

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 11, 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:

- Weekly discussions with City Attorney, and Finance Director
- Weekly staff meeting with Directors
- Bi-weekly meetings with I/T Manager and Police Chief
- Met with Assistant City Manager, Finance Director and Human Resources Director to select Employee of the Quarter. Loretta Moisio, Grants Coordinator/PIO, was selected.
- Monthly meeting with Human Resources Director and Risk Manager
- Met with Police Chief and Neighborhood Improvement Manager, discussed definition of pets, which allows a large variety of species of animals that are kept for personal pleasure and companionship.
- Presented certificates at LEAPS supervisor training graduation

Spoke to, attended and/or met with:

- Attended Rotary meeting
- As requested, met individually with Mayor Kelley and Commissioner Boehm to review commission agenda
- Held Meet with the Manager, a small group attended, discussed commission's goals, provided an update on City's budget, construction projects City is involved with and consolidated dispatch
- Held Walking with the Manager, Planning Director Ric Goss joined the walk and discussed the downtown, approximately 8 residents were in attendance.

### **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

### **Community Development**

#### **Planning**

- Staff has been invited to showcase the City's Multimodal Strategy and Mobility Fee as part of a day long Land Use & Planning Workshop sponsored by FDOT District 5 Urban Office in Orlando. The workshop is scheduled for April 20, 2011.
- Staff made a presentation to the Economic Prosperity Committee of the Chamber regarding the streamlining of the internal development review procedures, development process, and Joint Permit Center. Materials were handed out and are available if requested.

- Staff has been invited to participate in a committee to develop a new 2012-2021 Transit Development Plan (TDP) for Votran. The first meeting was a review of the committee's responsibilities and the agenda for development of the TDP.
- Staff participated in the Mobility Subcommittee of the TPO to develop criteria for the Corridor Grant Program proposed by the TPO staff. In addition, transit funding alternatives were also on the agenda along with the status report on development of multimodal strategies by those cities designated a DULA.

#### Building Inspections, Permitting & Licensing

- 78 permits issued with a valuation of \$1,393,027.00
- 176 inspections performed.
- 10 business tax receipts issued.

#### Development Services

- The SPRC reviewed the following applications:
  - Cardinal Approach Life Guard Station
  - Village Business Center (County) reviewed for Greenbelt Standard compliance only.
- Staff is working on an issue related to Olive Grove where it has been reported that the utility line for water Olive Grove planned to connect to within the W. Granada Boulevard was abandoned

### **Economic Development**

#### Ormond Crossings

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

#### Airport Business Park

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

#### 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 jointly with three local banks to discuss the details of the Business Loan Pool documents and to determine the types of businesses that should be eligible for the loan program. Further clarification on the terms and outreach to other local banks are the next steps in the process.
- Staff attended a forum sponsored by the Florida Office of Small Business Advocate (OSBA) to discuss issues that impede or hinder small business growth. A survey prepared by OSBA has been transmitted to Ormond Beach businesses.

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 site and transportation matters including a meeting this week to discuss extension of an additional water line for the production facility.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.
- Staff met with the lead real estate broker to develop marketing strategies and identify potential users of the Florida Hospital Memorial Division property.
- Staff met with FAA officials to discuss the draft RFP for the SW Quadrant of the Airport. The RFP will be refined and brought before the Aviation Advisory Board and City Commission in April.

Airport Operation and Development

- The FAA conducted an annual inspection of the airport's Automated Weather Observation Station (AWOS) this week. Staff received a preliminary report from FAA which indicated that the AWOS meets all required inspection criteria.
- Staff met with the City Attorney to refine a resolution to approve the execution of Supplemental Joint Participation Agreement No. 1 between the City of Ormond Beach and FDOT regarding design services for the relocation of Taxiway "E" at the Ormond Beach Municipal Airport.
- Staff met with representatives from the FAA Airports District Office in Orlando to discuss possible regulatory issues involved with developing both aviation and non-aviation business activity at the airport, and to investigate proposed "through-the-fence" access to the airport from the Airport Business Park.
- Staff worked with the Engineering Division to develop initial concepts for directory signage at the airport. The proposed signage will be similar to that in the Airport Business Park, and will help visitors and patrons locate airport businesses not readily visible from outside the fenced airport operations area.
- Staff worked with the Engineering Division to finalize details of a bid proposal advertisement for the installation of security surveillance cameras at the airport.
- GIS staff completed additional illustrations requested by staff regarding a proposal to further develop the Civil Air Patrol (CAP) facility at the airport. The CAP has proposed a renovation of the existing facility in order to locate the headquarters of the Florida Wing at the airport. If brought to fruition, the new headquarters will bring two paid, full-time CAP employees to the airport, and will increase CAP activities at the airport to the benefit of both aviation and non-aviation businesses in the local area.
- 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 37 Journal Entry Batches (# 2077 – 2184).
- Approved 23 Purchase Requisitions totaling \$94,738.51.
- Issued 19 Purchase Orders totaling \$119,870.08.

- Advertised Bid No. 2011-09, Alcazar Avenue, Buena Vista Avenue and Seville Street Utility Improvements, in the News-Journal and posted to Demand Star on 3/6/2011.
- Prepared 177 Accounts Payable checks totaling \$352,506.85 and 35 Accounts Payable EFT payments totaling \$432,769.09.
- Processed 4,380 cash receipts totaling \$653,421.70.
- Processed 776 utility bill payments through ACH totaling \$43,954.95.
- Processed and issued 5,433 utility bills with billed consumption of water of 30,345k.
- Issued 457 past due notices on utility accounts.

#### Public Information

- Press Releases
  - Volunteer Program
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended quarterly Local Mitigation Strategy meeting.

#### Fire Department

##### Weekly Statistics

- Fires: 3
- Fire Alarms: 3
- Hazardous: 1
- EMS: 67
- MVA: 7
- Public Assists: 29
- **TOTAL CALLS: 110**
  
- Aid provided to other agencies: **13 calls – Volusia County (10), Daytona (2), Holly Hill (1)**
- Aid received from other agencies: **2 calls – Volusia County (1), Daytona (1)**
- Total staff hours provided to other agencies: **52 hours**
- Total staff hours received from other agencies: **3 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **22**

##### Medical Call Type

- Abdominal Pain: 2
- Assault: 3
- Bleeding: 1
- Breathing Problem: 7
- Chest Pain: 7
- Choking: 1
- Convulsions: 2
- Fall Victim: 9
- Sick Person: 3
- Traffic Accident: 5
- Traumatic Injury: 4
- Unconscious: 3
- Unknown Medical: 8
- **TOTAL EMS PATIENTS TREATED: 55**

#### Training Hours

- Donning & Use: 6
- Driving: 6
- EMT Refresher Modules: 12
- Hose Appliances & Equipment: 2
- Ladder Operations: 25
- Review New Policies: 2
- Tactics: 5
- **TOTAL TRAINING HOURS: 58**

#### Operations

- Attended grand opening of Madison Glen senior living complex.
- Attended fire dispatch user group meeting.

#### Station Activities

- Continued the semi-annual hydrant maintenance program to include 53 hydrants inspected and the placement of street reflective markers as needed. The spring program includes obtaining water discharge flow readings from over 1,600 hydrants to ensure an adequate water supply for fire incidents.
- Updated 27 pre-fire plans.
- Conducted 5 fire inspections.
- Held monthly healthcare providers CPR class.

#### Significant Incidents

Date: Friday, 3/4/11

Dispatched / Cleared Time: 11:36 PM / 12:55 AM

Address: 1735 N Halifax Ave

Incident Description: Provided automatic aid to Daytona Beach for a multi-story residential structure fire. The fire extended to all floors with the fire starting in the basement with multiple points of origin. A Daytona firefighter fell through the first floor but received only minor injuries. Quint 91 was assigned several tasks including extinguishment of the kerosene fueled fire that had rekindled in the basement.

Units on Scene: Quint 91 and eight units from Daytona Beach.

#### **Human Resources**

##### Staffing Update

##### Job Requisitions

- Public Works Department/Fleet Maintenance Operations – Mechanic III
- Leisure Services Department – Summer Camp Counselors
- Leisure Services Department – Summer Camp Counselors (Camp T-Rec)

##### Approved/Active Recruitment

- Public Works Department/Utilities-Wastewater – Part Time Treatment Plant Operator advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Public Works Department/Utilities-Wastewater - Treatment Plant Operator (full time) advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Leisure Services Department/Gymnastics - Part-Time Recreation Leader advertised as open until filled.
- Planning Department – Planning Technician re-advertised based on updated job description.

#### Screening/Interviews Scheduled

- Police Department - Police Lieutenant position received 27 applications. Phone interviews were conducted on 10 applicants on 03-03-11. Four candidates were selected and notified that they are to participate in an Assessment Center at the Advanced Technology Center (ATC) on 04-01-11. Assessor training to be conducted on 03-29-11.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV, received five applicants from the in-house recruitment and interviews were conducted on 02-23-11.
- Police Department – Police Officer has been advertised on the City web site through 03-11-11.
- Public Works Department/Drainage Maintenance – Maintenance Worker II (2) positions. 23 applications received and forwarded to department for review.
- Police Department – Evidence/Crime Scene Custodian – No qualified internal candidates applied - Department reviewing applicants from previous recruitment for Evidence/Crime Scene Tech.

#### Terminations/Resignations/Retirements

- Support Services – City Clerk tendered resignation/retirement effective 06-30-11.
- Fire Department – Firefighter/EMT has resigned effective 03-15-11 to accept employment with Orange County Fire Services.

#### Public Records Requests

- Request by FL Dept. of Highway Safety to view file of former police officer from 1988-89 for employment.
- Request by former Public Works employee from 1973-74 to view personnel file.

#### Training & Development Opportunities

- LEAPS Academy (Leadership, Ethical Decision Making, Attitude & Accountability, Professionalism, and Superior Customer Service) courses on these learning disciplines began on 01-27-11 and ended 03-10-11. Certificates were presented to graduates.
- HR staff member attended three trainings for Introduction to QRep Reporting on 03-02-11; 03-03-11; 03-04-11.

#### HR Process/Systems Issues/Improvements

- Volunteer Program - Launch of web site page with volunteer application on 03-08-11. PIO published news release to notify citizens. H.R. Director notified Department Directors so that all volunteers can be tracked by H.R.

#### Regulatory & Compliance Issues

- Staff enrolled in the E-Verify System for U.S. Citizenship and Immigration Services and scheduled for webinar on March 15th.

#### Risk Management Projects

- Conduct driver license check; request sent to Department Directors to collect data and submit completed forms to Human Resources by 03-25-11.
- Preparing monthly incident/accident report.

### **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: - None
- Networking System: - None
- Work Orders: - 41 New work - 54 completed - 44 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25834	Inbound E-Mails Blocked	16,847
Delivered Inbound E-Mails	8,785	Quarantined Messages	202
Percentage Good Email	34.0%	Virus E-Mails Blocked	29

- Notable Events: None.

#### Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 5 Corrections: 1
- Map/Information Requests: 18
- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

#### Leisure Services

##### Administration

- Supervisory staff meeting
- Public Works staff meeting
- City Manager staff meeting
- City Commission meeting
- Leisure Services Advisory Board meeting
- Soccer meeting
- Park visits
- Responded to citizen requests
- Anania property discussion
- Prepared/Reviewed Community Partnership Program agenda item
- Summer camp planning/discussion
- Sign unveiling planning/discussion – Ormond Beach’s Andy Romano Beachfront Park

##### Athletics

- The City Spring Youth Volleyball Program, in its 18th season, started Monday night at the Nova Community Park gymnasium. The program runs on Mondays and Wednesdays, 6 to 8pm. This is a 9 week program that goes through instruction, practices and games. It is designed for the recreational player, as well as the competitive (high school) player.
- The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, continued practices this week. Practices are held at the Sports Complex as well as at 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 continued this week at the Sports Complex.
- Seabreeze High School, Father Lopez High School, and River Bend Academy baseball continued their practices this week at the Harry Wendelstedt baseball fields at the Sports Complex. Games continue for each team.
- Luis Camacho is once again having his Adult 11 V 11 Soccer League on Sunday mornings. Luis rents the fields each season. He currently has 6 teams signed up.
- The OBYBSA Recreational Baseball and Softball Teams opened up their game season 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 continue through May.

- The Ormond Beach Soccer Club Recreational Program continued their practices this week at the Sports Complex Soccer Fields. Practices are held nightly at 5, 6, & 7pm. This includes age groups ranging from 4 to 15.
- The College Baseball Jamboree, run by John Filor, is upon us as they began games this past Monday. They will be here for 2 weeks, playing a total of 49 games at our complex. Teams come from all over the country to come south and play in the warm weather. This is a rental.

#### Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield.
- Cleaned SONC tennis and basketball courts.
- At Osceola Elementary School, tended to the infields, tennis and handball courts. Installed new center straps on tennis 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 a daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed the baseball fields 3 times a week
- Mowed the soccer fields.
- Mowed the softball fields.
- Prepped the field for winter season of men's softball league.
- Painted and prepared soccer fields #5 through #8 for club practice and games.
- 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 soccer tournament over the weekend; cleaned up after.
- Started laying out soccer fields and painting them for competitive soccer league.
- Put out goals, benches, trash cans and flags for games over the weekend.
- Started fertilizing with pre-emergent on the fields at the Ormond Beach Sports Complex.
- Finished another round of spraying fence lines and parking areas for weeds.
- Began preparations for opening day recreational baseball and softball at both Nova and Airport complexes.
- Removed broken concrete slab for the bleachers near the co-ed field.
- Removed and disposed of old playground equipment at Optimist Park.

#### Senior Center

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

#### Performing Arts Center

- Staff prepared for the Celtic Evening of Music with Acoustic Eidolon and Legacy (Friday), and the Cornerstone Broadcasting Pre-Sharathon concert with Greg and Nicol Sponberg (Saturday).
- 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 is preparing to host the following events:
  - Celtic Evening of Music with Acoustic Eidolon and Legacy, Friday March 18th, 7pm, \$17.50
  - Cornerstone Broadcasting Pre-Sharathon Concert with Greg and Nicol Sponberg, Saturday, March 19<sup>th</sup>, 6pm, Free admission

#### South Ormond Neighborhood Center

- Jazzercise Monday and 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 practice games 6pm to 8:30pm Monday, Tuesday, Friday
- Splash Pad scheduled to re-open March 13th
- YMCA Youth Soccer Saturday 9 to 11:00am
- Adult basketball Thursday and Sunday

#### 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 web site applications
- Prepared and mailed Art In The park sponsorship letters
- Attended Memorial Day committee meeting
- Attended Senior Games meeting
- Preplanning activities for upcoming events: Memorial Day, July 4<sup>th</sup> Celebration
- Finalized various organization projects
- Clean-up of movie night supplies
- Researched and ordered bunting and drop downs for upcoming events
- Distributed art contest flyers to local schools
- Walk with The Manager, Friday, March 11th, Cassen Park

#### Gymnastics

- Preparing competitive students for upcoming gymnastics and cheer competitions.
- 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

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
- Nova Community Center continued winter programs including the Activity Class, Phonics and Miss Debby's Dance Classes.
- Preparation and planning continued for the Shining STARS Pageant and Fashion Show.
- The Shining STARS Pageant and Fashion Show rehearsal was on Friday evening.
- Spring Volleyball practices were on Monday and Wednesday through Athletics.

#### The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Casements Camera Club's Ebony & Ivory Exhibit" is on exhibit this month in the Gallery.
- Staff worked on Monday to straighten up from Friday's movie night and spaghetti dinner. All items used were cleaned and returned to storage.
- Zumba classes this week Monday and Wednesday evenings from 6:00pm to 7:00pm.
- Yoga classes continued on Tuesday from 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.
- Grace Academy School visited for a tour on Wednesday from 10:00am to 11:00am.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 12pm to 5pm.
- The Casements Coordinator attended the final LEAPS training session yesterday.
- The Acrylic Painting Class was held on Thursday evening from 5:30pm to 8:00pm.
- Staff set up for a private wedding rental in the gardens on Friday.
- Staff worked this week to continue planning for the Enviro Summer Camp.
- Staff met to discuss set up and logistics for the Camp Expo featured for the next movie night.
- Staff worked on Summer Art Camp and Enviro Camp flyers and began working to advertise the same.
- Staff began planning the annual appreciation luncheon that will be held for the Guild in April.

#### Parks and Irrigation

- Replaced one spray head at City Hall, marked all valve locations on Tomoka Av.
- Ran zones at P.A.L., replaced three rotors, and adjusted heads.
- Ran all zones on Forest Hills west median, replaced 5 damaged spray heads. Installed new nozzles and adjusted heads.
- Ran all zones on Forest Hills east medians, replaced 4 damaged heads.
- Ran zones, adjusted heads, on Woodlands cul-de-sacs, installed new batteries in timers.
- Installed new rain sensor at Memorial Gardens streetscape median timer.
- Cleaned debris from valve and solenoid on N. Nova Rd. median, installed 4 nozzles.
- Cleaned snails from zone valve at Fortunato Park, turned on reuse master valve.
- Reprogrammed all timers on North and South Nova Road medians to "off" position for Bike Week.

- Removed debris from valve on W. Granada median #4, installed new timer, replaced 3 rotors.

#### Building Maintenance

- Installed two new picnic tables and four new trash cans at Fortunato Park
- Installed new barbecue grill at Riviera Park
- Installed new trash can at Birthplace of Speed Park
- Repaired men's restroom door in Leisure Services Registration at the P.A.C.
- Repaired men's room toilet in the outside restrooms at S.O.N.C.
- Installed two clean outs for the sewer system at Central Park II
- Replaced ice machine filters citywide
- Prepped building for application of stucco finish at Central Park II
- Installed donation box for the Guild at The Casements
- Continued A/C filter changes citywide
- Repaired seven office chairs at the Police Dept.
- Trimmed brush back for the canoe launch at Riverbed Nature Park
- Replaced damaged electrical controller box on Lincoln Av.
- Repaired twelve decorative streetlights city wide
- Repaired lighting in the sun room at The Casements
- Completed weekly inspections of the Ormond Beach Municipal Airport
- Cleaned up vandalized restrooms at Cassen Park
- Cleaned up vandalism and restocked restroom supplies at Fortunato Park

#### **Police Department**

##### Administrative Services

- Conducted telephone interviews with Human Resources Director with the ten finalists for the vacant police lieutenant position.
- Met with City Attorney's office regarding prosecution procedures for City Ordinance violations
- Officer valor awards presentation at Commission Meeting
- Conducted weekly staff meetings

##### Community Outreach

- Tutors R Us was offered to 23 youths this week. Due to Volusia County school spring break starting on Thursday, March 10<sup>th</sup>, Science on Patrol, and READ were not offered this week. Classes will resume March 22<sup>nd</sup>.
- Youth Basketball practice continued in preparation for the State of Florida Association of PAL Tournament to be held in New Smyrna Beach April 1 - 3, 2011.

##### Community Services & Animal Control

- Calls responded to 76
- Animal Reports 12
- Animal Bites 1
- Animals to FHS 10
- Cats 7
- Dogs 3
- Sick Wildlife 0
- Traps issued 3
- Animal Licenses issued 2
- Notices of violation 2

##### Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 4

- Cases Exceptionally Cleared: 9
- Inactive: 14
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 7
- Grand Theft: 3
- Auto Theft: 0
- Robbery: 1
- Assaults: 0
- Shooting: 1

#### Comments

- Shooting was a drive-by domestic/drug related. Suspect vehicle has been identified and suspects are known to the victim. BOLO sent out in attempt to locate suspects vehicle. No injuries sustained. The investigation is continuing.
- The robbery was a snatch and grab which possibly did not occur in city (Sharks Lounge) where some silver rings/necklace were taken. The investigation is continuing.

#### Crime Trends

- Carbreaks throughout the city, no specific area of concentration. Possible suspects have been identified. All detectives are working the cases.

#### Drug Unit

- Unit did 6 buy-walks and attempted 3 more. Operation in OB resulted in 2 arrests for trafficking Oxycodone, the seizure of \$8,565 and a 2006 Mercedes 500. The unit also worked an operation in Holly Hill which resulted in 2 felony/3 misdemeanor arrests and the seizure of \$8,000.

#### Records

- Walk - Ins / Window 159
- Phone Calls 241
- Arrest / NTA'S 22
- Citations Issued 490
- Citations Entered 307
- Reports Generated 130
- Reports Entered 156

#### Operations

- 3/3/11 - Vandalism – Timucuan; residence window broken out.
- 3/3/11 - Assault and Battery - Lakebridge Circle; involving a group from Orlando selling cleaning supplies. Salesperson struck resident and took flight. Victim and other residents chased salesperson and detained him in front of the Publix on Nova Road. Salesperson was charged with battery.
- 3/3/11 - Stolen Vehicle – recovery; officer stopped a scooter at SR40 and US1 which turned out to have been reported stolen in Daytona Beach. Driver was arrested for possession of a stolen vehicle and for an open warrant.
- 3/3/11 - Stolen Vehicle – recovery, Pinewood and North Shore; K9-1 observed vehicle from a previous bolo parked and abandoned. The vehicle was secured and towed to the police compound for processing.
- 3/4/11 - Larceny , Shoplifting - Wal-mart; adult male stole 10 sets of DVD's
- 3/4/11 - Hit and Run Crash – Pursuit; occurred on W Granada Blvd. Adult male was arrested for leaving the scene of an accident and fleeing and attempting to elude officers.

- 3/4/11 - Hit and Run Crash; vehicle vs. wall.
- 3/4/11 - Accidental shooting, Airport Business Center Dr.; adult/male accidentally shot himself in the hand.
- 3/4/11 – Assault, Cheaters; man and women involved in a verbal altercation. Bouncer tried to escort male subject outside when he attempted to hit the bouncer. The bouncer defended himself by striking the male patron in the head.
- 3/4/11 – Car Break at Publix at Ormond Towne Square; prescription pills taken from vehicle. Victim waited 3 days before reporting.
- 3/4/11 - Assault and battery - N Nova Rd.; suspect punched victim in face and shoulder.
- 3/4/11 - Car Break -Trails Shopping Center; forced entry to vehicle. Victim's purse and contents were stolen.
- 3/5/11 – Disorderly Conduct - Alliance Church (55 N Nova Rd), fight with Injuries; transient residents became involved in a physical altercation. One suspect fled prior to police arrival. The second suspect was transported to the hospital for treatment of minor injuries sustained in the fight.
- 3/5/11 – Car Break - Trails Shopping Center; window broken out and purse stolen.
- 3/5/11 – Car Break - Ormond Steakhouse (Trails Shopping Center) window broken out and backpack taken.
- 3/5/11 – Car Break - Rockin Ranch; window broken out and purse stolen.
- 3/5/11 - Narcotics arrest - Ashford Ct; Juvenile arrested for possession of cannabis and narcotics paraphernalia.
- 3/5/11 - 7-Eleven - S Atlantic Ave.; visiting motorcyclist claimed to be cut off by a vehicle. The biker claimed the driver was intoxicated and that he spit in the biker's face. The vehicle was located and the driver identified. A complaint affidavit was completed against the driver for simple battery.
- 3/5/11 - Alcohol Violation; Rockin Ranch; 20 year old arrested for possession of alcohol by a person under 21 and fraudulent use of another's drivers license for identification purposes.
- 3/5/11 - Car Break on Warwick Ave.; car speakers and radio equipment taken from unlocked vehicle.
- 3/5/11 - Domestic Violence – Warwick Ave.; arrest made for DV battery.
- 3/6/11 - Robbery - Ocean Shore and Royal Dunes; victim reported that he was beaten and robbed of jewelry.
- 3/6/11 -Traffic stop – adult male arrested for possession of cocaine following a routine traffic stop.
- 3/6/11 - Larceny, Wal-Mart; two adult females arrested for shoplifting. Released after being issued a Notice to Appear.
- 3/6/11 - DUI - Halifax and Fluhart Dr.; adult female arrested.
- 3/6/11 - Domestic Violence – S Yonge St.; adult male arrested for DV battery.
- 3/6/11 - Vehicle Accident, motorcycle crash with minor injuries and outstanding warrant.
- 3/6/11 - Arrest - City Hall, S Beach St.; adult male arrested for an open out-of-state warrant.
- 3/6/11 - Trespassing; Deer Lake Cir; adult male arrested for trespassing after warning.
- 3/6/11 -Traffic Stop - Outback Steakhouse; officer stopped a motorcycle for traffic violations. The operator was released with a criminal citation for attaching decal not assigned.
- 3/6/11 - Liquor Law violation - Catfish Lake; 18 year old arrested for possession of alcohol under 21 and trespassed from the Catfish Lake Area
- 3/7/11 – Burglary – Business, Crab Shack- N US1; two beer kegs, taps and \$5.00 taken.
- 3/8/11 - Suspicious Incident; adult male transient called 911 from woods near YMCA stating that people were trying to hurt him. Upon contact he advised officers he was wanted out of Jacksonville for stealing \$20,000. No open warrants were found.

- Jacksonville Sheriffs Office was contact and confirmed they were investigating a theft of \$20,000 from a local business. Jacksonville Sheriff's Office obtained an arrest warrant on the subject based on our investigative information and subject was arrested by OBPD on the warrant. \$19,500 cash recovered.
- 3/8/11 - Burglary residence at Charleston Square; entry gained by breaking out a window located in the back of the residence.
  - 3/9/11 - Accident with serious injury - S. Atlantic Ave in the northbound traffic lanes: preliminary investigation indicates that a northbound motorcycle struck a stopped pickup truck that was attempting to maneuver a trailer into the parallel parking spot on the outside lane of the roadway. Driver of motorcycle was transported via EVAC with a life threatening head injury.
  - 3/9/11 - Disturbance, Cheaters; verbal altercation between customer and club employees. A trespass warning was issued to the patron and escorted off of the property.

#### Traffic Unit

- 11-03-00042, Crash / 5 Vehicles, Granada Plaza: Elderly motorist pulled into the plaza and hit the accelerator of her Corvette instead of the brake. She shoved an unoccupied, parked vehicle across an entire parking aisle and into three more unoccupied, parked vehicles. This was her second recent crash in the same car. We contacted DHSMV to recommend a re-exam.
- 11-03-00050, Traffic Stop / Stolen Vehicle Arrest, SR 40 / US 1: Motorcycle was stopped at the Shell gas station for a traffic violation. Teletype check revealed that the motorcycle was stolen from Daytona last week. It was also reported that a gun was contained in one of its compartments. The gun was never located. The driver was arrested for grand theft of a motor vehicle, and a felony DL suspension.
- 11-03-00103, Crash / Warrant Arrest, SR 40 / Beach Street: Motorist rear ended a motorcyclist. Occupants of the motorcycle were not injured, but the other driver attempted to leave the scene prior to police arrival. An off-duty police officer visiting for Bike Week detained him until our arrival. The driver was arrested for driving with no license, having a DUI suspension, and an open warrant for aggravated assault.
- 11-03-00107, Traffic Stop / Stolen Vehicle Recovery / Cash Forfeiture, 135 W. Granada Blvd.: Motorcyclist was stopped for equipment violations. Investigation of his tag revealed that it was not assigned to the motorcycle. Owner of the motorcycle is in jail. The driver stated that he was loaned the motorcycle. The VCSO Auto Theft Task Force responded and will conduct an investigation into possible title fraud, but the motorcycle was not reported as stolen. The driver was released with criminal citations involving the tag and the motorcycle was impounded. The next day Officer Piccola reached the owner in jail and determined that he tried to report it stolen, but it was not entered as a stolen vehicle. Today, Officer Piccola was informed that DBPD will be sending this case to their CID for investigation.
- 11-03-00074, Traffic Stop / Narcotics Arrest, SR 40 / US 1: Motorist stopped for traffic violations had a passenger that possessed cannabis. He was arrested and released with an NTA.
- 11-03-00121, Traffic Stop / Narcotics Arrest, 333 Pine Street: Motorist was stopped for traffic violations and was found to be in possession of crack cocaine. He was arrested and sent to VCBJ.
- 11-03-00133, Traffic Stop / Counterfeit Tag, 800 S. Atlantic Avenue: Motorcyclist was stopped for an equipment violation. Investigation of his tag revealed that he had an altered registration sticker. The tag was seized and the motorcycle was impounded as the driver could not provide proof of ownership. Driver was charged. He is currently trying to get the motorcycle out of Fryer's impound, but they will not release it without a proof of ownership. It was explained to the driver that he will need to provide proof of ownership (title / registration) in order to get the motorcycle released.

- Operation Plan for Bike Week is in effect. Maximum deployment of Motor units for traffic enforcement. So far, we've had relatively few traffic incidents.
- Motor units assisted with an escort for the Shriner's Children's Hospital.
- VMB deployed to US 1 southbound at Hernandez Avenue to alert motorists of congested traffic near SR 40 for the duration of Bike Week.
- SMART Trailer deployed to the 1500 BLK of N. Beach Street southbound to alert motorists of their speed coming out of Tomoka State Park / "The Loop".
- Traffic Citations 521
- Parking Citations 4
- Crash - No Inj. 20
- Crash - Injury 5
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Total Citations Issued on S.T.E.P.: ALL
    - Self-Initiated Enforcement Locations:
      - Beach Street
      - US 1 / SR 40
      - N. US 1
      - SR A1A
    - Enforced Complaints:
      - Riverside Drive

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 9 tree removal permit requests
- 8 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and fifty-nine (59) telephonic inquiries.

#### **Public Works** **Engineering**

##### Project Summary

##### Construction Projects

- US1 Forcemain Extension Phase II - The southbound outside lane of US1 Tomoka Bridge was reopened for the duration of Bike Week.
- Water Treatment Plant Dist. System Phase II - Conducted substantial completion walkthrough meeting. All primary work on project is complete and site restoration is underway.
- Rima Ridge Wells 54, 55 & 56 - Mechanical and electrical appurtenances continue to be installed within the pump houses. Telemetry towers have been installed.
- 2010 Roadway Resurfacing - Performed cost estimates for resurfacing of the Timberline Trail / Pine Cone Trail which indicates that it is possible to resurface those roads under the existing contract per asphalt tonnage under run.
- Hull Rd. & US1 - Project is substantially completed.
- Ridgewood Sidewalk - Substantial completion was issued on March 7<sup>th</sup>.
- Fire Station 94 Sprinklers- Permit has been issued and work began on March 7<sup>th</sup>.
- SR40 Sidewalk / Trail Phase I – Resubmitted final invoice.
- SR40 Sidewalk / Trail Phase II – Project is complete.
- Airport CC TV Surveillance - Design and specifications are complete and project will be advertised on March 13<sup>th</sup>.

- Nova & Sports complex CC TV Surveillance - Design and specifications are complete and project will be advertised on March 13<sup>th</sup>.
- Granada Bridge Decorative Pole Replacement – The contractor completed the replacement work along the south side of the bridge and reopened the sidewalk. The contractor has scheduled work to begin on the north side of the bridge after Bike Week concludes (March 13) and evening lane closures are allowed by the FDOT. To date, 139 of 187 fixtures and 45 of 68 decorative poles have been replaced.
- OBSC Boundless Playground - The contractor began installing the play equipment this week after spending the majority of last week excavating the site for the proposed surfacing materials.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has constructed gravity wall for new road and has begun work on sodium hypochlorite building and clarifier 4 site.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is ongoing. Division Avenue has been re-opened with the completion of utility work.

#### Design Projects

- Ormond Beach's Andy Romano Beachfront Park - RFQ process has been completed and a final ranking determined. Staff is proceeding with contract negotiations.
- 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" watermains. The Improvements to Selden Ave is partially funded through CDBG.
- Alcazar-Buena Vista Area Drainage Improvements - Project was advertised for bidding on March 6, 2011. This project also includes for 2-inch water main replacement. Bids will be received April 6, 2011.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Negotiating utility easement acquisitions along Airport Road. The utility easements are preferable, but the project can be constructed without them if a reasonable agreement cannot be met. Reclaimed water tie-in and interconnect system between Hunter's Ridge and Breakaway Trails final design revisions are in progress.
- Tymber Creek Widening - Phase 1, SR 40 to Peruvian Lane, is being prepared for bidding by the County. City staff is completing utility relocation plans and specification to enter a JPA with the County.
- Ormond Scenic Loop - The first public hearing meeting is being coordinated.
- Granada Utilities Underground - Awaiting notification from FP&L for meeting.
- SRA1A to Nova Interconnect - 90% plans were submitted to FDOT.
- City Hall Landscape Renovation – Staff has begun preparing a final design to solicit quotations from local contractors.
- Cardinal Beach Approach - Staff is designing the proposed site and landscape improvements for the new life guard station.
- Facility Lighting Replacement (DOE Grant) – The materials have been purchased by the City and staff is soliciting quotations from electrical contractors to install the new energy efficient lighting replacements.
- Downtown Wayfinding Signage - Hall Construction is preparing a proposal for staff review incorporating the proposed design changes.
- Downtown Parking Improvements - The bid award is scheduled for the March 8<sup>th</sup> City Commission meeting.
- Wooden Pedestrian Walkway Lighting Replacement - The materials have been ordered and staff is soliciting electrical contractors for installation quotations.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.

- John Anderson Drive – Processed additional work authorization to provide for additional survey needed to accommodate incorporating off-site retention as 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 has responded to SJRWMD RAI for the permit application to add the pond interconnect channel and bridge on Hand Avenue.

#### Administration

- FEMA Hazard Mitigation Grant Program (HMGP) - Hand Avenue & Laurel Creek Drainage Improvements project - preparation of reimbursement request. (FEMA has not accepted any reimbursement requests since January 2010 due to grant modifications in process)
- SRF Loan Administration #WW640120 - Airport Road Force Main & Reclaimed Water Main Improvements - routed loan agreement for City execution and transmitted to FDEP for final execution
- Prepared project invoices/pay requests totaling \$85,904
- Staff met to discuss proposed development areas within the Airport Business Park and considered preliminary cost of roadway and utility development, design and construction.
- Created legal descriptions and matching drawing sketches for the annexations of 1567, 1521, 1535, and 1561 N. US 1, as well as the annexations for portions of Broadway Ave., Rosemary St, and Atlantic Rd. for Planning and Legal Departments.
- Reviewed and prepared 104 S. Beach St wetland protection permit for approval.

#### Customer Service

- Provided utility information request along Neptune Ave. for an engineering consultant request.

#### Meetings

- Met Vanacore Homes on site at 123 Neptune Ave. to provide assistance with Surface Water Management Permitting.

#### Other

- 34 projects were inspected.
- Completed the topo survey and provided matching drawings of the Magic Forest Playground to Leisure Services for the redesign of the existing playground area.
- Provided as built information to utilities division for the Lynnhurst Forcemain project.

### **Environmental Management Division**

#### Street Maintenance

##### Asphalt / Concrete

- Concrete work done for Water Department at 490 South Center Street.
- Shoulder repair work done on Andrews Street at PAC.
- Asphalt cut for Utility at 93 St. Annes Circle
- Repaired sidewalks at Nova Rec.
- Assisted Water Department with utility cut at Dianne Drive and Alden Drive.

#### Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).

- Trimmed on Chelsea Place, and downed tree at Nova Rec.
- Hauled debris to Nova/Transfer Station.
- Cleared sidewalks city wide.
- Performed maintenance and tree inspections citywide.
- Removed 2 trees on Whispering Pines.

#### Maintenance Crew

- Rotated Special Event Bridge signs.
- Cleaned up debris on Granada Bridge and Memorial Gardens.
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Checked Airport Road barricades.
- Performed 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
- Performed ROW trimming citywide.

#### Sign Shop

- Fabricated new high intensity street names for various intersections along Arroyo Parkway west of Santa Fe Avenue and the intersections in Winding Woods Subdivision.
- Obtained price quotes for a 6" double-yellow painted centerline on North Orchard Street between Lincoln Avenue and Wilmette Avenue and requested a purchase order.
- Repaired or replaced signs at the following locations:
  - Woodlands Blvd. west of S. Nova replaced a 25 MPH sign
  - Division Ave. east of Collins St. cleaned a 25 MPH sign
  - Military Blvd. at Fernway Dr. removed graffiti from stop sign
  - Sunshine Blvd. and Airport Rd. replaced stop sign post hit by vehicle

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Manhole repaired at Fern Meadow Lane – hole in structure (pictures).
- Dug up and replaced 43' of 15" pipe at Bonita Place and Fiesta Drive (pictures).
- Cleaned basins, all zones, everyone, all trucks.
- Sinkhole investigation at Bridgette Terrace and North Beach Street – County problem, coned off.
- Interviewed 7 people for 2 job openings in this department.
- Vacon used for locating water lines on both jobs.
- Contractor still mowing ditches in Ormond Airport Industrial Park.

#### Street Sweeping/Streetsweeper

- 136.6 miles of road cleaned
- 84.5 cubic yards of debris removed

#### **Fleet Operations**

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

36,821

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
17

Non-Emergency Vehicles and Equipment  
22

Road Calls for the week:  
2

Accidents for the week:  
0

Quick Fleet Facts:

- Fleet has 7,103 gallons of unleaded fuel and 7,445 gallons of diesel fuel on hand.
- Fleet had 76 work orders over the past week.

**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 will continue to pursue the 4 log virus removal certification for the water plant. Operations scheduling installation of turbidity and chlorine analyzers at strategic points in plant for data development to support eventual plant operational certification.
- Concentrate Disposal Study – Obtained the information requested from the engineer needed to prepare a proposal to perform the study. Forwarded historic and current models, water quality data and permit copies for consultant review. Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of concentrate that can be mixed by the reclaimed water production at the wastewater plant without exceeding conductivity limits established by FDEP.
- 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 allowing discharge pumping operations to irrigation – fire system to remain operable. Awaiting receipt of plans modifications. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – Staff preparing bid documents for next group of hydrant prioritized replacement. Field checking of the hydrants needs to be performed prior to finalizing the bid documents.
- 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. Tampa Armature Works (TAW) installed two pumps and Pumps 1 & 2 are being prepared and coordinated for start up next week. Control system programming is being modified to operate pump set point at an established minimum speed to verify that they will pass rags The third pump will be ready for start up after a new impeller is manufactured and installed. Bypass pumping systems are in force at the facility and procurement process was completed with Thompson Pumps. CenState is aware of the situation and was informed that extra costs 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. Warranty repairs were performed on the centrifuges.
- Ormond Beach Wastewater Treatment Plant Expansion – A revised approach is being considered for cleaning piping from splitter box to Clarifier 2 to occur during daytime hours. Cleaning costs are included in an allowance for the expansion. Contractor continues to proceed with construction of Clarifier 4 and primary electric building.
  - Gravity Sewer Pipeline Repair – Four manholes on State Road 40 remain for completion. Chaz Equipment Company is performing the work.
  - Lift Station Repair and Replacement Project – The doors remain to be installed at lift station 6M. Pay application #16 was reviewed and a revised version was sent to the Engineering Division for processing the payment.
  - Rima Ridge Wells – Bermad valves will be added to regulate discharge pressures at the wells. The cost to add these valves will be included in a change order. Building and mechanical equipment is currently being installed at the well sites.
  - Sludge Disposal Services – Shelley's Environmental Services was awarded the contract to perform sludge removal services at this week's City Commission meeting. The agreement was executed and returned to the city for processing execution.
  - Tiffany Circle Water Main Replacement – Volusia County Health Department indicated that a permit will be required because the water main is being installed on the other side of the street.
  - Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division 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 Cardinal Avenue Life Guard Station and Casa Del Mar were reviewed.
  - Olive Grove's contractor connected to a water main shown on the plans that was out of service. The active water main needs to be extended to the site in order to provide service to this project. Met with Olive Grove's engineer to discuss the best way for the developer to extend the water service to the site. FDOT plans were received for Olive Grove.
  - Scheduled attendance at upcoming VCARD Central Florida Regional Water Supply Focus presentation.
  - An additional 30,000 gallons per day was estimated to be required by Energizer to meet their future water needs. Energizer requested City to pursue considerations for financial assistance for tap, meter, vault and backflow preventer preventer as an economic development incentive as part their plan to invest in excess of \$1M in a new water treatment system that is sized for a 100% growth in product demand. Response to request provided to Energizer.
  - City of Daytona Beach requested activation of finished water inter-connect on Williamson Blvd. due to raw water piping system repairs. Delivered approximately 0.5 MG during 2 hour period to support their system.

#### Water Distribution

- Replaced 5 residential meters and installed 2 new water meter service connections
- Responded to or repaired 7 water service leaks
- Flushed 13 cloudy water complaints
- Replaced 5 (3 under pavement) water services, and 34 meter boxes
- Responded to 8 low pressure complaints
- Tested one ¾" meter for Finance due to billing issues, located 1 meter for meter readers

- Tested 5 and repaired 3 city owned backflow preventers, replaced the stand pipe serving the BFP at an Ormond Lakes lift station
- Fire hydrants: continued spring maintenance on Volusia County fire hydrants served by our water system - 15 hydrants maintained
- Flushed new 16" water main on Coolidge Ave
- Installed a new flushing device on St Anne's Cir due to multiple water complaints
- Valve Maintenance: located and marked all valves on SR40 at Hidden Hills and South Forty Trail, and at the Ormond/Daytona interconnect on Williamson Blvd. Assembled valve information from GIS and as-built maps to begin locating, marking and exercising all potable and raw water valves on SR40 between Nova Rd and Williamson Blvd,
- Connected 29 water services to the new 16" water main on Coolidge Dr
- Coordinated and performed activation of the Ormond/Daytona interconnect on Williamson Blvd.
- Replaced sod on Country Club Dr due to water service replacement
- Cleaned and restocked all trucks

#### Water Treatment

- Delivered to the City 36.604 million gallons for the week ending March 6, 2011 (5.229 MGD)
- Backwashed 10 filters for a total of 417,000 gallons backwash water.
- Assisted contractor with isolating appropriate plant distribution system to support installation of two aged 24" replacement valves on the High Service Pump Building.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding two Precautionary Boil Water notices.
- Initiating activities related to preparation of Annual Water Quality Report.

#### Waste Water Collection - Reuse

- Crews responded to four trouble calls in Breakaway/Hunters Ridge area and one in town.
- Marty and crew shut down six inch force main for Worsham Construction at Ormond Mall to connect to existing main and relocate six inch gate valve.
- Crew located reuse valve boxes and cleaned out fifth teen valve boxes on beach side.
- Crew installed sod at 85 Shadow Creek. Checked on low pressure sewer call on Westland Run - 25 psi; bled low pressure force main system down to desirable able system pressure.
- Checked irrigation system at Breakaway and Hunter's 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 26.30 Million Gallons
- Produced 18.59 Million Gallons of Reuse
- Produced 7.71 Million Gallons of Surface Water Discharge
- Influent flows average for the week is 3.76 MGD, plant designed for 6 MGD
- Hauled tons of sludge 143.80 (14%-18% Solids).
- Cleaned Contact Tanks and Equalization Basins.
- Influent Pumping Station is bypassed. Operations are 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.

#### Utilities Maintenance Division

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

- Completed work to Well 19SR, replaced control box, meter can and installed disconnect switch, also replaced 7.5 HP pump and motor.

- Replaced motor to Interconnect valve between Ormond Beach and Holly Hill, also exercised valves.
- Worked on centrifuge repair after receipt of spare parts, found drive hub worn, took to Machine shop for fabrication of bearing sleeve insert.
- Repaired acid pump to LPRO clearwell.
- 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.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.

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

- Disassemble & Remove Temporary Water Lines Throughout Plant
- Prime & Start Effluent Transfer Pumps after final tank repair and cleaning
- 7M1 – Pull Both Pumps to Deragg – Replace Safety Cable – Repair Guide Rails
- Cleared obstructions from Antenna's at Laurel Oaks, Saddlers Run and Riverbend liftstations.
- Pulled Silent Knight Pump from Final tanks, cleaned and brought to Fleet for service to Vacuum priming pump.
- Repair Centrifuge Feed Pump #1 – Motor Spun at Gear Box – Broken Key
- Reset RTU Breaker at Camelot Liftstation
- Reset pump #2 at 4M liftstation.
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers and deragging recycle and RAS/WAS pumps.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 20 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 1 Liftstations. Pulled pumps check/replace impellers.