

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 18, 2011

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

### **City Manager**

Reviewed and prepared with staff as follows:

- City Commission Meeting and Annual Goal Setting Workshop
- Weekly meetings with City Attorney, Finance Director
- Weekly staff meeting with directors
- Monthly meeting with Human Resources Director and Risk Manager
- Bi-weekly meeting with Fire Chief

Spoke to, attended and/or met with:

- Attended tarpon sculpture dedication
- Attended Rotary meeting
- As requested, met individually with Mayor Kelley and Commissioner Boehm to review commission agenda
- Met with Commissioner Partington, Mr. Newman and Mr. Wilson regarding residential impact fees for 529 Collins St.
- Met with CTLC representatives and Volusia County staff on Hand Ave. extension

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

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms, recording and transcribing meetings):
  - City Commission Meeting
  - City Commission Goals Workshop
  - Police, Fire and General Employee Pension Board Meetings

### **Community Development**

#### Planning

- Staff prepared a draft internet sweepstakes café ordinance to clarify and prohibit simulated gambling devices.
- Staff prepared an application to the TPO for an XU grant related to the Thompson Creek Trail alignment feasibility study.
- Staff participated in interviews for the final three firms selected for the beachfront park RFP.

#### Building Inspections, Permitting & Licensing

- 57 permits issued with a valuation of \$364,583.00
- 117 inspections performed.
- 7 business tax receipts issued.

#### Development Services

- The SPRC received the following plans:
  - T-Mobile second submittal after neighborhood meeting;
  - Holly Hill Family Dollar (Utility connection only)

#### **Economic Development**

##### Ormond Crossings

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

##### Airport Business Park

- Staff will arrange a ribbon cutting event for the Pace Analytical 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment.
- Staff will be arranging a ribbon cutting event with Emergency Communication Networks (ECN), a high technology company in the Business Park, once their renovation project to 1 Sunshine Boulevard, which was acquired as part of the Company's expansion plan, is complete.

##### Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to provide an update on the economic development projects.
- Staff met with three local banks to discuss the formulation of a Small Business Loan Pool to provide capital to new and existing Ormond Beach businesses. The program may also include a partnership with the Small Business Administration. A meeting with all three banks is planned for late next week.
- Staff met with the Economic Restructuring Committee initiatives to redevelop the downtown including a small business grant program and identification of potential redevelopment sites.

##### Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with Energizer management on a number of other site and transportation matters and met with Energizer senior management.
- Staff met with Doug and Lillian Rand from DeLand who are considering leasing Billy's Tap Room. Putnam State Bank, who will continue to own the property, has made some upgrades to the interior of the building and the prospective lessee discussed exterior renovations with staff. The reopening of Billy's is expected in mid-April.

##### Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.

- Staff continues working with the real estate brokers to develop strategies to identify potential users of the Florida Hospital Memorial Division property.

#### Airport Operation and Development

- Staff met this week to discuss plans to advertise for bids to construct security surveillance systems at the airport. Staff has sought and acquired an extension of the Joint Participation Agreement (JPA) with FDOT that will provide 100% funding for this project.
- Staff previously opened a dialogue with providers of cell tower facilities, after learning that cell towers located on airport property can be a source of significant income for the host airport. Staff has since requested proposals for the installation of cell tower facilities at the airport. If practicable, a suitable lease agreement will be forwarded to the City Commission for consideration.
- Staff successfully gained FDOT approval of a formal request to provide a supplement to the JPA funding the Taxiway "A" project at the airport. The requested supplement details FDOT participation in the proposed Taxiway "E" relocation, and will be presented to the City Commission for approval in March.
- The GIS department has completed updating the airport noise complaint map with data compiled for 2010. A link to this map will be posted on the airport webpage at the end of the first quarter of 2011, and will be updated thereafter on a quarterly basis.
- Staff has been apprised that Sunrise Aviation has begun installing the Wi-Flight flight data monitoring system in their fleet of training aircraft. Wi-Flight is an automated flight data capture and analysis system that also incorporates a cockpit voice recorder system. Sunrise Aviation will initially install Wi-Flight in 3 aircraft during a short evaluation period, and expects to eventually install the Wi-Flight system in all of their single-engine aircraft, which represents the majority of their training fleet. The Wi-Flight flight data recorder system is a combination cockpit voice recorder and flight data recorder that automatically records, uploads to the internet, and analyzes the data from each flight. Wi-Flight will notify Sunrise Aviation whenever a flight exceeds school safety parameters including low-level flights, flights in unauthorized airspace, or such things as hard landings. It is believed that these capabilities will also help the staff and instructors at Sunrise to identify and counsel those students who may need guidance following noise abatement procedures established for the airport.
- According to an analysis of the FAA Air Traffic Activity Data System (ATADS), the OBMA air traffic control tower is the 12<sup>th</sup> busiest of the 246 federal contract tower (FCT) locations currently in service. The FCT at Flagler County Airport is ranked as the 2<sup>nd</sup> busiest. In 2010, FCT facilities nation-wide handled 27% of all aircraft operations at airports with air traffic control towers.
- Staff has posted the final airport traffic counts for 2010 on the City website. Annual traffic is down 31,985 operations as of December 31, 2010. This represents a reduction of 21% over the previous year.

#### Finance/Budget/Utility Billing Services

##### Completed Projects - Weekly

- Processed 61 Journal Entry Batches (# 1694 – 1830).
- Approved 14 Purchase Requisitions totaling \$64,535.11.
- Issued 12 Purchase Orders totaling \$45,549.78.
- Prepared 188 Accounts Payable checks totaling \$255,239.16 and 29 Accounts Payable EFT payments totaling \$285,119.47.
- Prepared 80 Payroll checks totaling \$51,279.93 and 314 Direct Deposits totaling \$377,709.09.
- Transferred IRS 941 payment of \$139,084.74.
- Processed 3,392 cash receipts totaling \$517,460.01.
- Processed 1,543 utility bill payments through ACH totaling \$99,642.07.
- Processed and issued 4,301 utility bills with billed consumption of water of 23,370k.

- Issued 570 past due notices on utility accounts.

Public Information

- Press Releases
  - John Anderson Drive Road Closures (2/12)
- Other
  - Citizen Contacts
  - Media Contacts

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Attended pre-construction meeting for the PACE roof which is partially funded by City CDBG funds.

**Fire Department**

Weekly Statistics

<b>2</b>	Fires
<b>4</b>	Fire Alarms
<b>4</b>	Hazardous
<b>46</b>	EMS
<b>7</b>	Motor Vehicle Accidents
<b>26</b>	Public Assists
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<b>89</b>	<b>TOTAL CALLS</b>

Medical Call Type

<b>1</b>	Back Pain	<b>2</b>	Stroke
<b>7</b>	Breathing Problem	<b>3</b>	Traffic Accident
<b>3</b>	Chest Pain	<b>3</b>	Traumatic Injury
<b>1</b>	Convulsions	<b>3</b>	Unconscious
<b>1</b>	Diabetic	<b>8</b>	Unknown Medical
<b>5</b>	Fall Victim		

**37 TOTAL EMS PATIENTS TREATED**

- Aid provided to other agencies: **10 calls – Volusia County (8), Daytona (2)**
- Aid received from other agencies: **5 calls – Volusia County**
- Total staff hours provided to other agencies: **6 hours**
- Total staff hours received from other agencies: **2 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **0**
- # of overlapping calls: **11**

Significant Incidents

Date: Thursday, February 10<sup>th</sup>

Address: 4 Sunshine Dr.

Dispatched / Cleared Time: 5:41 PM / 7:03 PM

Incident Description: Responded to a vehicle fire with the passenger side of vehicle on fire which resulted in moderate damage. Fire is under investigation by the Ormond Beach Police and State Fire Marshal.

Units on Scene: Rescue Engine 94 and Battalion 90.

Operations

- Volusia County Fire Service lifted the countywide burn ban.
- Meeting regarding installation of fire sprinkler and vehicle exhaust filters for Fire Station 94 apparatus bay. Construction work is to start on February 24<sup>th</sup> and be completed by March 24<sup>th</sup>, grant deadline is May 5<sup>th</sup>.
- Discussed with County Dispatch issues regarding new changes; software, hardware, personnel and procedures.
- Meeting with Communications International on troubleshooting radio issues such as significant static and alert tone transmissions.
- Held bi-weekly administrative staff meeting.

Activities

- Updated 23 pre-fire plans.
- Conducted 4 fire inspections.
- Presentation at the Ormond Beach Library with Freddie the Fire Truck – 30 children in attendance.
- Held Fire Explorers training and meeting.

Training Hours

17	EMT Refresher Modules
43	Hose, Appliances & Equipment
5	Ladders
5	Leadership
6	Preplanning
6	Pump Operations
2	Search and Rescue
9	Tactics
12	Technical Rescue
<b>105</b>	<b>TOTAL STAFF HOURS</b>

Human Resources

Staffing Update

Job Requisitions

- Public Works/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Public Works/Utilities-Wastewater PT Treatment Plant Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Public Works/Utilities-Wastewater FT Treatment Plant Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Police Department – Officer vacancy will be advertised for outside candidates.
- Public Works/Utilities – Drainage Maintenance – Maintenance Worker II (2) positions have been advertised on the City web site and close on February 25, 2011.
- Planning – Planning Technician has been advertised in-house and on the City web site through February 25, 2011.

Screening/Interviews Scheduled

- Police Department - Police Lieutenant position recruitment received 27 applications prior to the closing date of February 11<sup>th</sup>. Qualifications are being noted on applicant sheet for review by the Chief. Assessment Center process scheduled for March 15<sup>th</sup>.

- Public Works/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV received five applicants from the in-house recruitment and interviews are being scheduled for Wednesday, February 23<sup>rd</sup>.

#### New Hires

- Police Department – Victim Advocate Coordinator – Effective 02-17-11.
- Fire Department – Firefighter EMT – Effective 02-21-11.

#### Terminations/Resignations/Retirements

- Police Department - Victim Advocate Coordinator - Resignation effective 02-15-11.
- Leisure Services Department – Part time Recreation Leader in Gymnastics – Resignation 02-18-11.
- Leisure Services Department – Part time Recreation Leader at the Nova Gym – Resignation 02-07-11.
- Planning Department – Planning Technician - Retirement effective 02-25-11.
- Public Works Department – Maintenance Worker II in Drainage Maintenance – Termination effective 02-09-11.

#### Promotions

- Police Department – Corporal on eligibility list will be promoted to Sergeant effective 02-20-11.
- Police Department – Officer on eligibility list will be promoted to Corporal effective 02-20-11.

#### Transfers

- Police Department – Voluntary demotion of Evidence/Crime Scene Custodian to vacant Community Service Officer position effective 02-14-11.

#### Public Records Requests

- Records request for information on two employee evaluations and discipline from 1/2008 to 1/2009.
- Records request for application and any records pertaining to background on applicant who applied for Treatment Plant Operator.

#### Employee/City Benefits Program Update

- The monthly results of savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs is showing marked savings for those participating. Over 529 residents have utilized the program and have saved \$20,689.37 over seven months.

#### Training & Development Opportunities

- LEAPS Academy (Leadership, Ethical Decision Making, Attitude & Accountability, Professionalism, and Superior Customer Service) courses on these learning disciplines began on January 27, 2011 and will continue every other Thursday through March 10, 2011.

#### Risk Management Projects

- Developing an Action Plan for Reconciliation of Self-insurance Reserves.
- Preparing proposal for changes to property schedule for Insurance Program Committee meeting February 18.

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

#### Information Systems (IS)

- Work Plan Projects
- Document Imaging – City Clerk project – Preparation for RFP

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - eMail server had a drive failure, redundancy prevented outage, drive replaced.
- Networking System: - None
- Work Orders: - 49 New work - 57 completed - 60 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,873	Inbound E-Mails Blocked	17,772
Delivered Inbound E-Mails	8,853	Quarantined Messages	248
Percentage Good E-mail	32.9%	Virus E-Mails Blocked	53

- Notable Events: PD update for the VCSO report writing system required updating all 50+ PD notebook computers and many office systems at PD.
- City iPhone App – The City’s web developer/provider does not have a dedicated iPhone App, there is a mobile version of our website that is optimized for all Smart Phone Mobile Devices and can be viewed at [www.ormondbeach.org/mobile](http://www.ormondbeach.org/mobile). We will promote this feature on the main website and other mailers.

#### Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 0 Corrections: 0
- Map/Information Requests: 22
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 1
- Notable Events: None.

#### **Leisure Services**

##### Administration

- Held skatecourt focus meeting (no youths attended)
- Met with citizen to tour parks
- Supervisory staff meeting
- Met with center coordinators/supervisors
- Public Works staff meeting
- City Manager staff meeting
- City Commission Meeting
- Attended Chemical Response Training
- Attended Seminar in Daytona Beach
- Beachfront Park meeting to discuss format of presentation meeting
- City Commission Goals Setting Workshop
- RFQ Beachfront Park Presentation
- Meeting to discuss portable bleachers
- Determined needed way signage for Central Park
- Finalized baseball/softball registration – roster comparisons, etc.
- Updated sports comparison charts

##### Athletics

- City’s Girl’s Basketball program finished their playoff games and season this week, on Monday through Friday night, 6 to 9pm at Nova Gym.
- OBYBA Boys Basketball program continued their playoff games this week at Nova Gym and at South Ormond Gym. Games were on Monday, Wednesday and Friday nights, 6 to 9pm. They also had games at Nova Gym on Monday through Thursday nights at 6pm.
- The City’s Men’s Winter Softball League continued game play this week at the softball quad on Monday through Thursday nights. Game times are 6:30; 7:45 and 9pm. Nine teams are competing, with a total of nine games for the week.

- The OBYBSA competitive teams, the Lady Renegades and the Golden Spikes, both continued practices this week for their upcoming season. Practices are held at both the Sports Complex and the Nova Road fields. Games are played each weekend, some at home and some on the road.
- Calvary Christian Academy and Father Lopez High School Girl's Softball continued their practices this week at the Dale Buttleman softball quad. Practices are held daily from 4 to 6pm. Their game season started this week at the Sports Complex.
- Seabreeze High, Father Lopez, and Riverbend Academy baseball continued their practices this week at the Harry Wendelstedt baseball fields at the Sports Complex. Games began this week for each team.
- Luis Camacho continues his Adult 11 V 11 Soccer League on Sunday mornings. Luis rents the fields each season. He currently has 6 teams signed up.
- The OBYBSA Recreational Baseball and Softball teams started their practices this week at both the Nova fields and the softball and T-ball fields at the Sports Complex. Practices are nightly during the week and also on Saturday mornings. Games will start with opening day on Saturday March 5<sup>th</sup>.

#### Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield.
- Cleaned SONC tennis, basketball, and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Picked-up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed the baseball fields 3 times a week now that the rye grass is coming up.
- Mowed the soccer fields.
- Mowed the softball fields.
- Prepped the field for winter season of men's softball league.
- Prepared the baseball fields daily to host the annual baseball umpire school.
- Hosted a district playoff game for Seabreeze boys and girls soccer.
- Painted and prepared soccer fields #5 - #8 for high school and club practice and games.
- Finished putting new parking poles throughout the Airport complex.
- Nova Park fields are being fixed for rut marks left from changing the burnt out lights.
- High school baseball and Golden Spikes competitive teams have daily practices and games on all 4 baseball fields.
- High school softball has begun its practices and games.
- Hosted a state sanctioned soccer tournament over the weekend.
- Fixed clay edges on baseball #1 and #2 for a berm that was developing along the outfield.
- Began to lay out lacrosse and soccer fields on the outfield of the South Ormond Park softball field.

#### Senior Center

- Granada Squares Dance, Tuesday
- City Commission Goals Workshop, Wednesday
- Tomoka Duplicate Bridge, Tuesday, Saturday
- Daytona Community Church, Thursday
- Big Band America, Thursday
- Square Dance, Friday

#### Performing Arts Center

- Staff prepared for Show Club Follies rehearsals onstage (Tuesday, Wednesday, Thursday).

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday – Hawaiian Dance, Show Club, Kopy Kats, CMT
  - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
  - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
  - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
  - Friday –Theatre Workshop, Green Dance, CMT
- The Performing Arts Center will resume preparation of shows after race week.

#### South Ormond Neighborhood Center

- Jazzercise Wednesday at 5:30pm
- Open weight room during Center hours
- Neighborhood Park opens sunrise until 11:00pm
- Open Play 1:00pm until 5:00pm
- Youth Basketball games 6pm to 9pm, Saturday, Monday, Wednesday, Friday
- Youth Basketball practice (PAL), Tuesday and Thursday 6pm to 8:30pm
- Youth football practice, Monday and Wednesday 5:30pm to 7:00pm
- Splash pad closed until spring

#### Community Events

- Weekly administrative tasks and office work
- Attended events meeting
- Continued planning process for Art In The Park
- Continued working on Art In The Park applications and website applications
- Attended Memorial Day committee meeting
- Pre planning activities for upcoming events, Memorial Day, July 4th Celebration
- Finalized various organization projects
- Continue training of new hire Randall Silcox, part time technician
- Began maintenance projects
- Clean-up of February 12<sup>th</sup> tarpon dedication
- Preparation for City Commission Goals Workshop
- Clean up of City Commission Goals Workshop

#### Gymnastics

- Weekly classes:
  - Tumbling Tots: Monday, Tuesday, Wednesday, 1:30-2:30pm
  - Pre-School: Monday, Tuesday, Wednesday, Thursday, 2:30-3:30pm
  - Developmental: Tuesday, Wednesday 3:30-4:30pm
  - Level 1 girls: Monday, Wednesday 4:30-5:30pm
  - Level 2 girls: Tuesday, Thursday 5:30-6:30pm
  - Level 3 girls: Tuesday, Thursday 6:30-7:30pm
  - Level 4 girls: Monday, Wednesday 5:30-7:30pm
  - Levels 5,6,7 girls: Tuesday, Thursday 4:30-7:00pm, Friday 5:30-7:30pm
  - Boys 1: Friday 3:30-4:30pm
  - Boys 2: Friday 4:30-5:30pm
  - Friday Rec. Gymnastics: Friday 3:30-5:00pm and 4:30-6:00pm
  - Teen Gymnastics girls: Friday 4:30-6pm
  - Power Tumbling: Monday 7-8pm
  - Cheer Class: Wednesday, Friday 6-8pm
- Competitive boys participated in meet, Winter Haven, FL
- Developed plan to incorporate Gymnastics classes with Nova Rec. summer camp program

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
- Basketball playoffs were on Monday through Friday in the Nova Community Center gym through Athletics.
- Nova Community Center continued winter programs including the Activity Class, Phonics and Miss Debby's Dance Classes.
- Jr. Jazzercise continued its winter season on Thursday.
- Rentals for the Pavilion in Nova Community Park were on Saturday and Sunday for birthday parties.
- A Skate Court Meeting was held in the Activity Room on Saturday for skaters under the age of 12 and their parents to discuss possible improvements for the skate court.
- Preparation and planning continued for the Shining STARS Pageant and Fashion Show which included processing the registration forms, developing the participant bios and planning the reception.
- Challenger Volleyball continued its winter season of practice on Tuesday.
- Planning for both Camp T. Rec and Nova Community Center's summer camp continued which included finalizing the daily activity plans and developing the monthly activity calendars.

#### The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Foxfire" Gallery Exhibit "From Bulow & Beyond" available for viewing during regular business hours throughout the month of February.
- Yoga classes on Tuesday 10:30am-noon and Thursday evenings from 6:30pm to 8pm.
- Pilates Classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casement Guild Board members met this Monday at 10:00am in the Preservation Room.
- Members of Troop 403 assisted The Casements Coordinator with cleaning the historical Boy Scout Museum on Tuesday evening.
- Members of the Police Explorers used The Casements for their team exercises on Tuesday evening from 6-9pm.
- Staff assisted with set up and strike of the weekly Farmers' Market held on Thursday from 12pm to 5pm.
- Staff prepared for the ECHO Ranger program scheduled for Saturday at 11:00am.
- Staff assisted Community Events with the Commission Workshop on Wednesday evening.
- The Casements Coordinator met with the Ormond Beach Art Guild this week to prepare for their annual exhibit in the Gallery.
- New Acrylic Painting Class will be held on Thursday evenings from 5:30pm to 8:00pm.
- Staff will prepare for a private party on Friday in the Gallery.
- ECHO RANGER program on Saturday from 11am-noon, President's Day theme with special guest, Lew Welge, Abraham Lincoln impersonator, and presidential inspired crafts.
- Private party rental, Saturday 6:30-10:00pm.

#### Parks and Irrigation

- Replaced timer at Rockefeller Gardens and spread ant bait around timer

- Installed metal cover plate on Rockefeller Gardens timer
- Installed new PVB backflow valve on Granada streetscape
- Reset 1 rotor on W. Granada median #8 (hit by car)
- Cleaned out valve box (master valve) on median #12
- Ran 2 zones on S. Nova Rd. medians; replaced one spray head, turned off valve on #2
- Got supplies to repair ball field irrigation
- Capped 2 rotors at Bailey Riverbridge Gardens
- Completed the following repair work on broken mainline at W. Granada median #11:
  - turned off water
  - re-hooked zone line to valve
  - hauled over fill, spread dirt, installed 1 new rotor, tested zone, adjusted head

#### Building Maintenance

- Constructed and painted shelving for the City Manager at City Hall
- Repaired chiller at City Hall
- Repaired lead removal system at the Police Dept. firing range
- Repaired flag pole at the Police Dept.
- Installed new trash cans at Cassen Park
- Installed new trash can at Joyce Ebbets Park
- Installed new trash cans at Central Park II
- Removed graffiti at the pavilion at Sanchez Park
- Repaired men's room sink in the outside restrooms at Nova Rec.
- Completed the following repairs on the fountain at the Performing Arts Center:
  - Installed new pump
  - Repaired lighting
  - Installed three new timers and pump start relays
- Completed the following at Wendelstedt fields:
  - Framed out and installed new pass through windows for concession
  - Installed FRP wall covering in the concession
  - Installed new three compartment sink for the concession

#### Police Department

##### Administrative Services

- Attended bi-weekly meeting with the City Manager
- Monthly accreditation status update meeting
- Attended City Commission Goals Setting Workshop
- Meeting with Human Resources Director on employee issues
- Race Week events ongoing
- Completing Bike Week Action Plan
- Last vacant police officer position filled/new officer in training
- New Victim advocate in training
- Reviewing applications for 2<sup>nd</sup> lieutenant position

##### Community Outreach

- Tutors R Us was held at the South Ormond Neighborhood Center. Currently 18 youths are enrolled.
- Science on Patrol was offered at Ormond Beach Middle School. Currently 16 youth are registered for the program.
- The READ continued at Ormond Beach Elementary School. Currently 16 youth are registered for the program.

##### Community Services & Animal Control

- Animal calls responded to 66
- Animal Bites 1
- Animal Reports 5

- Animals to FHS 2
- 1 cat & 1 dog
- Sick Raccoons 3 (Numbers down)
- Animal Licenses 3
- Dog trap set for 2 stray Shepherds (200 Block N. Beach Street)
- Solicitor Permits 4
- CSO Malick & CSO Soard attended training at HHS for Animal Cruelty Investigation

#### Criminal Investigations

- Cases Assigned: 12
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 6
- Inactive: 16
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 1
- Auto Theft:
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0

#### Narcotics

- One search warrant
- Four Buy Walks and Three Buy Walk attempts

#### Records

- Walk - Ins / Window 157
- Phone Calls 237
- Arrest / NTA'S 29
- Citations Issued 106
- Citations Entered 143
- Reports Generated 108
- Reports Entered 100
- Mail / Faxes / Request 93

#### Operations

- 2/10/11– Shoplifting; Wal-Mart; 2 adult females arrested for retail theft
- 2/10/11- Rollover Crash with injury; 100-Blk Ellicott; Driver was Baker Acted
- 2/10/11 - Car Break on N. Beach St.
- 2/10/11- Domestic Violence, Hand Avenue: subject charged with domestic violence battery and for open warrant
- 2/10/11 - Baker Act of an elderly female at Bermuda Estates
- 2/10/11 - Suspicious Incident – possible arson of a vehicle on Sunshine Blvd. Vehicle found on fire in parking lot with the rear window broken out and a bottle containing a flammable liquid found inside on floor board.
- 2/10/11 - Car Break – Assault /Battery; victim was at traffic light when unknown suspect got out of vehicle next to him and started yelling. Suspect then reached in through passenger window and punched victim several times in the face and about the head. Suspect then fled the area. Suspect unknown to victim.

- 2/11/11 - Domestic Violence arrest on Roosevelt Avenue; Two brothers involved.
- 2/11/11 - Fraud at Bank of America (Hand & Nova). Unauthorized use of a credit card.
- 2/11/11 - Warrant arrest during a routine traffic stop and service of a seize tag order.
- 2/11/11 – Burglary, Residence - Pinewood St.; daytime burglary where purse was taken. No obvious sign of forced entry. A screen was found removed from a window frame but the window was closed and locked.
- 2/11/11 - Warrant Arrest of an adult female for grand theft.
- 2/11/11 - Trespass Arrest / Notice to Appear; involved two adult males at the Rockin' Ranch.
- 2/11/11 - Baker Act, Ann Rustin; adult male subject.
- 2/11/11 - Stolen vehicle from Village Dr.; motorcycle was found down the street from the victims residence. It appears the suspect pushed it out of the open garage and was unable to start it.
- 2/12/11 – Vandalism, S. Atlantic Avenue Travel Agency; suspect broke a window to the business.
- 2/12/11 - Disorderly Intoxicated – Rockin' Ranch; adult female arrested.
- 2/15/11- Car Break, S. Atlantic Ave. at Bank of America; vehicle belonging to a Seabreeze student broken into.
- 2/15/11 – Burglary, Residence - Byron Ellinor Dr.; suspect entered through unlocked bathroom window. A large amount of jewelry was reported stolen.
- 2/15/11 - Domestic Violence, N. Beach St.; adult male charged with aggravated assault after swinging at/attempting to strike his spouse with a hammer.
- 2/16/11 - Car Break, S. Atlantic Ave. - Planet Fitness; occurred 1 to 2 months ago. \$20.00 taken from a truck parked in the parking lot.
- 2/16/11 - Recovered Stolen Vehicle, Jefferson St.; vehicle used in burglary of business on S. Yonge St. Vehicle reported stolen out of S. Daytona. Items stolen during burglary recovered from vehicle.
- 2/16/11 – Burglary, Residence - Main Trail; Victim reports two skill saws stolen within past four days. House is currently vacant.
- 2/16/11 - Found Property - large plastic work box containing pool supplies, sealed chlorine and acid bottles.
- 2/16/11 – Burglary, Business – So Yonge St.; Buddy's Home Furnishings. Items stolen recovered from stolen vehicle that crashed following a short pursuit by police.

#### Traffic Unit

- 11-02-00235, Bus Crash, SR 40 / FEC. A Votran bus was stopped for the railroad crossing per policy. A Porsche crashed into an SUV stopped behind the bus, spinning it into the rear of the bus. One lane of SR 40 westbound shut down for about 30 minutes.
- 11-02-00242, Bus Crash, SR 40 / FEC. A Votran bus stopped for the railroad crossing was rear ended by a truck. This was a second crash involving a Votran Bus within a two hour time span. No major injuries. One lane of SR 40 westbound blocked for a short time.
- FD Assist, 2500 BLK SR 40. Assisted VCSO and OBFD with an RV that caught on fire while in transit. The RV was completely destroyed, but no injuries occurred. The fire reached the phone and cable lines along SR 40, destroying them. Appropriate utility companies were called out for repairs. SR 40 eastbound was shut down completely for about 30 minutes.
- 11-02-00252, Police Vehicle Crash (x2), 100 BLK S. Yonge Street. Patrol officers attempting to contain a fleeing burglary suspect were crashed by the suspect. The suspect fled the scene on foot and was not located by Patrol Division at that time. Officer Sanders was dispatched to the scene first thing Wednesday morning to take the report.
- Police Department's new Kawasaki motor in service as of Wednesday.
- VMB removed from Division Avenue and US 1 for preventative maintenance.

- Operation Plan for Race Week is complete. Race traffic detail posts will occur on Thursday, Saturday, and Sunday.
- Traffic Citations 71
- Parking Citations 1
- Crash - No Inj. 9
- Crash - Injury 4
- Crash – Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: 74
    - Self-Initiated Enforcement Locations:
      - 1500 BLK N. Beach Street
      - US 1 / SR 40
      - Forest Hills
      - N. US 1
      - SR A1A
    - Enforced Complaints:
      - Central Park area (Division, Hand, Fleming)
      - 100-500 BLK Clyde Morris Blvd.
      - Ormond Lakes
      - 200 BLK Main Trail
      - Riverside Drive / Casements Drive (Stop Sign)

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 15 tree removal permit requests
- 16 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and thirty-seven (37) telephonic inquiries.

#### **Public Works**

##### **Engineering**

##### Construction Projects

- US1 Forcemain Extension Phase II - Contractor began site restoration along the US1 southbound shoulder, patched driveways at 906 and 913. Fabrication continues on components for the watermain bridge attachment.
- Water Treatment Plant Dist. System Phase II - Flow meter was installed and preparatory work for asphalt paving on Rail Road St and Willow Pl was completed.
- 2010 Roadway Resurfacing - Inventoried various streets in need of resurfacing to generate cost estimate for use of balance of asphalt tonnage.
- Hull Rd. & US1 - Work began on Tuesday Feb 8.
- SR40 Sidewalk / Trail Phase I - Inquired into reimbursement of City time in CEI.
- SR40 Sidewalk / Trail Phase II – Inquired into reimbursement of City time in CEI.
- Ridgewood Sidewalk - Reviewed invoice for quantities.
- Granada Bridge Decorative Pole Replacement – The contractor began work as scheduled and completed 3 complete pole replacements on Riverside Drive and 50 fixture replacements between Orchard and Beach Street.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has completed scheduled cleaning of obstructions in existing clarifiers 1 and 3 and is preparing foundation for new clarifier 4. Electrical subcontractor continues installation of site electrical conduit work.

- Coolidge Avenue Roadway and Drainage Improvements - Construction is ongoing. A section of Division Avenue will be closed for installation of utilities.

#### Design Projects

- Selden Ave - Construction plans and bidding specifications continue to be worked on for improvements to the utilities, stormdrain and roadway. Staff is also looking into looping the watermain down Ford St to Lincoln Ave as part of this project for better water circulation and replacement of 2" watermain. The improvements to Selden Ave are partially funded through CDBG.
- Alcazar-Buena Vista Area Drainage Improvements - Final Documents are being processed to prepare for project bidding.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Staff met with consultant for progress meeting. Received FDOT construction permit. Processed FDEP
- OBSC Boundless Playground - The work is scheduled to begin on 2/21.
- SR40 Sidewalk / Trail Phase III - Compile new estimate and quantities for FDOT. Responded to FDOT inquiry on monies requested and programmed amount.
- Future Sidewalks - Compile list of candidates for sidewalk/trail implementation and funding source.
- CCTV surveillance Airport, Nova Field and Sports Complex - Made field measurements for quantities.
- SRA1A to Nova Interconnect - Field review draft of plans and resolve issues. Requested review for bridge attachment from FDOT.
- City Hall Landscape Renovation – Staff has begun preparing a final design to solicit quotations from local contractors.
- Facility Lighting Replacement (DOE Grant) – The materials have been purchased and staff is soliciting quotations from electrical contractors to install the new energy efficient lighting replacements.
- Downtown Wayfinding Signage - All bids were rejected by the City Commission and staff is working with a local sign company to value engineer a solution that will look identical to the design that was approved by the Commission but will address review comments from FDOT.
- Downtown Parking Improvements - The bid award is scheduled for the 3/8 City Commission agenda.
- Wooden Pedestrian Walkway Lighting Replacement - The materials have been ordered and staff is soliciting electrical contractors for installation quotations.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue. Staff has also received a proposal for design of the bypass pump facility and flap gates at Wilmette Avenue and will be bringing this to the City Commission for approval. Staff has already received a HMPG grant for this design.
- John Anderson Drive – Survey work for off-site retention pond site is ongoing. SJRWMD will require full pre-post stormwater attenuation but has agreed to allow for compensating storage in adjacent basin areas not currently being treated. This will offset the need to provide for on-site retention ponds which would require purchase of property along John Anderson Drive.
- Hand Avenue – Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by Federal FEMA. Coordinating the modification details for the final revised agreement. Consultant is preparing response to SJRWMD RAI for the permit application to add the pond interconnect channel and bridge on Hand Avenue.

### Department Activities

#### Administration

- Submitted materials to pipe-rehabilitation company to obtain proposal for improving the Tomoka Ave stormdrain pipe between US1 and S. Beach St. Staff will be investigating the most cost effective approach between pipe lining and joint grouting.
- Attended 2<sup>nd</sup> module of LEAPS leadership program.
- Contacted FPL for service hook up for RR flasher being installed by FDOT.
- Prepared an email for Volusia County and Holly Hill for request for support of the Calle Grande sidewalk.
- Prepared project invoices/pay requests totaling \$196,112
- Prepared requisitions/PO's totaling \$11,632
- Reviewed 91 Orchard Ln for Surface Water Management Plan
- Processed 98 Rivell Tr. dock plan submittal for Wetland Protection Permit.

#### Customer Service

- Responded to FPL request for John Anderson Dr lane closure Saturday Feb 12.
- Responded to David Lev 335 N. Beach St on Grade and Fill issue.
- Onsite visit to 1331 Oak Forest to provide possible options for SWMP submittal
- Researched wetland map locations for the OBMA for Airport Manager
- Provided drainage As-Builts for Parks Ridge and Misners Branch HOA
- Provided lot grading plans for Vanacore Homes request
- Onsite meeting with homeowner at 335 N Beach to find solutions for Grade and Fill permit.
- Onsite visit to 91 Orchard Lane with Contractor and Engineering consultant to determine options lot drainage.
- Started tree survey at the Magic Forest Playground for Leisure Services request.
- Created utilities map for the Shadow Crossings Entrance for landscaping contractor.

#### Meetings

- Attended Volusia County Development workshop regarding the Total Maximum Daily Loading parameters, permitting and requirements under development by the EPA/FDEP which will limit the amount of nutrient loading from stormwater and other point source discharges into Federal/State waters.
- Conducted kickoff meeting for FS 94 Fire Sprinkler and Air Exhaust system.
- Meeting on VTPO XU funds and FDOT safety funds on candidates for submission.
- Met with Volusia County and Holly Hill on Calle Grande sidewalk.
- Attended Halifax Utilities Meeting.
- Attended meeting on Dock Inspection.

#### Other

- 39 projects were inspected.
- Addressed five HOA concerns regarding recent receipt of letter noticing HOA of stormwater maintenance responsibilities.

### **Environmental Management Division**

#### Street Maintenance

##### Asphalt / Concrete

- Repaired pot holes at 302 John Anderson Drive, Pineland Trail, Fox Hollow Drive and the Wastewater Treatment Plant
- Asphalted a Wastewater utility cut at 44 Carriage Creek Way
- Removed and re-poured sidewalks, ground down raised areas and caulked wide joints at City Hall/Library
- Repaired sidewalk on Eileen Butts at Corbin Avenue

- Poured concrete pads for a picnic table and trash can at Riviera Park
- Repaired hole in Right-of-Way at 285 Wilmette Avenue
- Cleaned up tree debris in the 800 block of N. Halifax Drive

#### Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Removed (4) pine trees at 1106 Northside Drive
- Removed and trimmed trees at 113 Pinion Circle
- Took trees down at 48 Mayfield Terrace

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Took outgoing daily mail to City Hall and brought back mail for various sections at Public Works
- Shelled low spots at Nova Recreation
- Picked up (2) loads of shell at Arrow
- Removed tree grates at SR40 & US1 (2 more to do)
- Removed "Hungry Roofer" signs at SR40 & Tymber Creek
- Removed large limb at Nova Recreation
- Assisted concrete crew at City Hall and Riviera Park

#### Sign Shop

- Researched wording for a new warning sign on the one-way section of Riverside Drive, N/O Riverside Cir.
- Installed a new City logo at the Fire Station #93 sign
- Grandview Ave. & River Beach Dr., replaced the stop bar
- River Beach Dr. & Pinewood St., replaced (4) stop bars
- Ormond Shores Dr. & Pinewood St., replaced the stop bar
- Finished fabricating new High Intensity Prismatic (HIP) street names for intersections along Riverside Dr. & S. Halifax Dr.
- Checked all City signs that have the City logo, 8+ locations needed new logos
- Repaired or replaced signs at the following locations:
  - Willis Dr. & Halifax Dr., installed prismatic street names, 25 mph sign & No Trucks sign
  - Riverside Cir. & Riverside Dr., installed new prismatic street names
  - Ormond Pkwy & S. Halifax Dr., installed new prismatic street names & No Trucks sign
  - Arlington Way & S. Halifax Dr., installed prismatic street names & 25 mph sign
  - Pine Rd. & Riverside Dr., installed prismatic street names
  - River Beach Dr. & Riverside Dr., installed prismatic street names & 25 mph sign
  - Pleasant Dr. & Riverside Dr., installed prismatic street names
  - Cardinal Dr. & Riverside Dr., installed prismatic street names & stop sign

- Big Buck Trl. & Deer Lake Rd., straightened signs
- Magnolia/Valencia & S. Halifax Dr., installed prismatic street names & new No Trucks sign
- Marvin Rd. & Riverside Dr., installed prismatic street names

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Removed a plastic truck bed liner from Thompson Creek ditch
- Delivered aquatic chemicals to Bill Christian for FDOT contract spraying
- Basin Repair – Seminole Avenue
- System Inspections – North Halifax Ave., Timberline Trl, & Airport Industrial Park
- Contractor Mowing and Digging – Airport Industrial Park
- Registered employees for classes
- Assisted with new employees driver's license test
- Replaced metal grate in front of LuLu's Restaurant with FDOT traffic rated cast iron grates
- Repaired basin at Northbrook Dr. & Domicilio Dr.
- Vacon – sucked out and cleaned two drywells and replaced with new rock. Used for line cleaning on Bovard Ave. and Rising Moon Trl.
- Reachout Mowing – west of I-95, SR40 ponds
- Gradall and Boat – used at Central Park I to remove a disabled jet-ski from the lake

#### Street Sweeping

##### Streetsweeper

- 134.2 miles of road cleaned
- 30.5 cubic yards of debris removed

#### **Fleet Operations**

##### Mileage Traveled by all City Departments for the week

42,523

##### PM Services completed for the week:

##### Emergency—Vehicles and Equipment

27

##### Non-Emergency Vehicles and Equipment

##### Road Calls for the week:

1

##### Accidents for the week:

2- PD

#064

#104

##### Quick Fleet Facts:

Fleet has 8,051 gallons of unleaded fuel and 9,210 gallons of diesel fuel on hand.

#### **Utilities Division**

##### Projects Summary

- Preparing response to SJRWMD request for additional information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report.

- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department. Informed the Health Department that the City wants to pursue the 4 log virus removal certification for the water plant.
- Cross Connection Control (CCC) Program Management Services: Responding to recent information request concerning program from Department of Health and performing repairs and upgrades per inspection report outstanding items.
- Airport Road Force Main Extension – Staff and consultant discussed efficient piping modifications for delivering additional reuse source water to Hunter's Ridge to augment current raw water source supply. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the storage tank with reclaimed water while leaving all other discharge pumping operations from tank to irrigation – fire system in tact. Awaiting receipt of plans modifications.
- Fire Hydrant Replacement Program – Staff preparing bid documents for next group of hydrant prioritized replacement.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. All three Influent motors were returned to the plant from Tampa Armature Work's (TAW) shop. Pumps were taken to Tampa Armature Work's shop for a determination of the cause of the problem. Parts were received to repair pump 3. A second pump was repaired and both pumps are anticipated to be installed late February. A damage assessment of the remaining pump is being performed. Bypass pumps are stationed at the gravity manhole in front of the plant and at the dewatering pump station. CenState is aware of the situation and was informed that extra costs for this would be their responsibility. Copies of invoices will be sent to them for the pump bypass arrangement so they are aware of the accumulating costs.
- Ormond Beach Wastewater Treatment Plant Expansion – Corrective measures to eliminate partial clogging in the influent pipe to clarifiers was performed on Clarifier No. 1 and some flow improvement is noted. There was not enough time to remove all of the rags before plant flows increased. An additional cleaning may need to be scheduled if the flow improvement decreases. A cost proposal was provided by the Contractor for performing the obstruction removal at the Clarifiers as required by the contract conditions for this allowance item of work. Estimated cost is \$8,373.81 per clarifier.
- Gravity Sewer Pipeline Repair – Four manholes on State Road 40 remain for completion. Chaz Equipment Company is performing the work.
- Water Treatment Plant High Service Pump Station VFD Conversion - Paper, mylar and CD copies of the record drawings were received and the final invoice was processed.
- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. A paint color sample was approved for the doors. A schedule was developed and sent to the property manager to keep them apprised of the construction progress. The surety company directed the format of how Pay Request #14 will be processed. A partial payment for pay request #14 was sent to Worsham with the remainder going to the surety company. Worsham currently installing the wetwell structure at Ormond Mall site.
- Rima Ridge Wells – The basis of design for the pumps is 60 horsepower (hp) rather than the 50 hp used to establish the initial change order cost and staff obtained additional justification for review. Bermad valves will be added to regulate discharge pressures at the wells. Pump curves were evaluated and indicated that an upgrade to a 75 horsepower pump was not required. Well house enclosure structures delivered this week.
- Sludge Disposal Services – Copies of the City Commission packet were e-mailed to appropriate personnel. Shelley's Environmental Services requested some changes in the proposed agreement. These proposed changes are being reviewed.
- Tiffany Circle Water Main Replacement – A request for additional information was received from Volusia County pertaining to the Right-of-Way Use Permit application. A

- response was prepared. A topographic survey was prepared by the Engineering Department for final design of the water main installation.
- Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Department for review. A topographic survey is being prepared for Lift Station 4M1.
  - Water Plant Aerator Rehabilitation – A sole source memo is being prepared for DeLoach Industries, Inc. to perform the work.
  - Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
  - SPRC – Plans for Family Dollar and T-Mobile Communications were reviewed. A dog-house style manhole was delivered to the Olive Grove construction site to be installed on the existing gravity sewer. This type of manhole was not depicted on the plans. A conventional type manhole was ordered by the contractor. Plans for Tire Kingdom, Ormond Beach Middle School and Village Centre were received for review.
  - The Agenda Item concerning Central Florida Regional Water Supply Strategy as recommended by Central Florida Congress of Regional Leaders was approved by the City Commission.

#### Water Distribution

- Replaced 11 residential meters
- Responded to or repaired 17 water service leaks
- Flushed 3 cloudy water complaints
- Replaced 7 water services, and 8 meter boxes
- Responded to 4 low pressure complaints
- Tested 9 and repaired 2 city owned backflow preventers
- Meter Testing:  $\frac{3}{4}$ " residential meter for customer with high bill
- Fire hydrants: Continued spring maintenance on Volusia County fire hydrants served by our water system - 50 hydrants inspected, tested, and maintained, 3 of which needed seat replacements
- Rescinded boil water notices Grove St, Washington Pl, Palm Pl, Riverside Dr/Fluhart Dr
- Performed scheduled shutdowns: replace a broken 8" valve at Riverside Dr/ Riverbeach Dr and a 4" valve on Fluhart Dr
- Replaced a 2" valve on the corner of River Dr and Ocean Shore Blvd
- Repaired a 2" main Break on Mayfield Cir
- Flushed the following subdivisions: Creekside, Pine Trail, Deer Creek, and Riverside Dr
- Moved 2 water service at the Texaco on S.Yonge St due to the DOT widening of SR 40 and US 1
- Cleaned and restocked all trucks

#### Water Treatment

- Delivered the City 33.548 million gallons for the week ending February 13<sup>th</sup> (4.793 MGD)
- Backwashed 11 filters for a total of 424,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding one Precautionary Boil Water notice.

#### Waste Water Collection - Reuse

- Crews responded to nine trouble calls out west Breakaway/Hunter's Ridge area and four in town.
- Crew assisted subcontractor, Brownies Inc. cleaning of 24" line from splitter box to Clarifier No. 1 at the Wastewater plant Tuesday morning.
- Seven laterals televised, fifteen root controlled and seven laterals cleaned this week.
- Crews repaired 4" sewer lateral at 15 Spring Meadows
- PEP System Maintenance Activities for period:

- Crew locating and marking all Irrigation and sewer valves in Breakaway Trails.
- Pep tank rehab at 57 Westland Run.
- Installed 24" riser at 11 Meadow Ridge View.
- Repaired irrigation service at 43 Old Bridge Way.
- Checked irrigation system at Breakaway and Hunters Ridge. Inspected and cleaned pond filter.
- Cleaned all building and fueled all equipment for the weekend.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 25.59 Million Gallons
- Produced 11.62 Million Gallons of Reuse
- Produced 13.97 Million Gallons of Surface Water Discharge
- Influent flows average for week @ 3.66 MGD, plant designed for 6 MGD
- Hauled tons of sludge 164.10 (14%-18% Solids).
- Influent Pumping Station is bypassed. Operations manually calculating and splitting samples flow proportional sampling for the raw flow.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

#### Water Plant - Well Fields - Booster Stations

- Lime slurry pump #1 unclogged hose fittings.
- Pumped out Ormond/Daytona interconnect at Williamson Blvd.
- Tightened belt on scrubber blower #3 and 4.
- Replaced chemical feed pump motor and seal for LPRO scrubber 1 and 2.
- Checked out Hull road Ball field well problem, found riser pipe has hole in it. Pump and Motor are OK
- Tightened clutch on Slaker Pump #1.
- Added grease to #1 Slurry tank mixer gearbox.
- Installed V-belt hangers in Maintenance shop for spare parts inventory.
- Replaced air release valve on Well 36R.
- Replaced RTU batteries at wells 35R, 36R, 37R and 38R.
- Opened up valve at well18SR for operations.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed Booster Station PM's.

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

- Patched vent hole in valve box at Melrose Reuse river crossing.
- Installed new pump and motor for 4P triplex liftstation.
- Installed new pressure transducer at 1P liftstation.
- Replaced RTU batteries at Ormond Mall liftstation. Contractor work continuing for new liftstation on site.
- Patched drop cable for pump #2 at San Marco liftstation.
- Replaced feed pump #1 at Centrifuge with new pump assembly. Turned over to operations.
- Freed up frozen weir gate for operations for upcoming Clarifier line cleaning.
- Assisted with contracted Clarifier line cleaning activities.
- Replaced pump seal Mainland pump #2.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations deragging recycle pumps.
- Assisted operations deragging RAS/WAS pumps
- Performed PM Service to all plant equipment.

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- Monthly PM's to 18 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 73 work orders as reported in MP2 computerized maintenance management system, of which 60 were PM work requests and 13 were repair work orders.