Rivet) in Sudan Historical sign
  - Pineland Trl. west of Ormond Green, picked up a curve sign
  - Chardon Rd. & Biltmore, straightened the stop sign post
  - Loyola Dr. & Kent. Dr., installed HIP (High Intensity Prismatic) street names
  - Cardinal Dr. & Flamingo Dr., installed HIP street names
  - Garden Ln. & Calle Grande, straightened a stop sign post
  - Northshore Dr. & Flamingo Dr., installed HIP street names
  - Pleasant Dr. & Flamingo Dr., installed HIP street names
  - Airport Rd. at Pathways Elementary School, straightened the “No Parking” sign posts
  - Performing Arts Center, installed a guide sign for the PAC on Andrews St. at Melrose Ave. & also installed a box office guide sign
- Continued fabrication of HIP street names for various intersections

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- System inspection requested by Homeowner’s Association at Wellington Station
- Baffle Box inspections (14) at citywide locations
- Inlets cleaning in Zones 1 & 2
- Vacon – 1501 Oak Forest , 3 basins, 507’ line and Avenue Bonita @ N. Beach St., 2 basins, 308’ line
- Reachout Mowing and Ditch Cleaning at SR40 ponds
- Removed heavy debris from Arroyo Parkway pond with Gradall and dump trailer
- Repaired a basin at the Water Treatment Plant, 298 Tomoka Ave.
- Sprayed at the Lakebridge pond and various ditches citywide

#### Street Sweeping/Streetsweeper

- 132.2 miles of road cleaned
- 34.0 cubic yards of debris removed

- Fleet

##### Mileage Traveled by all City Departments for the week

28,943

##### PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

24

##### Road Calls for the week:

4

##### Quick Fleet Facts:

- Fleet has 11,572 gallons of unleaded fuel and 3,983 gallons of diesel fuel on hand
- Fleet completed 57 work orders this week

- Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Downloaded District technical staff report from website for review. District Board for CUP Compliance Report and renewal activities scheduled for Board review in early May 2012.
- Concentrate Disposal Study – Permit applications are being processed by FDEP. Wastewater expansion plans provided to the consultant to assist with the design of the concentrate disposal piping connection to reuse transfer pump discharge line.
- Division Avenue Well Field Raw Water Piping - A revised proposal received from McKim and Creed to use modeling to predict a mass balance of chlorides with Division Avenue well field line reconfigured to deliver most of the easterly well field raw water into the reverse osmosis system located at the northerly portion of water plant site is being reviewed. The mass balance results will be used to determine the benefit and feasibility of modifying the well field piping for optimizing chlorides removal with use of LPRO system.
- WWTP Dewatering Station Bypass Project – Bids were received for the project. Brasfield and Gorrie submitted a concurrent change order proposal to the Wastewater Plant Expansion project that was underneath the lowest bid. Performing the work by a change order was determined to be the least likely to create scheduling conflicts. A City Commission memo is being prepared for CC consideration on June 5<sup>th</sup>.
- 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 1.
- Airport Road Force Main/ Reuse Main Extension – Approximately 1,600 feet of new forcemain was constructed along Airport Road and approximately 900 feet of reclaimed water main was constructed within the Breakaway Trails subdivision. The electrical panel for the new booster pump at the Breakaway Trails also began installation and assembly.
- Fire Hydrant Replacement Program –Final pay items were processed.
- Hand Avenue Extension –The recommendation to award the bid to Hazen was approved at the 4/17/12 City Commission meeting. Contracts are being prepared for execution.
- 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. Contractor provided response but specific time frame for project completion was not provided. Legal is preparing a letter to the contractor indicating that the contract is in default and copying the bonding company.
- 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 #3 was taken out of service for rehabilitation. Recycle pumps 2 and 3 are being installed. 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 temporary re-aeration in the splitter box. Operations may request to install the system early since the existing re-aeration system is periodically disabled by excessive rag buildup.
- Lift Station Repair and Replacement Project –The final pay request is pending until Worsham (Contractor) decides to accept final payment. Worsham hired an attorney to represent them on this project. Legal contacted the attorney who indicated that a demand letter may be forthcoming. Until the letter is received, the proposed meeting between Worsham and City staff will be postponed.
- Pretreatment Effluent Pump (PEP) Replacement – A disposition memo to bid the project was prepared for the May 1<sup>st</sup> 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. A 150kw generator is being considered for use if the wells use a time delay for start up based upon current building enclosure size constraints. The consultant is evaluating this option.
- 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 prepared a scope and fee proposal for electrical design support. The proposed cost is \$11,382.
- 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. Updated costs need to be obtained.
- 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: Reviewed revised plans for Pennorth Project, and Jimmy Johns. Received revised plans for Chase Bank.
- 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 1<sup>st</sup> City Commission meeting. There were no vendor objections towards the sole source purchase of parts. Requests for quotations are being solicited from three contractors for installation activities.
- WWTP Operation Permit - The consent order was executed and sent to FDEP. Anticipated interim limits are proposed to be in effect until August 2013. A legal ad was published and the Department was notified that a P2 pollution prevention project was going to be performed.
- Water Distribution
  - Exchanged 5 and installed 1 residential water meters
  - Responded to and/or repaired 11 water service leaks
  - Replaced 9 water services due to aged piping, repaired 17 meter boxes
  - Responded to 5 low pressure complaints
  - Flushed 7 cloudy water complaints
  - Responded to 5 customer assistance calls for misc. water issues
  - Tested 12 and repaired 1 city owned backflow preventers
  - Main Leaks: 4-2" GSP on Ocean Shore Dr, Wilmette Ave, Palmetto Dr
  - Water main flushing: S Nova Rd, Fox Hollow Sub, Village Sub
  - Fire Hydrant Maintenance: 8 repair work orders completed due to fire department inspections, Repair hydrant struck by vehicle 363 S Halifax Dr.
  - Investigate and coordinate 6" pipe replacement connected to aerator at the water treatment facility
  - Excavated and graded lime drying area at water treatment facility
  - Assisted locate technician with multiple locates
  - Utility locate service for water/wastewater/reuse systems: 101 regular and 2 emergency locates have been completed
  - Sod/backfill: Hand Ave, Kingsgate Court, Fleming Ave

- Cleaned and organized all storage areas and service trucks
- Water Treatment
  - Delivered to the City 40.586 million gallons for the week ending Apr. 22, 2012 (5.798 MGD)
  - Backwashed 13 filters for a total of 611,000 gallons backwash water.
  - Produced and hauled 94.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
- Waste Water Collection – Reuse
  - Crews responded to four trouble calls out west Breakaway/Hunter's Ridge and two in town.
  - Flushed reuse system on beach side.
  - Replaced back lid on pep tank at 8 Allen Wood Look.
  - Rehab pep tank at 15 Shadow Creek. Disconnected all four sewer laterals at old hospital for demo.
  - Televised seven – cleaned 5 sewer laterals.
  - Root controlled nine sewer laterals.
  - Checked force main pressure at 1800 US 1 (5 psi )
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Checked irrigation system at Breakaway and Hunter's Ridge.
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.71 Million Gallons.
  - Produced 23.39 Million Gallons of Reuse.
  - Produced 4.32 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.96 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 144.40 (14%-18% Solids).
  - Groundwater Monitoring Report was sent to FDEP
  - 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
  - Removed the old control panel at the Lime Silo building.
  - Framed and poured concrete pad for new eye wash station at Lime silo.
  - Replaced the V- belts on the #1 scrubber.
  - Replaced the filters on the #2 scrubber behind the centrifuge building
  - Worked on the static mixer valve project, this involved new valves and flex lines for pulsation dampening to reduce broken hard lines.
  - Built two new cabinets for the Claricone blow down controls.
  - Patched holes in walls at lime silo building.
  - 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 irrigation wells for proper operation, all good
  - Performed PM's to Rima, Division, SR40 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.

#### Wastewater Plant – Lift Stations

- Walmart – SCADA – no starts pump #2 – reset motor starter – pull pump - changed impeller & wear ring – all OK
- Steam cleaned 5 impellers for shipment to machine shop
- Clarifier #1 – installed spray heads at center ring for sludge cleaning
- Began palletizing & organizing pipe repair sleeves; tap & saddles to clean up shop for new spare parts inventory to be received from suppliers for new equipment being installed at the WW Plant
- Chlorine Contact Tank – repaired leak at sodium bisulfate line
- 7P – pulled pumps to repair possible vacuum leaks – replaced check valve #2
- 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.
- Performed PM Service to all plant equipment.
- Master Liftstations – pump & wash down – broke up scum layer wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 15 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 1 liftstation. ( pulled pumps, inspected and changed seal oil)
- Utilities Division completed 79 work orders as reported in MP2 computerized maintenance management system, of which 60 were PM work requests and 19 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.
- The April 25, 2012, Budget Advisory Board meeting was cancelled.
- Agenda packet preparation and creation for the May 1, 2012, City Commission meeting
- Agenda packet preparation and creation for the May 1, 2012, Cross Connection Control City Commission Workshop

#### Status of Ongoing Projects

- Agenda Automation System:
  - Completed training and deployment of the Agenda Automation System for City Staff to use for all City Commission workshops and meetings.
  - Continued to provide one-on-one support to City staff during the implementation process.
- Live Streaming Upgrade ([ormondbeach.org/live](http://ormondbeach.org/live)):
  - Setup new live streaming system for use at the next City Commission Meeting on May 1, 2012.
  - The new live streaming system enhances citizens' ability to listen to the City Commission live as well as see all visual aids presented at City Commission meetings. Citizens will now also be able to access the live broadcast from mobile devices.
- Mobile Phone Application or iOS and Android ([myOrmondBeach](http://myOrmondBeach)):
  - New version of mobile application will be available for testing in 2-3 weeks.