

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 4, 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:

- Met with Planning Director on Planning/Building issues
- Bi-weekly meeting with I/T Manager and Planning Director
- Weekly meetings with HR Director and City Clerk
- Budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Attended United Way meeting
- Attended Commission Workshop on Cross Connection Control
- Attended City Commission meeting
- Attended Chamber Leadership graduation
- Attended Quarterly Volusia County Economic Development update
- Attended United Way campaign finale fundraising event

Community Development

Planning

- Staff attended the Tyler Technologies demonstration for the Enterprise Resource System RFP. The Planning Director attended the 2 day demonstration event because he is a member of the Selection Committee. Each member of the Selection Committee is now collecting information from employees who attended to ascertain their impressions of the features demonstrated and which system would be most responsive to the needs of the department in question.
- The May Planning Board Meeting will have public hearings on two LDC amendments: 1) the Architectural Guidelines which introduce a new style to accommodate modern designs (Neo-Eclectic) Sand; 2) wireless telecommunication towers. In addition, a workshop is planned to discuss outdoor display, play structures.
- The Board of Adjustment met, and based upon staff reports and testimony at the meetings: approved unanimously a variance for 176 Woodland Ave variance (pool screen enclosure) and denied unanimously a variance for 90 Raintree Lane variance (pool and deck).

Building Inspections, Permitting & Licensing

- 53 permits issued with a valuation of \$395,369.00
- 135 inspections performed.
- 7 business tax receipts issued.

Development Services

- SPRC met with Jimmy John's to discuss the proposed architectural design to their building which is to be located at the old Cunningham Gas site on W. Granada and Perrott.

- The SPRC received a Conceptual Site Plan Review for Dr. Batniji Medical Office which is to be a renovation of the vacant Woody's building on E. Granada.
- There are three building improvement grants that were submitted and under staff review. They are as follows:
 - 1) 48 West Granada Boulevard (Ormond Garage): Request amount is \$50,000. Improvements include converting shingle roof to a decorative tin roof, pavers and landscape improvements.
 - 2) 123 West Granada Boulevard (Frappes): Requested amount is \$2,150. Improvements include installation of an awning.
 - 3) 119 West Granada Boulevard (Big Smoke): Requested amount is \$1,040. Improvements include installation of an awning.
- Maria Bonita submitted for the payment of two grants, each for \$50,000.
- The Shoemaker office building at 77 West Granada Boulevard has submitted a conceptual rendering of proposed façade updates and will be scheduled for the Ormond Main Street Design Subcommittee meeting.

Economic Development

Economic Development

Ormond Crossings

- Staff finalized their comments to Tomoka Holdings. Staff met with Tomoka Holdings on April 27 and discussed the remaining items regarding the draft Master Development Plan and design standards documents. Staff is scheduling a workshop with the Planning Board in June to present the proposed documents. Following the meetings with the Planning Board, staff will present the finding to the 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 Emergency Communications Networks (ECN) to prepare staff training and public notification and enrollment plans.
- 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 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 chaired the Economic Development Practitioners Council meeting and discussion was focused on Team Volusia's role in economic development within Volusia County and the services to be provided to the participating cities. In addition, there was also discussion regarding the preparation for the August International Council of Shopping Center's annual trade show in Orlando.
 - 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 2nd quarterly meeting of the Aviation Advisory Board was conducted this week on Monday, April 30, 2012.
- Staff conducted a meeting with senior members of the Florida Wing of the Civil Air Patrol (CAP) regarding plans to renovate the existing CAP facility at the airport to serve as a permanent mission base headquarters. Staff was apprised that the Florida Wing Finance Committee will shortly vote to disburse funds for this project.
- Staff has initiated an effort to advise local carriers and delivery services of proper procedures for making deliveries to airport businesses. This is part of a continuing effort to reduce vehicular traffic in the airport operations area.
- Staff has received from AVCON, Inc. finalized drafts of the proposed scope of services and project schedule for the design and construction of Taxiway Golf.
- 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 has been apprised by the ADO that the pending grant application for the Taxiway Alpha Relocation & General Airfield Improvements project is under review by the Department of Transportation.
- Staff continues to work with Biological Consulting Services, Inc. regarding wetland mitigation credit needs for the Taxiway Alpha Relocation & General Airfield Improvements project. Reservation of the credits required for this project may need to be extended due to the lengthy pending status of federal grant funds.
- 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. A formal proposal from the consultant is expected to be forthcoming.
- 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 will shortly submit a request to the FAA for an official airspace study, based upon data from survey work recently completed at the airport.
- 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 34 Journal Entry Batches (# 2878 – 2966).
 - Approved 16 Purchase Requisitions totaling \$114,491.29.
 - Issued 11 Purchase Orders totaling \$79,519.07.
 - Held Evaluation Committee meeting for RFP No. 2012-16, Temporary Personnel Staffing Services, on 04/27/2012.
 - Held opening for Bid No. 2012-19, City of Ormond Beach Purchase of Vacuum Septic Truck, on 04/30/2012. Five (5) bids were received.
 - Prepared 165 Accounts Payable checks totaling \$227,003.33 and 36 Accounts Payable EFT payments totaling \$921,391.44.
 - Prepared 46 payroll checks totaling \$35,823.61 and 323 direct deposits totaling \$366,967.35.
 - Transferred IRS 941 payment of \$129,243.25.
 - Processed 4,514 cash receipts totaling \$617,360.13.
 - Processed 944 utility bill payments through ACH totaling \$70,889.06.
 - Processed and issued 1,953 utility bills with billed consumption of water of 15,635k.
 - Issued 523 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Very Special Arts – Volusia's 22nd Annual Talent Night: The Luminaries (5/4 7 p.m.)
 - 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 the final day of Chamber Leadership IX.
 - Attended QLB Meeting to present NIAB CDBG recommendations.
 - Attended CodeRed meeting.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 7
- Hazardous: 3
- EMS: 69
- Motor Vehicle Accidents: 7
- Public Assists: 33

TOTAL CALLS: 122

- Aid provided to other agencies: 17 calls – Volusia County (10), Daytona Beach (7)
- Total staff hours provided to other agencies: 33 hours
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 62

Training Hours

- Building Construction: 14
- EMT Refresher Modules: 18
- Hose and Equipment: 5
- Paramedic: 4
- Policy Review: 10
- Probationary Training: 13

TOTAL TRAINING HOURS: 64

Station Activities

- Serviced 108 fire hydrants to include: flow testing, inspecting and flushing.
- Conducted 6 fire inspections.
- Updated 32 pre-fire plans.
- Provided blood pressure checks and distributed health / safety information at Tomoka Elementary Community Health Fair.
- Participated in the YMCA Community Day and Annual Healthy Kids Day.

Significant Incidents

- 4/23/12, 12:33 PM: Hollywood St. / Fern Ln – Provided automatic aid to Daytona Beach for a two acre brush fire with structural endangerment – fire contained with no homes damaged.
- 4/29/12, 2:30 PM: St. Georges Rd. – Dryer fire with smoke coming from apartment – extinguished smoldering dryer contents – ventilated apartment for smoke removal.

Operations

- Attended monthly Volusia County Fire Chief's Association meeting.
- Attended Volusia County Medical Directors meeting.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” re-advertised the position on City web site; this position will remain open until filled. Three (3) applications have been forwarded to department for review.
 - 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 larger pool of applicants. Re-advertised 04-17-12 with a new closing date of 05-04-12.
 - 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. Ad re-sent on 05-01-12 to all local college job boards.
- Screening/Interviews Scheduled
 - 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.

- Leisure Services/Special Populations – Part Time Recreation Leader was advertised on the City web site with a closing date of 03-30-12. The advertisement is being distributed to local colleges. Re-advertised through 04-27-12. One application received and an interview will be conducted soon.
- 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. Fifty-six (56) applications were received, entered on applicant tracking sheet with qualifications and forwarded to the department for review. Interviews have been scheduled with five (5) candidates on 05-10-12.
- 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.
 - 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. Interviews were conducted on 04-17 & 18-12. Conditional offer made to an applicant and the pre-employment processing will be done upon acceptance of formal offer.
- 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 position closed on 02-24-12 and interviews were 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 position, interviews were conducted and an in-house applicant was selected. Promotion is 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 one of the Maintenance Worker II's in the Stormwater Division of Public Works by the DeLand Police Department for a pre-employment process.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program March 2012 monthly report reflects savings of \$71,396.72 for City residents during the twenty-two months that the program has been in effect in Ormond Beach. Over 1,580 residents have utilized the program during that time.

City Events/Employee Relations Update

- Florida's Blood Centers held a blood drive at City Hall on Monday, 04-30-12. Our recruiting efforts were successful with 14 donors registered and 8 units collected.

Training & Development Opportunities

- LEAPS Academy will begin "Ethics in the Workplace" workshop in May. Participation is required of all full-time employees. To date, we have scheduled 277 employees.
- HR staff member attending Chamber of Commerce Leadership Class IX.

Risk Management Projects

- Distributed three safety bulletins to committees and departments.
- Participated as Risk Advisory Board Education Panel member.
- Followed up on sidewalk repairs and washout repairs on South Beach Street.
- Sent Request for Quote to Property & Casualty Insurance broker service, due 05-08-2012.

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 – 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: - None.
- Networking System: - none.
- Work Orders: - 20 New work - 29 completed - 36 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,858	Inbound E-Mails Blocked	11,728
Delivered Inbound E-Mails	11,065	Quarantined Messages	65
Percentage Good Email	48.4%	Virus E-Mails Blocked	80

- Notable Events: None.

• Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 1 Corrections: 0
- Map/Information Requests: 24
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Corrected 65 NaviLine facility maintenance records.

Leisure Services

• Administration

Meetings/Attendance:

- Public Works Weekly Meeting
- City Manager Weekly Meeting
- City Commission Meeting
- Park Visits
- Facilities Visits
- Quality of Life Board Meeting

- Racquetball Project Meeting
- Lease Agreements Review
- Administrative Staff Meeting
- Supervisors/Coordinators
- Coordinator one on ones
- Staff Evaluations (1)
- Playful City Training
- Challenger Baseball Season End Party
- SPARC Prom - Nova
- USSSA Baseball Tournament - Rental 5/4 - 5/6
- Battle at the Beach Youth Basketball Tournament 5/4 - 5/6
- Art in the Park - 5/5 & 5/6
- Attended demonstration on computer software program
- Met with painting contractor to discuss progress of work at Bailey Riverbridge and Ames House
- R&R review for current year
- R&R budget preparation for FY 12-17
- Met with cleaning company to discuss items
- Reviewed landscaping complaint on Eileen Terrace
- Performed several evaluations with employees
- 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 finished its spring regular season this week, with post-season playoff set for the next 2 weeks, Monday through Thursday.
 - USSSA Baseball Tournament is scheduled for this Saturday and Sunday at the Sports Complex.
- 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.
- Began spraying insecticide on all ball fields.
- Prepared to host Firefighter Games softball tournament Friday through Sunday.
- Started aerating all ball fields.
- Prepared to host a district girls' flag football game for Seabreeze High school.

- Senior Center
 - Scheduled 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.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
 - 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.
 - Living Word Community Church met on Wednesday.
 - Dancing Dogs Show performed Wednesday, May 2nd, 7pm.
 - Ormond Beach Chamber of Commerce Leadership Graduation was held Thursday, May 3rd, 12pm.
 - The Performing Arts Center is preparing to host the following event:
 - VSA-Volusia presents Very Special Arts Talent Night, Friday, May 4th, 7pm to 9:30pm, free admission.

- South Ormond Neighborhood Center
 - The 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 attended AAU State Championships in Orlando.
 - Jazzercise classes were held Monday and Wednesday at 5:45pm.
 - Preparation for USSSA "Battle at the Beach" Youth Basketball tournament, scheduled May 4th, 5th, 6th, held at both Nova gym and South Ormond gym.

- Community Events
 - For 2012 Art in the Park: finalization of application tracking and payment, event promotions, confirmation of vendors, preparation of registration packets, the Kids Craft Zone, and preparation tasks for the May 5th and 6th weekend event.
 - 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 Independence 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.
 - 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 “open gym” program, scheduled to begin on May 7th.
- 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 ended on Tuesday with a cookout celebration for the special needs participants.
 - 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.
 - Preparation for USSSA “Battle at the Beach” Youth Basketball tournament, scheduled May 4th, 5th, 6th, held at both Nova gym and South Ormond gym.
- 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.
 - Kitchen and bathroom remodeling will be completed this week at Bailey Riverbridge.
 - Two wedding ceremonies were held at Ormond Memorial Gardens on Saturday afternoon.
 - A wedding ceremony and reception was held at The Casements on Saturday.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - A wedding ceremony was held at Fortunato Park on Sunday afternoon.
 - Approximately 40 fourth grade students toured The Casements on Tuesday morning.
 - The Coordinator had a wedding consultation on Tuesday afternoon.
 - The Coordinator attended a Centennial Celebration planning meeting on Wednesday morning.
 - The Ormond Beach Garden Club met in the gallery on Wednesday morning.
 - Staff assisted with the weekly Farmers’ Market on Thursday.
 - Approximately 40 fourth grade students toured The Casements on Thursday morning.
 - The Coordinator attended the Chamber Leadership graduation at the Performing Arts Center on Thursday afternoon from 12pm to 5pm.
 - Art in the Park set-up began on Friday.
 - Staff continued to plan for Enviro Camp to be held July 9th through August 3rd.
- Parks and Irrigation
 - Repaired a valve at Cassen Park.
 - Replaced damaged heads on S. US 1 median.
 - Ran zones and replaced 6 heads at Ormond Shores Park.
 - Reset the timer on W. Granada Blvd. median #1.
 - Replaced the timer, solenoid and 6 heads on W. Granada Blvd. median #9.
 - Installed 1 new rotor and reset the timer at Fountain Park.

- Repaired a line break on W. Granada Blvd. median #10.
 - Flushed the system on the Granada Blvd. streetscape near Los Amigos.
 - Installed a new timer and solenoid on W. Granada Blvd. median #8.
 - Installed a new A/C timer and valves; repaired a valve on ball field #1 at Nova Park.
 - Blew off concrete walkways from Hand Ave. to Division Ave.
 - Installed new benches and trash cans at Limitless playground.
 - Treated various city parks for weed control.
 - Repaired grates for the barbecue grill at Sanchez Park.
 - Repaired toilet paper dispenser in men's room at Fortunato Park.
 - Replaced missing stone in retaining wall at Birthplace of Speed Park.
 - Installed new benches on the east end of Cassen Park pier.
 - Removed graffiti from the men's room at Ames Park.
 - Trimmed over hanging branches from the canoe launch at Central Park IV.
 - Removed graffiti from the men's room at Fortunato Park.
 - Conducted citywide safety inspections of parks and equipment.
 - Repaired a clogged toilet at South Ormond Neighborhood Center.
- Building Maintenance
 - Replaced crankcase heaters on Freon compressors at South Ormond Neighborhood Center.
 - Replaced a broken soap dispenser at City Hall.
 - Ordered and restocked a first aid box.
 - Repaired a gate at the Airport tower.
 - Repaired a gate at the Airport entrance.
 - Replaced the flag at the PAC.
 - Removed vegetative debris from around condensate units at Public Works.
 - Continued Bailey Riverbridge kitchen remodel:
 - installed new paneling, replaced cabinets, trim, and new doors
 - reset restroom fixtures after the new tile was set
 - replaced 5 under water light bulbs and gaskets in the fountain
 - Replaced a hot water heater at the Senior Center.
 - Completed fire alarm inspections at the Control Tower, PAC, Ames Park, Senior Center, PD, Fire station #93, Nova Gym, and City Hall.
 - Replaced the fire alarm panel at Fire station #91.
 - Repaired REIL lights at the airport.
 - Repaired 2 street lights on Tomoka Ave.
 - Repaired 2 lights at the Waste Water Dept.

Police Department

Administrative Services

- "Do the Right Thing" awards ceremony and lunch at the police department for 15 Ormond Beach Middle School students.
- Bi-weekly meeting with City Manager.
- Contract negotiations between City and Fraternal Order of Police (FOP).
- Local chapter of FBINA quarterly meeting.
- Volusia & Flagler Police Chiefs monthly 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 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.

- PAL Basketball team members participated in the Raptor Challenge Tournament April 26 & 27.
- Do the Right Thing was held at the Police Department. 15 youths were in the program.
- YDC youths participated in a community service project in partnership with Easter Seals on Saturday, April 29

Community Service/Animal Service

- Total Animal Calls: 52
- Total Animals to FHS: 15 (14 Cats/ 1 Dog)
- Total Animal Licenses: 1
- Total Traps Out: 5 (All for cats)
- Total Animals Returned to Owners: 2 (Both dogs)
- Total Number of Sick/Injured Animals: 2 (1 Deer and 1 Turtle)

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 5
- Inactive: 5
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 1
- Auto Theft: 2
- Offense Against Family/DCF Reports: 2
- Missing Persons: 1

Narcotics:

- Seven Buy Walks
- Two Search Warrants

Comments:

- Burglary: Subject was identified from latent prints lifted off a rear bedroom window in the Deer Lake subdivision. The print belonged to the victim's brother who he had suspected of breaking into his residence. Charges are being filed against the subject for the burglary and theft of a computer.

Records

- Walk - Ins / Window 120
- Phone Calls 161
- Arrest / NTA'S 16
- Citations Issued 142
- Citations Entered 138
- Reports Generated 122
- Reports Entered 108
- Mail / Faxes / Request 56

Patrol

- Total Calls 1,634
- Total Traffic Stops 247

Operations

Crime Opportunity Reporting Forms issued: 129

04/25/12 Burglary/Vehicle – N Nova Road – Ford F250 truck found with window broken out and door wide open.

04/25/12 Retail Theft – W Granada Blvd/Wal-Mart – loss prevention stopped a subject who walked out to the parking lot with a big screen TV. The subject fled and the TV recovered – witness identified subject from a lineup – investigation continuing with charges pending.

04/26/12 Agency Assist – Best Buy/Daytona – Approximately 15 suspects involved in a mass burglary of the Best Buy by pulling off the front door(s) of the store with a vehicle. After entering the store the suspects went to the electronics department and stole multiple Apple brand products. One of the cars involved in the burglary had previously been reported stolen and was located abandoned in Spring Meadows. Two suspects were captured with the help of VCSO, DBPD and several K9 units – suspects charged with loitering and prowling, resisting, violation of probation warrant – Daytona PD detained them for further investigation. Additional charges pending.

04/26/12 Missing Person – Pine Cone Trail – male juvenile left home – prior runaway history.

04/26/12 Narcotics – Shadow Lakes – started as a reckless driver – suspect vehicle almost backed into an OBPD patrol vehicle – passenger had three open warrants and was found to be in possession of pills without a prescription.

04/27/12 Trespassing – Rockin' Ranch – Repeat offender arrested for trespassing at this location – subject proceeded to kick the interior door of patrol vehicle while being detained causing top of the door to bend away from the doorframe. Charged with trespass after warning and vandalism to city property.

04/27/12 Agency Assist – S Perrott Drive – assisted DEA with a search warrant.

04/28/12 Trespassing – State Park near Northbrook – initially reported as a burglary – officers discovered two adult males on park property – park police responded and arrested them for trespassing.

04/28/12 Stolen Vehicle – The Falls – silver 2009 Ford Focus reported stolen in the same area as car burglary – the stolen car was later recovered unoccupied in the parking lot of DB Pickles.

04/29/12 Battery/DV – Traceway Court – adult male arrested and charged with domestic violence battery for shoving his step-daughter.

04/29/12 Felony Warrant Arrest – W Granada Blvd – adult female arrested for two open felony warrants for the sale and/or distribution of cocaine.

04/29/12 Felony Warrant Arrest – Division Avenue/S Yonge St – adult male.

04/29/12 Burglary/Business – Memorial Circle – window was broken out to a medical office – unknown if entry was made – nothing reported taken.

04/29/12 Shoplifting – W Granada Blvd/Wal-Mart – two adult males and one adult female stole a 40" Vizio TV – witnesses reported they were driving a dark blue F-150 with tinted windows and hard top on bed.

04/29/12 Shoplifting – W Granada Blvd/Wal-Mart – same suspects as above in same vehicle attempted to steal a second TV – Loss Protection stopped them in the parking lot – Suspects dropped the TV and fled the area – suspects were seen at the Port Orange Wal-Mart approximately 30 minutes later and arrested for a previous retail theft.

04/30/12 Resisting Arrest – S Nova Road – adult male arrested for fleeing on his bicycle during an attempted traffic stop.

04/30/12 Stolen Vehicle – W Victoria Circle – victim believes she may have left her keys in the vehicle parked in the driveway – 1995 Ford 4door, beige in color.

05/01/12 Burglary/Residence – N Ridgewood Ave – entry by window – TV and electronics taken.

05/01/12 Car Burglaries – Tomoka Oaks area – officer drove up on a car break in progress at Oakmont Circle/St. Andrews – suspect got into passenger seat and the car left at a high rate of speed – no pursuit – report received that car had crashed through a house on Riverbluff Drive – no injuries but extensive damage to the house and car – driver was later located at Rio Pinar – driver confessed to fleeing and to several car burglaries in the area.

05/01/12 Trespass – Williamson Blvd / Taco Bell – transient – trespass warning by manager

Traffic Unit

- 12-04-00461, Crash into Structure, 175 S. Orchard Street. Motorist in parking lot hit the gas instead of the brake. Drove vehicle into a greenhouse, causing it to collapse upon the vehicle. No injuries. Driver cited.
- 12-04-00471, Rollover Crash w/ Injury, SR 40 at Old Tomoka Road. Westbound driver rolled his car into a ditch. He was transported to the hospital. One lane of SR 40 WB shut down for two hours as the wrecker company extracted the vehicle with a crane.
- 12-04-00474, Reckless Driver / Narcotics Arrest, 500 Shadow Lakes Blvd. Officer Kasper located a reckless driver in the apartment complex. It nearly struck her patrol car. Vehicle was stopped and narcotics were located after a K-9 search. Occupants arrested.
- 12-04-00500, Crash w/ Injuries, Woodland Boulevard / Hamlet Circle: Driver drove into a pole. Five children in the vehicle. One complaint of minor injuries. Nobody was hospitalized. Driver issued several citations. Roadway blocked for 30 minutes. FPL notified.
- 12-05-00011, Motorcycle Crash w/Injuries, SR 40 / Williamson Blvd. Westbound motorcyclist locked the brakes to avoid slowing traffic ahead and overturned. He and his passenger suffered non-life-threatening injuries. One hospitalized. One lane of SR 40 WB and Williamson Blvd. SB was shut down for about 20 minutes. Driver cited.
- Traffic Citations 108
- Parking Citations 9
- Crash - No Inj. 15
- Crash - Injury 4
- 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
 - Cassen Park (parking)

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 1 Case initiated
- 29 signs either removed or sign cases created
- 28 tree removal permit requests
- Administrative staffs assisted with 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) 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. The permit has been issued and case closed.

Zone 2:

- 2) 125 Mound Avenue – Received a complaint that an extension to the existing wooden fence had been erected increasing the height of the fence above the six feet height limit. Research indicates that the stockade fence was initially permitted through the Building Division. However, a final inspection was never called in so the permit was closed and is no longer valid. The owner will need to obtain a new permit for the existing stockade fence and remove the shade cloth extension that has been installed.

Public Works

• Engineering

Construction Projects:

- Roadway Resurfacing- Bid award resolution is scheduled for the June 5, City Commission meeting.
- Airport Rd. Force Main Extension/ Reclaimed Water Main Extension – Approximately 2,900 feet of new force main was constructed along Airport Road and approximately 680 feet of reclaimed water main was constructed within the Breakaway Trails subdivision.
- Transfer Station Pump Station- Award of Bid has been prepared for Commission approval, May 15.
- SR 40 Sidewalk / Trail Phase III- Responded to RFI's on steel and pay items on Box Culvert extension. Responded to FDOT on cost for changing boardwalk to concrete sidewalk. Responded and requested determination from FDOT on using flowable fill instead regular backfill on the two curb inlets at Shadow Crossings.
- Williamson Median Landscape Renovation – The contractor is scheduled to complete the work on May 5th.
- Tomoka State Park- Received comments from Park, easement adjustment would take 3 months. Directed Environmental Consultant to begin Tortoise relocation or mitigation to resolve conflict in sidewalk path.
- SR40 Nova to A1A Interconnect- Assisted EOR in access to terminations rooms and cabinet. Requested CAD of their results. Need as-built plans for submittal to FDOT for reimbursement.
- 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 exceeded the available budget staff worked on value engineering items. Presented this information to the City Commission on May 1st. The commission approved the contract with alternates A, B & C.
- Granada Utilities Underground- Resolve scope and fee for this part of project.
- Nova Community Park Basketball Court- Requested schedule.
- Nova Community Park Racquetball Court- Requested schedule.

- Nova Community Park Master Plan- Coordinating to have a meeting with DEP.
- Mast Arm Replacement on SR40- Pedestrian indications and curb ramp work is ongoing.
- Ormond Scenic Loop- Discussed issues for maintenance of signs and coordination with existing City way finding 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- Processed first invoice.
- SR40 Washington to Beach St.- Responded to Consultant on question of utilities conflict with plans.
- US1 & Nova- Discussed changes to controller and cabinet that will be required with the new four section logic.
- Central Park Paving – The environmental resource permit from St. Johns River Water Management District has been issued. Staff and ZCA are working on finalizing the plans and specification for bidding the project.
- 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 approve funding for construction.
- N. Halifax Dr. Improvements- Stormdrain rehabilitation plan for the corrugated metal pipe drains within the roadway was completed to 60%. Stormdrain rehabilitation options are being investigated in areas of roadway reconstruction versus milling and resurfacing comparing direct replacement to cured in place pvc lining of existing pipes.
- Side Street Lighting Conversion- The project is scheduled to be advertised on May 20th.
- 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 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:

- Investigated sidewalk on Beach St. for erosion under sidewalk for Streets Division.
- Investigated A1A and Amsden intersection and set up meeting with FDOT.
- Contacted ACS of camera failure at Nova Recreation Center.
- Nova Road Landfill- The phase II plume study proposed boring and testing regimen strategy was discussed with BFA along with the various components of the 10-year closure permit renewal.
- Created 8 Seafarer Dr easement vacation.

- Processed project invoices/pay requests totaling \$185,722
- Prepared work authorizations totaling \$1,577

Meetings:

- Attended EVCTSC and discussed recent submittals for study.
- FDOT QAR meeting on SR 40 sidewalk Phase 3.

Other:

- Completed tree locates at 496 Pinewood and 66 Tomoka Meadows per Streets Division request.
- Continued compiling documents for the sketch and legal descriptions of N US1 area per GIS division request.
- Supplied As-Built drawing copies of the SR40 / A1A and SR40 / Nova Rd Intersection per Consultant request.
- Supplied record drawing copies of the Rima Ridge Well sites per Utilities Division request.
- Supplied As-Built drawing of Coolidge Ave drawings to Stormwater Division.

Customer Service:

- Located and supplied site plan survey of 257 Fir St per resident request.
- Researched and provided documentation of the Tomoka River & Halifax River watershed locations to consultant (Parker Mynchenberg) per request.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Concrete repair for the Water Department on Dune Cir.
- Pulled barricades, forms and backfilled on Central Ave. and on S. Ridgewood Ave.
- Repaired a curb with concrete at Fleet Maintenance
- Patched holes with asphalt at 1517 Poplar Dr., John Anderson & Standish, Buckeye & Chardon, Parque & Fleming and West St.
- Patched a hole with asphalt for the Water Department on Mayfield Cir.
- Patched a hole with asphalt at the entrance to the Wastewater Treatment Plant

- 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 to Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed trees on Mary St., at Iroquois & St. Andrews, and on Highland Ave.
- Picked up a tree from a call out at Parkside and Overbrook
- Removed a downed tree from Riverbend Park, and from 496 Pinewood St.

- 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

- Assisted concrete crew at S. Ridgewood Ave. & Central Ave. and on north peninsula
- Dropped off a generator for Halifax Dr. & SR40
- Repaired soft spots in the road on Old Tomoka Rd.
- Did DOT weed control on US1 and on A1A

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Tomoka Oaks, in island, replaced Neighborhood Watch sign
 - Performing Arts Center, upgraded blue & white sign on the building to make it easier to read
 - Riverside Dr. in front of The Casements, replaced missing raised pavement markers on the road
- Checked various locations for signs that need attention
- Inspected road striping being replaced by a contractor on N. Yonge St. (between Sanchez & Rosewood), S. Orchard St. (between Division Ave. & Arby's entrance), Heather Ln. (between #8 & #14), S. Center St. (between Fleming Ave. & Calle Grande), Ormond Green Blvd. (entrance to the subdivision) and Riverside Dr. (between Fluhart & the south city limit)
- Continued fabrication of HIP (High Intensity Prismatic) street names for various intersections

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Push Mowing and Pumping Stations at Bennett Lane and Mainsail
- Slope Mowing on N. US1, Lakebridge and Pine Trail lot
- Reachout Mowing – N. & S. US1, and SR40
- Vacon Cleaning – Briargate Subdivision – cleaned all systems
- Pond Inspections – SR40 DOT ponds
- Ditch Inspections – Citywide locations
- Chemical Spraying on Old Kings Rd.
- Checked fountain at ABC pond

Street Sweeping/Streetsweeper

- 90.0 miles of road cleaned (this was for 2 days, employee on vacation)
- 16.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

31,322

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

4

Quick Fleet Facts:

- Fleet has 8,641 gallons of unleaded and 9,432 diesel fuel on hand
- Fleet completed 49 work orders this week

- Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Forwarding District staff minor clarifications and comments concerning information contained in the technical staff report and proposed permit renewal conditions. District Board for CUP Compliance Report and renewal activities scheduled for Board review in early May 2012.
- Concentrate Disposal Study – The permit was received from FDEP. The permit allows the conductivity monitoring location to be changed and additional chlorine injection for snail control. Relocating the concentrate piping discharge to connect to the reuse transfer pump discharge line was not included. The consultant will contact FDEP to determine how this modification can be added.
- 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. Clarification as to whether the proposal includes effects on the concentrate was requested. 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 & Gorrie submitted a concurrent change order proposal for the WWTP Expansion project that was cheaper than the lowest bid received. A City Commission memo was prepared for consideration on June 5th.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. A workshop was held with CC on May 1. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/ Reuse Main Extension – Approximately 2,900 feet of new forcemain was constructed along Airport Road and approximately 700 feet of reclaimed watermain was constructed within the Breakaway Trails subdivision.
- Hand Avenue Extension – Contracts are being prepared for execution by Hazen Construction.
- 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. Legal is preparing a letter to the contractor indicating contract status with copy to 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 is being rehabilitated. Recycle pump 3 is being installed. Recycle pump 2 was placed into service. High level alarm switch was installed and the bar screens were placed into operation. Work is proceeding on the chlorine contact tanks and Acetic Acid feed station. Swing zone blower #2 was placed into service and the refurbished fermentation tank placed back into operation. Fermentation train #1 is scheduled to be taken out of service next week. Filter No. 3 is on-line and working optimally. Refurbishment of Filter No. 2 is anticipated to be completed by the end of next week. The consultant was asked to provide information on the proposed system to be used for temporary re-aeration in the splitter box and is considering early installation 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 and 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 accepted the May 1st City Commission meeting. The project will be advertised for bids on May 6th.
 - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. Sent plans of the existing system to the electrical design consultant John Searcy & Assoc. for preparing a design scope for the project. 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. This option was evaluated and determined to be the best alternative for installing the new generator in the existing building.
 - Town Square Lift Station 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Base plans for Lift Stations 9M and Wal-Mart ready for design purposes. A work authorization was prepared for John Searcy and Assoc. to provide electrical design support. The proposed cost is \$13,632.50.
 - 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 Chase Bank. Met with engineer and developer of Jimmy Johns to discuss the requirement for restoration to be performed by the owner for any utility work performed in the existing easement. The building encroachment was moved from the easement. Received approved plans for Garden Plaza Stor-it.
 - 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 to purchase conveyor parts and approved at the May 1st City Commission meeting. A purchase order is being prepared for the 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 through the facility construction period. The administrative fee and proof of publication of public notice for consent order forwarded to FDEP.
 - Water Distribution
 - Exchanged 11 and installed 1 residential water meters
 - Responded to and/or repaired 11 water service leaks
 - Replaced 5 water services due to aged piping, repaired 8 meter boxes
 - Responded to 3 low pressure – flushed 15 cloudy water complaints
 - Responded to 1 customer assistance calls for misc. water issues
 - Tested 18 and repaired 1 city owned backflow preventers
 - Main Leaks: 4-2" GSP on Marvin Rd, Tropical Dr, Dunes Cir, Anchor Dr
 - Fire Hydrant Maintenance: 6 repair work orders completed per fire department inspections. Initiated Volusia County contract for repair and maintenance of fire hydrants
 - Valve maintenance: 5 valves have been located and exercised
 - Replaced 20' of 6" D.I. pipe and installed a 6" valve for the aerator at the water treatment plant

- Located water main for proper mapping at N Halifax Dr and Riverwood Dr
- Utility locate service for Water/wastewater/reuse: 64 regular and 3 emergency locates have been completed
- Sod/backfill: Marvin Rd, Tropical Dr, Dunes Cir, Anchor Dr
- Clean and organize all storage areas and service trucks

- Water Treatment
 - Delivered to the City 41.921 million gallons for the week ending Apr. 29, 2012 (5.989 MGD)
 - Backwashed 11 filters for a total of 501,000 gallons backwash water.
 - Produced and hauled 94.5 wet tons of dewatered sludge.
 - Sampled, cleared and rescinded one Precautionary Boil Water notice.
 - Operated north & south plant generators for routine PM.

- Waste Water Collection – Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunters Ridge and one in town.
 - Gravity sewer main line back up at 27 Marvin Rd. No property damage or spill reported.
 - Install new pep tank at 11 Black Pine.
 - Televised and root controlled eight – cleaned six sewer laterals.
 - On going flushing of reuse on beach side.
 - Checked force main pressure at 1800 US 1 (5 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 26.25 Million Gallons.
 - Produced 18.07 Million Gallons of Reuse.
 - Produced 8.18 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.75 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 156.63 (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
 - Checked out pump problem at the Wet Well at Sludge Thickener. Found the float stuck; cleaned up the motor starter coils too.
 - Replaced the #4 hypochlorite pump tube
 - Received spare 125 HP LPRO feed pump motor from repair shop
 - Cleaned out the injection ports on Claricones #1 and #2.
 - Checked out Riverview Booster station #1 pump. All good. #2 pump on order with 6 more weeks lead time.
 - Repaired antiscalant pump for the R.O. plant - diaphragm was bad.
 - Replaced the valve on the batch water line in the polymer building
 - Cleaned graffiti on the door of the State Park booster station
 - Changed the belts and oil on the shop air compressor
 - Repaired the pressure transducer at C.P. food.
 - Installed new Eye wash station with shower at lime silo building.
 - Removed the old air release pipes in the Hudson wells.
 - Replaced the automatic relay on well #4 at B.A.T.
 - Assisted Wastewater Treatment plant pump 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.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

Wastewater Plant – Lift Stations

- Pine Trails subdivision lift station - replaced the batteries to the RTU.
- Halifax hospital lift station – increase in pump run time. Found check valve #1 is leaking, repaired.
- Replaced the controller in Towne Square lift station, pulled floats and installed submersible transducer.
- Scum Well #1, pulled and deragged pump and mixed flush valve
- Submersible Aerator #2 Outboard – replaced – spare 25hp aerator - installed both 7.5hp aerators back at inboard location – rewired all for operation
- Halifax Medical Center LS – deragged both check valves – pulled both pumps and replaced wear rings & impellers
- Post Anoxic #2-1 – replaced dog house adapter between gear box & drop bearing with used inventory
- Carrousel Aerator #1 Outboard –VFD bad – removed and wired motor directly to disconnect switch as per original design – ran aerator at full speed – adjustments for plant operation to be made at Carousel Weir Gates as per original design of plant – confirmed OK with Plant Operations until new VFD arrives, all OK
- Cleared out east side of shop completely – palletize new spare parts inventory being submitted by contractor for each new piece of equipment – organized pallets on new racks
- Deragged all 4 submersible aerators, daily
- Deragged influent pumps.
- SCADA liftstation repair to 7 stations
- Assisted contractors with plant other rehab activities
- 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 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pull pumps and inspect and change seal oil)
Utilities Division completed 109 work orders as reported in MP2 computerized maintenance management system, of which 85 were PM work requests and 24 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.
- Agenda packet preparation and creation for the May 1, 2012, City Commission meeting
- Staff attended and provided support for the May 1, 2012 City Commission meeting
- Staff attended and provided support for the May 1, 2012 City Commission Cross Connection Control Workshop

- Agenda packet preparation and creation for the May 15, 2012, City Commission meeting
- Staff attended and provided support for the Quality of Life Advisory Board meeting on May 3, 2012
- Agenda packet preparation and creation for the May 11, 2012 Pension Boards meeting.
- Attended the last Ormond Beach Chamber of Commerce Leadership class.

Status of Department Projects

Agenda Automation System

- Project Status: In Progress
- Continued to provide one-on-one support to City Staff during the implementation process.

Emergency Notification System

- Project Status: In Progress
- Staff attended the implementation meeting regarding the new Emergency Notification System called CodeRed.
- Staff provided the vendor with login information for initial user setup.
- The IT/GIS division provided the vendor with geographic data.
- Staff began internal testing of the CodeRed iPhone and Android applications.
- Staff received new vendor application from vendor and forwarded to Finance Department.
- Staff received invoice from vendor for processing.

Live Streaming Upgrade

- Project Status: Completed
- Successfully utilized the new live streaming system at the City Commission Meeting on May 1, 2012 (ormondbeach.org/live).

Mobile Phone Application

- Project Status: On Hold
- Waiting on new version of mobile application for internal testing.

Records Management System Upgrade

- Project Status: On Hold
- Waiting on selection of new Enterprise Resource System.
- Meeting with new owner of current Records Management System.