

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 15, 2011

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Held quarterly staff meeting with Directors and Division Managers
- Meetings with staff and City Attorney staff on Volusia County Interlocal boundary agreement for US1 north gateway and signage in The Trails
- Weekly meetings with HR Director and Finance Director
- Biweekly meeting with Police Chief
- Met with retiring City Clerk on transition planning

Spoke to, attended and/or met with:

- Attended Rotary board and regular meetings
- Attended Commission Pension Workshop and Shade meeting
- Met with Main Street representatives on public safety costs for Main Street events
- Participated in the Chamber's Leadership event, spoke on and provided an introduction to the City for attendees
- Met with Engineering on JAD Project Update meeting planned for April 21<sup>st</sup>
- Attended FCCMA webinar on collective bargaining
- Attended United Way Volunteers of the Year Luncheon

### **City Clerk's Office**

In addition to routine City Clerk activities the following projects are underway:

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
  - City Commission Pension Workshop
  - Prepared packet material for the April 11, 2011, City Commission workshop.
  - Prepared packet material for the April 20, 2011, City Commission meeting.

### **Community Development**

#### **Planning**

- Interviews for the Planning Tech have been completed. Seven candidates were interviewed and all were found capable of doing the job quite well. The Department is currently in the process of offering the job to the best candidate that is considered a good fit, requires the least amount of training, and best demonstrated the understanding of the Department's expectations.
- The revised submittal was sent to FEMA for the Community Rating Service (CRS) for the purpose of updating the activities which translates into points that contribute to a lower flood classification for the residents of Ormond Beach.

#### **Building Inspections, Permitting & Licensing**

- 99 permits issued with a valuation of \$546,740.00

- 173 inspections performed.
- 5 business tax receipts issued.

#### Development Services

- The SPRC received no new applications for review this week.

### **Economic Development**

#### Ormond Crossings

- Tomoka Holdings has transmitted their revised Master Development Plan in response to staff comments. A joint meeting will be arranged to discuss the plan. Staff is awaiting submission of the development design standards, which will be needed as part of the platting and zoning process.
- Staff met with Tomoka Holdings and their consultants to discuss the draft Interchange Modification Report. Although a modified or new interchange is not financially feasible as funds for such a project have not been identified, Tomoka Holdings will be providing the transportation consultants with an estimate of the value of the land for FDOT review.

#### Airport Business Park

- Staff will arrange a ribbon cutting event for the Pace Analytical 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment.

#### Ormond Beach Chamber and Main Street

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

#### Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues working closely with Energizer management on a number of site and transportation matters including a meeting this week to discuss extension of an additional water line for the production facility.

#### Special Economic Development Projects

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

#### Airport Operation and Development

- Beginning this past Sunday, April 10, 2011, the primary runway at the Daytona Beach International Airport has been closed for a period of approximately 90 days. This will result in an increase in flight training traffic at other local airports, including OBMA. This localized increase in traffic will be most notable through mid-May, when the close of the spring semester at Embry-Riddle Aeronautical University will result in general reduction of traffic through the summer months.
- Staff plans to publish an RFP for a continuing contract to provide maintenance and inspection services for the air traffic control tower and the automated weather observation station (AWOS) at the airport. Staff continued to work this week to assemble criteria for and further refine the RFP for presentation to the Aviation Advisory Board.
- Staff compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- Staff continues to work with a representative of TowerCom regarding the possibility of leasing a portion of airport property for the purpose of erecting a telecommunications tower.
- Staff continues to work on the topic of hosting an annual community event at the airport, tentatively scheduled for October.

#### Finance/Budget/Utility Billing Services

##### On-going Projects

- Staff is preparing a draft of the personnel budget and the CIP.

##### Completed Projects - Weekly

- Processed 49 Journal Entry Batches (# 2578 – 2690).
- Approved 19 Purchase Requisitions totaling \$88,479.35.
- Issued 11 Purchase Orders totaling \$24,427.16.
- Issued Addendum No. 1 for Bid No. 2011-012, Ormond Beach Sports Complex and Nova Community Center Surveillance Systems, to plan holders and posted to DemandStar on 4/8/2011.
- Held opening for Bid No. 2011-12, Ormond Beach Sports Complex and Nova Community Center Surveillance Systems, on 4/11/2011. Two submittals were received.
- Held opening for Bid No. 2011-11, As Needed Information Technology Contract Services, on 4/14/2011.
- Prepared 180 Accounts Payable checks totaling \$1,078,657.16 and 37 Accounts Payable EFT payments totaling \$338,218.01.
- Prepared 55 Payroll checks totaling \$47,225.56 and 312 Direct Deposits totaling \$364,881.08.
- Transferred IRS 941 payment of \$136,006.49.
- Processed 3,608 cash receipts totaling \$971,740.23.
- Processed 890 utility bill payments through ACH totaling \$65,087.00.
- Processed and issued 5,835 utility bills with billed consumption of water of 42,614k.
- Issued 785 past due notices on utility accounts.

##### Public Information

- Press Releases
  - Temporary Airport Traffic Increase (Beginning 4/10 for approximately 90 days)
  - City Commission Meeting (4/20)
  - Hand Avenue Road Closure (4/18-5/31)
  - New Britain Avenue Closure
  - Wayfinding and Interpretation Assessment Plan for the Ormond Scenic Loop and Trail Public Workshop Notice (4/27)
  - Art in the Park (4/30 and 5/1)

- Other
  - Media Contacts
  - Response to Hometown News Rant regarding John Anderson Drive Improvements
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### Weekly Statistics

- Fires: 0
- Fire Alarms: 4
- Hazardous: 1
- EMS: 60
- Motor Vehicle Accidents: 4
- Public Assists: 27

**TOTAL CALLS: 96**

- Aid provided to other agencies: 14 calls – Volusia County (11), Daytona (3)
- Aid received from other agencies: 0 calls
- Total staff hours provided to other agencies: 7 hours
- Total staff hours received from other agencies: 0 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- # of overlapping calls: 10

#### Medical Call Type

- Assault: 1
- Back Pain: 1
- Bleeding: 2
- Breathing Problem: 5
- Cardiac Arrest: 1
- Chest Pain: 4
- Convulsions: 2
- Drowning: 1
- Fall Victim: 6
- Headache: 1
- Overdose: 2
- Psychiatric: 1
- Sick Person: 2
- Stroke: 2
- Traffic Accident: 6
- Traumatic Injury: 1
- Unconscious: 7
- Unknown Medical: 6

**TOTAL EMS PATIENTS TREATED: 51**

#### Training Hours

- ACLS update: 37
- Building Construction: 13
- Confined Space: 6
- Donning & Use: 4

- EMT Refresher Modules: 20
- Incident Command: 1
- Ladder Operations: 6
- Probationary Skills: 11
- Safety: 1
- Tactics: 7
- Tech Rescue: 7
- Tools & Equipment: 8

**TOTAL TRAINING HOURS: 121**

#### Operations

- Conducted orientation for newly hired Firefighter/EMT.
- Attended consolidated dispatch operational meeting.

#### Station Activities

- Serviced 142 hydrants to include: flow testing, inspecting and flushing.
- Updated 17 pre-fire plans.
- Conducted 3 fire inspections.
- Participated in Vehicle Day at Ormond Beach Elementary – 300 students.
- Gave safety talk and presented fire truck at Lowe's Build & Grow Clinic – 60 children.

#### Significant Incidents

- 4/5/11, 9:09 PM: Tomoka Ave – Cardiac Arrest – performed advanced life support procedures with return of patient's pulse – firefighter paramedic requested by EVAC to assist with patient care during transport to hospital.
- 4/6/11, 4:16 PM: 206 N Yonge St – Motor Vehicle Accident – t-bone type accident – 1 patient transported to hospital – both vehicles picked up by wreckers.
- 4/7/11, 5:43 PM: John Anderson Dr – Near Drowning – patient floating face down in 3' of water – bystander pulled patient from water – CPR was performed and patient began spontaneously breathing – transported to hospital.
- 4/7/11, 7:35 PM: W Granada Blvd/Breakaway Trails – Motor Vehicle Accident – two vehicle rear end collision – both vehicles sustained heavy damage with one vehicle split and on opposite sides of roadway – one patient transported to hospital.

### **Human Resources**

#### Staffing Update

#### Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III

#### Approved/Active Recruitment

- Public Works Department/Wastewater - Part-Time and Full-Time Treatment Plant Operators have been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Police Department – Police Officer was re-advertised on the City web site through 04-15-11 to recruit a larger pool of applicants.
- Support Services Department – City Clerk position was advertised on the City web site, FLC Datagram and the Fla. Association of City Clerks web site and remains open until filled.
- Leisure Services Department/Recreation – Summer Camp Counselors (Day Camp, Camp T-Rec. and Enviro-Camp) were advertised on the City web site and remains open until filled.

- Leisure Services Department/Recreation – Part Time Recreation Leader (Nova Community Center) was re-advertised on the City web site after receiving only one application and will remain open until filled.

#### Screening/Interviews Scheduled

- Police Department - Police Lieutenant position received 27 applications. After review, 10 applicants were interviewed on the phone. Four candidates participated in an Assessment Center and were interviewed by Police Chief and Human Resources Director.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV - received five applicants from the in-house recruitment. Interviews were conducted and department has requested to externally advertise position.
- Leisure Services Department/Gymnastics - Part-Time Gymnastics Recreation Leader advertised as open until filled. Seven applications received and forwarded.
- Planning Department – Planning Technician was re-advertised to reflect revisions to job duties and requirements. Received a total of 24 applications. Interviews have been completed.
- Public Works Department/Wastewater – Maintenance Worker II. Eighteen applications have been received and were forwarded to the division.

#### Terminations/Resignations/Retirements

- Leisure Services – P.A.C. – Box Office Attendant resignation effective 04-15-11.
- Support Services Department – City Clerk has requested retirement effective 06-30-11.

#### Transfers

- Meter Reader from Finance Department applied for the Maintenance Worker II position in the Drainage Maintenance Division of Public Works and was selected. Will begin new position effective 05-02-11.

#### Public Records Requests

- Request for personnel file and all records pertaining to the termination of former police officer.

#### Training & Development Opportunities

- LEAPS Academy has announced offering dates for customer service workshops. Full-time employees are required to attend a workshop between April 20 and November 9, 2011.
- HR staff members to attend webinar on Public Records (Records Management) 04-19-11.

#### HR Process/Systems Issues/Improvements

- Volunteer Program was launched on 03-08-11 on the City web site and news releases. Four citizens have submitted applications and H.R. is seeking placement with various City Departments.

#### Regulatory & Compliance Issues

- Staff is developing process to begin utilizing federal government's E-Verify System to verify identity and employment eligibility of new hires to work in the U.S.

#### Risk Management Projects

- Draft changes to Minimum Insurance Requirements to add service bonds to City Attorney's office for final review.
- Chamber of Commerce Leadership Session-Government Day, April 14.

- Preparing bid request for Drug-free Workplace drug and alcohol testing services.

### **Information Technology (IT)**

- Work Plan Projects
  - Document Imaging – City Clerk project – Preparation for RFP
  - iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None
  - Networking System: - None
  - Work Orders: - 58 New work - 59 completed - 37 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	19,979	Inbound E-Mails Blocked	9,811
Delivered Inbound E-Mails	9,583	Quarantined Messages	585
Percentage Good Email	48.0%	Virus E-Mails Blocked	331

- Notable Events: None.

### **Geographical Information Systems (GIS)**

- Addressing Additions: 6 Changes: 0 Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: Prepared 5 year road resurfacing report for Engineering.

### **Leisure Services**

#### **Administration**

- Supervisory Staff Meeting
- Public Works Meeting
- Agenda Item Preparation
- City Manager Meeting
- Budget Entry
- Park Visits
- Leisure Services Advisory Board Meeting
- Input Facility Renewal & Replacement projects
- Leadership Seminar
- Landscaping Meeting

#### **Athletics**

- The City Spring Youth Volleyball Program continued this week at the Nova Community Park Gymnasium. The 53 girls and 3 boys have been divided into 8 teams of 7 players based on age and ability. Games started this week with each team playing a 3 game match nightly, Mondays and Wednesdays, at 6 or 7pm.
- The OBYBSA Competitive Teams, the Lady Renegades & the Golden Spikes, both continued practices this week. Practices are held at both the Sports Complex, as well as at the Nova Road Fields. Games are played each weekend, some at home & some on the road.
- Calvary Christian Academy, Seabreeze High School and Father Lopez High School girl's softball continued their practices and games this week at the Dale Buttleman softball quad.
- Seabreeze High School, Father Lopez High School, Calvary Christian Academy and River Bend Academy baseball continued their practices and games this week at the Harry Wendelstedt baseball fields at the Sports Complex. Games continued for each team.

- Luis Camacho is once again having his Adult 11 V 11 Soccer League on Sunday mornings. Luis rents the fields each season.
- The OBYBSA recreational baseball and softball teams continued their game season this week. They will play through the end of May.
- The Ormond Beach soccer club recreational program continued their practices this week. Practices are held on weeknights. This includes age groups ranging from 4 to 15 years. Games are played each Saturday morning starting at 9am.
- The City's coed softball spring season continued their game season this week. Games are played on Monday through Thursday nights at 6:20 and 7:30pm. The season will run through the month of May.
- Prepared for next weekend activities: Lady Renegades Softball Tournament; BCU Spring Football Scrimmage; USSSA Baseball Tourney Games

#### Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield.
- Cleaned SONC tennis and basketball courts
- At Osceola Elementary School, tended to the infields, tennis and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Picked-up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed the baseball fields 5 times this week.
- Continued mowing of the soccer fields.
- Continued mowing of the softball fields.
- Prepped the co-ed softball field 3 times a week.
- High school baseball and Golden Spikes competitive teams have daily practices and games on all 4 baseball fields.
- High school softball has begun its practices and games.
- Repainted the soccer fields for competitive and recreational soccer leagues.
- Prepared fields and maintained area for recreational little league baseball and softball at both Nova and Airport complexes.
- Fixed various irrigation problems.
- Painted 4 small soccer fields on the softball field at South Ormond Park.
- Repainted a flag football field on field #7 to host the Seabreeze girl's team.
- Delivered and laid down football carpet at the beach for the sign unveiling ceremony of the new beachfront park. Removed the next day.
- Hosted a girl's softball team for the week that was down for spring break from Michigan.

#### Senior Center

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

#### Performing Arts Center

- Staff prepared for Stars From Platters, Coasters, Drifters, and Temptations (Friday).
- The PAC hosted the following classes throughout the week as part of its regular operations:
  - Monday – Hawaiian Dance, Show Club, Kopy Kats, CMT

- Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
- Wednesday - Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
- Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
- Friday – Theatre Workshop, Green Dance, CMT
- The PAC is preparing to host the following events:
  - WyoTech Graduation Ceremony, Friday April 22nd, 5pm
  - Dancing Dogs Spring Show, April 20<sup>th</sup>, 7pm, FREE
  - "Annie" Performed by Pine Trail Elementary students, April 28th, 7pm, \$5.00

#### South Ormond Neighborhood Center

- Splash Pad open daily, 10am until dusk
- Jazzercise Monday and Wednesday at 5:30pm
- Open weight room open during regular Center hours
- Neighborhood Park opens sunrise until 11:00pm
- Open Play basketball, 1 to 5:00pm
- Youth Basketball 6 to 8:30pm, Monday, Tuesday, Wednesday, and Friday
- YMCA Youth Soccer practice Tuesday Wednesday, and Thursday, 5:30-7:30pm and games Saturday 9:00am until 1:00pm
- Adult Basketball Thursday 6 to 9:00pm, and Sunday 2 to 5:00pm

#### Community Events

- Weekly administrative tasks and office work
- Attended staff meeting
- Attended Memorial Day committee meeting
- Continued planning process for Art In The Park
- Continued working on Art In The Park applications and web site applications
- Prepared bid process for sound, staging, lighting, port-o-lets for July 4<sup>th</sup> Celebration
- Pre planning activities for upcoming events, Memorial Day, July 4<sup>th</sup> Celebration
- Assisted with departmental promotions of summer camps and programs, Sunday, April 10, Our Lady of Lourdes Church
- Set up and tear down of City Commission workshop
- Set up and tear down of Chamber leadership luncheon
- Delivered stage and tents to Ormond Memorial Art Museum
- Registration began for children's art contest, a component of Art In The Park

#### Gymnastics

- Weekly classes:
  - Tumbling Tots: Tuesday, Wednesday, 1:30-2:30pm
  - Pre-School: Monday/Wednesday, Tuesday/Thursday, 2:30-3:30pm
  - Developmental: Monday/Wednesday, Tuesday/Thursday, 3:30-4:30pm
  - Level 1 girls: Monday, Wednesday 4:30-5:30pm
  - Level 2 girls: Tuesday, Thursday 5:30-6:30pm
  - Level 3 girls: Tuesday, Thursday 6:30-7:30pm
  - Level 4 girls: Monday, Wednesday 5:30-7:30pm
  - Levels 5,6,7 girls: Tuesday, Thursday 4:30-7:00pm, Friday 5:30-7:30pm
  - Boys 1: Friday 3:30-4:30pm
  - Boys 2: Friday 4:30-5:30pm
  - Friday Rec. Gymnastics: Friday 3:30-5:00pm and 4:30-6:00pm
  - Teen Gymnastics girls: Friday 4:30-6pm
  - Power Tumbling: Monday 7-8pm

- Cheer Class: Wednesday, Friday 6-8pm

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
- Nova Community Center continued spring programs including the Activity Class and Miss Debby's Dance Classes.
- Challenger Baseball continued their spring season practices on Tuesday at the Nova ball field #2.
- Spring Volleyball practices were on Monday and Wednesday through Athletics.
- Planning for Camp T. Rec and Nova Community Center's Summer Connection Day Camp continued including continued assessment and inventory of current supplies and equipment, and continued work on the daily activities spreadsheet.
- Camp T. Rec, a summer camp for children with disabilities, had its registration kick-off on Saturday from 9:00 am until 5:00 pm. The registration started in the morning at the Port Orange gymnasium, then at Schnebly Recreation Center and finished at Nova Community Center in Ormond Beach.
- City staff and the Special Populations Activity and Recreation Council (SPARC) held their 2011 Prom on Friday. Over 150 attended the annual event which included dancing to DJ Ryan Knox, dinner and pictures.

#### The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Ormond Beach Art Guild ~ Spring Show" is on display in the Gallery this month.
- The new French for Tourists class continues this Monday from 1:00pm to 2:00pm and another class from 2:00pm to 3:00pm.
- Zumba class times were Monday and Wednesday evenings from 6:00pm to 7:00pm.
- Yoga classes continued on Tuesday from 10:30am until noon.
- NEW Art Class ~ Paperclay Sculpture with artist Terri Lawson began on Tuesday from 6pm to 8pm.
- Pilates Classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm, and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casements Coordinator met with another water color artist, Ellen Rothenburg to discuss the possibilities of offering an evening watercolor class.
- Leisure Services staff gathered items several of the events this week including a Commission meeting, Chamber Leadership meeting and the Ormond Memorial Gardens Art in the Garden fundraiser.
- The Casements Guild board met this week and began planning a few "projects" for The Casements.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 12pm to 5pm.
- Staff worked this week planning for the Enviro Summer Camp and continued taking registrations.
- Staff worked with instructor Pat Spano to market her new summer art camp "Art Explosion!" We are excited to bring some new and fun art experiences to The Casements for the summer months!
- Staff continued planning the annual Appreciation Luncheon that will be held for the Guild on April 27. Amber's Jewel Catering has again graciously donated the lunches. Invitations were mailed and the RSVP's are starting to come in.

- Staff prepared for a wedding reception in the gardens on Saturday, along with the Chamber Leadership Historical Tour and luncheon stop inside The Casements this Saturday.
- Staff will reset The Casements after the Leadership event for a memorial service rental that will be held on Sunday afternoon.

#### Parks and Irrigation

- Worked on Nova Rd. medians throughout the week
- Installed new timer on W. Granada medians
- Reset timer at Bailey Riverbridge Gardens, installed new battery plug
- Marked location for new meter install at Kaleidoscope Park
- Replaced two spray heads at Riviera Park
- Ran all zones at the Senior Center, installed new valve on zone 5, and replaced three spray heads

#### Building Maintenance

- Repaired R.E.I.L. lights at the Ormond Airport
- Repaired exterior lighting at the Performing Arts Center
- Installed new sign for the Beachfront Park
- Repaired lights and cord reel at fire station #94
- Replaced broken clean out pipe at Nova Rec.
- Moved piano and 100 chairs from S.O.N.C. to Fleet for auction
- Completed preventive maintenance on electronic gate access points at five city facilities
- Replaced both coils on A/C system in Streets Dept., under warranty
- Repaired splash pad controls at S.O.N.C.
- Installed new electric hand dryers at Nova Rec.
- Repaired drinking fountain at City Hall
- Cleaned off debris and cleaned out gutters at the P.A.L. house
- Quarterly AC preventive maintenance in progress at all facilities
- Repaired leaking sink in men's room at Cassen Park
- Removed graffiti from men's room at Fortunato Park
- Conducted weekly inspections of the Ormond Beach Municipal Airport
- Repaired men's room toilet at SONC
- Provided access for contractor at City Hall
- Repaired clogged toilet at Nova ball fields

#### **Police Department**

##### Administrative Services

- Attended Victims Rights Week Breakfast at Pelican Bay Golf Club
- Attended City Commission Pension Workshop
- Attended Quarterly Department Head/Division Manager Staff Meeting
- Attended meeting on Inter-local Boundary Agreement
- Attended meeting on traffic signs
- Held weekly Citizen Police Academy Class
- Participated in leadership seminar for Chamber of Commerce Government Day

##### Community Outreach

- Tutors R Us was held at the South Ormond Neighborhood Center. Currently 25 youths are enrolled.
- Science on Patrol was offered at Ormond Beach Middle School. Currently 23 youths are registered for the program.

- The READ program at Ormond Beach Elementary School currently has 18 youths participating. The children have begun creating the characters for their stories. The final books will be exhibited in City Hall on May 16-20, 2011.
- **Doug Thomas, OBPAL Board President was selected by National PAL as the Volunteer of the Year. His award will be presented at the National PAL conference in Reno, Nevada in late May.**
- Preparations were made for the PAL summer program partnership with the Leisure Services Department.
- The theme for the OBPAL summer art program was finalized. Youths will continue the interior mural project in the art room at the SONC as a part of the summer art program.
- Youths on the boys' basketball team will be attending the Lakeland Shootout April 15 - 17, 2011. Results of the tournament will be available next week.
- Enviro-Watch, an inquiry based environmental science program began the first part of the program for first grade. The children planted flowers to create a nectar resource for painted lady butterflies.

#### Community Services & Animal Control

- Animal calls responded to: 79
- Animal Reports: 11
- Animal Bites: 3
- Animal to FHS: 2
- Animal Licenses: 1
- Injured Wildlife: 1
- Animals Reclaimed: 1 dog
- Animals Adopted: 1 cat
- Animal Traps issued: 2
- Numerous calls for snakes in residents homes

#### Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 4
- Burglary Business: 6
- Burglary Residential: 4
- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0

#### Narcotics

- Two search warrants
- Two buy walks

#### Comments

- A white male adult has been identified as being involved in approximately five east side vehicle burglaries. Charging affidavits are being sent to the State Attorney's Office.
- A white male juvenile has been identified as being involved in several west side car burglaries. Charging affidavits have been forwarded to the State Attorney's Office.

Records

- Walk - Ins / Window 136
- Phone Calls 235
- Arrest / NTA'S 24
- Citations Issued 224
- Citations Entered 194
- Reports Generated 138
- Reports Entered 126
- Mail / Faxes / Request 114

Operations

- Total Calls 1,374
- Total Traffic Stops 210
- 4/7/11- Burglary, S Yonge St. - Mamma's Kitchen; cigarettes taken along with coins from a gaming machine.
- 4/7/11 -Two people arrested at Oleander for open warrants.
- 4/7/11 – Selective Traffic Enforcement Plan (STEP) at the 700 blk. of Riverside Dr. from 10-11a and 12-1p. 3 stops, 2 moving citations and 1 verbal warning. Average speed was 40 MPH
- 4/7/11 - Warrant Arrest, panhandler on S. Nova Rd.
- 4/7/11 – Fraud, Country Club Drive; couple received a call from an unknown person advising them to send money to bond their grandson out of jail. Grandson was never arrested.
- 4/7/11 – Disturbance - Central and S Yonge St.; fight began at South Ormond Neighborhood Center during basketball game; two males – neither wished to pursue charges.
- 4/8/11 - Car Break, Brooke Station; backpack blower taken from open truck
- 4/8/11 - Trespassing Notice; Birthplace of Speed Park
- 4/8/11 - Loitering and Prowling, Riverbeach Drive; juvenile male caught by homeowner trying to get into his vehicle. Homeowner did not wish to pursue any burglary charges. Juvenile arrested for Loitering and Prowling.
- 4/9/11 - Suspicious Incident, Northbrook Lane; Minivan sliding door found open but no signs of forced entry. Unable to make contact with vehicle owner. Officer left business card at the front door – waiting for a response.
- 4/9/11 - Car Break; attempted auto theft at Vining Ct.
- 4/9/11 - Car Break at Lakebridge Plaza Dr.; CD's and money taken
- 4/9/11 – Burglary, 775 S. Nova - Discount Liquor; White male in a gold Chevy Trail Blazer drove into the front door, busted into a coin machine and took about \$500 worth of coins.
- 4/10/11 – DUI and Possession of crack cocaine arrest; Granada and N. Yonge.
- 4/10/11 - Domestic Violence, Benjamin Dr; complaint affidavit filed. Lack of supporting evidence for a criminal charge.
- 4/10/11 - Burglary - Coolidge Ave; call came in as an alarm sounding. Nothing taken.
- 4/10/11 - Domestic Violence, Cedar St; male arrested for pushing female
- 4/10/11 - Warrant and narcotic arrest from a traffic stop; N US 1
- 4/10/11 - Domestic Violence; male arrested for battery on his ex-wife.
- 4/10/11 - Battery; N US Hwy 1, Pirana Grill; cross complaint affidavits filed by two adult males involved in a physical altercation.
- 4/10/11 – Burglary - business, 1576 N US1 - Citrus World; male subject observed entering the store via a bay door on the south side of the building. Suspect left the same way. He appeared to be inside the business about two minutes and exited with \$800 in cash.

- 4/10/11 – Burglary – residence and Car Break - Wye Dr.; suspects entered the garage and the vehicle parked inside. Two pair of sunglasses and two surfboards taken.
- 4/10/11 - Aggravated Battery, N US1 - Waffle House; defendant became enraged because his girlfriend didn't come home the previous night. Defendant grabbed the girlfriend's friend and started choking her and slammed her into her vehicle. He then grabbed his girlfriend by the hair and dragged her across the parking lot and into the car. He sped off from the scene but was stopped and arrested a short time later following a traffic stop.
- 4/10/11 - Burglary – residence and Car Break - Indian Trail.
- 4/10/11 - Shoplifting arrest - Beall's; juvenile arrested for retail theft.
- 4/11/11 – Shoplifting at Wal-Mart; two adult females arrested for retail theft.
- 4/11/11 - DUI arrest on Orchard Lane; adult female arrested.
- 4/11/11 - Suspicious Person, S. Center St.; subject ran from Officer on a bicycle stop.
- 4/11/11 - Disturbance – Domestic Violence on Pine Trail; cross affidavits filed for domestic violence battery. Female subject was taken to ACT under Baker Act.
- 4/11/11 - Burglary-business, Smilin Sun Garden - 548 S Yonge St.; suspect removed a glass pane and opened the office door. Cash taken, tools left behind.
- 4/11/11 - Car Break - Ormwood Dr; unlocked vehicle. iPod, sunglasses and GPS taken. Time lapse - two weeks ago. Items were recovered at a local pawn shop.
- 4/12/11 - Robbery - Winn Dixie, 353 W Granada Blvd.; suspect tried stealing food products and was stopped by store employees at the door. Suspect used force to get away but was detained as police arrived on scene. Suspect arrested
- 4/12/11 - Car Break - E Lindenwood. GPS was recovered by CID. Victim called to make report.
- 4/13/11 Stolen Vehicle, S Atlantic Ave - Corvette Inn; victim had a two week acquaintance over for drinks. Upon awakening the following morning he discovered his friend gone along with his 2005 Mercury Sable, money and cell phone.
- 4/13/11 – Burglary – residence, Moonglow Dr.; entry gained through an unlocked rear window. 50" Panasonic TV taken.
- 4/13/11 - Car Break, Fortunato Park; three cars had their windows broken out and items removed.
- 4/13/11 - Burglary - residential, Benjamin Dr.; nine day time frame. Victim unsure if anything is missing at this time.
- 4/13/11 - Vandalism - S Yonge St. & Tomoka. Officer witnessed three males carving their names into the new sidewalks

#### Traffic Unit

- Sergeant Smith worked on inventory of the vehicle impound. All vehicles have been conspicuously marked and accounted for. Still working on revising the tow policy.
- Motor units assisted with the ceremony at Ormond Beach's Andy Romano Beachfront Park.
- Officer Pavelka working with Lisa Messersmith to obtain FDOT grants for computers.
- Independence Day Celebration (4<sup>th</sup> of July fireworks) planning. Contacted Lt. Van Norwick (FWC) to acquire Marine Units for ICW perimeter. He will send at least one patrol boat.
- 22 citations issued at the 700 block of Riverside Drive.
- Several units have checked the complaints on Central Avenue with no violations noted.
- Traffic Citations 173
- Parking Citations 2
- Crash - No Inj. 12
- Crash – Injury 3
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:

- Beach Street
- Central Park area
- US 1 / SR 40
- N. US 1
- SR A1A
- 400 BLK N. Tymber Creek Road
- 200 BLK S. Old Kings Road
- Pathways Elementary and OBMS School Zones
- Enforced Complaints:
  - 700 BLK Riverside Drive
  - Central Avenue (Unfounded)
  - Bosarvey Drive
  - Trails Subdivision
  - Clyde Morris Blvd.
  - 2000 BLK SR 40
  - 300 BLK Andalusia Avenue
  - 2000 BLK SR 40

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 6 Cases initiated
- 25 tree removal permit requests
- 23 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and seventy-four (74) telephonic inquiries.

#### Public Works

##### Engineering

##### Construction Projects

- US1 Forcemain Extension Phase II - Pier cap mounting brackets have been installed.
- Rima Ridge Wells 54, 55 & 56 - Project is approximately 80% complete with site and facility near substantial completion at each site. Telemetry/ SCADA and minor site work remain.
- SR40 Sidewalk / Trail Phase I - Received final payment.
- Hull Rd. & US1 - Working on closeout documents.
- SR40 Mast Arm Replacement - Met with FDOT and the two contractors who are working on SR 40.
- Fire Station 94 Sprinklers - Contractor completing final punch list.
- Alcazar-Buena Vista Drainage Area Improvements - Bid received April 6, 2011. Award date set for May 17. Prepared commission memo and exhibits.
- Granada Bridge Decorative Pole Replacement – The proposed work has been completed, inspected and found to be acceptable with the exception of a few minor punch list items.
- OBSC Boundless Playground - The brick pavers sidewalk and bench pads are complete and ready for inspection. The irrigation system is currently being installed and the large oaks will be installed by the end of the week. The fence contractor began installation on Thursday.
- Facility Lighting Replacement - The contractor has completed 30% of the scheduled renovation work to date.

- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is constructing Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping.
- Coolidge Avenue Roadway and Drainage Improvements - Contractor has installed all utilities on Coolidge Avenue and is finalizing road construction. Contractor anticipates starting work on Hand Avenue which will require closure of a portion of Hand Avenue until the end of May.

#### Design Projects

- Ormond Beach's Andy Romano Beachfront Park - Staff will be submitting the contract for the design of the Beachfront Park to the CC for approval on April 20<sup>th</sup>.
- CCTV Surveillance- Airport - Nova Field & Sports Complex - Held bid opening and prepared CC memo.
- Tomoka State Park - Sent FDOT request for information on LAP funds breakdown. Received revised LAP agreement.
- SRA1A to Nova Interconnect - Field review of plans with consultant and Volusia County.
- Tymber Creek Widening - Phase II Utility relocation plan cost estimate was performed.
- Selden Ave. - Performed site investigation for proposed plan layout. Design plans are approximately 80% complete.
- Five Year Roadway Resurfacing Plan - Performed cost estimate and annual budget needs for encumbered and out year roadways.
- Williamson Blvd Widening - Utility relocates plans and cost estimate were prepared.
- N. Halifax Drive - Preliminary geotechnical investigation indicates subsurface reconditioning in some areas of the road will be needed prior to resurfacing.
- Airport Rd. Forcemain Ext./Reclaimed Water Ext. - Reviewed proposed request for qualifications package.
- Nova Community Park - Met with consultant to discuss consideration of stormwater management for the proposed road and parking area paving.
- SR40 Sidewalk / Trail Phase III - Responded to comments (24) and plans changes for roadway, MOT, utilities, Traffic operations and geotech into ERC. Received SJWMD permit.
- Memorial Gardens Reclaimed Watermain Service - Prepared cost estimate for construction of reclaimed watermain along N. Halifax Dr. to the existing reclaimed watermain near the golf course.
- S. Halifax Dr. Sidewalk - Received quotations for S Halifax sidewalk.
- SR40 Washington to Beach St. - Met with FDOT to coordinate activities with other contractors.
- US1 and Nova Rd. - Review and commented on signal plans.
- City Hall Landscape Renovation – Staff has begun preparing a final design to solicit quotations from local contractors.
- Cardinal Beach Approach - Staff is designing the proposed landscape improvements for the new life guard station.
- Downtown Wayfinding Signage - Hall Construction is preparing a proposal for staff review incorporating the proposed design changes
- Wooden Pedestrian Walkway Lighting Replacement - The materials have been ordered and staff is soliciting electrical contractors for installation quotations.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Set-up the first design public meeting for April 21<sup>st</sup> at City Hall Commission chambers at 7:00 PM.
- Hand Avenue – Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by Federal FEMA. Coordinating the modification details for the final revised agreement. The SJRWMD

continues to have water quality issues with our project to interconnect the lakes. Once resolved, the permit will be issued for the bridge and Lake interconnect across Hand Avenue.

#### Administration

- Working on 5 year CIP projects and cost estimates.
- Staff met with consultant to determine immediate and future needs for the transfer station pump station.
- Hull Rd RR crossing maintenance coordination and notice.
- Worked on CIP projects, cost estimates and entry into database.
- Prepared XU funds application to VTPO.
- Prepared project invoices/pay requests totaling \$468,815
- Prepared work authorizations totaling \$17,790
- Submitted 1<sup>st</sup> quarter 2011 status reports for the two FEMA Hazard Mitigation Grant Program (HMGP) projects: Hand Avenue & Laurel Creek Drainage Improvements, and Central Park Drainage Improvements.

#### Customer Service

- Provided Transfer Station/Lift Station as-built drawings and related information to Quentin Hampton.
- Provided additional as-built and related contour information for the Wilmette drainage project to Zev Cohen per request.
- Provided record drawing copies of the reverse osmosis building at the Water Treatment Plant for Utilities Division request.
- Researched old documents of the Shoreham Condo to locate information related to the Water Cistern under building per Daniel John's engineering request.

#### Meetings

- Met regarding Brighthouse service to Airport Tower and Sport Complex.
- McKim & Creed to go over FDOT comments on SR 40 sidewalk Phase 3.
- Finalized plans discussion for 91 Orchard Lane SWMP options with the consultation engineer hired by the adjacent property owners.

#### Other

- 32 projects were inspected.
- Contacted Volusia County with reference to the non working Opticom.
- Created a new map and spread sheet showing the 2 inch water mains throughout the city scheduled for replacement.
- Completed topographic site survey and construction plan set of Lift Station 4M1 per utilities division request for rehab project.
- Staked out the property corners of 884 S Atlantic for Neighborhood Improvement Division violation complaint.
- Researched and provided As-Built drawings for the old Sunrise Aviation Hangars per the Airport Managers request.

### **Environmental Management Division**

#### Street Maintenance

##### Asphalt / Concrete

- Patched pot holes on N. Center Street, S. Washington at Corbin and Sauls St.
- Repaired sidewalks on Ormond Lakes Blvd. and 791 Hand Ave. (cut walk for removal)
- Repaired road shoulder on N. Orchard St.
- Replaced concrete gutter on Bonita at Pinion St.

- Streetscape brick repaired on Granada Blvd.

#### Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed trees on Center St. and US1 at Division
- Tree removals at Soco Trail, Old Kings at Lionshead and at Fernery Trl.

#### Maintenance Crew

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Took outgoing daily mail to City Hall and brought back mail for various sections at Public Works
- Cleaned up concrete spill on SR40
- Changed Streetscape banners to "Welcome to Downtown" on Granada Bridge

#### Sign Shop

- Repaired or replaced signs at the following locations:
  - Crossings Trl. & Clyde Morris Blvd., installed a new "No Outlet" sign & "25 MPH" sign
  - Railroad St. N/O Division Ave., straightened a 25 MPH sign
  - Pineland Trl., reinstalled large arrow sign that was pulled out of the ground
  - S/end Orchard Ln. & John Anderson Dr., straightened stop sign post
  - Riverside Dr. @ E. Granada Blvd., fabricated & installed "State Law Yield to Pedestrians" sign
  - Riverside Dr. in front of The Casements, installed yellow RPM's (Raised Pavement Marker) in advance of (3) crosswalks to warn drivers to slow down
  - Checked City owned parking lots to make sure the \$250 fine sign is on the handicap signs
  - Warrick Ave. & Yonge St., replaced HIP (High Intensity Prismatic) street names
  - Warwick Ave. & Andrews St., replaced HIP street names
  - Greenwood Ave. & McIntosh Rd., replaced HIP street names
  - McIntosh Rd. & Kenilworth Ave., replaced HIP street names
  - Kenilworth Ave. & Yonge St., replaced HIP street names
  - Rosewood Ave. & Yonge St., replaced HIP street names
  - Rosewood Ave. & McIntosh Rd., replaced HIP street names
  - New Britain Ave. & N. Washington St., replaced HIP street names

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Cleaned Rockefeller Pond

- Vacon – Iroquois Trl. at Choctaw & at Live Oak & S. Washington – Basin and line cleaning
- Repaired basin at S. Washington in front of Ormond Beach Police Department

Street Sweeping/Streetsweeper

- 102.5 miles of road cleaned
- 32.0 cubic yards of debris removed

**Fleet Operations**

Mileage Traveled by all City Departments for the week  
33,125

PM Services completed for the week

Emergency—Vehicles and Equipment  
13

Non-Emergency Vehicles and Equipment  
18

Road Calls for the week  
3

Accidents for the week  
0

Quick Fleet Facts

- Fleet has 8,833 gallons of unleaded fuel and 3,264 gallons of diesel fuel on hand.
- Fleet completed 74 work orders this week.

**Utilities Division**

Projects Summary

- Received acceptance for City request for time extension to SJRWMD for responding to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff awaiting receipt of formal notice from District for describing new reporting requirement to every 10 years and allow city to withdraw current report update. Since the bulk of the City's initial 5 year report has been prepared, it may be in the City's best interest to complete the present report. This may extend the due date to ten years for the next report to be generated instead of the 2014 date should we decide to withdraw our current submittal.
- Water Plant 4 Log Virus Inactivation – A reply to the Request for Additional Information (RAI) from Volusia County Health Department was prepared for staff review.
- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of concentrate that can be mixed by the reclaimed water production at the wastewater plant without exceeding conductivity limits established by FDEP. A meeting was held to discuss the preliminary proposal. A proposal was requested from Quentin L. Hampton (QLH) to revise the monitoring location for conductivity from the plant to the reuse storage tank to offer more operational flexibility for reuse production realized at the wastewater plant. A second proposal was requested from McKim and Creed to determine optimized configuration and proposed modifications to the Division Avenue wellfield raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered.
- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations.
- Airport Road Force Main Extension – Contractor prequalification proposal currently being prepared. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the Hunter's Ridge storage tank with reclaimed

- water while allowing discharge pumping operations to irrigation – fire system to remain operable. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – Project is in the bid phase. A pre-bid meeting is scheduled next week.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. Contractor installing a temporary bypass from the pump station utilizing permanent station discharge header to the newly refurbished bar screens so the existing bypass main currently in use can be relocated for construction of the new electrical building at the plant. Pumps 1 and 2 are being removed to inspect the grout to determine if it meets the manufacturer's requirements. The pump manufacturer indicated that grouting was not properly performed and needs to be re-done by the contractor. The contractor was notified and advised to install a bypass pumping arrangement to avoid delays to the electrical building construction on the next phase of the project. Control system programming will be modified to operate pump set point at a minimum speed of 82% to conform to a recently indicated minimum speed recommended by the manufacturer to achieve proper pumping parameters and solids passing capabilities. The request was submitted to ICS for price quotations. Previous bypass pumping systems remain in force at the facility until new contractor installed system is found operational. Prime Contractor, CenState, is aware of the situation and was informed that extra costs for this would be their responsibility. Copies of invoices will be sent to them for the pump bypass arrangement so they are aware of the accumulating costs.
  - Ormond Beach Wastewater Treatment Plant Expansion – Contractor continues to proceed with construction of Clarifier 4 and primary electric building. The control system for the bar screens will be modified so the screens aren't continually operating. Due to the proximity of the existing controls to the screen, a Nema 7 (explosion proof) control system may be required. CDM will perform further research to determine if this requirement pertains to this particular installation. Relocating the control cabinet to the ground is preferred by operations staff.
  - Gravity Sewer Pipeline Repair – One manhole remains to complete the project,
  - Lift Station Repair and Replacement Project - The doors remain to be installed at lift station 6M. The control panel for the pumps was received and is being installed. Awaiting receipt of pumps and miscellaneous mechanical components for installation at Ormond Mall LS.
  - Rima Ridge Wells – Building and mechanical equipment is currently being installed at the well sites.
  - Tiffany Circle Water Main Replacement – Construction sets are prepared and quantity takeoffs are being prepared in order to solicit construction quotations. The engineer's estimate of cost is approximately \$20,000.
  - Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review.
  - Water Plant Aerator Rehabilitation – A sole source memo is being prepared for DeLoach Industries, Inc. to perform the work.
  - Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. The scope of work was reviewed by staff and determined to be reasonable. A City Commission meeting memorandum will be prepared recommending that the proposal be approved.
  - SPRC – Construction activities at the Maria Bonita restaurant site and Olive Grove were discussed.
  - Prepared presentation for Utilities Division overview for upcoming Chamber of Commerce Leadership group visit scheduled for Saturday April 16.

#### Water Distribution

- Meter testing: tested an 8" meter (BAT irrigation interconnect), Scheduled 5 businesses for meter testing (high users)
- Responded to or repaired 9 water service leaks
- Flushed 8 cloudy water complaints
- Replaced 6 water services, and 12 meter boxes/lids
- Responded to 1 low pressure complaint
- Tested 8 City owned backflow preventers
- Repaired 13 fire hydrants from OBFD work orders
- Valve Maintenance: Continued SR40 valve locates and exercising
- Installed 3 new residential water services, installed a new 2" water service for the playground in the Airport Sports complex
- Main breaks: 2 each - 2" main repair and valve replacements at the corners of John Anderson Dr/ Riverbreeze Dr and Aqua Vista Dr/ Ligustrum Cr.
- Rescinded boil water for the Riverbeach Dr valve replacement and Riverbreeze main break
- Replaced sod at the North 40, South 40 – Riverbreeze Jobs
- Cleaned and restocked all trucks

#### Water Treatment

- Delivered 37.078 million gallons for week April 10, 2011 (5.297 MGD)
- Backwashed 10 filters for a total of 441,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- Sampled and cleared for rescinding two Precautionary Boil Water notices.
- Met with McKim & Creed for possible engineering services for Division wellfield rerouting to RO skids.
- Assisted coordination of HSP #2 replacement w/ Utilities Maintenance.
- Received VCHD feedback on final draft of 2010 Annual Water Quality Report. Forwarding to publisher.

#### Waste Water Collection - Reuse

- Crews responded to two trouble calls out west Breakaway/Hunter's Ridge area and one in town.
- Televised twelve sewer laterals and root controlled one sewer lateral.
- Located - adjusted clean out to driveway grade at 275 John Anderson Dr.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course
- Cleaned transfer station lift station for Engineering Div. for inspection with vector.
- Crews televising sewer main on John Anderson Dr. for verification of collection system improvement needs during road rebuild project.
- Rehabbed PEPSystem tank at 20 Foxhunter Flat.
- Repaired 2" irrigation line at 5&7 Lake Vista and replaced irrigation box at 132 Grey Dapple.
- Checked irrigation system at Breakaway and Hunter's Ridge. Inspected and cleaned pond filter.
- Cleaned all buildings and fueled all equipment for the weekend.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.48 Million Gallons.
- Produced 14.33 Million Gallons of Reuse.
- Produced 16.15 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.35 MGD, plant designed for 6 MGD
- Hauled tons of sludge 136.00 (14%-18% Solids).

- Influent Pumping Station bypassed. Operations staff manually calculating and splitting samples for determining flow proportional raw flow sampling.
- 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

- Found well 25H meter leaking. Replaced the seal.
- Drilled and tapped mounting studs for #5 High Service Pump (HSP) install.
- Worked on the #2 HSP removal.
- Pulled valve actuator off #4 HSP - rebuilt.
- Installed new actuator motor at the #2 sand filter.
- Rebuilt valve actuator on 33 HSP.
- High Service Pump #3 valve slams shut, found bad time delay relay, ordered new one from Graybar Electric.
- Installed receptacle for chlorine pump at Leeway Trails elevated tower.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Picked up generator E386 from Fleet and delivered E387 for service
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

##### Wastewater Plant – Lift Stations – Reuse System

- Replaced 50HP soft starter to #1 pump at Breakaway Trails Liftstation.
- Replaced 3 bad floats at dewatering station, found 2 small pumps clogged.
- Rearranged outside storage area to accommodate Small Sewer Cleaner
- Removed Reeves Drive Pulley from Recycle Pump Motor #2
- Deliver 25HP Submersible Aerator to Vendor for repair.
- Replaced All 4" Lay Flat Hoses at Sand Filter #1
- Repaired Chlorine Pump #2.
- Repaired Post Anoxic Mixer #1-1.
- Ran generator at 5M Manually for 2 hours, repair of permanent on-site generator pending – requisition prepared.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 86 work orders as reported in MP2 computerized maintenance management system, of which 66 were PM work requests and 20 were repair work orders.