

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 16, 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:
  - Weekly meeting with City Attorney
  - Weekly Directors' staff meeting
  - Met with Assistant City Manager, Finance Director, City Clerk, Leisure Services Director, City Attorney and Will Abberger and Pegeen Harrahan, Trust for Public Land, on beach access.
  - Weekly meeting with Human Resources Director.
  - Met with Mike Scudiero Zone 3 candidate, reviewed City's budget and answered general questions.
  
- Attended:
  - Movies on the Halifax: Back to the Future
  - Smart Growth workshop on April 10<sup>th</sup> at Daytona State College
  - PERC Hearing on ULP by IAFF regarding Health Insurance
  - Rotary meeting
  - Viewing for Mayor O'Neal
  - United Way allocations meeting, toured several organizations
  - ECHO Advisory Committee with Grants Coordinator/PIO in Daytona Beach
  - Ormond Beach Chamber Leadership session, provided presentation on City government and City projects
  - Volunteer luncheon at the Police Department
  - Meeting with Commissioner Gillooly and two constituents regarding Jill Allison Circle

### **City Clerks Office**

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

- Prepared packets for April 20 City Commission meeting.
- Launched new City website.

### **Community Development**

- Planning
  - Staff was contacted by VGMC that the Comprehensive Plan will receive certification from the Commission. Daytona Beach withdrew their objection based upon a policy which will be added to the City's Comprehensive Plan.
  - Staff spoke to FDOT regarding the SR40 and Hand Avenue Extension PD&E. EDMT study has started but FDOT is recommending that both roads be joined together in the PD&E Study. If this occurs, the earliest this can occur is 2012. Staff recommends we contact Tomoka Holdings to ascertain whether they would advance the PD&E Study funds sooner than the scheduled date for payment which is in July 2013.

- Hunter's Ridge will be filing a DRI application with the Department. The only issues involving the City are the proposed land exchange and the traffic mitigation. The land exchange provisions will be incorporated into the DRI DO and the traffic mitigation may take the form of either a proportionate fair share for the entire development or a phased development with monitoring & modeling. Because the land to be exchanged is city owned, the City will need to authorize Hunter's Ridge Properties to file a land use plan amendment on the City's behalf (from Industrial to Recreation/Open Space) for Parcel #4128-00-00-0030 which was formerly the water plant site. Otherwise the City will be required to file an amendment administratively.
- Staff reviewed 90 RFP responses as part of the Continuing Engineering Services Contract Update. Categories included: green planning; planning and urban design services; civil engineering; airports; and parks & recreation.
- Planning Board approved the Prince of Peace and Miro Medical Office Building. Prince of Peace was approved as recommended by staff and the Miro Medical Office Building was approved but amended. The landscape buffer between the Miro Building and the nearest occupant was enhanced by increasing the gallon size and height of the plantings so that the screening would be immediately as effective as a wall would have been. The Planning Department will use the Planning Board's recommendation as its own rather than the original recommendation to the Board.
- Building Inspections, Permitting & Licensing
  - Issued 72 permits with a total valuation of \$3,429,479.00
  - Conducted 234 inspections
  - Issued 5 new business tax receipts
- Site Plan Review
- No significant SPRC activity to report this week.

### **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.
- Staff transmitted the approved CRA documents to the County staff. A meeting with the County Council for review/approval is expected in May.
- Staff plans to begin the zoning and platting of the property 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 grants 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 is gathering the construction bids.
- 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 Gillooly and Kelley, Planning Director Ric Goss, Economic Development

Director Joe Mannarino and I attended the workshop. A number of economic development and promotional initiatives were approved that will benefit the residents and business 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-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 three vendors and one additional demonstration is scheduled on April 19.

#### Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with 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.
- 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.

#### 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. 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 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's 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

- The second meeting of the Aviation Advisory Board was held this week on Monday, April 12<sup>th</sup>. Numerous airport issues were discussed, including efforts to address aircraft noise, current and future capital improvement projects, and the possibility of establishing a procedure to rent additional tie-down spaces at the airport.
- 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.

- Senior staff conducted a final inspection of Phase 2 of the airport security upgrades project (southwest quad perimeter fence). Some additional landscape remediation is yet to be completed, but will be addressed presently. 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 composed and submitted to FDOT a comprehensive Joint Participation Agreement request 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." Updated budget figures derived from this process have been forwarded to the Finance Department.
- Staff submitted the final draft of the "Aircraft Noise Abatement Task Force – Staff Response and Recommendations" document, for presentation to the City Commission at their meeting on April 20<sup>th</sup>. The Aviation Advisory Board reviewed this document at their meeting on April 12<sup>th</sup>.
- Staff composed and submitted the monthly FDOT Active Aviation Grants Status Report this week.
- 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 28<sup>th</sup>.
- 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.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Staff is preparing a 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 38 Journal Entry Batches (# 2640 - 2748).
  - Approved 17 Purchase Requisitions totaling \$114,459.28.
  - Issued 20 Purchase Orders totaling \$87,909.49.
  - Prepared 209 Accounts Payable checks totaling \$522,878.91 and 32 Accounts Payable EFT payments totaling \$74,253.70.
  - Prepared 55 Payroll checks totaling \$46,320.35 and 314 Direct Deposits totaling \$369,448.13.
  - Transferred IRS 941 payment of \$147,195.09.
  - Processed 3,664 cash receipts totaling \$968,170.18.
  - Processed 950 utility bill payments through ACH totaling \$63,564.46.
  - Processed and issued 6,306 utility bills with billed consumption of water of 39,916k.
  - Issued 810 past due notices on utility accounts.
- Public Information
  - Press Releases  
Art in the Park

- Other
  - Citizen Contacts
  - Media Contacts
  - Completed ICS 100 and ICS 200 training
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, and reimbursements.

### **Fire Department**

#### Weekly Statistics

4	Fire
7	Fire Alarms
1	Hazardous
85	EMS
9	Motor Vehicle Accidents
18	Public Assists
<hr/>	
<b>124</b>	<b>TOTAL CALLS</b>

- Aid provided to other agencies:  
**13 calls – Volusia County (10), Holly Hill (2), Flagler County (1)**
- Aid received from other agencies:  
**3 calls – Volusia County**
- Total staff hours provided to other agencies: **9 hours**
- Total staff hours received from other agencies: **6 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **27**

#### SIGNIFICANT INCIDENTS

Date: Monday, April 5<sup>th</sup>

Type of Call: Vehicle Fire

Address: Tymber Creek Rd & W Granada

Dispatch Time: 11:55 AM

Cleared Time: 12:44 PM

Jurisdiction: Ormond Beach

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

Incident Description: Dispatched to a 2 car motor vehicle accident. One vehicle was in the middle of the roadway with flames and smoke coming from the engine compartment and dash area. Bystanders removed occupant from the burning vehicle. RE94 paramedic treated the patient. Fire was extinguished, battery was disconnected, and debris was picked up to clear scene of any hazards. Occupant of second vehicle was determined to have no injuries.

Date: Thursday, April 8<sup>th</sup>

Type of Call: Vehicle Fire

Address: Durrance Ln

Dispatch Time: 11:37 AM

Cleared Time: 12:16 PM

Jurisdiction: Flagler County

Units on Scene: Ormond Beach Engine 94 & Tanker 94, Flagler County Sheriff's Office.

Incident Description: Responded to a vehicle fire west of Leeway on Durrance in Flagler County. A single pick-up truck was on fire in the middle of the road. Flames were coming from gas tank

area, cab and engine. All occupants safely exited the vehicle. Fire was extinguished with 500 gallons of water. Vehicle was a total loss.

#### Operations

- Attended new policy training
- Conducted ACLS recertification classes

#### Training Hours

14	ACLS
26	EMT Refresher Module 1
2	Hose & Equipment
28	Policies & Procedures
10	Preplanning
8	Pump Operations
9	Tactics
21	Technical Rescue

---

**118 TOTAL STAFF HOURS**

#### Activities

- Serviced 172 hydrants to include: flow testing, inspecting and flushing
- Updated 7 pre-fire plans
- Conducted 3 fire inspections with 4 safety violations discovered
- 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
- Screening/Interviews Scheduled
  - None
- Background/Reference Checks
  - Leisure Services – PT Office Assistant
- Job Offers
  - Leisure Services - P.A.C. Supervisor – Effective 04-19-10
- Terminations/Resignations/Retirements
  - Fire – D.E./EMT - Retirement – effective - 04-30-10
  - PD – Police Officer – Resignation effective 04-09-10
  - P.W. – Maintenance Worker II – Termination – effective 04-12-10

#### Information Technology (IT)

- Work Plan Projects
  - Hardened Data Center
    - Moving servers into 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: - 59 New work - 60 completed - 49 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
  - For the week:

Total inbound E-Mails	52,021	Net Inbound E-Mails	42,914
Inbound Bad E-Mail	8,834	Percentage bad mail	17.5%
Virus Messages Blocked	273		

Notable Events: None.

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

- Addressing Additions: 1 Changes: 1 Corrections: 0
- Map/Information Requests: 13
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

### **Leisure Services**

- Administrative Services
  - Finance Director Meeting
  - Supervisory Staff Meeting
  - Public Works Staff Meeting
  - City Manager's Staff Meeting
  - Trust for Public Land
  - City Commission Meeting
  - Leisure Services Advisory Board
  - Leadership Council Meeting
  - Boundless Play Area Meeting
  - EEGBC Project Meeting
  - Recreation Manager Meeting
  - 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 continued this week, with games Monday through Friday, at both the Nova and Sports Complex Fields.
  - The City's Youth Coed Volleyball Program had its first ever "Game League" week and the kids were excited and energetic. 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 continued their weekly practices, with games this weekend at the Sports Complex.
  - The City's Adult Coed Softball Program started up their second 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 halfway point) were split into two divisions, based on their ability and first half records. We now have six "A" teams and five "B" teams.
  - SHS Girl's Flag Football are currently playing their home games at the Sports Complex on Field 7, Soccer/Football. Games are every Monday night at 6:00 p.m.

- 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.
- Bethune-Cookman University played one of their conference home series at the Wendelstedt Baseball Fields this past Saturday at 1:00 and 4:00 p.m.
- Upcoming Activities: Lady Renegades Girl's Competitive Softball Tournament, USSSA Boy's Competitive Baseball Tournament, NSA Adult Softball Tournament, USSSA Lacrosse Tournament, Louis 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
  - Repaired broken sprinklers at Nova Park fields
  - Sprayed fence lines and parking areas with Roundup to control weeds
  - Prepped baseball field 1 for BCU series against NC State
- 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 Kinetic Expressions Dance Academy's presentation of the Lion King on Friday and Saturday, April 16<sup>th</sup> and 17<sup>th</sup>. This marks the second consecutive year that KEDA has utilized the PAC for their annual 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 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 16<sup>th</sup> • KEDA Presents Lion King (PAC) \$15 -7pm
    - April 17<sup>th</sup> • KEDA Presents Lion King (PAC) \$15 -7pm
    - April 18<sup>th</sup> • KEDA Presents Lion King (PAC) \$15 -2pm
    - April 23<sup>rd</sup> • Roger Garrett as Elvis! (PAC) \$20 -7:30pm
    - April 25<sup>th</sup> • Miss Florida US Pageant (PAC) \$37 - 4pm
  - 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 – 7:30 p.m.
    - A girl's youth basketball tournament will be held this weekend.
    - 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
    - Attended and assisted with the first Disney "Give a Day. Get a Day" cleanup day on Saturday
    - Spoke with Paul McCauley about Memorial Remembrance Service
    - Prepared and sent request for quote for sound for Memorial Remembrance Service
    - Art in the Park: staff continued to register participants, prepared and sent out acceptance letters, answered calls for information, confirmed some entertainment, taking sponsorship, stuffed 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.
    - Art in the Park application deadline is Friday, April 16<sup>th</sup>
    - Prepared and attended the Tomoka Elementary School Health Fair on Tuesday, April 13<sup>th</sup>
    - Contacted food vendors for Independence Day Celebration
    - Attended Senior Games meeting
    - Began preparing letters and labels for the Independence Day Celebration
  - Gymnastics
    - The new session is in full swing and it is great to see familiar faces and the smiling, eager faces of our new students. The Level 1 Boy's class is at capacity now.
    - A Level 7 student, Emily Bauer, is getting ready to go to the state competition next week at Disney's Wide World of Sports. 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. We strive every day to build a greater program for the children of Ormond Beach.
  - 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 first 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, developing spreadsheets from the registration on Saturday, reviewing applications for counselors and developing camper information spreadsheets.
- Planning for Nova Summer Connection Day Camp included developing counselor manuals, reviewing the applicant list for counselors and organizing supplies, equipment and continued ordering of supplies.
- Camp T. Rec registration was on Saturday from 9:00 a.m. until 5:00 p.m. on Saturday at Port Orange, the Schnebly Center in Daytona Beach and Nova Community Center.
- The Health Fair Bus was at Nova Park on Thursday.
- The Coordinator attended a meeting for the planning of the Boundless Play Area on Thursday. Several parents of special needs children also attended to offer views and opinions during the meeting.
- 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 Wednesday 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.
  - Staff assisted with set up and strike of the weekly Farmers' Market on Thursday morning.
  - Casements Coordinator met again 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.
  - A 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.
  - The Casements Guild Board met this Monday from 9:30 a.m. to noon.
  - The Casements Guild Crafters met this Thursday from 12:30 p.m. to 3:00 p.m.
  - The Casements assisted Community Events this week with the Chamber's Leadership meeting supplying items from tables, chairs, linens and skirting.
  - Francesca Johnston instructed another Northern Italian Cooking class this Wednesday evening in The Casements kitchen from 5:30 p.m. to 9:30 p.m.
  - The Casements Camera Club met for their monthly meeting at Bailey Riverbridge this Thursday evening from 7:00 p.m. to 9:00 p.m.
- Facilities Maintenance
  - Repaired wooden walkway on Wilmette Circle
  - Cleaned off roofs of three pavilions at Nova Recreation
  - Performed quarterly inspections of the sprinkler systems at City Hall and Police Department

- Repaired ladies' room toilet at the Senior Center
- Repaired four decorative streetlights on Granada Boulevard
- Replaced lighting for Casements sign with energy efficient fixtures
- Moved 25 boxes into storage at Fleet Maintenance
- Repaired water heater for Building A at the Senior Center
- Repaired two sign lights at the Ormond Beach Municipal Airport
- Installed water heater in offices at the Airport Sports Complex
- Parks and Irrigation
  - Repaired loose cap block at Rockefeller Gardens
  - Repaired men's room light at Central Park II
  - Rewired lighting in the dance room at the Casements
  - Installed memorial bench at Memorial Gardens
  - Cleaned up trash along banks of lake of Central Park II
  - Worked on Airport Business Park Irrigation Reconstruction

### **Police Department**

- Administrative Services
  - Held weekly PD staff meeting
  - Attended weekly Department Head staff meeting
  - Gave presentation on Police Department to FHCP Leadership Academy
  - Property & Evidence Unit audit and inventory continuing
- Community Outreach
  - 25 youth participated in the READ program held at OBE. Youth played a writing game to create characters for their books, wrote character descriptions and began developing the plot for their Chain story.
  - Youths in the SOP program began the investigation of a crime scene scenario for the program. Officer Lloyd Cornelius and Crime Scene investigator Haller worked with the youths.
  - Officer Gregory Stokes, Athletic/Activities Specialist Avery Randolph, and Volunteer Coaches Kirk Oldham and Pepper Johnson took 10 youths (2 team members could not attend due to last minute family circumstances) to the State of Florida Association of Police Athletic Leagues Annual Basketball tournament. The youths placed second in the State.
- Community Services & Animal Control
  - Animal calls responded to
  - Animal Reports
  - Animals to FHS
  - 2 Animal Bites
- Criminal Investigations
  - Cases Assigned: 18
  - Cases Cleared by Arrest/Complaint Affidavit: 2
  - Cases Exceptionally Cleared: 2
  - Inactive: 4
  - Burglary Residential: 4
  - Larceny Car break: 3
  - Grand Theft: 3
  - Sex Offense/Rape: 1
  - Robbery: 1
  - Death – Undetermined Cause: 1

Comments: Sexual Assault suspect has been identified and warrants are pending.

- Records:
  - Walk Ins / Windows - 189
  - Phone Calls - 269
  - Arrest / NTA'S - 18
  - Citations Issued - 150
  - Citations Entered - 149
  - Reports Generated - 112
  - Reports Processed - 151
  - Mail / Faxes / Records Request - 109
  
- Operations
  - 04/08/10 – Robbery – 353 W Granada – Winn Dixie – W/M – Approached pharmacy – implied he was armed – asked for Oxycontin – obtained small amount of narcotics and fled from store – suspect eluded capture.
  - 04/08/10 – Fleeting MC observed at high rate of speed on E. Granada in area of Gardens of New Britain – eluded first officers – no pursuit – spotted again on Byron Ellinor – MC attempted to evade officers behind residence – lost control – took off on foot w/officers in foot pursuit – suspect was apprehended.
  - 04/08/10 – Grand Larceny – Golden Abbey Nursing home – Tour of new rooms w/prospective customers – Discovered four (4) 32" flat screens had been stolen – unknown time of occurrence.
  - 04/09/10 – Traffic arrest – stolen tag - DWLS – 40/95
  - 04/09/10 – Injunction violation – 99 Royal Palm – affidavit completed
  - 04/09/10 – Disturbance – Rocking Ranch – subject hit in eye – declined pursuit of charges – suspect departed area prior to officers' arrival.
  - 04/09/10 – Disturbance – Florida Hospital Oceanside – Belligerent W/M subject – highly intoxicated – chased by ER nurses prior to PD arrival – subject confrontational and had to be physically restrained for ER staff to medically clear for release/transport – to VCBJ.
  - 04/10/10 – Domestic Violence – 82 Division – Adult struck mother's boyfriend – complaint affidavit completed.
  - 04/10/10 – Domestic Violence – arrest – Piranna Grille – Husband punched wife in face – minor laceration
  - 04/10/10 – Burglary in progress – Pet Store 150 Tomoka Avenue – W/F observed entering business after breaking window. Officer Brugone and Sgt. Gaston stopped suspect leaving parking lot – suspect admitted to offense – money recovered and returned to owner.
  - 04/10/10 – Burglary – residence – 432 Sauls St – Homeowner suspects his girlfriend took some electronic equip from his home – ongoing civil complaint between the two.
  - 04/10/10 – Knock and talk at Scottish Inn – minor drug arrest after complaint about drug and prostitution activity going on.
  - 04/11/10 – Sexual Battery – victim went to Halifax Hospital claiming she was abducted at gun point in Daytona Beach but unable to give exact location. Claims she was sexually battered somewhere in Ormond Beach but was unable to give location. Victim under influence of numerous narcotics – unable to provide much information and changed stories – DBPD notified as alleged abduction may have occurred in their jurisdiction.
  - 04/11/10 – Burglary – 10 Brooke Station – possible known suspect – French door broken to get access to deadbolt – gun and costume jewelry taken – gun entered into NCIC system.
  - 04/11/10 – Baker Act – 355 Fir Street – A/M threatening suicide.
  - 04/11/10 – Baker Act – 334 Warwick Avenue – A/M became violent – attempted to kick his way out of patrol car.
  - 04/11/10 – Juvenile arrest – 420 Lakebridge Plaza Drive – pool deck – possession of marijuana under 20g – NTA issued – juvenile released to their parent(s) per DYS.

- 04/12/10 – Burglary – residence – 440 Collins St – 2 day time lapse – TV & \$15 cash stolen. No suspects – Resident, elderly female, cannot locate several items – hidden key missing. She assumes key was found and used to enter home – two rings, purse and glasses missing.
- 04/12/10 – Baker Act – 6 Oak Brook Drive – A/M – threatened to kill family & dog – held screwdriver to his own throat prior to PD arrival – taken into custody without incident.
- 04/13/10 – Carbreak – 1000 Tomoka Road – Tomoka Methodist Church – Parked cars – windows smashed on locked vehicles – purses in plain view stolen – unknown suspects.
- 04/13/10 – Carbreak – 440 N Nova Road – Magic Forest – parked vehicle with purse visible on front seat – window smashed – purse stolen.
- 04/13/10 – HHPD served search warrant in their city – discovered operational meth lab – operated by subject believed to be staying at 685 Cordova Ave – OBPD/HHPD units responded and arrested one W/M adult suspect.
- 04/14/10 – Burglary – 126 Ormwood – unknown suspects entered residence during the day and took cash and jewelry.
- 04/14/10 – Burglary attempt – 100 W Granada – Hess station – unknown suspects pried off door handle to back door. Nothing missing – suspect not on video – possibly scared off by alarm sounding.
- Traffic Unit:
  - 04/08/2010 - Traffic Stop with foot pursuit and arrest - SR A1A / Arlington Way: Ofc. Pavelka spotted a wreckless driver on a sport motorcycle, but it fled the area at high speed before he had an opportunity to attempt a traffic stop. Ofc. Orlando spotted the vehicle on Arlington Way, and Ofc. Pavelka spotted it again on Halifax Drive, turning into Ellinor Village. Again, officers never had an opportunity to attempt a traffic stop. The motorcycle drove between two houses, where Ofc. Pavelka observed it and its operator rolling on the ground in a backyard. Upon sight of Ofc. Pavelka, the operator fled on foot. He was captured in The Gardens of New Brittan after we set up a perimeter. He ran from the officer because he had a suspended DL. He was arrested and charged with multiple violations.
  - 04/12/2010 - Crash w/Injury - 487 S. Nova Road: A motorist possibly suffered a seizure, veered off the roadway, drove through some shrubbery and crashed into a pole in the parking lot of Manny's Pizza (which was the only object that kept the vehicle from crashing into the occupied buildings)
  - 04/14/2010 - Crash w/Injury – DUI - 300 BLK S. SR A1A: Motorist crossed into the oncoming lane and caused a head-on collision. This occurred in front of Officer Piccola as he was on a traffic stop. The at-fault motorist was transported to the hospital with an ankle injury.
  - 04/14/2010 - Crash w/Injury – vehicle roll over and entrapment - 1521 W. Granada Blvd. (Wal-Mart): Motorist travelling in the parking lot drove onto a curb and rolled her vehicle over. She was extracted by rescue personnel and transported to the hospital.
  - 04/14/2010 - Crash w/Injuries – vehicle roll over and entrapment - road closure 1000 block of N. US 1: A motorist leaving the parking lot of Bull Run pulled directly into the path of a southbound full-size pickup truck. The truck swerved and crashed into the other vehicle, causing the truck to roll over several times. While doing so, the truck rolled into another vehicle in the median break at Coquina Drive. All three vehicles were destroyed and rescue personnel were needed to extract the occupants with Hurst tools. One northbound lane and both southbound lanes were shut down for about 90 minutes. Five motorists sustained injuries. Three were transported to the hospital. Amazingly, none of the injuries are considered life-threatening.
  - 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. The complainants were contacted this week and advised of the same.
  - Assisted NID with several parking complaints. Most were resolved with compliance or tow warnings.

- A complaint was addressed from the Airport Manager in reference to an illegally parked RV on airport property.
- Addressed the complaint of a new resident at 413 Main Trail reporting speeders. Stealth STAT was deployed with a 24-hour survey result. Average speed 22 MPH. No enforcement or changes are indicated. The complainant has not called back after messages have been left.
- VMB deployed at Cassen Park to alert motorists of boat ramp repairs.
- Sergeant Smith and Officer Pavelka assisted SDPD with a funeral escort for Mayor Blaine O'Neal on Wednesday.
- Traffic Citations 112
- Parking Citations 4
- Crash - No Injury 16
- Crash - Injury 5
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 65
    - 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)
      - Cassen Park (No Violations)
- Neighborhood Improvement
  - Weekly inspection statistics by Commissioner Zones
  - Zone 1: 9 Cases Initiated
  - Zone 2: 10 Cases initiated
  - Zone 3: 4 Cases initiated
  - Zone 4: 12 Cases initiated
  - 14 tree removal permit requests
  - Administrative staff assisted with three (3) lobby call and one hundred three (103) telephonic inquiries.

## **Public Works**

### **Engineering**

- US1 Forcemain Extension Phase II- Although F.D.O.T. issued permit for the proposed repair work plan for US1 north of the Tomoka Bridge, the watermain attachment has not been issued- F.D.O.T. has been requested to provide an explanation for this.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Contractor repaired damaged sprinklers inside median island.
- CDBG Beachside Decorative Pavers- The proposed landscape and irrigation was installed and inspected, completing the beautification project on the beachside (Byron Ellinor, Mulberry, Valencia, Magnolia, and Orlen Way).

- Downtown Improvements – The installation of the new furnishings is scheduled to begin during the beginning of April.
- Ormond Shores Stormdrain Replacement- Contractor is preparing proposal to line the 15-inch stormdrain. After reviewing the TV log of the pipe prepared by staff, about 60% of the pipe is in decent condition.
- South Ormond Rec. Lighting- Prepared and distributed meeting minutes.
- Granada Beach Approach- The contractor formed the sidewalk and installed a drain field for the Royal Floridian existing sump pump outfall pipe.
- Bailey Riverbridge Gardens – The Park was closed on Monday so the contractor could safely remove all the invasive Brazilian Pepper from the shore line.
- Ormond Parkway Park – A Pre-construction meeting was held on April 8<sup>th</sup>. The contractor began work this week.
- SR40 Sdwb/Trail Phase I - Submitted second change request to FDOT, resolved the cross slope for end of sidewalk and existing driveways.
- SR40 Sdwb/Trail Phase II - Drainage conflict was under review to coordinate a resolution.
- Design Projects:
  - Water Treatment Plant Distribution System, Phase II- Established project bidding schedule. Pre-Bid May 5, 2010, 2:30PM; Bid opening May 19, 2010, 3:00 PM.
  - Alcazar-Buena Vista Drainage Area Improvements- Design is approximately 45% completed.
  - Airport Rd Forcemain / Reuse Extension- Reviewed 90% plan set. RAI received from the County review.
  - 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 Britain 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- Sent comment on submitted plans. 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- Reviewed contract after CC approval and submit to contractor for execution.
  - 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- Bid was awarded, contracts are being prepared and will be distributed to the Contractor next week.
  - 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 29<sup>th</sup>.
- 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.
  
- Capital Improvement:
  - Central Park Paving- Create drawing and get proposed paving areas.
  - Nova Gym Paving- Create drawing and get proposed paving areas.
  - Identify pipe size and materials and then create map showing the storm water outfall locations along the John Anderson corridor.
  - City Hall 1<sup>st</sup> floor Renovations- Modify plans and create 4 alternative layouts.
  - Research Cassen Park Fishing Pier- Find pier construction drawing/make relevant copies and research pier lighting.
  - Division Ave Grout Repairs- Create drawing of repair locations.
  - Field Verify Measurements of Storm water Pipes at Avenue La Vista and Bramblewood Dr.
  
- Development Review:
  - Reviewing Hand Ave Collector Rd Upgrade plan markup comments and checking drawing set for compliance.
  
- 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.
  - Traffic Calming Methods- Observed a webinar for various methods and applications of traffic calming measures.
  - Processed project invoices/pay requests totaling \$5,878
  - Prepared a work authorization totaling \$5,215
  - Submitted quarterly status report for FEMA Hazard Mitigation Grant program – Hand Avenue & Laurel Creek Drainage Improvements project.
  
- Meetings:
  - Attended meeting for Scenic Loop Grant application.
  - Met with FEMA to discuss house purchase options for residents flooded during the May storm.
  - Issued Engineering permit for US 1 and SR 40, SONC Lighting Project and SR 40 sidewalk Phase 2
  - Vining Ct design plan review with Consultant
  - Conducted the Pre-Construction meeting for SONC Lighting project
  - Meeting on Main Trail Bridge rehabilitation and repairs.
  - Attended the EVRWA meeting
  - Halifax Area Utilities Meeting



- Attended field meeting with FDOT on RR advance warning on SR 40
- Customer Service:
  - Issued ATT permit for Wilmette Cable installation.
  - Issued ATT permit for Orchard Cable installation.
  - Issued ATT permit for Hand Ave Clyde Morris to Williamson Cable installation.
  - Issued ATT permit for Oakmont Circle Cable installation.
  - Issued TECO permit for gas line installation across Osceola Ave west of A1A.
  - 85 N St Andrews SWMP meeting with homeowner
  - Review the Woodridge plat and as-builts to identify easement types and City obligations for the waste water division and risk manager.
- Other:
  - 35 projects were inspected.
  - Attended a webinar for traffic calming
  - Make corrections to the easements created for the Trails S Forty Medians and forward to Legal Division for final review.
  - Create site plan map of the Casements grounds for the planning Division.
  - Began research for sketch and description needed for Oakridge Cemetery property access for monitoring well readings.

- **Street Maintenance**  
**Asphalt / Concrete**

- Repair sidewalk on Wilmette E/O RR tracks
- Replace sidewalk removed by Wastewater on Fiesta Heights Dr.
- Replace sidewalk removed by Water Department at 700 N. Beach St.
- Replace concrete in driveway removed by Wastewater at Breakaway Trails
- Grind down asphalt berm on Seton Trail
- Grind down trip hazard at Fluhart W/O Pine Rd.
- Grind down raised concrete on table at Riviera Park
- Fill in depression on Central Ave. W/O S. Beach St.

**Tree Crew**

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Painting room in Streets Division section
- Trimming at various locations
- Trimming at South Ormond Recreation
- Worked on truck #284
- Pick up debris and remove tree on Bonita Place and Nova Recreation
- Clean shop

**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 between US1 & RR tracks
- Pick up coquina rocks at Nova Recreation
- Fill potholes on Pineland Trail
- Weed control at City Hall and Granada Blvd. from Orchard to bridge

- Removed “Hungry Roofer” signs from telephone poles at various locations
- Fill in low spots while ramps are closed at Cassen Park
- Pick up debris in ROW at: Wilmette-Nova to US1, Center St.-Sterthaus to Wilmette, and Orchard St.-SR40 to Wilmette
- Put up and take down (3) bridge signs on the Granada Bridge

**Sign Shop**

- Checked all signs in Zone NM2 for repair
- Installed new “Trucks Entering Roadway” (High Intensity Prismatic) on N. Orchard St. & on Wilmette Ave.
- Demonstration of a new type of sign post breakaway anchor system by Universal Signs & TAPCO signs. Anchor installed at the stop sign at Ocean Terrace & Oceanshore Blvd.
- Fabricating new high intensity street names for various intersections in Zone NM2 (7 locations)
- Repair signs at the following locations:
  - 908 Northbrook Dr., straighten school speed limit sign hit by a vehicle
  - NW Northbrook Dr. & Boxwood Ct., replace playground warning sign post hit by a vehicle
  - Riverbluff Dr. & S. St. Andrews Dr., replace bent street names
  - Jill Alison & John Anderson Dr., replace the post & “No Outlet” sign hit by a vehicle

• **Stormwater Maintenance  
Maintenance Crew**

- Locates citywide
- Called in locates for pipe repairs
- Vacon – line cleaning
- Storm sewer inspection – Water Plant
- Building plywood plug for Hand Ave.
- School Thursday & Friday in Daytona Beach for (2) people
- Cleaned Casements – Rockefeller Park pond
- Reachout Mowing – N. US1, Hand Ave., Arroyo Parkway, Fleming Ave. & Wilmette Ave.
- Slope mowing – DOT ponds, SR40, Airport & Industrial Park
- Cleaned out pond at Sports Complex irrigation pond

• **Streetsweeper - Streetsweeping**

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

• **Fleet Services**

**PM Services completed for the week:**

Emergency—Vehicles and Equipment  
9

Non-Emergency Vehicles and Equipment  
36

**Road Calls for the week:**

3

**Accidents for the week:**

0

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

Diesel  
6,071 gals.

Gas  
16,140 gals.

**Comments:**

Fleet operating activities are normal.

• **Utilities**

- Prepared 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. Prepared correspondence for extension of time to provide response items to District 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 work authorization was prepared for McKim and Creed for \$19,940 to perform. 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.
- 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 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 the upcoming weeks.
- Procurement of Engineering Services – Reviewed proposals for Water Supply and Treatment.
- Gravity Sewer Pipeline Repair – Reviewed Altair report on manhole conditions in System 6M. 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. Received information from the contractor to justify for the time extension for incorporation into a change order. 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. Reviewed pay request number 11 and sent information to the

- contractor concerning outstanding invoices from Utility Pipe Sales. The scheduled lift station start up was conducted. 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 will get the wetwell pumped out and check it for debris.
- State Road 5 at State Road 40 (US1 & Granada) – Conformed contracts were assembled for distribution.
  - Wastewater Treatment Plant Expansion: Reviewed the 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. A work authorization was prepared.
  - 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 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. Reviewed the site plan of a T-Mobile telecommunication tower. Utilities were not impacted. Reviewed an easement vacation request for a portion of West Street adjacent to 350 Cumberland Avenue. Utilities were not impacted.
  - St. Johns River Water Management District – Alternative water supply reports were prepared for review
- Water Distribution
    - Repaired or replaced 32 residential meters, replaced 6 water services, replaced 7 meter boxes, and disconnected 2 water services for demolition
    - Repaired 13 service leaks, responded to 4 low pressure complaint, and 15 cloudy water complaints. (Note FD flow testing hydrants this period)
    - Tested 10 and repaired 2 City owned backflow preventers
    - Installed 6 new water meters and services
    - Tested for accuracy and rebuilt 2-3" meters
    - Performed maintenance on 31 Ormond-by-the-Sea and 2 City owned fire hydrants
    - Flushed Chelsea Place subdivision and Spring Meadows subdivision
    - Rebuilt automatic flusher at 220 N. Nova Rd, installed a new flushing device at 886 Riverside Dr.
  - Water Treatment
    - Delivered 37.25 million gallons week ending April 11, 2010 (5.320 MGD).
    - Backwashed 12 filters for a total of 590,000 gallons backwash water.
    - Produced and hauled 108 wet tons of dewatered sludge.
    - Cleaned north backwash water pit.
    - Received FDEP approval for Consumer Confidence Report and delivered to results to Tymber Creek which is a large bulk water customer serviced by the City and is commonly referred to as a Consecutive Water System.

- Waste Water Collection - Reuse
  - Crews responded to 8 trouble calls out west Breakaway/Hunter's Ridge and 2 in town.
  - Staff installed two new pump chambers at the soccer field PEPSystem tank and cleaned out tank with vactor.
  - Attended Start up of 6M lift station. Crews assisted with wetwell grit and sand removal operations.
  - Televised eighteen sewer laterals and cleaned five sewer laterals
  - Staff replaced broken driveways at 7 Tropical Lake Way.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 30.81 million gallons.
  - Produced 22.00 million gallons of Reuse.
  - Produced 8.81 million gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.31 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 254.46 (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 was 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
    - Installed light for operations on analyzers at sandfilters.
    - Checked wells at Hunter's Ridge for surge protection, found 2 out of 13 surge protectors out, with the rest being light bulbs blown. Replaced bulbs and ordered 2 new surge protectors.
    - Ran LPRO and Lime softening back up generators, tested ok inspected system after run and submitted findings to Fleet Maintenance.
    - Replaced slurry pump tube #2.
    - Continued on Rehab work to Standish booster station, pressure washed building and installed security bars on windows.
    - Pressure washed State park booster pumping station for future cleaning and painting of structure.
    - Checked out air release valve on well 36R, found debris in valve causing it to stick.
    - Installed cover on open J-box in plant.
    - Attended mandatory meeting on cell phone and internet policy.
    - 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.
    - Weekly staff meeting.
  
  - Wastewater Plant – Lift Stations – Reuse System
    - Located lines for alarm wiring for high liquid level at Influent station. Coordinate with Chinchor Electric to verify usable circuit. Audible alarm will inform operations of high level when away from the main computer.
    - Removed 2 chart recorders for operations.
    - Replaced phase monitor at Riverbend LS with 20 second delay model to reduce false trips.

- Replaced both impellers at 13M LS, impellers were found to be worn during annual inspection.
  - Utilities and operations continue to derag 3 newly installed influent pumps about every 3 days until such time a new impeller fastener is installed by manufacturer.
  - Cleaned impellers at wash rack that were removed during annual inspection and delivered to vendor for refurbishment.
  - Serviced sump pump in Recycle room.
  - Raked leaves and cleared brush at 8M3 liftstation.
  - Replaced door window at Influent building wetwell entrance with expanded metal to allow more air flow into structure.
  - Painted supervisor's office and floor.
  - Attended mandatory meeting on cell phone and internet policy.
  - Cleaned shop and put away spare parts.
  - One technician returned from FMLA leave.
  - Performed PM Service to all plant equipment.
  - Derag 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 76 work orders as reported in MP2 computerized maintenance management system, of which 58 were PM work requests and 18 were repair work orders.
- 
- Regulatory Compliance and Water Quality  
Preparing re-classification request for refill of this vital position.