

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 11, 2012

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney,
- Weekly staff meeting with Directors
- Bi-weekly meetings with Economic Development Director,
- Met with Assistant City Manager and Leisure Services staff and toured future beachfront park property to plan for groundbreaking ceremony
- Met with Finance Director and Assistant City Manager on Town Hall Budget meeting logistics
- Met with Economic Development Director and Airport Manager on airport development
- Monthly meeting with HR Director and Risk Manager
- Met with Airport Manager, Economic Development Director and City Legal Department about possible legal issues relative to the airport.

Spoke to, attended and/or met with:

- Speaking engagement for PEO (Philanthropic Education Organization), spoke about Ormond Beach and my role as City Manager.
- Met with Jim Cameron, Daytona Chamber, and local business representatives on community and business issues.
- Attended Team Volusia meeting
- Attended Riverbend mediation in Daytona

Community Development

- Planning
 - Staff has been informed that a Letter of Final Determination from FEMA to Volusia County and its cities will be sent on or around September 4, 2012. Consequently, the effective date of the new DFIRMS is 180 days from notice so it appears that the DFIRMS will not be effective until March 2013. As such, staff has begun to amend its Flood Plain ordinance which is independent of the DFIRMS.
 - The effective date of the CRS classification improvement is May 1, 2012. The City is going from a Class 7 to a Class 6, a positive reduction. Those with flood policies in the floodplain will receive a 20% discount instead of the 15% previously provided. Preferred Risk policies go from a 5% discount to a 10% discount. New discounts will only apply to new or renewed policies. A plaque will be presented to the City Commission at a regularly scheduled City Commission meeting in June.
 - The Department was notified by Kittleson & Associates concerning the SR40 PD&E Study. A public meeting is scheduled for June 7, 2012, at Riverbend Community Church located at 2080 W. Granada Boulevard. The meeting will be from 5:00 to 7:00m. Staff from Planning will be attending. An expanded version of this subject to include graphics has been prepared for the Weekly Review for this same reporting period.

- The Water Management District staff has completed its review of the City's Downtown Stormwater Plan and Conceptual Permit and has recommended approval. Issuance is pending as of May 2, 2012.
- The City has been a participant in the Volusia County Local Mitigation Strategy (LMS) initiative since 1998. The LMS was created and adopted in order to more effectively plan disaster related responses and provide mitigation initiatives designed to reduce flooding problems and/or to protect people and property when flooding does occur. To continue participation in the National Flood Insurance Program (NFIP) and fulfill the Community Rating System (CRS) criteria, an annual progress report on the status of the project implementation is required. The weekly report seems to be a good format since this goes out as a listserve and it is posted on the City's web site.

The LMS initiatives and status specific to the City of Ormond Beach are as follows:

- VOL-0151 - Purchase hurricane shutters and generator power for the Performing Arts Center – **Completed.**
- VOL-0194 – Purchase 30 emergency radios for use during emergencies – **Completed.**
- VOL-0400 – Elevate Gordon Whitley residence located at 350 Cumberland Avenue - **Completed.**
- VOL-0325R – Hand Ave./Laurel Creek Pump Station Generator & Central Park Pond Interconnects - interconnection of the lakes of Central Park to provide large scale drainage relief to the basin area that is subject to flooding during large storm events - **In Progress – Design was completed and the project bid was awarded to Hazen Construction, The project is scheduled to start construction in June 2012 and be completed in January 2014.**
- VOL-0328 – Hand Avenue roadway & drainage improvements - Elevate Hand Avenue and construct roadway and drainage improvements from Laurel Creek to east of Thompson Creek to reduce the flooding frequency of Hand Avenue – **In Progress - Design was completed and the project bid was awarded to Hazen Construction, The project is scheduled to start construction in June 2012 and be completed in January 2014.**
- VOL-0353 – Hand Avenue/Lake Park Circle Flood Control Improvements – Purchase additional property to construct a control structure and pipe which will interconnect existing stormwater ponds that will discharge into Laurel Creek. The discharge to Laurel Creek will occur through a control-structure connection, which has been authorized and funded under LMS Initiative VOL-0325R, Hand Ave/Laurel Creek Pump Station Generator and Central Park Pond Interconnects – **In Progress - Design was completed and the project bid was awarded to Hazen Construction, The project is scheduled to start construction in June 2012 and be completed in January 2014.**

The City has or is continuously striving to achieve each of the City's mitigation initiatives. An electronic copy of the Countywide 2010 *Plan Update* is available for review at the County of Volusia website: http://www.volusia.org/emergency/VOLUSIA_LMS_2010.pdf

- Building Inspections, Permitting & Licensing
 - Issued 73 permits with a total valuation of \$516,564.00
 - Conducted 168 inspections
 - Issued 5 new business tax receipts

- Development Review
 - The SPRC reviewed the conceptual plan for the property 121 East Granada Boulevard, Dr. Batniji.
 - Members of the SPRC also conducted a 95% inspection of the Dodson Creek project at 823 North US1.

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 findings 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 has reevaluated the clearing work and expects to complete the work with existing resources.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Prospective Business Attraction/Retention/Expansion
- Staff continues the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. The visitation will continue over the next two months, which will be followed by a summary that will be provided to the Commission.
- Staff participates on monthly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities. Staff 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. Further detail regarding the interest in the property is expected in May.

- Staff met with First Green Bank representatives to discuss dates for an opening of the new Bank, located at 175 West Granada Boulevard. The open house is scheduled for clients and invited guests on June 7 and a public opening on June 9.

Special Economic Development Projects

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

Airport Operation and Development

- Staff conducted a presentation about the airport to a local chapter of the Kiwanis Club at the Anderson-Price Memorial Building on Thursday, May 10th.
- Staff provided additional updates and commentary to the Finance Department needed to finalize the airport portion of the City's Capital Improvement Program and the FY 2012-13 proposed budget and personnel detail report.
- Staff has requested updated quotes and other information in preparation for a proposed FDOT project to upgrade security lighting systems at the airport.
- Staff worked with TowerCom, Inc. to submit an official request to the FAA this week for an airspace study for a wireless communications tower proposed for construction on the airport.
- Staff attended a meeting with the Civil Air Patrol this week where it was announced that a concentrated search and rescue exercise (SAREX) will be conducted at the airport on June 1st, 2nd and 3rd.
- 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.
- Staff continues to monitor aircraft activity on-site in the neighborhoods east of the airport, in an effort to determine the efficacy of voluntary noise abatement procedures established to reduce the perceived impact of aircraft noise on those and other areas. Observations continue to indicate that traffic pattern operations are normal and in accordance with recommended procedures.
- Staff requested and has received a "Letter of Technical Advice" from the Florida Department of Revenue (DOR) to determine whether or not the City should be collecting sales tax on the fuel flowage fee charged to airport businesses that sell aviation fuel at the airport. The DOR has determined that sales tax is collectable on the fuel flowage fee.

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 26 Journal Entry Batches (# 2974 – 3055).
 - Approved 19 Purchase Requisitions totaling \$105,472.00.
 - Issued 7 Purchase Orders totaling \$12,243.07.
 - Advertised Bid No. 2012-22, Pretreatment Effluent Pump (PEP) Replacement, in the News Journal and posted to DemandStar on 5/6/2012.

- Prepared 152 Accounts Payable checks totaling \$123,487.96 and 40 Accounts Payable EFT payments totaling \$152,863.35.
- Processed 3,676 cash receipts totaling \$546,244.79.
- Processed 867 utility bill payments through ACH totaling \$46,711.11.
- Processed and issued 4,877 utility bills with billed consumption of water of 24,578k.
- Issued 252 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More than Meets the Eye
 - Walking with the Manager (5/25)
 - 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.
 - Submitted Federal Direct Justice Assistance Grant (JAG) for the purchase of in-car digital video cameras.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 4
- Hazardous: 2
- EMS: 87
- Motor Vehicle Accidents: 8
- Public Assists: 49

TOTAL CALLS: 153

- Aid provided to other agencies: 15 calls – Volusia County (8), Daytona Beach (6)
- Total staff hours provided to other agencies: 46 hours
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 76

Training Hours

- Driving: 3
- EMT Refresher Modules: 8
- Ladder Operations: 9
- Preplanning: 2
- Probationary Training: 15
- Technical Rescue: 7

TOTAL TRAINING HOURS: 44

Station Activities

- Serviced 104 fire hydrants to include: flow testing, inspecting and flushing.
- Conducted 2 fire inspections.
- Updated 15 pre-fire plans.

- Participated in Vehicle Day at Pathways Elementary – 600 students.

Significant Incidents

- 5/2/12, 2:09 AM: River Bluff Dr. – Vehicle vs. Structure – Car entered into side of attached garage – thermal imaging camera utilized to check for fire due to light smoke haze – vehicle removed with wrecker – no injuries to occupants in vehicle or home.
- 5/3/12, 11:25 PM: Durrance Ln. – Vehicle Fire – Car abandoned after being set ablaze – fire then ignited a brush fire approximately a quarter acre in low fuel area under power lines – car and brush fire extinguished – scene turned over to Flagler and Volusia County Sheriff's Office for investigation.

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. A total of six (6) 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 bigger pool of applicants. Re-advertise 04-17-12 with a new closing date of 05-04-12. A total of seventeen (17) applications were entered on applicant tracking sheet with qualifications and forwarded to department for review.
 - Leisure Services/Recreation - Summer Camp Counselors (including Enviro Camp, Nova and SONC) were advertised on the Daytona Beach News-Journal, the City web site and all the local college job boards as open until filled. Ad resent on 05-01-12 to all local college job boards. Forty-two (42) applications were received, entered on applicant tracking sheet with qualifications and forwarded to the department for review.
- Screening/Interviews 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 was distributed to local colleges. Re-advertised through 04-27-12. One application received and 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 Beach 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 are being conducted 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 four 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. Thirty-one (31) applications were received, and entered on applicant tracking sheet with qualifications. Interviews were conducted on 04-17 & 04-18. Conditional offer made to one candidate and the pre-employment processing will be done in June when candidate is in town.
- 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 of the applicants.

- Leisure Services/Recreation (Sports) - Part Time Recreation Leader. A candidate has been selected and will begin pre-employment processing on 05-11-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 3-31-12: 1.53% (excluding retirements)

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

- As part of our Wellness Cove “Education & Resources” component, H.R. will be scheduling several educational sessions on retirement plan distributions provided by MetLife, ICMA and Nationwide Deferred Compensation programs. Look for the emails with all the information about dates and times in the near future.
- The H.R. Department has sent out an invitation to all employees to join us in walking after work for health, beginning on Thursday, May 10th as part of our Wellness Cove program. Come and join us in our quest to get healthy!

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. To date, we have scheduled 306 employees.

Risk Management Projects

- Quotes for Property & Casualty Insurance broker service due Friday, May 11th. Agreement is forthcoming.
- Proposals for Temporary Personnel Staffing services were reviewed by the Selection Committee. Recommendation via Agenda Item is forthcoming.
- Draft of the New Employee Orientation to HR Director for review/edit.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
 - City Clerk – Agenda Preparation application – assisting with trials of additional vendors, software is being installed on computers for user testing.
 - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
 - Finance/Community Development – CRM system replacement – Attend a 2 day interactive demo of Tyler Munis system with representatives of various departments for evaluation.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - Added 2nd Internet connection (ATT DSL) to the LinkBalancer as backup link. Further configuration will be needed to implement failover connectivity.
 - Work Orders: - 0 New work - 0 completed - 0 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,144	Inbound E-Mails Blocked	11,458
Delivered Inbound E-Mails	10,621	Quarantined Messages	65
Percentage Good Email	48.0%	Virus E-Mails Blocked	0

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Public Works Staff Meeting
 - City Manager Staff Meeting
 - Supervisory Staff Meeting
 - Leisure Services Advisory Board Meeting
 - Met with HHI & City staff Nova Master Plan
 - Andy Romano Beachfront Park Site Visit
 - Administrative Staff Meeting
 - Supervisors/Coordinators
 - Coordinator one on ones
 - Casements Centennial Meeting
 - OB Soccer Club Meeting
 - ARBFP Groundbreaking Planning Meeting
 - Met with painting/stucco contractor to discuss stucco repairs to gables and repainting the Senior Center
 - Met with painting contractor to discuss progress of Ames House project
 - Met with landscaping contractor to discuss issues and to discuss Magic Forest mulch application
 - Met with Lieutenant and Chief of Police to discuss fencing project to be included in budget
 - Worked on operating budgets for parks, facilities maintenance, and athletic fields
 - R&R project/budget review
 - Met with vendor who submitted bid for city landscaping/mowing contract to survey their equipment and to conduct inspections of several of their accounts

Events/ Activities attended:

- Closing Night of Volleyball
- Pine Trail Presentation of proposed GF Althouse Trail Signage.
- MEAC Tournament - Rental 5/11 - 5/13

- 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.
- The Mid Eastern Athletic Conference (MEAC) played their annual Championships at the Sports Complex, Softball Quad this week. Practices were on Wednesday with games Thursday, Friday, and Saturday.

- 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.
 - Continued spraying insecticide on all ball fields.
 - Hosted Firefighter Games softball tournament Friday through Sunday.
 - Started aerating all ball fields.
 - Hosted a district girls' flag football game for Seabreeze High School.
 - Continued aeration of the fields at the Sports Complex.
 - Began summer fertilizing of all fields.

- 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.
 - The Performing Arts Center is preparing to host the following events:
 - School performance of CMT's presentation of "Joust," May 10th, 9:30am.

- School performance of CMT's presentation of "Once Upon A Mattress," May 10th, 11am.
- CMT presents "Joust," and "Once Upon A Mattress," Friday, May 11th, 7pm to 10pm, Saturday, May 12th, 7pm to 10pm, and Sunday, May 12th, 2pm to 5pm, \$10.00.
- 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.
 - Jazzercise classes were held Monday and Wednesday at 5:45pm.
 - Hosted USSSA "Battle at the Beach" Youth Basketball tournament over the weekend.
- Community Events
 - 2012 Art in the Park event May 5th and 6th in Rockefeller Gardens, clean-up of equipment and supplies used for the event, and sponsor recognitions.
 - 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.
 - Held the first evening of the new "open gym" program 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.
 - 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.
 - Hosted USSSA "Battle at the Beach" Youth Basketball tournament, over the weekend.
 - SPARC held its annual prom for those with special needs in the gymnasium.
- The Casements
 - Classes met this week including: Pilates, Teeny Tiny Yoga, and Yoga.
 - Tours continued from 10am to 4pm Monday through Friday and special tours were given on Saturday and Sunday from 10am to 4pm during Art in the Park.
 - Art in the Park was held in Rockefeller Gardens on Saturday and Sunday.
 - Church services were held at Bailey Riverbridge on Sunday morning.

- Approximately 60 fourth-grade students toured The Casements on Monday morning.
- The Coordinator spoke at an AARP meeting on Tuesday at the Ormond Presbyterian Church.
- The Memorial Remembrance Committee met in the Preservation Room on Wednesday.
- The Coordinator had a wedding consultation on Wednesday afternoon.
- Staff assisted with the weekly Farmers' Market on Thursday.
- On Friday staff began set up for a new art class which will begin on Monday.
- On Friday set up took place for a wedding reception to be held at The Casements on Saturday afternoon.
- A wedding rehearsal was held at Ormond Memorial Gardens on Friday evening.
- Scout Leaders from Volusia County and the Orlando Council visited the Boy Scout exhibit Friday evening.
- Staff continues to plan for Enviro Camp to be held July 9-August 3.

- Parks and Irrigation
 - Removed a wrought iron bench at Memorial Gardens for refurbishing.
 - Treated various city parks for insect control.
 - Mulched bed around palm tree on the corner of John Anderson Dr.
 - Trimmed low hanging limbs at Central Park II.
 - Repaired a broken handrail on the walkway at Memorial Gardens.
 - Installed a new park bench at Central Park II.
 - Cleaned up debris dumped in parking lot at Riviera Park.
 - Trimmed and removed vines from palm tree at Riviera Park.
 - Replaced broken pickets on Joyce Ebbets pier.
 - Policed area of Rockefeller Gardens for the Art in the Park event.
 - Conducted citywide safety inspections of parks and equipment.
 - Ran zones #7 and #8 at City Hall, replaced 1 spray head, several nozzles, and checked timers.
 - Ran zones #2 and #5 on W. Granada Blvd. medians, replaced 1 rotor and 2 nozzles, and checked timers.
 - Installed new zone lines and spray heads at the beachside post office.
 - Ran zones, replaced broken spray heads, installed 2 new timers, and adjusted heads on Nova Rd. medians.
 - Installed new timer batteries in the timer at Melrose Park and ran zones.
 - Turned off timers at Rockefeller Gardens, Casements, and Fortunato Park for the Art in the Park event.
 - Picked up debris from the median and raked out grass after a car accident on S. A1A.
 - Reset the timer at McDonald House.
 - Cleaned debris from a valve at Bailey Riverbridge Gardens, tested and ran the zone.

- Building Maintenance
 - Performed service tests on the ADA doors at City Hall.
 - Tested repairs of the Airport tower gate.
 - Took several items to Fleet for auction.
 - Repaired the ADA door at the Commission Chambers.
 - Performed weed control at Police and Airport facilities.
 - Replaced a downspout at SONC.
 - Repaired the gate to HVAC area at SONC.
 - Repaired the A/C at the Senior Center.
 - Replace the burglar alarm at Memorial Gardens.
 - Replaced lights on Willow Place and Tomoka Ave.
 - Repaired 3 sign lights at the Airport.
 - Installed additional security cameras at Public Works.
 - Repaired fencing at the Airport.

- Repaired supervisor's door to prevent sticking at the PAC.
- Cut down a bathroom door at Ames Park.
- Cut down the entrance door, installed threshold, adjusted door lock, replaced remaining cabinets and back splash at Bailey Riverbridge.
- Replaced ceiling tiles at the Senior Center.
- Replaced a hose bib at Memorial Gardens.
- Repaired water fountains in the PAC lobby.

Police Department

Administrative Services

- Attended the Volusia County Communications Users Group Meeting.
- Attended the FBI/National Academy Conference Planning Meeting.
- Attended the "Science on Patrol" program graduation at Ormond Beach Middle School.
- Attended quarterly meeting of the Citizens Law Enforcement Advisory Board.

Community Outreach

- The READ program continues. Currently 25 youths are enrolled. This week the youths worked on writing their books for an exhibition in City Hall on May 23.
- The OBMS Science on Patrol program continues. This week the parents' class and graduation was held for youths to share with their family the skills they have learned in Science on Patrol.
- Practice for all of the boys' basketball teams was held at the SONC. Currently we have 45 youths in the program.
- Three basketball teams participated in the Battle at the Beach Tournament May 4-6. The PAL teams placed second in their divisions.
- The PAL Director participated in Career Day at Ormond Beach Elementary School and spoke with approximately 80 youths.

Community Service/Animal Service

- Animal calls: 52
- Animal Reports: 6
- Animals to Flagler Humane Society: 2
 - 1 Dog
 - 1 Kitten
- Animal Citations: 1
- Cat traps issued: 2
- Animal Licenses: 4
- Kitten adopted from PD
- CSO's assisting motors with moving of the SMART trailer and Variable Message Board for "Click it or Ticket It" campaign announcement.

Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 4
- Inactive: 9
- Fraud: 3
- Burglary Residential: 3
- Larceny Car break: 2
- Grand Theft: 2
- Missing Persons: 1
- Recovered Missing Persons: 1
- Robbery: 1

Records

- Walk - Ins / Window 123
- Phone Calls 199
- Arrest / NTA'S 18
- Citations Issued 191
- Citations Entered 226
- Reports Generated 146
- Reports Entered 151
- Mail / Faxes / Request 55

Patrol

- Total Calls 1,697
- Total Traffic Stops 243

Operations

Crime Opportunity Reporting Forms issued: 219

- 5-4-12 Fraud at PNC Bank, 75 N. Nova Rd. A suspect withdrew money from another's account.
- 5-4-12 Shoplifting at Walmart, one adult female was issued a Notice to Appear for retail theft.
- 5-4-12 Arrest Warrant served at 40 Soco Trail, adult male taken into custody.
- 5-5-12 Domestic Violence arrest at 248 Timberline Trail, husband charged with domestic violence battery and false imprisonment after an argument with his wife.
- 5-5-12 Grand Theft at 187 S. Atlantic Ave. Cash and prescription narcotics stolen.
- 5-5-12 Petty Theft at 750 W. Riveroak Dr. License tag stolen from vehicle.
- 5-6-12 DUI Arrest in the 700 Block of S. Nova Rd after a traffic stop for speeding.
- 5-6-12 Robbery at 1521 W. Granada Bv. Wal-Mart parking lot. Customer was at her vehicle when approached by a male suspect who threatened her and demanded money. The suspect got into a maroon mini-van and fled the area.
- 5-7-12 Stolen Vehicle Recovery at 1000 Tomoka Ave. Chevy Tahoe previously stolen in the county area was found abandoned.
- 5-7-12 Shoplifting at Wal-Mart. An adult female was arrested for retail theft.
- 5-7-12 Car Burglary at 197 N. Yonge St. Majic Market. Prescription pills were stolen from an unlocked vehicle.
- 5-8-12 Aggravated Battery at Nova Road and Division Avenue: Road rage incident between a motorcyclist and a motorist in a Chevy Caprice began in traffic while travelling along side each other. The Caprice steered into the motorcyclist intentionally and then fled the area. The motorcyclist did not go down and refused medical attention. Charges pending.
- 5-8-12 Burglary of a residence at 2 Cliffside Way. Prescription pills and a firearm were stolen.

Traffic Unit:

- 12-05-00028, Crash w/Injuries, SR 40 and Nova Road: Westbound traffic came to a stop as EVAC Ambulance went through the intersection in emergency operation. Pickup rear ended a car, pushing it into a van. Minor injuries. One lane of SR 40 WB blocked for about 20 minutes.
- SMART Trailer deployed – 700 BLK Fleming Avenue.
- Speed survey in progress – 100 BLK Highland Avenue.
- Message Board deployed SR 40 eastbound at Beach Street for Art in the Park.
- Traffic Citations 135

- Parking Citations 1
- Crash - No Inj. 18
- 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
 - Lincoln Avenue
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Highland Avenue
 - Breakaway Trails
 - Cassen Park (parking)

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 12 Cases initiated
- Zone 4: 8 Cases initiated
- 57 signs either removed or sign cases created
- 19 tree removal permit requests
- Administrative staffs assisted with two (2) walk-in and forty-seven (47) 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 2:

- 1) 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. A notice of violation has been issued requiring compliance in 20 days from receipt of the notice.
- 2) 9 Benjamin Drive – Received an anonymous complaint about three trailers, a boat and an old car located on site. The inspection revealed a boat and trailer located in the back yard surrounded by a chain link fence in view of the neighbors and street. A second trailer was located in the front yard filled with material. The owner agreed to screen the boat and trailer located in the back yard. The trailer in the front yard does not belong to the owner and will be removed. All vehicles on site had proper tags.
- 3) 116 Benjamin Drive – Received an anonymous complaint about a trailer and boat located on site. The inspection revealed the boat located in the side yard in view of the street and neighboring property. The trailer was not observed.

- 4) 230-232 Benjamin Drive – Received an anonymous complaint about a junk car at this site. The inspection revealed there is an old car located on site but the vehicle displayed a 12/12 Antique tag. No violation was observed.

Public Works

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing**- Bid award resolution is scheduled for the June 5, City Commission meeting.
- **Airport Rd. Forcemain Extension/Reclaimed Water Main Extension** – Met with FPL to discuss power feed to the new booster pump station (to be constructed) for the reclaimed watermain, which will be located along Airport Road near the River Bend Golf Course. Approximately 1,800 feet of new forcemain was constructed along Airport Road and approximately 500 feet of reclaimed watermain was constructed within the Breakaway Trails subdivision.
- **Transfer Station Pump Station**- Award of Bid is scheduled for Commission approval, May 15.
- **SR 40 Sidewalk/Trail Phase III**- Submitted field Change Order 1 for removal of boardwalk and install concrete sidewalk. Approved submittal on flowable fill, inlet, and pipes. Pour footings for culvert and gravity walls. Forming for walls. Obtained instruction for steel samples to be tested and entered into LIMS database.
- **Williamson Median Landscape Renovation** – Project is completed.
- **Tomoka State Park** - Negotiation with Florida Wildlife Commission for gopher tortoise relocation. Began clearing brush from trail. Will need to offset trail within the 20 feet easement to miss big oak tree roots. Park Manager approved offsets. Submitted and received approval for MOT for Beach St. Submitted Work Order for Environmental Consultant to relocate tortoises.
- **SR40 Nova to A1A Interconnect**- project closeout underway
- **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. A city requested change order for additional work is proposed for the June 5th City Commission meeting. This is for piping modifications with the dewatering pump station to allow bypass flows to be returned through the bar screens to allowing for grit removal and rag removal.

- **Design Projects:**

- **Andy Romano Beachfront Park** –The City Commission approved the bid to Saboungi Construction. Staff is working on setting up a groundbreaking ceremony prior to starting construction.
- **Granada Utilities Underground**- Staff will be requesting approval of a work authorization for final Engineering design at the June 5th City Commission meeting. FPL is currently designing for the undergrounding of their facilities.
- **Mast Arm Rehab**- Working on intersections drawings. Preparing estimate.
- **Nova Community Park Basketball Court**- Received concept and location.
- **Nova Community Park Racquetball Court**- Received concept and met with handball coordinator on the dimensions and concepts of proposed design.
- **Nova Community Park Master Plan**- Consultant met with DEP on preliminary plans. DEP to review engineering plans.
- **Mast Arm Replacement on SR40**- Contractor working on punchlist.
- **Ormond Scenic Loop**- FDOT is working with their consultant on final design of signs.

- South Peninsula 2-inch Water Main Replacement- Field meeting held on May 8th.
- Mainland 2-inch watermain Replacement- Land survey of the roadways has been scheduled to begin next week.
- North Peninsula 2-inch Water Main- Surveying of the street sections is underway.
- SR40 Washington to Beach St.-FDOT is reviewing street light relocation plans
- US1 & Nova- FDOT has not started construction yet on intersection modifications.
- Central Park Paving – Prepared bidding documents and commission package. Zev Cohen Assoc. is working on final plans and cost estimate. Disposition for bidding is tentatively scheduled for the June 5 meeting.
- Tymber Creek Phase I – Volusia County has tentatively scheduled advertisement for competitive bidding in mid May.
- Cardinal Beach Approach – Staff will contact the County to discuss construction schedule and impact to ramp.
- 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. Engineer is modifying the design plans.
- 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 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:

- Coordinated the repair on SR 40 and Beach St to pavement rut.
- Amended several CIP projects and estimate as directed by Finance Director.
- Capital Improvement Projects- Revised exhibits and estimates for various projects following first budget review.
- Nova Road Landfill- The 10-year renewal permit application package was completed.
- Processed project invoices/pay requests totaling \$87,350
- Prepared work authorizations totaling \$13,482
- Reviewed & revised pages discussing the City's completed ECHO projects to be included in a Presentation on 10 years of ECHO projects to be posed on Volusia County's website.

Meetings:

- Met with handball representative and Leisure Services to discuss racquetball concept plans.
- Attended VTPO technical committee on recent grant submittal for prioritizing. Made presentation and answered questions on projects.

- Met with FDOT Maintenance on SR 40 and Shadow Crossing and obtained approval to repair SR 40 and Beach St “bump.”
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Pulled forms & backfilled on Oceanshore Blvd.
 - Ground down a sidewalk on Oceanshore Blvd.
 - Asphalted at foot of the bridge at SR40 and S. Beach St. (Granada Bridge)
 - Patched a hole with asphalt on Sandy Oaks Blvd.
 - Dug out & formed for a concrete slab at Nova Recreation
 - Removed concrete & form at SR40 and Williamson Blvd.
 - Poured a concrete slab at Nova Recreation
 - Concreted a sidewalk at SR40 & Williamson Blvd.
 - Opened a sidewalk & removed forms at N. Halifax Dr. & Riverwood

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 at Iroquois & St. Andrews, on DOT Right-of-Ways, and Central Park II
- Removed trees at 126 River Bluff Dr., Public Works Yard, Casements, and at 11 Twelve Oaks

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 asphalt crew at Granada Bridge
- Removed illegal signs on Granada Blvd.
- Assisted concrete crew at Nova Recreation and on SR40
- DOT Weed control on US1 and on A1A

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - South Ormond Neighborhood Center, moved the Park Hours, No Dogs in Park, No Alcoholic Beverages & No Smoking in Park signs from the west side of the tennis court fence to the northeast corner fence
 - N/S Clyde Morris Blvd. at W. Granada Blvd., straightened a No Outlet sign
 - Palmetto Ave. & Ponce de Leon Dr., installed HIP (High Intensity Prismatic) street names
 - Palmetto Ave. & Benjamin Ave., installed HIP street names
 - Peninsula Dr. & Marvin Rd., installed HIP street names
 - Robin Rd. & Northbrook Dr., installed HIP street names
 - Flamingo Ave. & Cardinal Dr., installed HIP street names
 - Oriole Cir. & Northshore Dr., installed HIP street names at (2) intersections

- Loyola Dr. & Palmetto Ave., installed HIP street names
- Hand Ave. at Central Park I crosswalk, replaced the base and the Yield to Pedestrians in Crosswalk in-street sign
- Pinewood St. & Northshore Dr. and at Ormond Shores Dr. & Pinewood St., installed (4) ADA (American Disabilities Act) detectable warning mats where the sidewalk meets the crosswalks.

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Delivered (25) sandbags to the Casements for Art in the Park
- Slope Mowing – SR40
- Debris Removal – SR40
- Vacon Cleaning – 117 Briargate Look, (2) basins, 480'; Briargate Look, (10) basins, 1,389' line; and, 2301 Airport Rd., (4) basins, 684' line
- Outfall Cleaning – Airport Rd. Pond
- Used Gradall to dig out for outfall at (2) ponds by Briargate
- Basin Repair – Corner of Bryant Ave. & Hand Ave.
- Delittered ponds – various locations (275,622 sq. ft.)
- Picked up form on side of SR40
- (1) Supervisor & (1) Maintenance Worker at Training Course (4 days)

Street Sweeping/Streetsweeper

- 116.3 miles of road cleaned (this was for 4 days, had 1 day of PL)
- 26.5 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
30,303

PM Services completed for the week:

Emergency—Vehicles and Equipment
15

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 6,463 gallons of unleaded and 8,851 gallons of diesel fuel on hand.
- Fleet completed 55 work orders this week.

• Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Forwarding District staff waiver for extension District Board consideration for minor clarifications and comments concerning information contained in the technical staff report and proposed permit renewal conditions. CUP Compliance Report and renewal activities re-scheduled for Board review in early June 2012.
- Concentrate Disposal Study – The permit was received from FDEP. The consultant is collaborating with FDEP to determine how to best add relocation of the concentrate piping discharge - connect to the reuse transfer pump discharge activity to the permit.

- 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 proposal will be modified to include effects on the chloride concentration in the concentrate. 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 that was cheaper than the lowest bid received. A City Commission memo was prepared to award this project to Brasfield & Gorrie as a change order to the WWTP Expansion project contract for consideration on June 5th. Exhibit A was prepared to include the language required by FDEP for P2 Pollution Prevention Program funding.
- 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 – Project is progressing on or ahead of schedule. Repairs were made by utilities crews for a 4-inch water main and 6-inch force main at the intersection of Deep Woods Way and River Chase Way impacted as a result of construction activities. Boil water notices were issued and rescinded for the necessary repairs.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Plans were received for review.
- 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. The manufacturer requested the original pump curve from the design engineer. A retrofit of pump 3 is proposed for testing the new impeller design. 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. Work is proceeding on the chlorine contact tanks and Acetic Acid feed station. Fermentation train #1 is scheduled to be taken out of service this week. 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. Mold was found in the operations building during demolition. The air quality is being investigated.
- 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 – The project was advertised for bids on May 6th.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. John Searcy & Assoc. is preparing a design proposal for the project.

- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation - A work authorization for \$11,382 was prepared for John Searcy and Assoc. to provide electrical design support. The work order needs to be executed.
- 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 conceptual plans for Batniji Medical Office. Received as-built plans for Maria Bonita.
- 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. A purchase order is being prepared to purchase the parts from RC Beach and Associates. Requests for quotations are being solicited from three contractors for installation activities.
- WWTP Operation Permit - The consent order is in effect until August 2013 through the facility construction period. A Pollution Prevention Project summary is being prepared.
- Water Distribution
 - Exchanged 8 residential and 2 commercial water meters serving apartment complexes
 - Responded to and/or repaired 7 water service leaks
 - Replaced 4 water services due to aged piping, Repaired 13 meter boxes
 - Responded to 3 low pressure complaints
 - Flushed 8 cloudy water complaints
 - Responded to 3 customer assistance calls for misc. water issues
 - Meter testing: tested 2- 3" water meters (tested accurate), scheduled 5 for future testing
 - Main Leaks/ Repairs: 2" Royal Rd, 4" Deep Woods Way, 6" Camellia Dr
 - Fire Hydrant Maintenance: 4 repair work orders completed per fire department inspections. 18 Volusia County fire hydrants inspected, pressure tested and painted.
 - Valve maintenance: 9 distribution system valves located and exercised
 - Disconnected an abandon 2" water main and valve on Fleming Ave
 - Utility locate service for Water/wastewater/reuse: 56 regular and 3 emergency locates were completed
 - Sod/backfill: Deep Woods Way, Royal Rd
 - Rescinded Boil water on Deep Woods Way
 - Cleaned and organized all storage areas and service trucks
- Water Treatment
 - Delivered to the City 41.874 million gallons for the week ending May 6, 2012 (5.982 MGD)
 - Backwashed 13 filters for a total of 575,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.
 - Operated north & south plant generators under full plant load for 4 hours, as a part of monthly PM.
- Waste Water Collection – Reuse
 - Crews responded to assist water main and force main repair due to contractor activities at the intersection of Deep Woods Way and River Chase.

- Gravity sewer main near 27 Marvin Rd. TV and line cleaning activities performed – main repair is warranted.
- Performed repairs on sewer lateral at 7 Tam-O-Shanter.
- Fire Station 91 collection system. TV and line cleaning activities performed – main repair is warranted.
- PEP System Activities: one (1) new installation completed at 11 Black Pine and two (2) rehabilitations completed at 91 Black Hickory and 76 Shadow Creek.
- Televised and cleaned ten (10) sewer laterals.
- Reuse maintenance activities include installation of two (2) wye strainers and small service repair on Benjamin.
- Checked force main pressure at 1800 US 1 (5 – 7 psi)
- Assisted WWTP operations and maintenance staff with valve operations for draining fermentation/ 1st anoxic tank contractor activities.
- Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow for week @ 25.17 Million Gallons (average daily flow @ 3.60 MGD).
 - Produced 22.43 Million Gallons of Reuse.
 - Produced 2.74 Million Gallons of Surface Water Discharge.
 - Hauled tons of sludge 146.96 (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
 - Replaced #1 Lime slurry pump tube.
 - Attended training - W.W.T.P. Fermentation Tank Mixers and Blowers
 - Replaced chlorine metering pump at Leeway Trails Elevated Storage Tank
 - Moved the mixer from slurry tank #2 to #1. Rebuilt #2 mixer and replaced
 - Worked with the welder to repair the crack in the bird centrifuge chute
 - Replaced photo cell on exterior light at well 6D
 - Performed weekly PM activities for Claricones, slurry pumps, reaming injection ports
 - Built a desk and chair for the new electrician's office
 - Found the leak on the pump in the polymer room, will need the day tank pumped down to replace the containment crate, working with Operations
 - Continuing work on well 29H control issue - voltage drop occurring from main well (24H) to affected well causing malfunction, pump still operating in hand
 - Assisted Wastewater Treatment plant pump mechanics with various electrical problems until new Electrician comes on board beginning May 7
 - Continued monitoring storage tanks and well/ irrigation stations in Hunters Ridge and Breakaway Trails
 - 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
 - Installed alarm strobe and horn on bar screen system
 - Installed photo cell on light at Arroyo Parkway lift station
 - Installed a new 75 HP drive at the Carousel aerator.
 - Installed bollards in front of Ormond Mall Liftstation to prevent damage caused by Family Dollar Store delivery truck (semi-tractor trailer)

- Assist Collections Division at Shadow Crossings & B.A.T. with Force Main Break caused by Contractor directional bore
- Grit Snail – installed new head roll retainer liner and new belt scraper
- Clarifier #4 – changed oil in both gear boxes – break in oil change as per request from vendor
- Fermentation Train #2 East back on line.
- Attended training on recycle pump, preaeration blowers and diffusers
- Deragged influent pumps
- SCADA liftstation repair to 8 stations
- Performed PM Service to all plant equipment
- Master Liftstations – pump down & wash down wet well – break up scum layer in wet wells
- Monthly PM's to 31 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program
- Annual PM's to 2 liftstations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 89 work orders as reported in MP2 computerized maintenance management system, of which 55 were PM work requests and 34 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 15, 2012 Town Hall Budget Meeting
- Agenda packet preparation and creation for the May 15, 2012, City Commission meeting
- Agenda packet preparation and creation for the May 11, 2012, Pension Boards meeting.
- Staff attended and provided support for the May 11, 2012, Pension Boards meeting

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
 - Waiting to receive user login information from vendor.
 - Staff submitted invoice from vendor for processing.
- Live Streaming Upgrade
 - Project Status: In Progress
 - Began testing of audio only streaming on mobile devices for low bandwidth users.
- 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 before we proceed with the Records Management System upgrade