

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 25, 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:

- Bi-weekly meetings with I/T Manager and Police Chief

Spoke to, attended and/or met with:

- As requested, met individually with Mayor Kelley and Commissioner Boehm to review commission agenda
- Met with Zev Cohen representatives and City, staff discussed the proposed public meeting process for the beachfront park
- Attended Financial Trends workshop
- City staff and I met with Votran and County staff on the multi-modal strategy (details on this meeting are listing below under Community Development)
- Attended Volusia Day in Tallahassee
- Attended CFOB meeting, Neighborhood Improvement Manager made presentation to members on code enforcement
- Florida League of Cities webinar on ethics, directors also attended webinar
- Attended Volusia League of Cities dinner hosted by the County

### **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 Financial Trends Workshop
  - Neighborhood Improvement Advisory Board
  - Historic Landmark Preservation Advisory Board

### **Community Development**

#### **Planning**

- Planning Director and the City Manager met with Mary Ann Connors, Assistant County Administrator and George Rectenwald, Public Works Director for Volusia County and Ken Fisher, Executive Director of Votran. Discussions were on the City's Multimodal Strategy and mobility fee. Staff's position is that the mobility fee should apply in lieu of VC impact fees in the multimodal corridors since the fee is designed to further smart growth and economic development by increasing infill development and (re)development. County officials expressed support for the strategy and realized amendments will be needed to accommodate not only Ormond Beach but all other dense urban land areas (DULAs) that are required to do multimodal plans. Staff is cautiously optimistic.

Building Inspections, Permitting & Licensing

- 80 permits issued with a valuation of \$949,913.00
- 161 inspections performed.
- 5 business tax receipts issued.

Development Services

- The SPRC reviewed the following applications:
  - Casa Del Mar minor site plan amendment is being approved this week;
  - Chase Bank partial release of a non-vehicular easement along Shadow Lakes Boulevard.
  - Chase Bank site plan

**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, 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 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. A meeting will be arranged for early April.

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 is working closely with the lead real estate broker in implementation of marketing strategies and identifying potential users of the Florida Hospital Memorial Division property.
- Staff continues to meet to discuss the draft RFP for the SW Quadrant of the Airport. The RFP will be refined and brought before the Aviation Advisory Board April and City Commission in May.

#### Airport Operation and Development

- Staff conducted a pre-bid meeting for the security surveillance project at the airport on March 23<sup>rd</sup>, which was attended by a large number of potential bidders. The meeting included a tour of airport facilities and potential surveillance positions.
- The City Attorney has reviewed and approved an amended and re-stated lease agreement between the Civil Air Patrol (CAP) and the City, which will be included on the consent agenda for the April 5, 2011, meeting of the City Commission. The CAP has proposed a renovation of the existing facility in order to locate the headquarters of the Florida Wing at the airport. The proposed 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 continues to work with a representative of TowerCom regarding the possibility of leasing a portion of airport property for the purpose of erecting a telecommunications tower.
- Staff continues to work on the topic of hosting an annual community event at the airport, tentatively scheduled for October.

#### Finance/Budget/Utility Billing Services

##### Completed Projects - Weekly

- Processed 38 Journal Entry Batches (# 2292 – 2389).
- Approved 21 Purchase Requisitions totaling \$129,136.88.
- Issued 16 Purchase Orders totaling \$57,081.75.
- Advertised Bid No. 2011-12, Ormond Beach Sports Complex and Nova Community Systems, in the News-Journal and posted to DemandStar on 3/20/2011.
- Held pre-bid conference for Bid No. 2011-09, Alcazar Avenue, Buena Vista Avenue and Seville Street Utility Improvements, on 3/23/2011.
- Held pre-bid conference for Bid No. 2011-10, Ormond Beach Airport Surveillance Systems, on 3/23/2011.
- Prepared 115 Accounts Payable checks totaling \$186,803.20 and 32 Accounts Payable EFT payments totaling \$115,406.96.
- Processed 3,719 cash receipts totaling \$840,715.54.
- Processed 1,186 utility bill payments through ACH totaling \$78,801.56.
- Processed and issued 6,186 utility bills with billed consumption of water of 49,354k.
- Issued 593 past due notices on utility accounts.

##### Public Information

###### Press Releases

- Movies on the Halifax (4/1 Toy Story 3 at 8 pm, Camp Expo at 7 pm)
- Volusia County First Time Homebuyers Program (Workshop on 3/24)
- Ormond Beach Summer Camp - Program Registration Information (Packets Available April 1st)
- Benefit Concert: Musical Extravaganza, Jazz and Oldies (4/9 to benefit Florida Hospital HospiceCare)

- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended the Florida Government Communicators Association (FGCA) presentation "*The Gulf Oil Spill: Perception vs. Reality*" by the Bay County Public Information Officer Valerie Lovett, Emergency Services Chief Mark Bowen, and the Tourism Development Council Executive Director Dan Rowe who were directly involved in managing the various aspects of the emergency.

## **Fire Department**

### Weekly Statistics

- Fires: 2
  - Fire Alarms: 5
  - Hazardous: 4
  - EMS: 91
  - Motor Vehicle Accidents: 5
  - Public Assists: 31
  - TOTAL CALLS: 138
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- Aid provided to other agencies: 17 calls – Volusia County (15), Daytona (2)
  - Aid received from other agencies: 4 calls – Volusia County (2), Daytona (2)
  - Total staff hours provided to other agencies: 18 hours
  - Total staff hours received from other agencies: 1 hour
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 0
  - # of overlapping calls: 29

### Medical Call Type

- Allergic Reaction: 1
- Animal Bite: 1
- Assault: 3
- Back Pain: 1
- Blood Pressure: 1
- Breathing Problem: 7
- Chest Pain: 5
- Convulsions: 5
- DOA: 4
- Fall Victim: 15
- Headache: 1
- Pedestrian Accident: 1
- Stroke: 8
- Traffic Accident: 5
- Traumatic Injury: 1
- Unconscious: 6
- Unknown Medical: 10
- TOTAL EMS PATIENTS TREATED: 75

### Training Hours

- EMT Refresher Modules: 3
- Hose & Equipment: 1
- Ladder Operations: 9
- Reports: 4

- Tactics: 1
  - Tech Rescue: 25
  - Tools & Equipment: 2
- TOTAL TRAINING HOURS: 45

#### Operations

- Met with Volusia County Fire and Volusia County Sheriff's Dispatch regarding County's response patterns in Ormond Beach.
- Attended Consolidated Dispatch Technical Team meeting at Saboda Training Center.
- Met with Holly Hill Fire Administration for mobile data terminal training.

#### Station Activities

- Serviced 150 hydrants to include: flow testing, inspecting and flushing.
- Updated 9 pre-fire plans.
- Conducted 2 fire inspections.

#### Significant Incidents

- 03/14/11, 4:18 PM: City Limits Ormond Beach – Suicide – gunshot wound.
- 03/15/11, 5:39 PM: Cherry Laurel Dr. – Brush Fire in County Area – 1/2 acre of dense brush and fallen trees – 2<sup>nd</sup> fire at this location in less than 2 weeks – VCSO detained 3 juvenile suspects.
- 03/16/11, 12:09 PM: N Orchard Ave/W Granada Blvd – Pick-up Truck vs Car Collision – 1 injured and transported to hospital.
- 03/17/11, 6:51 PM: Highland Ave – Motor Vehicle Accident – driver struck power pole then left scene – pole broken in half with top portion suspended by power lines.
- 03/17/11, 3:04 PM: City Limits Ormond Beach – Suicide – gunshot wound.
- 03/18/11, 6:25 PM: Hand Ave/Oak Brook Dr – Brush Fire – small area in woods with a tree burning – 2 juveniles seen running from woods.
- 03/20/11, 5:17 PM: John Anderson Dr/E Granada Blvd – Motorcycle vs Vehicle Accident – 1 injured and transported to hospital.

### **Human Resources**

#### Staffing Update

#### Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III

#### Approved/Active Recruitment

- Public Works Department/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 Department/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.
- Planning Department – Planning Technician was re-advertised based on updated job description in order to meet the needs of the department. Position closes 03-25-11.
- Police Department – Police Officer was advertised on the City web site through 03-11-11 and received 24 applications. H.R. has forwarded tracking sheet and applications for review.
- Support Services Department – City Clerk was advertised on the City web site, Florida League of Cities Datagram and the web site for Florida Association of City Clerks. Position remains open until filled.
- Leisure Services Department/Recreation – Summer Camp Counselors Day Camp. Position remains open until filled.

- Leisure Services Department/Recreation – Summer Camp Counselor (Camp T-Rec). Position remains open until filled.
- Leisure Services Department/Recreation – Enviro Camp. Position remains open until filled.
- Leisure Services Department/Recreation – Part Time Recreation Leader (Nova Community Center). Position closes 03-25-11.
- Public Works Department/Wastewater – Maintenance Worker II will be advertised through April 8th.

#### Screening/Interviews Scheduled

- Police Department - Police Lieutenant position received 27 applications. After review, 10 applicants were interviewed on the phone. Four candidates were notified that they were selected to participate in an Assessment Center scheduled at the Advanced Technology Center (ATC) on 04-01-11. Assessor training on 03-29-11. All other applicants have been notified.
- Public Works Department/Wastewater Collections Reuse - Maintenance Worker IV received five applicants from the in-house recruitment. After interviews it was determined that none of the internal candidates had the qualifications for promotion. Department has requested to advertise outside. Advertisement is being reviewed by Utilities Manager.
- Leisure Services Department/Gymnastics - Part-Time Recreation Leader advertised as open until filled.  
Six applications received and forwarded to Department for review.

#### Background/Reference Checks

- Public Works Department/Drainage Maintenance – Maintenance Worker II candidates (2) are having backgrounds research compiled for review.

#### Job Offers

- Police Department – Evidence Crime Scene Custodian candidate will begin employment 03-28-11.
- Fire Department – Firefighter/EMT candidate completed pre-employment processing on 03-21-11. Awaiting results.
- Public Works Department/Drainage Maintenance – Maintenance Worker II will begin employment on 03-28-11.

#### Terminations/Resignations/Retirements

- Support Services Department – City Clerk has requested retirement effective 06-30-11.
- Police Department – Police Officer, probationary termination effective 03-15-11 for failure to meet minimum requirements.
- Public Works Department – Wastewater Treatment Plant Operator resigned effective 04-03-11.

#### Employee/City Benefits Program Update

- The February 2011 monthly report shows savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs. Over 681 residents have utilized the program and have saved \$27,575.12 over nine months.
- The Hartford has requested an annual census in order to review premium rates to determine appropriate benefits and rates for the upcoming year.

#### Training & Development Opportunities

- LEAPS Academy graduated first class of certified supervisors (18 total) on 03-10-11. HR Director to evaluate curriculum effectiveness based on participant feedback and

observation; work with DSC to improve effectiveness prior to second delivery of workshop.

- LEAPS Academy to announce training dates for customer service certification program pending confirmation of training facilities.
- HR Director attended local chapter meeting of Society for Human Resource Management. Presentation given by Cobb Cole regarding implications of GINA on employment relationship.
- HR Director facilitated leadership awareness workshop with Leisure Services management team.
- HR has registered with E-verify and completing tutorials in order to start entering new employees.

#### HR Process/Systems Issues/Improvements

- Volunteer Program for the City of Ormond Beach was launched on 03-08-11 on the City web site and news releases. Four citizens have submitted applications and H.R. is seeking placement with various City Departments.

#### Regulatory & Compliance Issues

- Staff has registered with the government's E-Verify System to verify identity and employment eligibility of new hires to work in the U.S. Completing tutorials in order to start entering new employees.

#### Risk Management Projects

- Preparing to audit insurance requirements and proof of insurance for select auto-renewing contracts.
- Conduct I-9 audit.
- Risk Manager attended safe driving workshop with City of Edgewater.
- Met with Leisure Services regarding city sites to nominate for Chamber's beautification award.
- Initiated changes in property schedule with broker after approval from City Commission.
- Final draft of Insurance Requirements memo to Finance; then distribution to Division Managers.

#### Information Technology (IT)

- 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: - 62 New work - 54 completed - 34 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,235	Inbound E-Mails Blocked	18,934
Delivered Inbound E-Mails	9,036	Quarantined Messages	265
Percentage Good Email	32.0%	Virus E-Mails Blocked	268

- Notable Events: None.

#### Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 1 Corrections: 0
- Map/Information Requests: 36
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

## **Leisure Services**

### Administration

- City Manager weekly meeting
- Leisure Services Admin. staff meeting
- Financial Trends Workshop
- City Commission meeting
- OBMS meeting
- Computer webinar
- Project ROMP meeting
- Cell Phone Policy meeting with supervisors
- Summer Camp preparation meeting
- RFP reviews
- Adopt A Park application review

### Athletics

- The City Spring Youth Volleyball Program, in its 18<sup>th</sup> season, continued this week 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, both continued practices this week. Practices are held at both 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, Seabreeze High School and Father Lopez High School Girl's Softball continued their practices this week at the Dale Buttlerman 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, Calvary Christian Academy 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 are back playing games this week after Spring Break. They will continue through the end of May.
- The OBSC Recreational Program continued their practices this week after Opening Day games on the 19th. Practices are held on weeknights. This includes age groups ranging from 4 to 15 years of age.
- The City's 18<sup>th</sup> Coed Softball Spring Season continued this Monday, with nine teams competing. Games are played on Monday through Thursday nights at 6:20, 7:30, and 8:40pm. The season will run through the month of May.
- The OBSC Competitive Baseball Program hosted their annual "Dual at Daytona" tournament at both the Sports Complex and Nova Fields. Nine (9) fields were used over the weekend. 71 games were played.

### 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.
- 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 5 times a week
- Mowed the soccer fields.
- Mowed the softball fields.
- Prepped the Co-ed softball field 3 times a week.
- 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.
- Finished laying out soccer fields and painting them for competitive and recreational soccer leagues.
- Put out goals, benches, trash cans and flags for soccer games over the weekend.
- Finished fertilizing with pre-emergent on the fields at the Nova and South Ormond parks.
- Prepared fields and maintained area for recreational little league baseball and softball at both Nova and Airport complexes.
- Finished up the College Baseball Jamboree which ended Friday.
- Replaced the gate for the access road to the soccer fields.
- Fixed various sprinkler problems.
- Moved bleachers at the Casements for a special event.
- Pressure cleaned the racquetball courts at Osceola due to 5 gallons of spilled paint by vandals.

#### Senior Center

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

#### Performing Arts Center

- Staff prepared for Ormond Beach Follies 2011 (Friday, Saturday, Sunday).
- 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 Tribute To Ed Sullivan Show, April 2nd, 7:30pm, \$20

#### South Ormond Neighborhood Center

- Splash Pad open daily, 10am until dusk
- Jazzercise Monday and Wednesday at 5:30pm
- Open weight room during Center hours
- Neighborhood Park opens sunrise until 11:00pm
- Open Play 3:30 to 6:00pm
- Youth Basketball 6 to 8:30pm, Monday, Tuesday, Wednesday, Friday, and 9:00am until 3:00pm Saturday
- YMCA Youth Soccer, Saturday 9:00am until 1:00pm

- Adult Basketball Thursday 6 to 9:00pm

#### Community Events

- Weekly administrative tasks and office work
- Attended staff meeting
- Attended events meeting
- Continued planning process for Art In The Park
- Continue working on Art In The Park applications and web site applications
- Attended Memorial Day committee meeting
- Attended Senior Games meeting
- Pre planning activities for upcoming events, Memorial Day, July 4<sup>th</sup> Celebration
- Finalized various organization projects
- Assisted with Celtic Festival
- Clean up of supplies for Celtic Festival
- Mailed out invitations for Romano Park sign unveiling

#### Gymnastics

- Preparation of two members of boys team for upcoming state competition
- Gymnastics Program flyers printed, ready for distribution
- Weekly classes:
  - Tumbling Tots: Tuesday, Wednesday, 1:30-2:30pm
  - Pre-School: Monday/Wednesday, Tuesday/Thursday, 2:30-3:30pm
  - Developmental: Monday/Wednesday, Tuesday/Thursday, 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.
- Challenger Baseball began their first practice of the season on Tuesday at the Nova ball field #2.
- Spring Volleyball practices were on Monday and Wednesday through Athletics Division.
- Planned for Camp T. Rec and Nova Community Center's Summer Connection Day Camp continued including confirmation of field trips and guest presenters, completing the monthly calendar and assessing current supplies and equipment.

### 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 the weekend's Celtic Festival Event in Rockefeller Gardens, North Lawn and inside for volunteers and musicians.
- A new French for Tourists class began this Monday from 1:00pm to 2:00pm.
- This week's Zumba class times were 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.
- The Casements Guild members met for their monthly meeting on Wednesday from 9:30 to noon. The new website ([www.thecasements.net](http://www.thecasements.net)) was unveiled to the members.
- Staff readjusted the Gallery after the Guild meeting for the CFOB meeting scheduled from 6:00pm to 8:30pm.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 12pm to 5pm.
- Staff worked this week to continue planning for the Enviro Summer Camp.
- Staff ordered the movie for the next movie night and continued planning for the upcoming Camp Expo that will be featured before the movie (Toy Story 3) on Friday, April 1<sup>st</sup>.
- Staff continued planning the annual Appreciation Luncheon that will be held for the Guild in April. Amber's Jewel Catering has again graciously donated the lunches.
- Staff assisted the National MS Foundation on Saturday for their 2<sup>nd</sup> annual Family Fun Walk. The event was held in Rockefeller Gardens from 8:00am to noon.
- Staff assisted St. James on Sunday for their church picnic in Rockefeller Gardens.

### Parks and Irrigation

- Replaced 2" Toro valve at City Hall; flushed out system, replaced two heads and nozzles
- Ran all zones on north beachside Granada streetscape, repaired 1 line break, replaced 5 spray heads
- Ran zones on Hamlet and Butternut Cir., installed new solenoid, 5 new spray heads and nozzles
- Ran zones on streetscape Granada and Perrott St North, replaced 1 spray head and nozzle
- Checked irrigation at 4 corners parks after new flower installation and reset timers for time change
- Ran zone at Sandpiper Cir., installed new swing line and new rotor head
- Ran zone at Red Maple Cir., installed new battery in timer, installed 4 new rotors
- Ran zone at Sugar Berry Cir., installed battery in timer, replaced 2 rotors
- Installed new swing line and 1 new rotor head at Riviera Park
- Installed 1 new rotor on Nova ball field #2

### Building Maintenance

- Repaired leak in pump house for fountain at the P.A.C.
- Replaced pump for the verticals section of the fountain at the P.A.C.
- Installed new decking on porch at the tennis club
- Repaired drinking fountain at the Ormond art gallery
- Repaired electrical service at Nova Rec. Center
- Installed new picnic table at Riviera Park
- Completed refurbishing Riviera Park fountain and turtle sculpture
- Painted all lamp posts and bases at Riviera Park
- Repaired complete fence line on property for future beachfront park
- Installed new security camera system at the Public Works compound

- Completed semi annual fire suppression testing for the Police Dept. and City Hall
- Repaired hand rail at Bailey Riverbridge Gardens
- Installed eight new park benches at Fortunato Park
- Replaced timer for the decorative fountain at Arroyo
- Repaired four shop lights at the Fleet Maint. Complex
- Weekly inspections of the Ormond Beach Municipal Airport

### **Police Department**

#### Administrative Services

- Police Department weekly staff meeting
- Attended Financial Trends Workshop/City Commission Meeting
- Attended FBINA training seminar/luncheon
- Attended Consolidated Dispatch Meeting with Volusia County Sheriff's Office

#### Community Outreach

- Tutors R Us was held at the South Ormond Neighborhood Center. Currently 25 youths are enrolled.
- Science on Patrol was offered at Ormond Beach Middle School, 23 youths are registered for the program.
- The READ program Ormond Beach Elementary School currently has 18 youths participating. This week, the children finalized flap books as the author's introduction for their final book project.
- The boys' basketball teams participated in a tournament in Melbourne March 18 and 19.
- Do the Right Thing was held at the Police Department Thursday, March 24. Twelve youths were honored for their positive citizenship.

#### Community Services & Animal Control

- Animal Calls responded to 70
- Animal Reports 10
- Animals to FHS 5 (cats)
- Animal Licenses 7
- Animal Traps issued 5
- TNR 0
- Sick Wildlife 1 Raccoon
- LCSO Owen met with Holly Hill Sergeants and Animal Control Officers - assisted them with up to date procedures, training, and outside agencies information to help them restart their animal control services.
- Solicitor Permits issued 0

#### Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 6
- Burglary Business: 2
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 5
- Auto Theft: 0
- Missing Persons: 2
- Recovered Missing Persons: 2
- Death Investigations: 2

#### Narcotics

- One Search Warrant
- Four Buy-Walks
- Two Buy-Walk Attempts

#### Comments

- A resident on N. Halifax came home at around 11:10 am and found two subjects in her residence. The two white males fled out the back door and police were notified. A perimeter was set up and a tracking dog responded but the subjects were no longer in the area. Crime Scene personnel processed the crime scene and stolen jewelry was recovered outside of the residence. Investigation ongoing.
- Investigators are looking into two deaths. One of the deaths appears to be from a self-inflicted gunshot wound and the other appears to be from an overdose of prescription pain medication. Investigations continue.
- The second subject from several smash and grab car burglaries has been apprehended on one of our warrants and is in the Volusia County Branch Jail.

#### Records

- Walk - Ins / Window 83
- Phone Calls 134
- Arrest / NTA'S 16
- Citations Issued 168
- Citations Entered 201
- Reports Generated 143
- Reports Entered 122
- Mail / Faxes / Request 88

#### Operations

- 3-17-11 – Narcotics, arrest for marijuana possession 700 Blk. W. SR-40.
- 3-17-11 – Car break at 99 Timucuan Dr. \$600 in cash stolen.
- 3-17-11 – Credit card fraud case from 1 Fawn Pass way.
- 3-17-11 – Burglary at 19 N. Yonge St. Gold chain and medication stolen.
- 3-18-11 – Burglary at 1180 W. SR-40, window smashed and TV taken.
- 3-18-11 – Burglary, 19 N. Yonge St. window broken out, nothing missing.
- 3-18-11 – Domestic Violence arrest at 43 Capri Dr. between cousins.
- 3-18-11 – Stolen Car from 96 Lorillard Pl., no suspects.
- 3-19-11 – Mentally Ill person taken into protective custody at 690 S. Nova.
- 3-19-11 – Warrant arrest at 4 N. Yonge St.
- 3-19-11 – Petty Theft, shoplifting arrest at Wal-Mart.
- 3-20-11 – Car break in progress, 2 males arrested at 867 S. Atlantic Ave.
- 3-21-11 – Domestic Violence arrest at 1045 S. Nova Rd.
- 3-22-11 – Burglary at 150 S. Halifax Dr. owner found 2 males running from the home. They were not found despite large scale search.
- 3-23-11 – Burglary at 1248 Gallaten Rd. nothing missing.
- 3-23-11 – Vandalism at Julian's Restaurant, no suspects.
- 3-23-11 – Burglary at 8 Manderly Ln. home ransacked no suspects.
- 3-23-11 – Domestic Violence arrest at 8 Byron Ellinor Dr.

#### Traffic Unit

- 11-03-00170 (UPDATE): Motorcycle Crash w/ Injury, 900 BLK S. Atlantic Avenue. Northbound motorcycle crashed into a truck and trailer that were in the process of parking in a parallel spot on the edge of the roadway. Motorcyclist sustained a major

- head injury and was transported to HMC under Trauma Alert. Motorcyclist succumbed to his injuries later that week and was pronounced dead. The motorcyclist was determined to be at fault and no charges are expected to be filed at this time.
- VMB deployed to SR 40 eastbound at Beach Street for the Celtic Festival.
  - Stealth Stat survey complete on the 600 BLK of Riverside Drive in reference to a speed complaint. Average speed recorded was 35 MPH with 4,000+ vehicles measured.
  - Sergeant Smith provided instruction to the PD volunteers to certify them as Parking Enforcement Specialists.
  - Motor units assisted Patrol with a burglary suspect perimeter for about 2 hours on Tuesday.
  - Traffic Citations 129
  - Parking Citations 4
  - Crash - No Inj. 19
  - Crash - Injury 3
  - Crash - Fatal 1 (additional from previous week).
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
    - Self-Initiated Enforcement Locations:
      - Beach Street
      - Central Park area
      - US 1 / SR 40
      - N. US 1
      - SR A1A
    - Enforced Complaints:
      - Riverside Drive
      - Trails Subdivision
      - Clyde Morris Blvd.

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 5 Cases initiated
- 12 tree removal permit requests
- 59 signs either removed or sign cases created.
- Administrative staff assisted with sixty-three (63) telephonic inquiries.

#### **Public Works**

#### **Engineering**

##### Project Summary

##### Construction Projects

- US1 Forcemain Extension Phase II - The outside south bound lane of US1 was closed again to restart work on completing the watermain bridge attachment.
- Water Treatment Plant Dist. System Phase II - Contractor completed punch list items and final walkthrough was performed.
- Rima Ridge Wells 54, 55 & 56 - Met with contractor and consultant to discuss issues with the electrical system setup. Contractor is proceeding to make necessary changes. Project is approximately 75% complete.
- Hull Rd. & US1 - Working on punch list and final payment.
- Ridgewood Sidewalk - Working on punch list and final payment.
- Alcazar-Buena Vista Drainage Area Improvements - Project was advertised for Bidding, March 6, 2011. Bids will be received April 6, 2011.
- SR40 Sidewalk / Trail Phase I – Resubmitted new invoice with their comments.

- SR40 Sidewalk / Trail Phase II – Received reimbursement.
- Granada Bridge Decorative Pole Replacement – The replacement work along the north side of the bridge is complete and the sidewalk was reopened. The project is 90% complete.
- OBSC Boundless Playground - All of the play equipment, surfacing base course and play safe mulch has been rough spread to compact. The brick paver sidewalk and decorative concrete landscape edging will be installed after the landscape contractor prepares the site for planting and irrigation.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is constructing Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is ongoing. Coordinating utility conflicts with FPL and Bell south on Hand Avenue.

#### Design Projects

- Beachfront Park - staff will be submitting the contract for the design of the park to the CC for approval on April 20<sup>th</sup>.
- CCTV Surveillance- Airport- Nova Field & Sports Complex - Setup bid package for OB Sport Complex Surveillance and project was advertised for bid on Sunday, March 20.
- Tomoka State Park - Sent comments to FDOT on LAP agreement cost distribution.
- Tymer Creek Widening - Prepared VCHD/FDEP permit application. Utility relocation plans and specifications were submitted to the County for a JPA regarding Phase 1, SR 40 to Peruvian Lane.
- N. Halifax Drive - Following meeting with geotechnical consultant regarding subsurface investigation of the pavement underlying soils and base, staff is negotiating a proposal under continued contract services.
- Airport Rd. Forcemain Ext./Reclaimed Water Ext. - Received submerged lands easement from the FDEP.
- Ormond Scenic Loop - Worked on the public hearing meeting agenda, time and date.
- SR40 Sidewalk / Trail Phase III - Responded to comments and plan changes. Prepared City Commission memo for LAP agreement.
- Granada Utilities Underground - Sent plans and documents for next week's meeting. Responded to FDOT inquiries.
- Future Sidewalks - S. Halifax sidewalk- finish design and specs for CDBG
- SRA1A to Nova Interconnect - Sent comments and schedule to FDOT, prepare bid package and plans for FDOT review.
- SRA1A to Beach Street - Reviewed FDOT plans and sent comments.
- SR40 Washington to Beach St. - Responded to comments and design issues.
- 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 landscape improvements for the new life guard station.
- Facility Lighting Replacement (DOE Grant) – A preconstruction meeting is scheduled for 3/25.
- Downtown Wayfinding Signage - Hall Construction is preparing a proposal for staff review incorporating the proposed design changes.
- 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. Set-up the first design public meeting for April 21<sup>st</sup> at City Hall Commission chambers at 7:00 p.m.
- 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. SJRWMD continues to have concerns with our project to interconnect the lakes. Once resolved, the permit will be issued for the additional bridge and Lake interconnect across Hand Avenue.

#### Administration

- Prepared City Commission memo for e-verify Lap supplemental for SR 40 sidewalk Phase 2.
- Attended Webinar for construction site erosion control.
- Discussed possible strategies to prepare the City for upcoming total maximum daily loading thresholds of pollutants to waters of the state.
- Prepared project invoices/pay requests totaling \$706,385
- FEMA Hazard Mitigation Grant Program - Hand Avenue & Laurel Creek Drainage Improvements project - sent reimbursement request for project expenses of \$119,891.00 and administrative expenses of \$28,567.00

#### Customer Service

- Met with resident to discuss concerns regarding FDOT drainage and lot flooding.

#### Meetings

- Met with Highlander group on Granada Blvd medians.
- Met with Mark Veenstra on comments for SR 40 sidewalk phase 3.
- McKim and Creed presentation on new Stormwater regulations.
- FDOT EEO compliance review for Hull Rd.
- Pineland Trail - County & FDOT field meeting.

#### Other

- Compiled research and created legal descriptions and matching drawing sketches for the annexations of 1521 N. US 1 and adjacent Benton Rd. for Legal Dept.
- Completed elevation shots along the top of bank at the Aslaw Subdivision retention pond to determine if overflow was directed towards the Ormwood Dr. residences.
- Began construction drawing set for fence replacement along the west property line of the Nova Landfill per Facilities Maintenance request.
- Researched documents for deed restrictions related to the Ames House properties.
- 42 projects were inspected.

### **Environmental Management Division**

#### Street Maintenance

##### Asphalt / Concrete

- Asphalt - 4 ton utility cut for Storm Water at Fiesta Heights and Bonita
- Replaced concrete in driveway to Water Distribution at 121 Ocean Aire Terrace (OBTS)
- Replaced concrete and pavers in driveway for Water Distribution at 25 Spanish Waters Drive
- Asphalt patch at 100 N. Halifax Drive
- Remove form boards at Washington Place and US 1
- Remove form boards at Fiesta Drive
- Asphalt patch on Fiesta Drive

#### Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at Main Trails Bridge
- Trimmed at PW yard, Wilmette-Orchard Ave, and bus stop.
- Hauled debris from Nova Rec

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Pick up pile at Memorial Gardens
- Walked bridge picking up trash and debris
- Picked up dead palms at Nova Rec
- 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
- Graded front parking lot at Airport Sports
- Graded boat ramp at Fortunato Park
- Graded road at Airport Sports, Old Tomoka, canoe ramps at Central Park 3 and Central Park 4.
- Moved dirt at Airport Sports
- Assisted tree crew at various locations
- ROW Trimming various locations
- Assisted asphalt crew on Fiesta Drive

#### Sign Shop

- Checked all speed limit signs in zone SM2, NM4, NM3, and SM1 for replacement.
- Pavement marking inspection in zone NM1
- Installed 6 reflectors per concrete barrier (6 barriers) on Pineland Trail.
- Repaired or replaced signs at the following locations:
  - 515 Tomoka Avenue, replaced the 25 MPH sign
  - N/side Division W/of S. Center Street replaced the 25 MPH sign
  - Andalusia Ave. N/of Hand Ave. replaced the 25 MPH sign
  - SW Brooke Station Dr. & Fleming Ave. replaced the 25 MPH sign
  - S/side Fleming Ave. E/of Collins St. replaced the 25 MPH sign
  - Washington Pl. & S. Yonge St. installed 2 delineators at concrete basin to stop vehicles from driving on it.
  - 1113 John Anderson Dr. installed a 35 MPH sign for N/bound traffic
  - Cassen Park – reinstalled S. Beach St. Riverwalk sign
  - 54 N. St. Andrews Dr. replaced a 25 MPH sign
  - 61 N. St. Andrews Dr. replaced a 25 MPH sign
  - 75 N. St. Andrews Dr. replaced a 25 MPH sign

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Reachout mowing – Wilmette, Ave., North US 1, Arroyo Parkway pond and road
- Slope mower – State Road 40 West, FDOT ponds on Nova Road, Wilmette Ave., and N. US 1
- Gradall – Dug ditches on Pineland Trail (pictures)

- Met with Winding Woods HOA about pond Gradall and dump truck, Division Ave., removed Parrot Feather plant from lake
- Yearly inspection of Deer Creek Subdivision
- Complaint – 68 Lake Park Circle – trees around pond – private files for CRS report

Street Sweeping/Streetsweeper

- 134.5 miles of road cleaned
- 76.5 cubic yards of debris removed

**Fleet Operations**

Mileage Traveled by all City Departments for the week

47,916

PM Services completed for the week

Emergency – Vehicles and Equipment

17

Non-Emergency Vehicles and Equipment

23

Road Calls for the week

4

Accidents for the week

0

Quick Fleet Facts:

- Fleet has 9,572 gallons of unleaded fuel and 5,838 gallons of diesel fuel on hand.
- Fleet completed 70 work orders this 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. District staff recently indicated that the District is changing the reporting requirement to every 10 years instead of the five year term presently in effect. Since the bulk of the City's initial 5 year report has been prepared, it may be in the City's best interest to complete the present report. This may extend the due date to ten years for the next report to be generated instead of the 2014 date should we decide to withdraw our current submittal.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department. 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 – Submitted the information requested from the engineer needed to prepare a proposal to perform the study. After obtaining the material, the consultant requested to meet to discuss the scope of the project prior to submitting a proposal. 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. A meeting will be scheduled with the Breakaway Trails Homeowner's Association to explain how this project will benefit their community. 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 scheduled to be performed prior to advertising the final bid documents. A bid date was established on May 3, 2011. Additional hydrants will be added due to the \$175,000 authorized in this fiscal year.
  - 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) removed the pumps to install the new pump shafts recommended by the pump manufacturer. During the removal, the impeller to Pump #1 was broken. The City's spare will be used as a replacement. Pumps are anticipated to be installed in the first week of April. Control system programming is being modified to operate pump set point at an established minimum speed to verify that they will pass rags. Bypass pumping systems are in force at the facility and procurement process was completed with Thompson Pumps. Prime Contractor, 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 – Contractor continues to proceed with construction of Clarifier 4 and primary electric building. New Clarifier 4 and existing Clarifier No 2 refurbishments are designated to have scum boxes in lieu of current clarifier configured with scum troughs. Additional costs will be necessary to modify the design for this necessary component. Additionally, the control system for the bar screens will be modified so the screens aren't continually operating. Due to the proximity of the existing controls to the screen, a Nema 7 (explosion proof) control system is required. A less expensive alternative would replace the existing control cabinet with an explosion proof junction box and locate the control cabinets on the ground. Monitoring of the levels in the bar screen channels was discussed. The proposed arrangement uses a high level alarm when the channel levels get too high.
  - Gravity Sewer Pipeline Repair – Four manholes on State Road 40 remain for completion and are scheduled to be completed in April. Chaz Equipment is performing the work.
  - Lift Station Repair and Replacement Project-The doors remain to be installed at lift station 6M. Pay Application 17 was received for processing.
  - Rima Ridge Wells – 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. All required paperwork has been processed. The existing interim contract with N-Viro needs to be phased out and notice provided. A starting date must be established for Shelley's to begin sludge hauling and disposal activities.
  - Tiffany Circle Water Main Replacement – A permit application for the water main installation is being reviewed by Volusia County Health Department. The proposed plans were reviewed by staff and recommendations to replace some of the directional drilled pipe using open cut and mole installation underneath driveways at the end of the cul-de-sac will be incorporated into the bid set.
  - 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 scheduled 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 – As-built drawings for Building 4 at the Ormond Beach Middle School were received. A clearance for the water system is being processed. Plans to extend the active main to the site and a permit application were received from the developer's engineer for Olive Grove. The plans and permit application were reviewed and comments were sent to the engineer. Changes to the fire hydrant connection on State Road 40 were recommended. The permit application was executed and will be processed when the check is obtained. Some questions were received from the developer's engineer concerning Village Business Centre. Appropriate sections of the Land Development Code were provided to the engineer concerning the City's cost sharing with the developer to construct larger force main lines to serve the proposed Village of Pine Run expansion in the future.
- Attended a presentation by a local engineering firm concerning pending legislation for Total Maximum Daily Loads (TMDL). Presently, numeric limits for TMDL parameters have not been established for the Halifax River. Wastewater discharges could be impacted if numeric limits become more stringent.
- Response to request for financial assistance for tap, meter, vault and backflow preventer needed to supply an additional 30,000 gallons per day was provided to Energizer. Energizer requested additional design feedback from City.

### **Departmental Activities**

#### Public Works – Utilities Division

##### Water Distribution

- Replaced 5 residential meters, Scheduled 3 businesses for 2" meter testing
- Meter testing: 4", 3", 2-2" and a ¾" due to billing issues, all tested accurate. Repaired 10" RR register at Crowne Apartments and rebuilt 4" serving Breakaway Trails irrigation tanks
- Responded to or repaired 8 water service leaks
- Flushed 8 cloudy water complaints
- Replaced 4 (2 under road) water services, and 16 meter boxes/lids
- Relocated water service due to a leak under a large tree
- Responded to 6 low pressure complaints
- Tested 14, repaired 2, installed 2 city owned backflow preventers
- Repaired 8 fire hydrants from OBFD work orders during flow tests
- Flushed Woodmere, Parkwood, Domicilio, Sterling, Merrywood, Crestwood, Sandy Oaks, Division, Coolidge, Woodgrove, Tomoka, Royal Palm, Landmark. Also assisted activation of and flushed new 16" South Dist.
- Valve Maintenance: Continued SR40 valve locates at Magnolia Ave. and Tomoka Ave.
- Repaired 2- 2" main leaks on Spanish Waters Dr. and Brooks Dr.
- Rescind boil water for Royal Palm Dr.
- Cleaned and restocked all trucks

##### Water Treatment

- Delivered to the City 38.547 million gallons for the week ending March 20, 2011 (5.507 MGD)
- Backwashed 10 filters for a total of 431,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operated north & south plant generators loaded for 4 hours for routine PM.
- Sampled and cleared for rescinding two Precautionary Boil Water notices.
- Continuing activities related to preparation of Annual Water Quality Report.
- Reduced current fluoride residual setpoint to new FDEP recommended standard @ 0.70 parts per million.

#### Waste Water Collection - Reuse

- Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and three in town.
- Marty and crew replaced force main valve box at Fortunato park.
- Located and marked all force main valve boxes on US 1 from Tomoka River to Nova Rd.
- Cleaned reclaimed pond fill valve filter at Tomoka Oaks Golf Course.
- Crew televised eighteen sewer laterals and baited three manholes on Country Club Dr.
- Root controlled two sewer laterals and cleaned six sewer laterals.
- Butch and crew repaired 2" irrigation line at 8 Wild Creek damaged by delivery vehicle.
- Checked low pressure sewer psi at 17 Huntsman's Look and 57 Westland Run found 25 psi at both places this week, 12 psi last week.
- Checked irrigation system at Breakaway and Hunters Ridge. Inspected and cleaned pond filter.
- Training on back hoe with MW II and III.
- Cleaned all buildings and fueled all equipment for the weekend.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.28 Million Gallons
- Produced 20.02 Million Gallons of Reuse
- Produced 8.26 Million Gallons of Surface Water Discharge
- Influent flows average for the week is 4.04 MGD, plant designed for 6 MGD
- Hauled tons of sludge 144.40 (14%-18% Solids).
- February Discharge Monitoring Report submitted to FDEP
- Effluent Quality and Correlation Report submitted to FDEP
- Responding to request for information for Annual Pretreatment Program Report to FDEP
- 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

- Built storage building for chlorine system at Leeway Trails.
- Checked the rotation on well 19SR after rebuild and turned over to operations.
- Replaced actuator valve on R.O. train #1.
- Repaired the leaking slurry pipe at the north pit.
- Worked on the sand filter effluent valve and found the motor is bad. Ordered new motor and spares.
- Installed new meter and flush valve at well 25H
- Lubricated Lime centrifuge scroll bearing and repaired shut down limit switch arm.
- Hooked up flow meter at well 22H to SCADA.
- Assisted Stormwater Division, Bennett Lane storm water pumping station lost power, notified FPL and checked system after power restoration.
- 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.
- Performed Reuse pump station PM's and repairs.

##### Wastewater Plant – List Stations – Reuse System

- Checked and tested #1 pump at Breakaway Trails liftstation, found soft start control bad, ordered new one, will replace upon receipt.

- Reset reuse pumps at Shadow Crossings after power failure, also found and set parameter in AC drive that allows for automatic restart.
- Worked on building new control panel for 12M liftstation after contractor rehab at station.
- Repaired Submersible Aerator #1 outboard cable wrapped around Impeller.
- Repair R.A.S./W.A.S. Pump #4 – Adjust Pump Packing.
- Repair Plumbing at Chlorine Residual Meter.
- Replace pump coupler and repair guard at R.A.S. #5.
- Repair damaged wash down line at Screw Pumps.
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 24 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 83 work orders as reported in MP2 computerized maintenance management system, of which 53 were PM work requests and 30 were repair work orders.