

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 9, 2010

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:
 - Quarterly meeting with Department Directors and Division Managers. Dr. Clow of Florida Health Care Plans provided a presentation on stress management.
 - Met with Planning Director on Building Division's concerns regarding the City of Holly Hill's permitting and inspections.
 - Met with Assistant City Manager, Leisure Services Director, Planning Director and City Engineer on the joint permit counter in Planning and Building.
 - Weekly meeting with Fire Chief.
 - Weekly meeting with HR Director.
 - Weekly meeting with Department Directors.
 - Bi-weekly meeting with Economic Development Director.
 - Meeting with Economic Development Director and Airport Manager on staff response – aircraft noise task force.
 - Meeting with HR Director and Chief Berger of Berger and Associates, reviewed Police Chief candidates.

- Attended:
 - Meeting with Sue Hann on APWA Workshop presentation
 - Meeting with Jack Melnicoff, Granicus Solutions, Assistant City Manager and I/T Manager on Granicus' video streaming capabilities and government transparency
 - DARE graduation at Calvary Christian Academy.
 - Meeting with Elaine Xynidis regarding issues with the former Club Boom building on W. Granada and So. Old Kings Rd.
 - Meeting with Gene Evans, GEL Recycling, on their concerns with Waste Management not delivering recyclables to their company for processing.
 - Rotary meeting.
 - Meeting with CTLC, Daytona Beach, FDOT and County staff on Hand Avenue PD&E.
 - Meeting with Assistant City Manager, Finance Director, Senior Planner and Joe Jaynes, Ormond Scenic Loop & Trail, discussed sub recipient grant from FDOT.
 - Ormond Beach Chamber Board workshop on long range planning.
 - Spoke with Bob Guido and Will Abberger, both of Trust for Public Land, regarding beach access.
 - Walk with the City Manager in the Farmers' Market.
 - ICMA Webinar, "Let's Talk: Getting Citizens Involved in Tough Budget Choices."
 - Webinar on CRA reporting requirements.
 - Meeting with County Manager Jim Dinneen to discuss beach access/beach parking.
 - Phone Calls with Bob Guido and Will Abberger with Trust for Public Land on beach access/beach parking issues
 - EVRWA meeting in Daytona Beach.

- Conference call with Jim Linn, pension actuary, on pension plans.

City Clerks 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 and recording meetings):
 - City Commission Meeting
- Prepared packets for April 6 City Commission meeting.

Community Development

- Planning
- Staff attended a meeting at Volusia County where County, Consolidated Tomoka, Ormond Beach, Daytona Beach, and FDOT representatives were in attendance. The meeting concerned the Hand Avenue Extension PD&E. It was learned that FDOT has not started the EDTM Study until they are convinced that Hand Avenue will be in the cost feasible Long Range Transportation Plan. The MPO will not consider the Cost Feasible LRTP until September 2010. At the meeting it was decided that FDOT should be the project manager and that PD&E for SR40 and Hand Avenue should be studied together. Funding for implementation of the PD&E was discussed since the Federal Highway Administration will not approve a PD&E with out some facet of the project being implemented. Discussions centered on Hunter's Ridge and another DRI in Flagler County that will be possible sources of funding for portions of the project.
- The draft multi-modal strategy document required under SB 360 for dense urban land areas (DULAs) was submitted to DCA along with our initial response to DCA's ORC Report.
- The RFP for the Downtown Stormwater Conceptual Permit was prepared and forwarded to Procurement for advertising.
- Building Inspections, Permitting & Licensing
 - Issued 47 permits with a total valuation of \$2,232,644.00
 - Conducted 191 inspections
 - Issued 8 new business tax receipts
- Site Plan Review
 - The SPRC received the following applications for initial review and comment:
 - AT&T Camouflaged Tower at 1 Old Kings Road. The camouflage technique is 140 foot high flag pole with an American flag flying from the top of the mast.
 - ROW Vacation for 350 Cumberland (West Street).
 - Staff received a Planned Business Development (PBD) application for an amendment for property located at 500 West Granada Boulevard. The amendment involves deleting the 15 seat limitation for restaurant seating.

Economic Development

Ormond Crossings

- The Stipulated Settlement Agreement has been approved by the City and DCA. The Remedial Amendments and other related documents were transmitted to DCA. DCA has issued the Notice of Compliance and advertised in the New Journal for the 20 day appeal period following issuance of the notice to the City. The appeal period was completed on April 8, and DCA did not receive any appeals.
- Staff transmitted the approved CRA documents to the County staff. A meeting with the County Council for review/approval is expected in May.
- Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development.

- Staff is working with Tomoka Holdings and Marlowe and Associates to prepare a federal EDA infrastructure grant for phase one of the Ormond Crossings project.

Airport Business Park

- Staff met with representatives of the business park owners to discuss the directory sign and 2 replacement monument signs at the entrance to Sunshine Boulevard. There was agreement by the business owner group on the design and location of the signs. Staff will proceed to the construction bid stage.
- Staff is scheduling a meeting in May to discuss the proposed signage plans and solutions to the power related issues.

Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff participated in the Chamber's annual workshop to layout the work plan for 2010. Commissioners Lori Gillooly and Ed Kelley, City Manager Joyce Shanahan, Planning Director Ric Goss, and Economic Development Director Joe Mannarino attended the workshop. A number of economic development and promotional initiatives were approved that will benefit the residents and businesses in the city. A copy of the initiatives will be provided to the Commission when the details from the meeting are provided to staff.
- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the Metro Daytona Economic Development Corporation's economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities. Demonstrations have been completed by three vendors and one additional demonstration is scheduled for April 19.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDEDC and County staffs to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with the Volusia County legislative delegation, Daytona Chamber of Commerce, and our legislative lobbyist regarding the proposed amendment to the ad valorem tax exemption law.

Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and have drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona-Volusia Economic Development Corporation (MDVEDC). A workshop between MDVEDC and the County Council was held to discuss the partnership roles of the organizations. A meeting sponsored by VCARD and VCOG was held this week to discuss the merits of the new organization. Further discussions between the MDEDC and County officials continue. A meeting with the County Council is scheduled for May 6.
- A presentation by MDVEDC to the Commission will be arranged following resolution of the County issues.

- Staff is a member of the Volusia Manufacturing Association's planning committee to strategize for the fourth annual county-wide manufacturing trade show, which is scheduled for September.

Airport Operation and Development

- Work on the airfield electrical improvements project continued this week. Staff issued a NOTAM (Notice to Airmen) via the FAA, advising that Runway 17/35 will be closed periodically while new lighting components are being installed. Helicopter operations have been restricted for the approach end of Runway 35 due to the staging of equipment and materials in that area. Staff continues to coordinate efforts between the contractor and the air traffic control tower to minimize disruptions to airport operations.
- Staff previously requested that certain updates be made to the Ormond Beach Municipal Airport page of the Florida Statewide Airport Economic Impact Study. Staff received this week a copy of the updated document, which will be included in an executive summary to be provided at a later time by FDOT.
- Staff met with Scott Groves of Saltaire Aircraft Refinishers to discuss compliance with liability insurance requirements for commercial operations at the airport.
- Senior staff conducted a final inspection of Phase 2 of the airport security upgrades project (southwest quad perimeter fence). An additional fencing project in the southeast quad (phase 3) is being contemplated. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff researched the possibility of establishing a procedure to rent additional tie-down spaces at the airport, which will be presented to the Aviation Advisory Board next week. Staff previously conducted a survey of all available tie-down spaces at the airport, and determined that sufficient space may be available to generate revenue by renting additional tie-down space on an annual basis.
- Staff completed the final draft of the "Aircraft Noise Abatement Task Force – Staff Response and Recommendations" document, which is to be presented for consideration by the City Commission at their meeting on April 20th. The Aviation Advisory Board will review and discuss the document at their meeting on April 12th.
- Staff has begun the task of reviewing qualification packages as part of the process of updating the City's continuing contracts for professional, architectural and engineering services. Consultants submitted qualification packages for various categories of continuing consultant services, including services for the airport. Staff has been tasked with reviewing 13 qualification packages from airport consulting firms, to be discussed and ranked at a public meeting on April 28th.
- Staff worked with the City Attorney and representatives of Hoyle, Tanner & Associates (HTA) to compose for consideration by the City Commission an addendum to the current Professional Services Agreement between the City and HTA, regarding the construction phase of the Airport Electrical Upgrades project.
- Staff previously received from Hoyle, Tanner & Associates the 90% design documents and project manual for the OBMA public use heliport project, which have been reviewed and returned to HTA with commentary. The 100% design documents are now forthcoming. Grant closeout documents for the design phase of this project have been prepared by HTA, and will shortly be forwarded to the FAA.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff has completed the agreement with the IRS for audit of the 2007 calendar year. Details sent via email.
- Completed Projects - Weekly
 - Processed 65 Journal Entry Batches (# 2470 - 2638).

- Approved 29 Purchase Requisitions totaling \$115,262.95.
- Issued 25 Purchase Orders totaling \$207,257.14.
- Prepared 263 Accounts Payable checks totaling \$387,665.43 and 34 Accounts Payable EFT payments totaling \$265,118.44.
- Prepared 62 Payroll checks totaling \$85,090.32 and 313 Direct Deposits totaling \$353,837.13.
- Transferred IRS 941 payment of \$160,272.40.
- Processed 8,320 cash receipts totaling \$1,329,137.37.
- Processed 2,022 utility bill payments through ACH totaling \$104,322.99.
- Processed and issued 6,866 utility bills with billed consumption of water of 31,871k.
- Issued 1,105 past due notices on utility accounts.
- Completed Projects - Monthly
 - Total billed consumption of water for March 2010 was 116,050K.
 - Completed 330 Initial Reads for March 2010.
 - Completed 158 Re-Reads for March 2010.
 - Completed 329 Final Reads for March 2010.
 - Completed 224 Delinquent Notices for March 2010.
 - Completed 209 Restore of Services for March 2010.
- Public Information
 - Press Releases
 - Air Traffic Control Tower Awards
 - Three Chimneys Family Day
 - Cassen Park Ramps Closed (4/12-4/16)
 - Earth Day (4/22)
 - Summer Camp Registration Forms Available April 12th
 - Other
 - Citizen Contacts
 - Media Contacts
 - Employee Newsletter for April
 - Emailed HOAs Regarding Census 2010 Forms Availability
- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements; agenda items.
 - Attended the annual CDBG luncheon hosted by Volusia County.
 - Attended Mitigation Planning Webinar at Volusia County. This was a statewide webinar, and during the webinar, the FEMA representative, mentioned that Volusia County had a very good plan, and it was the only plan that was specifically mentioned.

Fire Department

Weekly Statistics

| | |
|----|-------------------------|
| 4 | Fire |
| 6 | Fire Alarms |
| 4 | Hazardous |
| 73 | EMS |
| 6 | Motor Vehicle Accidents |
| 14 | Public Assists |

107 TOTAL CALLS

- Aid provided to other agencies:
6 calls – Volusia County
- Aid received from other agencies:
2 calls – Volusia County
- Total staff hours provided to other agencies: **8 hours**
- Total staff hours received from other agencies: **4 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **5**
- # of overlapping calls: **21**

SIGNIFICANT INCIDENTS

Date: Wednesday, March 24th

Type of Call: EMS

Address: 2 Oak Village Dr

Dispatch Time: 9:12 PM

Cleared Time: 9:39 PM

Jurisdiction: Ormond Beach

Units on Scene: Quint 92 and EVAC

Incident Description: Dispatched to the Village subdivision on the south side of the lake. Patient was cutting bamboo with a chain saw when he cut himself deeply on the leg. Quint 92 crew found him unable to assist himself in the dark on the far side of the lake away from the houses. Patient received advanced life support care, secured to a scoop stretcher, removed from the woods, and transported to the hospital.

Date: Saturday, March 27th

Type of Call: Fire

Address: 1122 State Ave Holly Hill

Dispatch Time: 3:48 AM

Cleared Time: 6:59 AM

Jurisdiction: Holly Hill

Units on Scene: Ormond Beach: RE-93, Q-92, BAT-90. E-96/Holly Hill, E-11/Volusia County, E-1 & E-5/Daytona Beach

Incident Description: Responded to a structure fire in Holly Hill with 3 apparatus and 7 personnel. Upon arrival, found 2 warehouse units 50% involved with fire. OBFD units participated in suppression of the fire and Battalion 90 assisted Command as a Safety Officer during fire ground operation. As daylight approached, it was discovered that one of the warehouse buildings housed 3 King Cobra snakes. Animal Control was called to secure the reptiles. Loss was estimated at \$150,000 by Chief Ron Spencer of the Holly Hill Fire Dept.

Date: Tuesday, March 30th

Type of Call: EMS

Address: 440 N. Nova Rd

Dispatch Time: 6:22 PM

Cleared Time: 7:13 PM

Jurisdiction: Ormond Beach

Units on Scene: Quint 92, Battalion 90, EVAC

Incident Description: Dispatched for a search and rescue of a patient. Patient had a severe allergic reaction and was located west of the fence at Nova Rec. Center. Patient was carried to the gate and loaded for transport.

Date: Thursday, April 1st

Type of Call: EMS

Address: 69 Dix Ave

Dispatch Time: 9:57 AM

Cleared Time: 10:14 AM

Jurisdiction: Ormond Beach

Units on Scene: Rescue Engine 93 & EVAC

Incident Description: Responded for a gunshot wound to the chest. Patient was transported to Halifax as a Trauma Alert and is expected to have a full recovery.

Operations

- Attended Volusia County Fire Chief's meeting
- Conducted EMSTARS and fire pre-planning software training
- Attended Volusia League of Cities Dinner
- Completed several EMS policies and submitted to policy review committee

Training Hours

| | |
|----|------------------------|
| 2 | Driving |
| 6 | EMT Refresher Module 1 |
| 1 | EMT Refresher Module 3 |
| 9 | Fire Critique |
| 3 | Ladders |
| 8 | Preplanning |
| 6 | Report Writing - QA |
| 6 | Search & Rescue |
| 10 | Technical Rescue |
| 3 | Tools & Equipment |

54 TOTAL STAFF HOURS

Activities

- Serviced 127 hydrants to include: flow testing, inspecting and flushing
- Updated 93 pre-fire plans
- Conducted 14 fire inspections with 2 safety violations discovered
- Instructed monthly healthcare providers CPR class – 6 students
- Fire Explorer 12 hour ride-along with Quint 92 crew
- Attended "Story Time" at the library with a presentation of Freddie the Fire Truck – 40 children in attendance
- Held weekly Fire Explorers meeting at Station 92

Human Resources

- Job Requisitions
 - Police - Police Officer
- Approved/Active Recruitment
 - Police - Police Chief
 - Leisure Services - Summer Counselors for Day Camps at Nova & S.O.N.C., Special Populations (Camp T-Rec) and Enviro Camp at the Casements.
 - Finance - Account Clerk II – In-House
- Screening/Interviews Scheduled
 - Leisure Services – PT Office Assistant I – Skills testing scheduled for 3 applicants
 - Leisure Services – PT Box Office Attendant – 2 Interviews scheduled
 - Leisure Services – PT Office Assistant I – 2 Interviews scheduled
- Job Offers
 - Leisure Services - PT Recreation Leader – Hired effective 04-12-10
 - Leisure Services - P.A.C. Supervisor – Conditional offer pending pre-employment screening
- Terminations/Resignations/Retirements
 - Fire - D.E./EMT - Retirement – effective - 04-30-10

Policy Revisions

- Conducted training with Division Managers on 04-09-10 regarding HR policy revisions – provided “Talking Point” to ensure consistent communication to employees, provided copies of policies and acknowledgement/release forms. Managers to complete roll out of new policies by 04-29-10.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Moving servers in to the facility.
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 48 New work - 56 completed - 64 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

| | | | |
|------------------------|--------|---------------------|--------|
| Total inbound E-Mails | 46,154 | Net Inbound E-Mails | 38,428 |
| Inbound Bad E-Mail | 7,424 | Percentage bad mail | 16.7% |
| Virus Messages Blocked | 302 | | |

Notable Events:

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 17
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

- Administrative Services
 - Supervisory Staff Meeting
 - Public Works Staff Meeting
 - City Manager’s Staff Meeting
 - South Ormond Sports Lighting meeting
 - City Commission Meeting
 - Christmas Concert Meeting
 - Boardwalk from Cassen Park to Bailey Riverbridge Meeting
 - Main Trail Bridge Repair Meeting
 - Meeting with FPL and City Staff
 - Jill Allison Circle – Pre-meeting
 - New Policy Training for Division Managers
 - Bailey Riverbridge Park Replanting Meeting
 - Soccer Association Meeting
 - Central Park (Division Avenue) Park CleanUp – Saturday 4/10
 - Facilities Maintenance Supervisor Meeting

- Athletics
 - The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
 - CCA and FLHS Softball, as well as RBA, SHS, and FLHS Baseball, continued practices this week at the Sports Complex. FLHS Softball and Baseball, as well as SHS & RBA Baseball continued their game seasons this week at the Softball Quad and the Wendelstedt Fields.
 - The Ormond Beach Youth Baseball/Softball Association started back this week after spring break, with games Monday through Friday, at both the Nova and Sports Complex Fields.
 - The City's Youth Coed Volleyball Program is back in action and is excited to start their first ever "Game League". This is a "historical" moment in the program, since it has grown enough to have nine teams, four in the "A" Division and five in the "B" Division.
 - The Ormond Beach Soccer Club's Recreational and Competitive Programs start back with their weekly practices, with games restarting this weekend at the Sports Complex.
 - The City's Adult Coed Softball Program will finish up their first half of the season this week, Monday through Thursday, 6:20, 7:30, and 8:40 p.m. The eleven teams (one joining at the half-way point) will be split into two divisions, based on their ability and first-half records.
 - The Sports Complexes' baseball fields are being rented this week by two high school teams from Michigan - DeWitt and Daviess. They will both be here through Thursday of this week. They are practicing in the mornings.

- Athletic Field Maintenance
 - Mowed baseball fields 1-4 twice a week
 - Mowed common areas
 - Mowed South Ormond outfield; cleaned tennis and basketball courts
 - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
 - Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
 - Mowed softball fields 1-4 and coed fields
 - 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 soccer fields 1-10 twice a week
 - Painted foul lines on softball fields
 - Painted foul lines and prepared baseball fields daily for high school and competitive teams practice and games
 - Repainted soccer fields for recreational and competitive leagues
 - Cleaned up after daily use of the soccer fields
 - Prepped softball fields 1-4 for youth rec. leagues, Lady Renegades, CCA, Seabreeze and Father Lopez practice
 - Prepped fields 1-5 at Nova Park for practices and weekend games
 - Prepped and marked softball field 7 for spring coed softball league
 - Placed trash receptacles and player benches on soccer fields
 - Prepped T-Ball fields 1-3 and rotary field 4
 - Repainted the six small soccer fields at SOCC on the softball field
 - Hosted the Golden Spikes baseball tournament at the Airport Sports Complex and at Nova Park, starting Friday night and ending late Sunday afternoon because of thunderstorms
 - Finished putting in new crimson stone to repair warning tracks on baseball fields 1-4 at the Airport Sports Complex

- Removed small palm trees that were in the way of contractor putting up the catch net on the soccer fields
- Fixed washout area for the shuffleboard courts

- Senior Center
 - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and the Daytona Community Church.

- Performing Arts Center
 - The PAC spent the week preparing for the World's Largest Kids talent showcase auditions on Saturday, April 10th. This marks the second consecutive year the KGT Showcase has utilized the PAC for their annual broadcasted events.
 - The PAC hosted rehearsals for Purlie, the musical, on Thursday in the theatre. The production is a collaborative effort between City Lites, LLC and the Friends of the Performing Arts Center. All proceeds raised will be donated back to the City of Ormond Beach Performing Arts Center.
 - The PAC hosted the Wyotech graduation services on stage this week. WyoTech, Wyotech graduates students every six weeks and has committed to having all of the graduations here at the PAC.
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
 - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
 - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
 - Friday – Greene Dance, Children's Musical Theatre
 - The Performing Arts Center is preparing to host the following events:
 - April 9th • Wyotech Graduation 4:00 p.m.-7:00 p.m.
 - April 10th • Kids Got Talent Auditions 9:00 a.m.- 5:00 p.m.
 - April 16th • KEDA Presents Lion King \$15 -7:00 p.m.
 - April 17th • KEDA Presents Lion King \$15 -7:00 p.m.
 - April 18th • KEDA Presents Lion King \$15 -2:00 p.m.
 - April 23rd • Roger Garrett as Elvis! \$20 -7:30 p.m.
 - April 25th • Miss Florida US Pageant \$37 - 4:00 p.m.

- South Ormond Neighborhood Center
 - United Hands meeting took place on Monday at 6:00 p.m.
 - Jazzercise classes were held Monday and Wednesday from 5:30 – 6:30 p.m.
 - Youth basketball practice takes place Monday through Thursday from 5:30 – 7:30 p.m.
 - The splash pad is open from 10:30 a.m. until dusk.

- Community Events
 - Prepared documents and attended Memorial Committee meeting
 - Art in the Park: continued to register participants, prepared and sent out sponsorship letters, answered calls for information, mapped sites at Rockefeller Gardens, confirmed some of the entertainment, taking sponsorships, stuffing vendor packets with tent tag, vendor name tag(s), parking permit, survey, and site map, alpha list of vendor location and thank you letter with Save the Date for 2011 Art in the Park show.
 - Applications and sponsorship information is also available by visiting www.ormondbeach.org/events. Application deadline is April 16th.

- Prepared exhibit board with City information for the Tomoka Elementary School Health Fair on Tuesday, April 13th from 4:30 p.m. - 7:30 p.m.
- Gymnastics
 - This week begins the new April/May session of gymnastics. Not all our students are back from their spring break yet, so next week we look forward to having full classes.
- Nova Community Center and Special Populations
 - Nova conducted regular adult classes in jazzercise, “take off the pounds sensibly” (TOPS) and Yoga.
 - The Activity Class and Miss Debby’s Dance continued their classes for the spring season.
 - FitGyms conducted their personal training, tennis lessons and Fit Moms.
 - Girl Scout Troop 195 met in the small classroom on Wednesday evening.
 - Athletics met in the gym for Youth Volleyball on Monday and Thursday.
 - 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.
 - Challenger Baseball for people with special needs met on Tuesday at the Ormond Beach Sports Complex.
 - Planning for Camp T. Rec included compiling the counselor manuals, organizing supplies and continued ordering of supplies and equipment.
 - Planning for Nova Summer Connection Day Camp included organizing supplies and equipment and continued ordering of supplies.
 - Nova’s Coordinator was one of the guest speakers at Tomoka United Methodist Church on Tuesday for the United Methodist Women. The two Leisure Services Coordinators acquainted the audience with information about the program and event opportunities through the City of Ormond Beach.
- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - Special tour this week for the Deland Garden Club are scheduled for Friday morning.
 - Foxfire artists met on Monday morning to hang their exhibit entitled “Fiddlestix”; the exhibit will be open the entire month of April.
 - Yoga classes were held on Tuesday morning and Thursday evening this week.
 - Tai Chi Classes continued this week on Wednesday evening.
 - Zumba Classes grew this week by adding a Tuesday evening class from 5:00pm to 6:00 p.m., Wednesday mornings at 10:00 a.m. to 11:00 a.m. and continuing on Thursday afternoons from 4:00 p.m. to 5:00 p.m.
 - Staff assisted with set up and strike of the weekly Farmers’ Market on Thursday morning.
 - The Casements Coordinator attended the Tomoka United Methodist Church Women’s Luncheon to inform the group of upcoming leisure activities for the community on Tuesday afternoon from 11:15 a.m. to 1:00 p.m.
 - Casement staff members are working this week on some special touches for the Casement Guild Appreciation Luncheon that is scheduled for Wednesday, April 21st. Ambers’ Jewel will be sponsoring the luncheon and plans were made this week with them as well.
 - Casements Coordinator met with members of CFOB this week along with RPS Catering to discuss an upcoming informational meeting held by CFOB regarding “Ormond Crossings”. The meeting is scheduled for April 27th.
 - Staff reviewed the upcoming movie feature Back to the Future this Wednesday. The movie is previewed on the movie equipment to make sure there are no skips or breaks in viewing.

- Casements Coordinator met with Wyatt Davis, a local musical producer, to discuss a new program idea, "Casements Live!" regarding free outdoor community concerts in Rockefeller Gardens during the summer months.
- A new Children's Art Workshop began this week on Thursday afternoons from 4:00 p.m. to 5:30 p.m. with instructor Sharon Friedman. The classes will continue every Thursday for eight weeks.
- The Memorial Day Board met at The Casements on Wednesday afternoon from 11:30 a.m. to 1:00 p.m.
- The opening reception for Foxfires Gallery Exhibit "Fiddlestix" will be held this Friday evening from 5:00 p.m. to 8:00 p.m.
- "Movies on the Halifax" featuring Back to the Future will take place this Friday evening at 8:00 p.m.
- Bailey Riverbridge will be the site for a Bridal Shower this Saturday from 10:30 a.m. to 1:30 p.m.
- Ames Park will be the site for wedding ceremony on Saturday from 12:30 p.m. to 1:30 p.m.
- Ormond Memorial Gardens will be the site for a wedding ceremony on Saturday from 4:30 p.m. to 5:30 p.m.
- Rockefeller Gardens will be the site for a wedding ceremony on Saturday from 4:00 p.m. to 8:00 p.m.

- Facilities Maintenance
 - Relocated ice machine in Streets Department at Public Works
 - Repaired door to activity room at Nova
 - Repaired lights in stairwell at the PAC
 - Repaired six streetlights on Selden Avenue and Willow Place
 - Installed electric hand dryers at Osceola Elementary restrooms
 - Installed additional barricades at the Ormond Beach Municipal Airport
 - Repaired gate at Leeway Trail lift station
 - Repaired water leak in potable water service at the Ormond Beach Senior Center

- Parks and Irrigation
 - Removed graffiti from picnic tables at Sanchez Park
 - Repaired downed section of fence by the tennis courts at Nova
 - Repaired playground equipment at Central Park II
 - Repaired discharge line on fountain at Fortunato Park
 - Trimmed palm trees at Central Park III
 - Installed new rope on dock poles for overlook at Central Park III
 - Repaired fountain at Hospital Park
 - Capped zone line at Granada beach approach
 - Repaired two line breaks at SONC backfill hole
 - Ran zones medians #10 and #11 on West Granada; replaced six damaged rotors
 - Ran zones on medians #1 and #4 on Williamson Boulevard; replaced eight damaged heads and adjusted the heads
 - Ran zones at SONC and checked repair for leaks – ok
 - Replaced two timers and six rotors on medians #7 and #8 on West Granada
 - Turned off irrigation at Birthplace of Speed Park; checked outlets for power
 - Ran zones at Plaza Grande – ok
 - Ran all zones from Division Avenue south to City line. Flagged all damaged heads – 60 total on South Nova medians
 - Ran zones and inspected damage to Sago Palm; car accident on Northbrook median

Police Department

- **Administrative Services**
 - Attended Volusia/Flagler Police Chiefs Meeting
 - Attended Department Head Staff Meeting
 - Attended PAL's Do The Right Thing Luncheon
 - Held three Employee Administrative Disciplinary Meetings
 - Property and Evidence Room Audit/Inventory ongoing
 - Initiated procurement of DARE Car and associated equipment/decals

- **Community Outreach**
 - Last week, due to spring break no official programs took place in PAL.
 - This week youth began the writing component of the READ program. 25 youths are participating in the program.
 - An anti-bullying presentation was given by Officer Cornelius to all students attending Ormond Beach Middle School Wednesday April 7th. Approximately 800 youth were in attendance.
 - Our 12 and under boys Basketball team is going to participate in the State of Florida Assoc. of Police Athletic Leagues tournament April 9 - 11. The team won the Regional PAL tournament in Feb, and qualified to go to the tournament. 12 youths will be playing in the tournament.
 - PAL Director Lisa Messersmith is working with SONC Coordinator Liviston Edwards on a Mural for the SONC art room. The Mural Project will be designed by students under the direction of a professional artist (Lisa Messersmith) and painted on the walls to brighten the room and build the self confidence of the youth in the Ormond Beach Community. Approximately 60 youths with participate in the project.

- **Community Services & Animal Control**
 - 51 Animal Calls responded to.
 - 7 Animals reports
 - 3 Animals to FHS
 - 1 Cat adopted from OBPD
 - 2 Animal Bites
 - 36 Solicitor Permits

- **Criminal Investigations**
 - Cases Assigned: 12
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 6
 - Inactive: 14
 - Fraud: 4
 - Burglary Business: 0
 - Burglary Residential: 2
 - Larceny Car break: 3
 - Grand Theft: 2
 - Auto Theft: 0
 - Sex Offense/Rape: 1
 - Robbery: 0
 - Assaults: 0
 - Narcotics:
 - Assisted with search warrant in Holly Hill
 - Two buy walks
 - Probable cause obtained two file for two search warrants on two complaint houses in Ormond Beach.

- Comments:
 - A total of 9 stolen guns have been recovered from three separate burglaries. Charges have been filed on two subjects for two of the burglaries. The weapons are being processed for latent prints to identify suspects on the third unsolved burglary.
 - Stolen property recovered in Holly Hill from a vehicle burglary from 595 W. Granada. Suspects identified and charges are pending.
 - Suspect identified from car burglaries on Warwick Ave. Suspect resides in Deltona and is responsible for numerous car breaks in Seminole, Lake and Volusia County. Investigation continues and charges are pending.
 - 18 year old male was arrested for his part in the sexual assault of a 13 year old girl. The subject was present during the assault and pawned the victims gold necklace several hours after the assault took place.
 - Spring Break related sexual assault investigation at the Best Western motel on the beach side. Investigation continues. Suspects identified.
- Crime Trends:
 - There has been a recent rash of smash and grab burglaries from gas stations near the interstate. The suspects are throwing bricks through the front window and grabbing cartons of cigarettes. No suspects have been identified as of yet and other cities have experienced similar type incidents.
 - There have been two incidents where someone is climbing under vehicles and cutting off their catalytic converters. It is believed that the converters are being stolen for the platinum inside the unit for sale as scrap. Other cities have experienced similar type incidents.
- Records:

| | |
|------------------------------------|-----|
| • Walk Ins / Windows - | 177 |
| • Phone Calls - | 249 |
| • Arrest / NTA'S - | 11 |
| • Citations Issued - | 185 |
| • Citations Entered - | 348 |
| • Reports Generated - | 94 |
| • Reports Processed - | 147 |
| • Mail / Faxes / Records Request - | 67 |
- Operations

04/02/10 – MC crash – driver not wearing a helmet – trauma alert but responsive on scene – preliminary THI investigation initiated – blood kit was taken

04/02/10 – Battery – 394 Pine Road – Victim suffered a broken nose but would not cooperate with investigation or identify suspect.

04/02/10 – Battery – 451 Bryant Street – boyfriend hit girlfriend – girlfriend refused to press charges – not a DV situation

04/02/10 – Carbreak – 1299 Fernway – 3 juvenile suspects identified.

04/02/10 – Theft – 1324 N Beach – Internet fraud – Two money orders totaling \$1,455 sent to purchase high performance hemi engine block – engine was never shipped – Web-site out of Maine – local Maine authorities will conduct criminal investigation

04/03/10 – Vandalism – Abandoned vehicle on right-of-way on Pineland Trail – Jeep Cherokee shot multiple times with bird shot – vehicle totaled – Owner of vehicle admitted to being in the area 4-wheeling when he flooded the engine and had a friend tow the vehicle to road – planned to call tow truck the following morning to remove the vehicle – photos taken – no other evidence

04/03/10 – Trespassers – Catfish lake – 2 trespass warnings issues – subjects in the area 4-wheeling through mud

04/03/10 – Myers act – bicyclist at Nova/Sterthaus

- 04/03/10 – Myers act – 300 Timberline – contacted resident in his front yard yelling because he had stepped on broken glass in garage. Subject started kicking windows – subdued with OC spray.
- 04/03/10 – Hit/Run – SR40/JAD – Heritage Condos – Car registered to 145 Dianne Dr – hit concrete wall – witness indicated an intoxicated female got out of the vehicle and began asking citizens for a ride out of the area. The owner had turned the car over to a family member earlier in the day and did not know who had his vehicle at the time. The vehicle has been impounded pending the outcome of the crash investigation.
- 04/04/10 – Trespasser – Catfish lake – truck witnessed entering the N trail – the driver was a WyoTech student who advised several people from WyoTech frequent area for 4-wheeling. Subject was issued trespass warning. He advised that he would spread the word that the area is City property and that 4-wheeling is not allowed.
- 04/04/10 - Intoxicated female stumbling down sidewalk at S Yonge/Division – Open felony warrant from VCSO for battery on a law enforcement officer – no bond – arrested and transported to VCBJ
- 04/05/10 – Crash w/injuries – Vehicle Fire – Tymber Creek/40 – minor injuries – Officer Brennan was able to remove driver from car with assistance from a citizen.
- 04/05/10 – DUI arrest – S Center / Hand Ave – A/M transported to VCBJ – subject was also in possession of a controlled substance - less than 20g
- 04/05/10 – Disturbance – 127 Arlington Way – Ofc Pliapol contacted on scene by complainant – Property Mgr also contacted – advised lease to be cancelled – should be vacated soon.
- 04/05/10 - Carbreak – 240 Interchange – Dementia Care – purse stolen
- 04/05/10 – Baker Act – Food Lion – A/M taken into protective custody as he was suicidal.
- 04/05/10 - Sexual Battery – 205 S Atlantic Ave – Best Western – victim claimed she was held down by two male acquaintances and sexually assaulted in her hotel room during a spring break party – CID & VA called out – victim refused to press charges – CSI Haller called to process crime scene
- 04/06/10 – Arrest – A/M possession of less than 20gms of marijuana – transported to VCBJ due to a history of failure to appear for scheduled court proceedings.

- Traffic Unit:

- A traffic / pedestrian crossing complaint at the 900 block of Ocean Shore Boulevard was addressed. FDOT conducted a survey and no changes to the areas are scheduled at this time.
- An investigation continues with the stolen motorcycle / vehicle forfeiture case (10-03-00113). Investigative contacts have been made in Georgia and Missouri, as well as our own City Attorney and State Attorneys Office to coordinate this. The investigation has been completed this week.
- Assisted NID with several parking complaints. We issued three citations for the same.
- We are addressing a complaint from the Airport Manager in reference to an illegally parked RV. We hope to resolve the issue in a day or two.
- We are also addressing the complaint of a new resident at 413 Main Trail, reporting speeders. Stealth STAT is deployed at this time, awaiting 24-hour survey result.
- Although we receive frequent complaints on citation issuance, we have experienced less traffic crashes as a result.
- VMB deployed at Bailey Gardens to alert motorists of repairs. VMB deployed at Cassen Park to alert motorists of repairs.
- Traffic Citations 114
 - Parking Citations 4
- Crash - No Injury 8
- Crash - Injury 1
- Crash – Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

- Total Citations Issued on S.T.E.P.: 60
- Self-Initiated Enforcement Locations:
 - SR 40 / US 1 (Red Light)
 - 500-800 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 700 BLK Fleming Avenue
 - US 1 / Hand Avenue
 - N. US 1
 - SR A1A
 - 100 BLK N. Ridgewood Avenue
 - 500-1500 BLK N. Beach Street
 - Granada Bridge
- Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
- Parking Complaints:
 - 325 Ocean Shore Blvd. (Unfounded)
 - SR A1A / Standish Drive (No violations observed)
 - Cassen Park (Citation Issued)
 - China Moon Drive (Citations Issued)
 - Sycamore Circle (Unfounded)
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 5 Cases Initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 5 Cases initiated
 - 24 tree removal permit requests
 - Administrative staff assisted with three (3) lobby calls and one hundred seventeen (117) telephonic inquiries.

Public Works

- **Engineering**
 - US1 Forcemain Extension Phase II- FDOT issued permit for the proposed repair work plan for US1 north of the Tomoka Bridge.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Contractor was issued substantial completion punch list.
 - CDBG Decorative Pavers- Both monument sign were installed and inspected this week. The landscape and irrigation improvements are scheduled to begin on April 5th.
 - Downtown Improvements – The installation of the new furnishings is scheduled to begin during the beginning of April.
 - Mast Arm Rehab- Contacted TCD for pre-construction meeting.
 - South Ormond Rec Lighting- Contacted M Gay Construction for pre-construction meeting.
 - Ormond Shores Stormdrain Replacement- Staff TV'd 15-inch stormdrain upstream of Chippingwood Lane. This CMP pipe has various degrees of condition, with one section apparently crushed to about half capacity. Discussed situation with contractor for proposal to perform pipe insert.
 - Granada Beach Approach- Royal Floridian discharge redesign. The contractor formed and poured the color concrete curbing this week. They also finished grading the sand (200 cubic yards) that was installed on the beach to fortify the dune in front of the Birthplace of Speed Park.

- Bailey Riverbridge Gardens – The Park will be closed on April 8th so the contractor can eradicate the Brazilian Pepper along the parks shoreline. A message board will be installed prior to the scheduled removal date to notify residents of the proposed work and closure.
- Ormond Parkway Park – A Pre-construction meeting has been scheduled for April 8th. The contractor has tentatively schedule to begin work on April 12th.
- SR40 Sdwk/Trail Phase I- Field meeting of proposed route changes.
- SR40 Sdwk/Trail Phase II- Submitted executed Supplemental LAP agreement to FDOT
- Design Projects:
 - Water Treatment Plant Distribution System, Phase II- Staff met with consultant to discuss final design considerations. Expecting to bid project in April.
 - Alcazar-Buena Vista Drainage Area Improvements- Design is approximately 45% completed.
 - Airport Rd Forcemain / Reuse Extension- Received permit to construct forcemain from FDEP. Reviewed 90% plans set submittal for the five mile extension.
 - SR40 sdwk/Trail Phase III- Work in the sidewalk connection from SR 40 to Airport Rd Extension.
 - Hull Rd. & US1- Responded to FDOT on the additional information, field meeting for new alignment.
 - OBSC Boundless Playground - Staff is preparing a final design to be reviewed and advertised for competitive bidding.
 - LED Lighting Conversion- The two test LED fixture were moved from Bailey Riverbridge Gardens to New Brittain Avenue for comparison, as they are both different wattage. Before moving the fixture, staff determined that the 60 watt fixture (same wattage as installed in Rockefeller Gardens) is the best choice for future park fixture replacements as the 100 watt fixture was too bright.
 - Granada Bridge Decorative Pole Replacement – The project consultant is preparing engineered plans for FDOT permit review. Staff received the latest bridge report from the FDOT for the Structural Engineer.
 - Urban Forestry Grant – The application is currently being reviewed for consideration.
 - Vining Court- Reviewed submitted plans.
 - South Ormond Recreation Center Improvements- Tested impact resistance to sample wall repair at the gym prepared by Hall Construction. Testing went well- this should reduce the cost of completely replacing the wood paneling in the gym.
 - Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
 - Rima Ridge SR40 Entrance- Received permit to construct from FDOT.
 - Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
 - Rima Ridge Wells 54, 55 & 56- The SJRWMD will issue the well construction permit based upon use of the Volusia County well head protection ordinance.
 - Stormwater Study – City commission was presented the study and its recommendations. City Commission was in favor of recommendations. Staff will proceed with implementing the projects and/or scheduling them.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Project is in the bid phase. Due to several contractors indicating that other WWTP projects bid the week before our project they requested we move our project bid opening out 2 weeks. This was determined to be in the City's best interest and the new bid opening date will be April 29th.
 - John Anderson Drive – Coordinating scope of project and costs with the consultant.

- EVRWA Nova Canal Flood Control Study– Coordinated scope modifications to expand the number of outfalls and improve conveyance channels. Commission has been informed of this modification. Results of the updated study are expected in May.
- Hand Ave. Collector Road Upgrade- Review plan markup comments and check drawing set for compliance. Coordinating with FEMA for additional funding for Phase 1 improvements from the storm Study. The consultant has prepared the RAI for SJRWMD.
- Administration:
 - Worked on CIP list for FY 10-11
 - Vining Ct design plan review and submitted comments to Consultant
 - Create PDFs of Standard Details for Website
 - Processed project invoices/pay requests totaling \$10,780
 - Roadway Resurfacing Study- Investigated micro surfaced subdivision in Daytona which was installed about one year ago. Product looks decent and may be plausible for use in Ormond if benefit to cost proves to be worthy. Worked with GIS to establish necessary data for resurfacing study.
- Meetings:
 - 85 N St Andrews SWMP meeting with homeowner.
 - 36 Rosewood F.F.E. variance meeting with homeowner.
- Customer Service:
 - Responded to Harry Grant 347 N Beach St. concerning his neighbors privacy fence.
 - Visited Mrs. Chester 11 Ridge Trail regarding stormwater runoff.
- Other:
 - Calculated areas for Hull Road turn lane.
 - 35 projects were inspected.
 - Reviewing Hand Ave Collector Rd Upgrade plan markup comments and checking drawing set for compliance.
 - Researched and located documents and drawings supporting easement locations on Vining Ct
 - Created three separate median easement sketches and descriptions for the South Forty Neighborhood entrance.
 - Began research for sketch and description needed for Oakridge Cemetery property access for monitoring well readings.
- **Street Maintenance**
 - **Asphalt / Concrete**
 - Concrete Water Department utility cut at 28 Kathy Dr. (OBTS)
 - Repair potholes citywide
 - Fill areas on sidewalk with concrete where pavers are missing on S. Old Kings Rd. at Castlegate
 - Replace pavers with concrete on S. Old Kings Rd. and Hammock Ln.
 - Repair pothole on Sauls St. off Hand Ave.
 - Patch utility cut on Marie Circle off Ann Rustin
 - Grade, form and pour concrete sidewalk (300' x 8') on north side of Wilmette E/O RR tracks
- **Tree Crew**
 - Trimming at City yards and City Hall (including Corbin St. parking lot at school).
 - Trimming around benches at various locations

- Trimming on N. Ridgewood Ave. and Landmark Cir.
- Trimming and remove tree at Halifax and Parkwood

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
- Maintenance of various vehicles
- Check for potholes on Pineland Trail
- Move boulder back at Central Park I
- Assist Sign Shop with recycling aluminum signs
- Prep for spraying and banner replacement at Public Works Yard
- Change banners on Streetscape to "Welcome to Downtown"
- DOT weed control on Nova Road
- Pick up load of free shell in Edgewater
- Assist Bldg. Maint. with tractor for shelling path at Central Park I
- Fill low spots with shell and grade at Central Park I parking lot
- Remove benches at Central Park I with loader
- Remove illegal signs for Neighborhood Improvement at various locations

Sign Shop

- Installed a stop sign & a "No Trespassing" sign on the new gate at the entrance to the Leeway Trail water tank
- Fabricated (7) "Sidewalk Closed" signs for the concrete crew
- Fabricated & installed a 24" x 18" sign at Oakridge Cemetery (Cemetery Open Dawn to Dusk-Violators Will be Prosecuted)
- Installed (3) in-street "Yield to Pedestrians" signs on Riverside Dr. at Rockefeller Gardens
- Fabricated street name signs for (15) intersections in Northbrook subdivision & installed them
- Repair signs at the following locations:
 - SE Melrose Ave. & Andrews St., replaced 25 mph sign
 - Rollins Ave. & Harvard Dr., replace post, stop sign & street names that was hit by a vehicle
 - Byron Ellinor Dr. & S. Atlantic Ave., straightened a leaning stop sign pos

• **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Barriers inspected and cleaned
- Pump Stations inspected
- Chemical spray – from US1 west to RR tracks, south of Hand Ave.
- Cleaned pond at Casements by hand, then chemically treated it
- Sinkhole Investigations – Whippoorwill & Bramblewood and Division Ave.
- Moving water from Central Park I down to FPL ditch on Hand Ave.
- Ditch cleaning – Vacon and Gradall on Hand Ave.
- Pipe cleaning – Vacon – Hand Ave.
- Inlet inspections and cleaning – All zones
- Reachout Mowing – SR40, Airport Rd., N. US1 and Arroyo Pkwy.

• **Streetsweeper – Street Sweeping**

- In for repairs

- **Fleet**

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

3

Accidents for the week:

1 Storm Water

The below fuel inventory report will continue on the weekly report.

Fuel on hand (central fueling station at fleet operations):

Diesel

7,068 gals.

Gas

9,717 gals.

Comments:

Fleet operating activities are normal.

- **Utilities**

- Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal due April 9, 2010. Forwarded information concerning service area designations to planning department requesting mapping and agreement assistance with the information request.
- Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Draft CCC Plan at VCHD for review.
- Alcazar Buena Vista Drainage Project – A work authorization was prepared for McKim and Creed for \$19,940 to perform additional design and permitting for water system improvements within the project area. A meeting to discuss the project is scheduled for 4/15/10.
- Fire Hydrant Replacement Program – Project documents were revised to reformat bid docs for contractor furnished materials.
- Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments. Researched options for these types of containers. A dewatering box seems feasible and may result in a lower cost. Prepared an alternative specification for a dewatering box. A vacuum type filter can produce a drier waste in the event that the box may be needed for sludge disposal. This type of box is preferred by the Collection/Reuse Supervisor.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – The project is essentially complete with the exception of a couple of outstanding equipment and programming items with the master pump station. Staff to prepare Change Order #2 upon receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 180 days of time. Solutions to equipment faults signal displays occurring during power outages that require generator backup at the Influent Pump Station have been successful. The lead pump variable frequency drive (VFD) will fault during an instantaneous power glitch but does not adversely affect station operation since the lag pump will automatically be switched to the lead pump role. The VFD manufacturer will be contacted to determine if a time delay can be adjusted so the fault signal will not be transmitted during these short duration power

- glitches. The pump impeller attachment bolt and washer configuration is being modified by the pump manufacturer to eliminate locations that currently accumulate rags within the unit. The modified bolt and washer is scheduled for delivery and installation in upcoming weeks.
- Division Ave. Well 7A and 18A Rehabilitation. Back-plugging of the well utilizing alternative approaches to seal casing was successful. Disinfection activities currently underway prior to clearance for operational use.
 - Water Treatment Plant High Service Pump Station VFD Conversion - The total amount of changes requested to date is \$26,898.60. A change order is being prepared. Requested the contractor to submit the justification for the time extension for incorporation into a change order. Met to finalize the desirable control schemes for the variable frequency motor drives (VFDs). Control schemes discussed at the meeting were used to create a successful project. A final pay request was received for review.
 - Pump Station Repair and Replacement Project: Pumps and piping are installed at LS 6M. Exhaust fans and minor electrical items remain to be completed before the project is substantially completed. Received approved shop drawings for the limit switches to be used at Lift Station 6M. Prepared Change Order #1 to include extra work performed to date and for the Ormond Mall Lift Station relocation. Additional easements will be needed for the electrical service line to the Ormond Mall lift station and to move the proposed lift station wetwell away from the power lines. The Ormond Mall's representative was contacted and a plan sent to him showing the additional easements requested. Coordinating chain link fence coating color concerns with The Hunter's Ridge Home Owners Association (HOA) for Shadow Crossings Station. Sent the HOA a response to their letter concerning the fence. Landscaping and painting the rear corner posts has been proposed as a solution. The Volusia County Right-of-Way Use Permit Application was signed by the City Manager and sent to the design engineer for processing.
 - State Road 5 at State Road 40 (US1 & Granada) – The contract to construct the project was awarded to Masci Construction by the City Commission on 4/6/10. Conformed contracts are being assembled for distribution. A recent soil report was received from Accutest Laboratories indicating that contaminated soil would not be encountered unless the piping is installed 6 feet deep. The planned installation is shallower so this problem is not anticipated to occur.
 - Wastewater Treatment Plant Expansion: Obtained a revised proposal from McKim and Creed to evaluate the instrumentation needs at the plant in order to optimize the value of the specified equipment and ensure compatibility with the existing plant SCADA system.
 - Water Plant Forced Draft Aerator Rehabilitation – A work authorization was prepared for a preliminary design report to be prepared by McKim and Creed to determine most effective approach for rehabilitation or replacement of the aerator structure prior to eventual design activities.
 - Standish Water Storage Tank Rehabilitation – Prepared a revised sole source memo for review.
 - Williamson Boulevard Phase 2B Road Widening – Prepared a cost estimate for use in preparing the City's budget.
 - SPRC- Access routes to Well 36R through Huntington Woods are being evaluated. The floor elevation of Well 35R needs to be determined to develop a grading plan on the lot. The existing easement for the wells doesn't appear that it will be adversely affected by the proposed improvements. Discussed the Huntington Woods lift station. The fence is galvanized and may need to be coated to meet the HOA requirements. A letter was sent to the Hunter's Ridge HOA to determine if the fence will need to be changed. Sent the as-built drawings for Huntington Woods and the Airport Road Extension to the GIS department for their review. GIS comments were received and sent to the engineer for incorporation into the final record drawings. Received a site plan of a T-Mobile

- telecommunication tower for review. Received an easement vacation request for a portion of West Street adjacent to 350 Cumberland Avenue.
- Significant Meetings - Attended the Volusia Association of Municipal Engineers meeting.
 - St. Johns River Water Management District – Alternative water supply reports were prepared. Grant funding is not presently available for the reuse project presently being designed as part of the Airport Road Force Main Extension project.
- Water Distribution
 - Repaired or replaced 14 Residential meters, replaced 4 water services, replaced 8 meter boxes, and disconnected 2 water services for demolition.
 - Repaired/responded to 11 service leaks, responded to 4 low pressure complaint, and 15 cloudy water complaint
 - Tested 16 and repaired 1 city owned backflow preventers
 - Installed 2 new water meters and services
 - Performed valve maintenance Woodridge and Hunters Ridge subdivisions
 - Performed maintenance on 2 city owned fire hydrants / cleaned and painted 73 County fire hydrants in Ormond-by-the-Sea
 - Flushed Woodridge subdivision.
 - Removed 56 loggers from the base map B-1 area, Investigated 3 possible leaks. 2 leaks came from electrical boxes, 1 leak found on a buried, leaking valve next to an oak tree, estimated 5 gpm leakage rate.
 - Rebuilt the automatic flushing device on Carrington Lane, reprogrammed 6 auto flushers to run more often for more aggressive flushing.
 - Installed 3 new water services for the city landscape project on Byron Ellinor Dr, and Granada Beach approach.
 - Removed a 10' x10' planter, cut down a large concrete meter vault, replaced and relocated an aging fire hydrant at the Water treatment plant due to some storm water issues, area will be paved to obtain proper drainage
 - All vehicles were cleaned and re-stocked.
 - Water Treatment
 - Delivered to City 35.523 million gallons for the week ending April 4, 2010 (5.075 MGD).
 - Backwashed 13 filters for a total of 635,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - ICS completed SCADA programming for VFD project 1st week in April.
 - Well 21 SR (Calvary site) return to service March 31.
 - Waste Water Collection - Reuse
 - Crews Responded to 2 trouble calls BAT/HR Areas and 1 in town.
 - Smoke test public works complex – found leaks in plumbing riser systems behind toilet chase system. Coordinate repairs with Facilities Maintenance.
 - B. Sims and crew installed 4" sewer lateral at 100 Cuadro Place.
 - Disconnected sewer at 493 Bryant St. and 85 N. St Andrews.
 - Assisted irrigation crew at sports complex on a 4" irrigation main repair.
 - Repair 4" sewer lateral at 1112 Wandering Oaks.
 - Tim and crew replaced broken pep tank at 40 Canterbury Woods.
 - Delivered lateral camera to Cues for new cable install.
 - Cleaned buildings and fueled all equipment for weekend.
 - Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 32.57 Million Gallons
 - Produced 10.81 Million Gallons of Reuse
 - Produced 21.86 Million Gallons of Surface Water Discharge
 - Influent flows average for week is 4.65 MGD, plant designed for 6 MGD

- Hauled tons of sludge 127.01 (14%-18% Solids).
- Centrifuge performance testing and optimization is still on delay until solids are turned over in the plant.
- Influent pumps in the Influent Pumping Station are having ragging issues that are being addressed by the manufacturer and engineering company.
- Quarterly Chronic Bioassay test results - passed.
- Annual Water Quality Summary & Correlation Report - submitted to FDEP.
- Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Reset Overloads on well 11D
 - Well 21SR was cleared for service. Grouted lid and tested all controls from plant and turned over to operations. Also opened valve on SR40
 - Continued work on Standish Rehab, cleaning and painting.
 - Rebuilt scrubber motor for spare parts inventory.
 - Installed current transformers for Standish Pumps 1 & 2 - SCADA system receiving data.
 - Ran LPRO and Lime softening generators, tested ok. Post-op inspection performed and submitted report to Fleet Maintenance.
 - Tested well 27H for operations. all ok
 - Performed PM's to Rima, Division, Hudson and SR 40 Wellfields.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Cleaned shop and put away spare parts.
 - Performed Reuse pump station PM's.
 - Cleaned BAT reuse pond filter.

- Wastewater Plant – Lift Stations – Reuse System
 - Replaced – tested underground signal wire to BAT reuse tank level meter.
 - Installed high level alarm on PEP system at Hull Road complex.
 - Removed “Guard it” phone system from Homac station and installed at BAT reuse station for another level of redundancy for low tank level and pump fail.
 - Brought generator to 6M lifstation and temporarily wired crane so contractor could lower fans into dry pit.
 - Changed PEP tank control box at 45 winding Creek.
 - Replaced fuse and reset pump #1 at BAT reuse station.
 - Checked generators at all lift stations and reuse stations, submitted report to Fleet Maintenance.
 - Pulled pump #2 from Ormond mall LS and rebuilt.
 - Replaced bad ball valve at Sodium Bisulfite tanks.
 - Painted bathroom and hallway at maintenance building.
 - Torque mounting hardware at post anoxic mixers 1 and 2.
 - Reassembled clarifier gearbox for installation.
 - Assisted operations with deragging new Influent pumps. Daily
 - Pulled #2 digester blower and brought to Air Centers of FL for repair.
 - Monthly PM's to 17 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 5 Liftstations. (pull pumps, etc)
 - Utilities Division completed 72 work orders as reported in MP2 system, of which 57 were PM work requests and 15 were repair work orders.

- Regulatory Compliance and Water Quality
Preparing re-classification request for refill of this vital position.