

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 23, 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:
 - Monthly meeting with HR Director and Risk Manager on claims
 - Weekly staff meeting with Directors
 - Weekly meeting with HR Director discussed Police Chief Recruitment process. The field of candidates has been narrowed from 143 to 11. Phone interview will be conducted on April 23rd and 24th to further narrow the field.
 - Bi-weekly meeting with Economic Development Director
 - Toured city with Assistant City Manager on Jill Alison Circle
 - Budget discussion with Assistant City Manager and Finance Director
 - Town Hall meeting prep discussion with Assistant City Manager and Finance Director
 - Met with Planning Director to discuss IJR/IMR
 - Requested that Volusia County review the Ormond Crossings CRA issues as soon as possible. Staff sent a letter March on 18th and was notified this week that Volusia County staff would not meet to discuss the issue until May 10th. Staff advised that we needed action sooner on this item as the extension is set to expire in early June.

- Attended and/or met with:
 - Sanchez Park Clean Up
 - Victims' Rights Breakfast
 - Rotary
 - Met with Marilyn Crotty, Institute of Government, on services provided by the Institute
 - Met with Greg Avakian, questions on Trust for Public Land and property acquisition process.
 - United Way Allocation panel
 - Earth Day at City Hall
 - Crimestoppers Annual Banquet
 - Met with Katherine Wing on Jill Alison Circle
 - Phone Call to Doug Thomas about serving on Police Chief Assessment Panel
 - Commissioner Meetings with Commissioner Kelley on April 20th and Commissioner Partington on April 22nd.
 - FLC District II training on pension and health insurance

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
 - Neighborhood Improvement Advisory Board
 - Historic Landmark Preservation Board

- Continued updating of City's new website.

Community Development

- **Planning**
 - FDOT has responded to the Downtown Alternative Bike Route Study prepared by Engineering. After many question and answer sessions, FDOT has indicated that the alternative bike route will be recommended for approval to the District's Design Engineer. Approval of the alternative bicycle route will allow the City of Ormond Beach to maintain on-street parking and pursue the landscaped median on SR40 from Washington to Beach Street as part of FDOT #422030-2-52-01 project.
 - The electronic message sign for the PAC is still scheduled for placement next week. Staff has arranged for Daktronics to demonstrate and discuss electronic message signs for May 18, 2010. This arrangement should provide plenty of time for the public to see the PAC electronic message sign and attend the meeting on May 18th and ask questions, express comments and/or concerns.
 - Staff met with Volusia County (VC), FDOT, Hunter's Ridge (HR), North East Regional Planning Council, and Flagler County regarding the second sufficiency submittal on Hunter's Ridge DRI amendment. Discussion mostly focused on proposed mitigation of traffic either through full approval with a pipeline plan or phase 1 approval with modeling and monitoring for phases 2 and 3. Next steps are to prepare costs for significant and adverse impacts, work with FDOT, VC, and OB on appropriate mitigation, prepare build-out or phase 1 pipeline plan and draft and review DO. While Hunter's Ridge is desirous of processing this DO amendment before the CC in June, the transportation mitigation option to be included in the DO is still not resolved. The land exchange provisions have been drafted and forwarded to HR for inclusion in the amended HR DO.
 - The finishing touches are being made to a new concurrency assessment tool for staff to review development. Previously a spreadsheet based on ledger accounting was used to track concurrency on roadways. Staff intends to use FDOT's Art Plan software which is a much more refined planning and preliminary engineering tool. Previously approved traffic studies, current signal timing plans, and 2008 traffic counts are being used as inputs into the software. Where 2008 or later inputs do not exist, the defaults will be used until the entire input database is built. Conversion should occur in May 2010.
 - The Planning Director voted on two issues at the TCC meeting which affects the City. The first was a resolution proposed by the MPO Executive Director for the MPO not to support earmarks which are not specifically funded through FHWA Discretionary Programs or with funding from the Federal Transit administration. Since the city participated in an earmark for Ormond Crossing the Planning Director did not want to establish an obstacle to funding future City's road needs should a special earmark present itself again. The TCC as a body did not support the resolution. The Planning Director also voted against reducing the required city 25% match to 15% for XU funding projects. Reducing the match only reduces the overall pot of XU funds available to local cities. The match also ensures local commitment to the project where a lesser match would encourage additional applications with lesser local commitment.
- **Building Inspections, Permitting & Licensing**
 - Issued 66 permits with a total valuation of \$11,440,688.00
 - Conducted 237 inspections
 - Issued 4 new business tax receipts
 - Holly Hill has notified the City that they will pursue and independent contractor for their building official services as our City's staff time has been very busy.
- **Site Plan Review**
 - Reviewed and commented to Wal-Mart on the traffic analysis for the intersection of Williamson and SR40.

- SPRC reviewed and provided comments to T-mobile regarding a proposed camouflaged telecommunication tower on South Old Kings Road.

Economic Development

Ormond Crossings

- Staff transmitted the approved CRA documents to the County staff. A meeting with the County Council for review/approval is expected in May. Glenn Storch advised that County staff will be meeting early next week.
- Plans will begin in May regarding the zoning and platting of the property.
- Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development.
- Staff is reviewing federal EDA infrastructure grants opportunities for phase one of the Ormond Crossings project.

Airport Business Park

- Staff is gathering the construction bids for the 2 monument signs and a directory sign at the entrance of Sunshine Boulevard.
- Staff is scheduling a meeting with Businesses 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 leadership meetings to discuss economic development initiatives.
- 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 Volusia Economic Development Corporation's (MDVEDC) 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 four vendors and a selection process will be forthcoming.

Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDVEDC 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 worked with the Editor of the Volusia/Flagler Business Report as part of a news story related to industrial growth in Ormond Beach. The site visits included Hudson Technologies, Energizer Personal Care (Hawaiian Tropic), Pace Analytical, and Germ Free Labs, which are all experiencing growth and employment hiring. The article is expected to be published on April 30th, Copies will be provided to the Commissioners.
- Staff continues to work 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. The legislation is within several house and senate bills (HB 1509, HB 7215, HB 265, SB 664) and has a good opportunity for passage.

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 Economic Development Corporation. 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 MDVEDC 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.

Airport Operation and Development

- Work on the airfield electrical improvements project continued this week. The majority of the heavy construction work is complete. Work requiring runway closure is expected to conclude by the latter half of next week. Staff continues to coordinate efforts between the contractor and the air traffic control tower to minimize disruptions to airport operations.
- Staff submitted for inclusion on the May 18th City Commission agenda Joint Participation Agreements with FDOT for three airport-related capital improvement projects; construction of a public-use heliport, design and construction to rehabilitate Taxiway "C," and design of a new, full-length Taxiway "A."
- The "Aircraft Noise Abatement Task Force – Staff Response and Recommendations" document was presented to the City Commission at their meeting on April 20th, as part of Resolution No. 2010-51. The Commission voted unanimously to accept the recommendations as submitted.
- Staff continued this week with 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 continued to work this week 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 participated in an interview conducted by two students from Embry-Riddle Aeronautical University on the topic of aircraft noise abatement.
- Staff attended a two-day G-400 training class on April 22nd and 23rd. This class was conducted in Daytona Beach by the Volusia County Emergency Management Department of Public Protection.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Staff is preparing draft of the personnel budget and the CIP.
 - Staff is reviewing procedures for upcoming transfer of mail responsibilities from Support Services to the Finance Department.
- Completed Projects - Weekly
 - Processed 31 Journal Entry Batches (# 2759 - 2857).
 - Approved 17 Purchase Requisitions totaling \$98,591.60.
 - Issued 17 Purchase Orders totaling \$93,039.83.
 - Advertised Bid No. 2010-08, South Distribution Water Main Phase II, in the News Journal on 4/18/2010.
 - Advertised RFP No. 2010-19, Downtown Drainage Master Stormwater Plan for the Community Redevelopment Area, in the News Journal on 4/18/2010.

- Advertised RFP No. 2010-21, Water & Sewer Revenue Bond, Series 2010A Water and Sewer Revenue Refunding Bond, and Series 2010B Bank Term Loans, in the News Journal on 4/18/2010.
- Mailed out one (1) Letter of Intent to Award for RFP No. 2010-15, Ormond Beach Aerial Fireworks Display July 4, 2010, on 4/22/2010.
- Prepared 546 Accounts Payable checks totaling \$740,823.97 and 36 Accounts Payable EFT payments totaling \$136,566.45.
- Processed 3,426 cash receipts totaling \$742,104.50.
- Processed 580 utility bill payments through ACH totaling \$37,228.94.
- Processed and issued 6,289 utility bills with billed consumption of water of 52,531k.
- Issued 409 past due notices on utility accounts.

- Public Information
 - Press Releases
 - South Washington Street Road Closure (4/27-5/7)

 - Other
 - Citizen Contacts
 - Media Contacts
 - Completed ICS 300 training

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.
 - Quarterly NIAB meeting was held on April 21. The mandatory public hearing date for the FY 10-11 annual plan and FY 10-11 – FY 14-15 five year plan was set for May 3.

Fire Department

Weekly Statistics

| | |
|----|-------------------------|
| 2 | Fire |
| 4 | Fire Alarms |
| 0 | Hazardous |
| 62 | EMS |
| 7 | Motor Vehicle Accidents |
| 16 | Public Assists |

91 TOTAL CALLS

- Aid provided to other agencies:
7 calls – Volusia County (6), Holly Hill (1)
- Aid received from other agencies:
4 calls – Volusia County
- Total staff hours provided to other agencies: **6 hours**
- Total staff hours received from other agencies: **5 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **12**

SIGNIFICANT INCIDENTS

Date: Wednesday, April 14th

Type of Call: Motor Vehicle Accident

Address: 1521 W Granada Blvd

Dispatch Time: 7:23 AM

Cleared Time: 7:55 AM

Jurisdiction: Ormond Beach

Units on Scene: Engine 92, Rescue Engine 94, Battalion 90, EVAC & OBPD

Incident Description Dispatched to a single car roll over in the parking lot of Wal-Mart. Car was on its roof with 1 passenger. Vehicle was stabilized before patient could be removed. Patient was treated and transported to the hospital.

Date: Wednesday, April 14th

Type of Call: Motor Vehicle Accident

Address: Airport Rd & US 1 south of Bull Run feed store

Dispatch Time: 3:35 PM

Cleared Time: 4:20 PM

Jurisdiction: Volusia County

Units on Scene: Quint 92, Battalion 90, Volusia County Squad 13 & Battalion 10, EVAC

Incident Description: Q92, B90 and Sqd13 were dispatched emergency for a 3 vehicle accident with roll over and entrapment. Ormond Beach Battalion 90 established command and reported entrapment in 2 vehicles with 1 vehicle on its roof leaking oil and coolant. All vehicles received moderate to severe damage. Vehicles doors were removed from 2 vehicles to free 2 patients. Total of 5 patients with 3 transported to the hospital.

Date: Wednesday, April 14th

Type of Call: Brush Fire

Address: 14000 Carolines Cove

Dispatch Time: 5:30 PM

Cleared Time: 6:10 PM

Jurisdiction: Ormond Beach

Units on Scene: Rescue Engine 94, Battalion 90 & Battalion 93

Incident Description: RE94 responded emergency for a brush fire at Bermuda Estates. A smoke column was coming from behind a garage. The fire was extinguished with approximately 500 gallons of water and another 200 gallons used for overhaul.

Operations

- Attended emergency medical dispatch meeting hosted by Volusia County Medical Director.
- Attended Chamber of Commerce Leadership Class hosted by Florida Health Care. Gave presentation to Chamber on public safety.
- Updated SOP policy and submitted to review committee.
- Continued working on Collective Bargaining related IAFF 2008-2011 contract.

Training Hours

| | |
|----|---------------------------------|
| 5 | Advanced Airway Management |
| 2 | Community Fire & Risk Reduction |
| 3 | EMT Refresher Module 1 |
| 3 | Policies & Procedures |
| 28 | Preplanning |
| 5 | Review New Policies |
| 8 | Search & Rescue |
| 20 | Tactics |
| 50 | Technical Rescue |
| 5 | Tools & Equipment |

129 TOTAL STAFF HOURS

Activities

- Serviced 134 hydrants to include: flow testing, inspecting and flushing.
- Updated 26 pre-fire plans.
- Conducted 3 fire inspections with 6 safety violations discovered.

- Visited 6 homes for smoke detector checks.
- Hosted Ormond Beach Chamber of Commerce at Station 92 for their leadership tour of the community.
- Instructed employees of CDR Systems on the use of Heart Start defibrillators.
- Participated in "Be Brave Be Healthy" community health fair at Tomoka Elementary. Demonstrated CPR procedures and the use of a defibrillator.
- Spoke to the PTA at Hebrew Esformes Academy on fire/home safety.
- Participated in "Relay for Life" cancer walk. Escorted cancer survivors walking laps and spoke to children on fire safety.
- Spoke at YMCA Children's Health Day.
- Held weekly Fire Explorers meeting at Station 92

Human Resources

- Job Requisitions
 - Police - Police Officer)
- Approved/Active Recruitment
 - 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
- Screening/Interviews Scheduled
 - Police - Phone Interviews scheduled for Police Chief 04-23-10 & 04-24-10
- Job Offers
 - Leisure Services – PT Office Assistant I – Pre-employment processing 04-20-10
- Terminations/Resignations/Retirements
 - Fire - D.E./EMT - Retirement – effective - 04-30-10
 - Finance – Meter Reader – Resignation – effective 05-31-10
 - Support Services – PT Courier – Resignation – effective 04-30-10

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center
 - Server relocations to HDC complete.
 - 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: 68 New work - 71 completed - 46 in progress
- Virus Protection – Email
 - E-mail spam and virus prevention via MX-Logic service.
 - For the week:

| | | | |
|------------------------|--------|---------------------|--------|
| Total inbound E-Mails | 60,920 | Net Inbound E-Mails | 51,221 |
| Inbound Bad E-Mail | 9,338 | Percentage bad mail | 15.9% |
| Virus Messages Blocked | 361 | | |

Notable Events: .

Geographical Information Systems (GIS)

- Addressing Additions: 7 Changes: 0 Corrections: 0
- Map/Information Requests: 7
- Information Requests from External Organizations: 3

- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: None.

Leisure Services

- Administrative Services
 - Public Works Staff Meeting
 - City Manager's Staff Meeting
 - City Commission Meeting
 - Casements Guild Luncheon
- 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.
 - RBA, SHS, and FLHS Baseball, continued practices this week at the Sports Complex. FLHS Baseball, as well as SHS and RBA Baseball continued their game seasons this week at the Wendelstedt Fields.
 - The Ormond Beach Youth Baseball/Softball Association continued this week, with games Monday through Friday, at both the Nova and Sports Complex fields.
 - The City's Youth Coed Volleyball Program continued its first ever "Game League" this week, with growing enthusiasm, as they meld into teams. Competition, energy, focus, vocalization and team work has been brought out with this new set-up.
 - The Ormond Beach Soccer Club's Recreational and Competitive Programs continued their weekly practices with games this weekend at the Sports Complex.
 - The City's Adult Coed Softball Program continued their second half of the season this week, Monday through Thursday at 6:20, 7:30 and 8:40 p.m. The eleven teams (one joining at the half way point) were split into two divisions, based on their ability and first half records. We now have six "A" Teams and five "B" teams. With the split, the games are much closer and more enjoyable.
 - The City has started a new Adult Soccer Program, which is playing on Tuesday nights at 8:00 p.m. after the Recreational practices. Play is on Fields 4 and 5. There are currently four teams of 15 players competing.
 - Mainland High School Baseball played this Friday at the Sports Complex on Wendelstedt Field 1 at 4:00 and 6:45 p.m. This was the first time they have hosted a home game at our facility.
 - The OBYBSA Lady Renegades hosted one of their annual tournaments this past weekend at the Sports Complex on Quads 1-4, as well as Softball Field 7. Games were played all day on Saturday and Sunday.
 - The Central Florida Sports Commission, along with USSSA Baseball, hosted a tournament on Saturday and Sunday, at both the Nova Fields and the Wendelstedt Fields (including Kiwanis). Over 40 teams competed on the weekend in three division age groups.
 - Upcoming Activities: USSSA Lacrosse Tournament, Luis Camacho Adult Spring Soccer League
- 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 SONC on the softball field
- Spent the week preparing for a busy weekend of baseball and softball tournaments along with our normal weekend leagues

- 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 Performing Arts Center is pleased to welcome new Performing Arts Supervisor Marc Schwartz.
 - The Performing Arts Supervisor spoke to students at the Sweetwater Elementary School in Port Orange on Friday for their "Career Day".
 - 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 23rd • Roger Garrett as Elvis! \$20 -7:30pm
 - April 25th • Miss Florida US Pageant \$37 - 4pm
 - April 30th • Menopause The Musical \$39.50/\$49.50 - 7:30 pm
 - May 1st • Menopause The Musical \$39.50/\$49.50 - 2:00 pm
 - May 1st • Menopause The Musical \$39.50/\$49.50 - 7:30 pm
 - May 2nd • Menopause The Musical \$39.50/\$49.50 - 2:30 pm

- 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 p.m. -6:30 p.m.
 - Youth basketball practice takes place Monday through Thursday from 5:30 p.m. – 7:30 p.m.
 - Pop Warner registration takes place this Saturday from 9:00 a.m. until 1:00 p.m.

- YMCA youth soccer practices and games take place Monday through Thursday and Saturday.
- The splash pad is open from 10:30 a.m. until dusk.

- Community Events
 - Met with Paul McCauley regarding Memorial Remembrance Meeting to be held at the Casements
 - Art in the Park: staff has completed registering participants for Art in the Park; we now have 100 vendors for the show, placing vendors in Rockefeller Gardens, finished preparing and sent out acceptance letters, answering calls for information about Art in the Park, all entertainment confirmed, 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, preparing maps and list of vendors, distributing flyers throughout the City, confirmed temp labor.
 - Contacting food vendors for Independence Day Celebration
 - Prepared letters and labels for the Independence Day Celebration
 - Assisted with Earth Day on City Hall plaza on Thursday, April 22nd.

- Gymnastics
 - This weekend is the State Competition at Disney for Level 7 student, Emily Bauer. Her score at that competition and her score at National will give her a chance at the Junior Olympics in Virginia at the end of July. She has been training extremely hard, and we wish her the best.
 - The Gymnastics Center is planning for a Cheer and Dance Clinic in June. The idea of the clinic will be for children to have fun while learning more about dancing and cheering and how to work together.
 - The Gymnastics Center is continuing to look for new ways to build programs to make our children more successful.

- 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.
 - Special Populations Jazzercise met on Thursday afternoon for their second class of the spring season.
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Girl Scouts 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, continued development of planning spreadsheets, reviewing applications for counselors, interviewing possible summer counselors and developing camper information spreadsheets.
 - Planning for Nova Summer Connection Day Camp included continued development of counselor manuals, reviewing the applicant list for counselors, interviewing counselors and organizing supplies and equipment.
 - The Special Populations Activity and Recreation Council and City of Ormond Beach annual Prom was on Friday from 6:00-9:00 pm.

- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - Foxfire exhibit entitled "Fiddlestix" will remain open to the public throughout the 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 continued this week with a Thursday morning class 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.
 - The Casements Guild members met on Wednesday morning for their monthly general meeting.
 - Staff worked this week to finalize plans for the Appreciation Luncheon, set up, decorate and strike the event.
 - The Casements Guild Appreciation Luncheon was held on Wednesday at noon, celebrating 31 years of service to the City of Ormond Beach and The Casements.
 - Casements staff participated in the "Earth Day Celebration" at City Hall on Thursday in an effort to help promote our Enviro Camp. Special "Earth Day Rocks" tattoos were given to the participants!
 - Staff assisted with set up and strike of the weekly Farmers' Market on Thursday morning.
 - Casements Coordinator continues working this week with Wyatt Davis, a local musical producer, to discuss a new program idea, "Casements Live!", for free outdoor community concerts in Rockefeller Gardens during the summer months.
 - The new Children's Art Workshop continued this week on Thursday afternoons from 4:00 p.m. to 5:30 p.m. with instructor, Sharon Friedman. This will complete week three of eight.
 - The Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
 - A special tour of The Casements and the Historic Boy Scout Museum will be held for Cub Scout Pack 74 on Friday at 3:30 p.m.
 - Casements staff assisted Community Events with flyer distribution for the upcoming Art in the Park.
 - Rockefeller Gardens will be the site for an upcoming wedding this Saturday at 5:00 p.m.
 - Ormond Memorial Gardens will be the site for a wedding ceremony on Saturday.
 - Christ Presbyterian Church will hold a church picnic at Fortunato Park on Sunday this week from 10:00 a.m. until noon.
- Facilities Maintenance
 - Installed additional receptacle in the tree crew section of Public Works
 - Converted two fluorescent lighting fixtures to energy efficient T8 type in the Streets Department
 - Replaced break room sink and faucet at City Hall
 - Repaired A/C in C.I.D. Department at the Police Station
 - Assisted in smoke test for sewer vents at Public Works
 - Repaired twelve decorative streetlights on Granada Boulevard
 - Performed quarterly fire alarm inspections Citywide
 - Installed new electrical circuit at the Wastewater Treatment Plant
- Parks and Irrigation
 - Repaired fountain at Hospital Park
 - Replaced ten light heads in Fortunato Park with energy efficient LED type
 - Repaired work out stations at Central Park III
 - Repaired bollard on walkway at Central Park III
 - Replaced GFI receptacle at Rockefeller Gardens
 - Repaired walkway leading to the bridge at Central Park I
 - Trimmed palms back from walkway and picked litter at SONC

Police Department

- Administrative Services
 - Gave presentation to FHCP Leadership Academy
 - Attended weekly department head staff meeting
 - Participated in PD Volunteer Appreciation Day and luncheon
 - Attended the 9th Annual Victim's Rights Week Candlelight Breakfast
 - Attended Commission Meeting
 - Property & Evidence Room Audit and Inventory continuing

- Community Outreach
 - Sally Panella, a four and a half year veteran volunteer for the Victim Advocate Program, won the "Victim Advocate Volunteer of the Year" from the Victim Services Coalition of the 7th Judicial Circuit. She was recognized at the 9th Annual Victim Rights Week Breakfast on Monday, April 19th. We are so proud and honored to have someone as dedicated as Sally volunteering for the Ormond Beach Police Department.

- Community Services & Animal Control
 - Animal Calls responded to
 - 16 Reports!
 - 12 Animals to FHS
 - 2 Animal Bites
 - 1 Solicitor Permit

- Criminal Investigations
 - Cases Assigned: 19
 - Cases Cleared by Arrest/Complaint Affidavit: 1
 - Cases Exceptionally Cleared: 8
 - Inactive: 9
 - Fraud: 5
 - Burglary Business: 3
 - Burglary Residential: 4
 - Larceny Car break: 1
 - Grand Theft: 2
 - Sex Offense/Rape: 1
 - Robbery: 1

Narcotics:

- Two search warrants in Ormond Beach which resulted in four felony arrests
- One buy walk

Comments:

- Bank Robber from Bank of America arrested – confession obtained.
- Search warrant served on Timberline trail for a sexual assault. Charges filed.

Crime Trends: N/A

- Records:
 - Walk Ins / Windows - 229
 - Phone Calls - 305
 - Arrest / NTA'S - 27
 - Citations Issued - 120
 - Citations Entered - 205

- Reports Generated - 123
- Reports Processed - 74
- Mail / Faxes / Records Request 124

- Operations

- 04/15/10 – Armed robbery – 299 N Nova Road – Bank of America – unk W/M gave teller note demanding money – showed butt of a pistol in his pants - \$350 with dye pack and GPS tracking device given to robber – GPS tracked to area of Gamble & N US 1 where it stopped sending a signal. Suspect was identified and arrest made.
- 04/15/10 – Search warrant served by CID – 105 Timberline Trail – ref sexual battery investigation
- 04/15/10 – Retail theft Ormond Towne Square – Bealls – W/M and W/F suspects removed items from store and were confronted by loss prevention officer in the parking lot. The loss prevention officer attempted to physically detain the female suspect and was assaulted by the male suspect. Both suspects got into a truck and left the area. The loss prevention officer was able to capture a picture of the suspect's vehicle and license tag. The suspect vehicle struck/bumped into the loss prevention officer. No injuries were reported. The license tag information came back to an apartment in Daytona Beach. Officers responded to this location and made contact with the suspect vehicle and occupants. A photo lineup to be completed for possible charges to be filed.
- 04/15/10 – Burglary – Texaco at 40/95 – front door smashed and cigarettes taken.
- 04/16/10 – Notice To Appear for possession of drug paraphernalia in Central Park
- 04/16/10 – Baker act – 15 Waterbluff Lane
- 04/16/10 – DV arrest – 31 Baywater Court – Numerous guns taken for safekeeping
- 04/17/10 – Burglary – dwelling – ICW/Cassen Park – suspect entered a houseboat and stole some fishing equipment
- 04/17/10 – DV – aggravated battery 279 Selden – B/M struck his girlfriend about the head and face causing a substantial wound in her head. Victim Advocate notified. Suspect arrested
- 04/17/10 – Fugitive arrest: parking lot of the Winn Dixie on Granada Blvd. Suspect had an open civil arrest warrant for child support
- 04/17/10 – Theft – 345 Fir Street – Victim suspects roommates of taking purse with prescription medications in it
- 04/17/10 – Myers act – CVS pharmacy
- 04/18/10 – Stolen semi recovered at 190 S Atlantic Ave. Vehicle reported stolen out of Georgia. Driver taken in to custody (fugitive from Georgia). His family (wife and children) stranded without food. Victim Advocate and DCF notified. Wife and children taken to STAR family center for shelter & assistance.
- 04/18/10 – Felony arrest – shoplifting – 1521 W Granada Blvd – Walmart
- 04/18/10 – Misdemeanor arrest – shoplifting – 1521 W Granada Blvd – Walmart – Female complained of wrist injury – rescue/EVAC responded but she refused treatment. She was then transported to OBPD where she began complaining of shortness of breath. Rescue/EVAC responded and she was transported to Florida Hospital. She was medically cleared after several hours and was transported to VCBJ.
- 04/18/10 – Burglary – residence – 612 Johnson Dr – suspect identified.
- 04/19/10 – Baker act – 484 S Atlantic Avenue – Scottish Inn – adult male/suicidal.
- 04/19/10 – Disorderly conduct – 485 S Atlantic Avenue – Maverick Resort – adult male arrested.
- 04/20/10 – Fraud/Larceny – 101 E Granada Blvd – Food Lion – suspect arrested.
- 04/20/10 – Aggravated Assault – 28C Cypress Circle – adult female arrested for DV. Adult male (DV victim) arrested on open VCSO warrant for failure to appear.
- 04/20/10 - Burglary – residence – 1409 N Beach Street – forced entry – jewelry/collectables stolen.
- 04/20/10 – Burglary – business – 1409 W Granada Blvd # 605 – Sharps Liquor – front door smashed – video of suspect turned over to CID.

- Traffic Unit:
 - 04/16/2010 - Hit & Run - 1478 W. Granada Blvd. (Ormond Towne Square): 90-year-old motorist crashed into a parked vehicle and left the area. Violator was located at her home in Daytona and cited for careless driving and hit and run.
 - 04/21/2010 - Hit & Run - 298 S. Nova Road (Forest Hills Plaza): A motorist (reportedly impaired) crashed into a parked vehicle in the plaza. He and his passenger left the area without reporting it. The vehicle owner was located at 1274 Buckeye Drive. She was identified as the passenger at the time of the crash and gave a sworn statement that her boyfriend was driving the vehicle and left the scene because he had no insurance. Neither the driver nor the vehicle was located. Charges will be issued by warrant / affidavit.
 - Sergeant Smith researched different makes/models of police motorcycles. This has been an ongoing project between the Traffic Unit and Fleet Operations. We are trying to ensure the most cost-effective option in preparation for when motors are due for replacement.
 - Assisted NID with several parking complaints. Most were resolved with compliance or tow warnings.
 - We addressed a neighborhood complaint involving trucks hauling debris from the now-demolished Surfside Inn. Complainants have been contacted, who report that the trucks are using Ormond Parkway and Seminole Drive, in violation of posted signs. We intend to contact the contractors; however, nobody has been at the Surfside Inn since the complaint.
 - VMB deployed at Cassen Park to alert motorists of boat ramp repairs until Tuesday.
 - VMB was deployed on Tuesday at US 1 and SR 40 for the Law Enforcement Torch Run for Special Olympics.
 - Sergeant Smith, Officer Sanders, Officer Pavelka, and Officer Borzner escorted runners for the Law Enforcement Torch Run for Special Olympics on Wednesday.
 - All Ormond motors and several VCSO motors assisted Patrol Division in searching the right-of-ways and medians of N. US 1 on Thursday, seeking money and a GPS tracker stolen from a bank robbery at Bank of America that was tracked to that area.
 - Traffic Citations 71
 - Parking Citations 1
 - Crash - No Injury 11
 - Crash - Injury 0
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 31
 - Self-Initiated Enforcement Locations:
 - 500-800 BLK Division Avenue
 - 600 BLK Hand Avenue
 - Center Street / Arroyo Parkway
 - S. Halifax Drive / Casements Drive
 - N. US 1
 - SR A1A
 - 400 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.
 - Pine Trail Elementary (Unfounded)
 - Parking Complaints:
 - 325 Ocean Shore Blvd. (Unfounded)
 - SR A1A / Standish Drive (No violations)
 - Cassen Park (No Violations)

- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 6 Cases Initiated
 - Zone 2: 9 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 6 Cases initiated
 - 21 tree removal permit requests
 - Administrative staff assisted with one (1) lobby call and one hundred thirteen (113) telephonic inquiries.

Public Works

- **Engineering**
 - US1 Forcemain Extension Phase II- FDOT has acknowledged that they will issue the watermain bridge attachment permit.
 - Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Lane Turn Lane & Utility Offsets- Thermoplastic striping remains – all other items have been completed.
 - Downtown Improvements – The installation of the new furnishings will begin on April 26th in the Downtown.
 - Ormond Shores Stormdrain Replacement- Received proposal for installing pipe insert on 15-inch upstream pipe.
 - South Ormond Rec. Lighting- sent submittals to design consultant
 - Granada Beach Approach- The contractor completed the sidewalk installation minus the decorative sandblasting, and installed the steel reinforcing for the parking areas. The Royal Floridian repaired the PVC fence temporarily, but has plans to replace the fencing as part of their renovation project.
 - Ormond Parkway Park – The contractor striped and graded the park to prepare the site for the landscape plantings, and installed the small patio, decorative arbor, and irrigation system.
 - SR40 Sidewalk/Trail Phase I - Contacted FDOT regarding field changes, field meeting on manhole conflict.
 - SR40 Sidewalk/Trail Phase II - Re-designed sidewalk around right turn lane which increased quantities of culvert and embankment, sent information to FDOT
 - Traffic Signal Rehab-Granada Blvd at Ridgewood Ave & Halifax Dr – Reviewed submittals
 - Cassen Park Boat Ramp Extensions – Inspected installation methods after contractor experienced trouble with initial installation. Both extensions were installed successfully on Friday 4/16, concrete was poured Monday 4/19.
 - Division Avenue Stormdrain Pipe Joint Repair – Roadway pothole caused by leaking joints has been managed throughout the week. Quotes received to perform chemical grouting, PO issued. Work is expected to begin next week.
- **Design Projects:**
 - WTP Distribution System, Ph II- The project was advertised. pre-bid May 5, 2010; bid opening May 19, 2010
 - Alcazar-Buena Vista Drainage Area Improvements- Met with consultant to review plans with Engineering and Utilities staff.
 - Airport Rd Forcemain / Reuse Extension- Reviewed 90% plan set. RAI received from the County review.
 - OBSC Boundless Playground- Staff held a meeting with a group of parents with disabled children to discuss design components and equipment selections.
 - LED Lighting Conversion- Staff determined the 70 watt LED fixture is the appropriate replacement choice for the existing 175 watt metal halide fixtures.

- Granada Bridge Decorative Pole Replacement – The project consultant is preparing engineered plans for FDOT permit review. Staff received the latest bridge report from FDOT for the structural engineer.
- Urban Forestry Grant – The application is currently being reviewed for consideration.
- Vining Court- the consultant is finalizing the plans and specifications for competitive bidding.
- Sunshine Blvd.- Staff is soliciting quotations for the replacement of two monument signs and the addition of directory address map.
- US1 & SR40- Prepared LFA agreement for City Commission agenda
- South Ormond Recreation Center Improvements- Received final proposal from Hall Construction.
- 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- Notice of Award and contracts were sent to the Contractor, Saboungi Construction, for execution.
- 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 in the 5 year CIP.
- 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- The consultant submitted the RAI to SJRWMD.
- Hull Road Turn Lane – Resubmitted plans & specs to FDOT
- Ormond Scenic Loop & Trail – Prepared City Commission memo/agenda item
- Capital Improvement:
 - City Hall 1st floor Renovations- modify plans
 - Reviewed Hand Ave Collector Rd Upgrade plan markup comments against drawing set for compliance.
 - SR40 Interconnect – created drawing, added utilities
 - US1/SR40 Intersection Improvements – created several concept drawings for decorative thermoplastic
- Administration:
 - Roadway Resurfacing Study- Collected information on resurfacing history and costs.
 - WWTP/ Transfer Station Tank Removal- County was requiring full site assessment; however, the minor contamination condition indicated in the single point sampling gave grounds for reduced testing and reporting.
 - Processed project invoices/pay requests totaling \$28,436
 - Prepared a requisition/PO totaling \$24,375
 - Submitted quarterly status report for ECHO Grant program – The Casements Architectural Improvements project

- Reviewing current continuing consultant contracts for possible revisions prior to award of new contracts
- Meetings:
 - Vining Court plans review
 - Riviera Park – seawall assessment
 - 704 South Beach St – onsite meeting w/contractor & homeowner to discuss changes to SWMP
 - Attended statewide stormwater rules meeting by SJWMD and EPA which discussed the new total maximum daily loading of nutrients into water of the State which are proposed to be more restrictive than current drinking water standards. This proposed rule is being met with strong opposition, but also has many supporters.
- Customer Service:
 - 138 Granada Blvd – new 6” sewer and 1½” connection
 - Fire sprinkler service – 1445 US1
 - Halifax Marine - dune permit
 - Investigated two sites to assist residents with stormwater complaints
- Other:
 - 39 projects were inspected.
 - Provided finished floor elevations for FEMA identified flood prone properties to Planning Division
 - Created site plan map of properties surrounding the Thompson Creek crossing at Sterthaus
 - Researched and created sketch and description needed for Oakridge Cemetery property access for monitoring well readings
 - Provided Breakaway Trails water main and valve location information and drawings to Utilities Division
 - Researched the Parks ditch location to verify easement existence and provided drawings to support findings to GIS
 - Located drawings to show location of WTP boundary and provided them to Utilities Manager
 - Created water/wastewater Earth Day poster for Utilities Division
 - GIS sewer laterals – added objects to working sewer lateral SHP file, filled data table
 - Tomoka stormwater – created drawing
- Street Maintenance
 - Asphalt / Concrete
 - Pour (2) 100’ x 8’ sidewalks at Wilmette
 - Pour concrete utility cut in sidewalk at 700 N. Beach St.
 - Asphalt spillway at Hidden Hills
 - Level roadway at Whippoorwill and Bramblewood
 - Pull forms and backfill sidewalk at Wilmette
 - Tree Crew
 - Trimming at City yards and City Hall (including Corbin St. parking lot at school).
 - Trimming around benches at various locations
 - Tree removal at 4 Old Trail and on Jefferson
 - Remove a palm and couch at Division well fields
 - Trimming around City Hall for Earth Day

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
- Assist concrete crew on Wilmette
- DOT weed control on Granada-A1A – west to city limits and SR40-A1A to Tomoka River
- Pick up piles at Sanchez
- Pick up (10) yards from contractor for Cassen Park
- Take hazardous waste material to recycling center
- Assist with Earth Day

Sign Shop

- Installed new pedestrian crossing signs on Wilmette Ave. at N. Orchard St.
- Emergency lane closure on S. Nova Rd. at Moreland Blvd. for tree trimming (4-21-10)
- Repair signs at the following locations:
 - Hangar Way & Airport Rd., straightened the street names
 - Ironwood Ct. & Sycamore Cir., replaced 12" No Outlet sign
 - Rio Ave. & Oak Forest Dr., replaced bolts on stop sign
 - Oak Dr. & Neptune Ave., replaced post on stop sign hit by a vehicle
 - Thomas St. & Fleming Ave., replaced stop sign post hit by a vehicle. Also replaced stop sign & names
 - Pineland Trl. s/of Harmony Ave., straightened a leaning speed limit sign
 - Lakewood Park & Lakebridge Dr., replaced the stop sign
 - Hunters Run Cir. & Lakebridge Dr., replaced the stop sign
 - 517 Lakebridge Dr., replaced a 25 mph sign
 - Rollins Ave. & Harvard Dr. replaced the missing post, stop sign & street names. This is the 2nd time in (2) weeks that these signs went missing
 - Princeton Ave. & Harvard Dr., replaced missing post, stop sign & street names

• **Stormwater Maintenance**
Maintenance Crew

- Locates citywide
- Setting up for Earth Day
- Met w/County of Volusia at 727 N. Beach St.
- Carp Barrier – cleaned and inspected
- Pump Stations inspected
- Reachout Mower – N. US1 – Hull Rd. – Lakebridge pond
- Vacon – Brookwood and Mayfield Terrace – Woodridge Ave. – cleaned 2,220 ft.
- Gradall – removed concrete spillway at Airport
- Cut concrete basin with saw at 236 Riverbluff – will remove concrete next week with pictures
- (3) quotes for flag gate to be installed at Hand Ave.
- Will mow with the Reachout – Wastewater Treatment Plant at Breakaway Trails on Friday

• **Streetsweeper – Street Sweeping**

- 116.5 miles of road cleaned
- 80.0 cubic yards of debris removed

• **Fleet Services**

PM Services completed for the week:

Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
12

Road Calls for the week:
2

Accidents:
0

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

Diesel
7,034 gals.

Gas
13,453 gals.

Comments:

Fleet operating activities are normal.

Fire Station #091 gen set repairs have been completed and unit is running at full capacity.

• **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. Received approval for extension of time from the District for preparation of response items to the Request for Information.
- 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 meeting to discuss the additional design and permitting for water system improvements within the project area was held on 4/15/10.
- Fire Hydrant Replacement Program – Project documents were revised to modify bid docs for hydrants to be replaced on the peninsula. Investigating the flow differences between Melrose Avenue and Sanchez Avenue on N. Beach Street.
- 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. 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 was 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 accumulates rags within the unit. The modified bolt and washer is scheduled for delivery and installation in upcoming weeks. Prepared the Census Bureau form for construction activities progress.
- Procurement of Engineering Services – Reviewed proposals for Water Supply and Treatment.
- Gravity Sewer Pipeline Repair –Began preparing specifications for repairs.

- 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. A final pay request was received for review.
- Lift Station Repair and Replacement Project: Minor electrical items remain to be completed before the project is substantially completed. Prepared Change Order #1 to include extra work performed to date and for the Ormond Mall Lift Station relocation. The Ormond Mall's representative was contacted and a plan sent to him showing the additional easements requested for the electrical service and the reoriented pump station location. Sent the HOA a response to their letter concerning the fence at Shadow Crossings Lift Station. Landscaping and painting the rear corner posts has been proposed as a solution. Processed pay request number 11. The scheduled lift station start up was conducted at 6M. Communication problems between the VFDs and the pumps prevented the lag pumps from starting. One pump was noisy and the manufacturer indicated that the wet well should be checked to make sure no debris was flushed into the system when the sewer mains were unplugged. The start up will need to be rescheduled. City staff pumped out the wetwell and cleaned influent chamber debris resulting from long term by-pass.
- State Road 5 at State Road 40 (US1 & Granada) – Conformed contracts were signed by the contractor and sent back to the City for final execution.
- Wastewater Treatment Plant Expansion: A design kick off meeting was held to initiate the project 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.
- SPRC- Access routes to Well 36R through Huntington Woods are being evaluated. The slab 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. Reviewed plans for a fire line addition to the MDA Business Center and the 1545 Club.
- St. Johns River Water Management District – Alternative water supply reports were submitted.
- Significant Meetings – Attended the public hearing on proposed EPA nitrogen limits.
- Water Distribution
 - Repaired or replaced 17 Residential meters, replaced 9 water services, replaced 8 meter boxes
 - Repaired 14 service leaks, responded to 5 low pressure complaint, and 12 cloudy water complaint
 - Tested 21, repaired 1, and installed 3 city owned backflow preventers
 - Tested 2-3" and 1-8" meters for accuracy, rebuilt 1-3" commercial meter
 - Painted and inspected 57 Ormond-by-the-Sea fire hydrants, performed repairs on 2 city owned fire hydrants
 - Flushed Brookwood, Sawtooth, Misners Trail, Fiesta Heights, and Winding Woods subdivisions
 - Excavate, located and create an as-built for the water main inside the Breakaway Trails Maintenance area.
 - Repair 10" water main break in Breakaway Trail

- Install 2" taps on the 6" and 8" mains for meter testing at the Hunters Ridge Irrigation storage tanks
- Upgrade the ¾" water service to 2" at 767 N. Beach St.
- Replace and upgrade the 3" irrigation augmentation meter for a 4" meter at BAT Irrigation facility
- Rescinded the boil water alert on Tomoka Cove Way
- All vehicles cleaned and re-stocked.

- Water Treatment
 - Delivered 37.34 million gallons week ending April 18, 2010 (5.335 MGD).
 - Backwashed 116 filters for a total of 785,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Review lab data for UCMR2, all samples are non-detect.
 - Scheduled WQ flushing to begin Apr. 20th as follows: Beachside on Tue and Wed. nights, Mainland (river to RR) on Fri. and Sat. nights
 - Shipped samples of LPRO concentrate for testing in cooperation with AwwaRF research project.

- Waste Water Collection - Reuse
 - Crews responded to 4 trouble calls in Breakaway/Hunters Ridge areas and 1 in town.
 - Tim and crew assisted water dept. crew repairing 10" main break at Breakaway Trails maintenance yard.
 - Butch and crew cleaned out 6M wet well for assisting rehab project contractor start-up activities.
 - Televised eight sewer laterals, cleaned seven sewer laterals and root controlled three sewer laterals
 - Crew starting to clean up wastewater plant backyard for plant expansion.
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.97 Million Gallons
 - Produced 17.54 Million Gallons of Reuse
 - Produced 10.43 Million Gallons of Surface Water Discharge
 - Influent flows average for week is 4.00 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 189.63 (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.
 - Pretreatment Plan of Study has been received by FDEP and under review.
 - 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
 - Checked Well21SR for operations, reported excessive tripping of motor starter. Corrected loose connection and installed vent in control cabinet.
 - Cleaned Wells 29H & 30H control cabinets - replaced damaged surge protection device.
 - Replaced light switch timer at well 8D.
 - Replaced lime slurry pump #3 tube and replaced bearings on rollers.
 - Replaced Bermad valve water lines on well 36R and 37R
 - Installed auto greaser on lime slurry pump #1 and tested good.
 - Replaced float valve on #1 lime mix tank.
 - Cleaned automated valve screen on BAT Well B.

- Cleaned all BAT well enclosures.
- Ran LPRO and Lime softening back up generators, tested ok. Inspected system after run and submitted findings to Fleet Maintenance.
- Performed PM's to Rima, Division, Hudson and SR40 Wellfields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's.

Wastewater Plant – Lift Stations – Reuse System

- Reprogrammed Guard-it low level detection system at BAT.
 - Replaced overload contact on 7M liftstation.
 - Reset RTU at 2P liftstation.
 - Unhooked Pep tank pump at Hull Road ball field for collections crew.
 - Attended Start up activities for 6M liftstation. Debris in wetwell forced cancellation of start up and scheduled cleaning of wetwell was set as per instructions from FLYGT.
 - Tightened packing nut on BAT reuse pump #4 also took dimensions for pump #3 check valve replacement.
 - Repaired underground wire at entrance to BAT reuse pump station.
 - Tested Chlorine analyzer at WWP for operations. All good.
 - Trenched and installed new communications line between Hardened data center and maintenance building (300 ft).
 - Assisted operations with deragging carrousel splitter box.
 - Replaced drive motor post anoxic mixer #1, ordered replacement motor for stock.
 - Unclogged troughs drain Clarifier #3.
 - Adjust pump packing RAS pump #4.
 - Assisted operations group with cleaning of Televales at Clarifiers.
 - Utilities and operations group deragging 3 influent pumps -every 3 days.
 - Performed PM Service to all plant equipment.
 - Deragg 4 submersible aerators.
 - Monthly PM's to 26 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 9 Liftstations. (pull pumps, etc)
 - Weekly Staff Meeting
 - Utilities Division completed 64 work orders as reported in MP2 computerized maintenance management system, of which 44 were PM work requests and 20 were repair work orders.
- Regulatory Compliance and Water Quality
Preparing re-classification request for refill of this vital position.