

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: April 1, 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 meetings with HR Director, and Finance Director
- Met with Legal, Planning, NID and Police to discuss short-term rental issues
- Biweekly meeting with Planning Director

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended United Way Board of Directors meeting
- Speaking engagement for the Veterans' and Businessmen's club, reviewed budget and what it's like to run a city
- FLC webinar on "Honest Services Fraud: Avoid Finding Your Picture in the Headlines"
- Attended Budget Advisory Board and Neighborhood Improvement Advisory Board meetings
- Participated in United Way Allocations Panel, visited PAL and Volusia/Flagler YMCA in west Volusia 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):
  - Budget Advisory Board
  - Neighborhood Improvement Advisory Board
- Prepared packet material for the April 5, 2011, City Commission meeting.
- Attended meeting between Volusia County municipal clerks and the Department of Elections regarding reapportionment of City zones as it affects voting precincts.

### **Community Development**

#### **Planning**

- Staff prepared an initial draft Request for Information to be sent out to vendors that supply Community Development project management and building permit software. The document is being reviewed for technical accuracy and completeness.
- Staff attended a meeting at Ormond Beach Middle School with Lassiter Transportation Group, Principal Carl Persis and Stephan Harris of the Transportation Planning Organization regarding a bike-pedestrian study being conducted for the middle school and surrounding neighborhood.
- Staff attended a modeling workshop at the Volusia TPO to learn how to use CFPRM Version 5.0.

- Interviews for the Planning Technician vacant position have been set up for Tuesday, Wednesday and Friday of next week and on Monday the 11<sup>th</sup>.

#### Building Inspections, Permitting & Licensing

- 62 permits issued with a valuation of \$1,270,381.00
- 173 inspections performed.
- 8 business tax receipts issued.

#### Development Services

- The SPRC received redevelopment plans converting doctor offices to a Chase bank site at the northeast corner of Nova and Wilmette. Issues identified are stormwater treatment and architecture.

### **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 arranged a business recruitment strategy session with Ormond Beach manufacturing CEOs. Mayor Kelley attended the meeting along with leaders of industry in the City to discuss the economic outlook and to identify companies that could be approached for recruitment to the City. A list of prospective companies and contact persons will be developed by the CEO's and pursued by the Economic Development Department. A follow up meeting will be scheduled in a few months.
- 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 in April and City Commission in May.

#### Airport Operation and Development

- Staff has scheduled a meeting with representatives of Brighthouse Networks to discuss establishing cable communications capability to the air traffic control tower and the Airport Sports Complex. The meeting is scheduled for 11:00 AM on April 7, 2011.
- The power regulator for lighting on Taxiway "A" failed to activate via the airport's pilot controlled lighting system earlier this week. Staff was able to determine the cause of the failure and effect repairs.
- Staff plans to publish an RFP for a continuing contract to provide maintenance and inspection services for the air traffic control tower and the automated weather observation station (AWOS) at the airport. Staff worked this week with several outside resources to assemble criteria for the RFP.
- An amended and re-stated lease agreement between the Civil Air Patrol (CAP) and the City has been placed 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 37 Journal Entry Batches (# 2391 – 2479).
- Approved 9 Purchase Requisitions totaling \$31,438.94.
- Issued 10 Purchase Orders totaling \$87,323.03.
- Held pre-bid conference for Bid No. 2011-12, Ormond Beach Sports Complex and Nova Community Center Surveillance Systems, on 3/30/2011.
- Issued Addendum No. 1 for Bid No. 2011-10, Ormond Beach Airport Surveillance Systems, on 3/30/2011.
- Prepared 124 Accounts Payable checks totaling \$277,200.27 and 13 Accounts Payable EFT payments totaling \$51,404.29.
- Prepared 51 Payroll checks totaling \$45,197.98 and 311 Direct Deposits totaling \$364,501.87.
- Transferred IRS 941 payment of \$136,519.39.
- Processed 3,328 cash receipts totaling \$617,702.55.
- Processed 922 utility bill payments through ACH totaling \$59,133.57.
- Processed and issued 3,270 utility bills with billed consumption of water of 13,671k.
- Issued 632 past due notices on utility accounts.

Public Information

- Press Releases
  - Ormond Beach's Andy Romano Beachfront Park Sign Unveiling (4/5 5:30 pm)
  - Walking with the Manager (4/8)
  - eNotification System
  
- Other
  - Completed Employee Newsletter for April
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted concept papers to the FDOT Highway Safety Office for funding for digital in-car cameras for police patrol units (\$61,100) and for laptop computers for the motors unit (\$23,650).
  - Attended NIAB meeting to discuss potential projects for FY 2011-2012.

**Fire Department**

Weekly Statistics

- Fires: 2
- Fire Alarms: 6
- Hazardous: 2
- EMS: 66
- Motor Vehicle Accidents: 10
- Public Assists: 40

**TOTAL CALLS: 126**

- Aid provided to other agencies: 19 calls – Volusia County (16), Daytona (3)
- Aid received from other agencies: 1 call – Volusia County
- Total staff hours provided to other agencies: 26 hours
- Total staff hours received from other agencies: 1 hour
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- # of overlapping calls: 23

Medical Call Type

- Abdominal Pain: 1
- Back Pain: 2
- Breathing Problem: 8
- Chest Pain: 4
- Convulsions: 4
- Fall Victim: 11
- Medical Alarm: 1
- Sick Person: 1
- Stroke: 1
- Traffic Accident: 11
- Traumatic Injury: 2
- Unconscious: 7
- Unknown Medical: 10

**TOTAL EMS PATIENTS TREATED: 63**

Training Hours

- EMS Protocols: 1
- EMT Refresher Modules: 12

- Hose & Equipment: 9
- Incident Command: 2
- Ladder Operations: 4
- Preplanning: 10
- Tech Rescue: 24

**TOTAL TRAINING HOURS: 62**

Operations

- Attended Volusia County Fire Chief's Association meeting.
- Attended Volusia County Emergency Management's tsunami exercise.
- Held meeting to discuss public notification procedures for Fire Department hydrant flowing.
- Attended meeting with Volusia County Sheriff's Office to discuss issues with connectivity of the mobile data terminals.
- Attended Volusia County Sheriff's Office Consolidated Dispatch Technical Team meeting.
- Attended ethics webinar.
- Held bi-weekly administrative staff meeting.

Station Activities

- Serviced 166 hydrants to include: flow testing, inspecting and flushing.
- Updated 20 pre-fire plans.
- Conducted 4 fire inspections.

Significant Incidents

- 03/21/11, 11:16 AM: Talaquah Blvd – Gun Shot Wound – trauma alert called – 2 firefighter paramedics assisted EVAC with patient care during transport.
- 03/22/11, 7:05 PM: Neptune Ave/Ocean Shore Blvd – Motorcycle with trailer down in road with 1 lane blocked – patient transported to hospital.
- 03/25/11, 2:49 AM: 1206 Linda Ln – Structure Fire – provided automatic aid to Volusia County for shed fire attached to primary residence.
- 03/25/11, 7:57 AM: Janice Ln/Airport Rd – Three Vehicle Accident – provided automatic aid to Volusia County – one vehicle in pond but not submerged – patient extricated from vehicle in water – 4 patients with 2 transported to hospital.
- 03/25/11, 8:39 AM: I95 Mile Marker 276 – Motor Vehicle Accident – SUV roll-over with ejections – 6 patients with 1 fatality and 1 air lifted to trauma center.

**Human Resources**

Staffing Update

Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III

Approved/Active Recruitment

- Public Works Department/Utilities - Wastewater PT Treatment Plant Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Public Works Department/Utilities - Wastewater FT Treatment Plant Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Police Department – Police Officer was re-advertised on the City web site through 04-15-11 to recruit a larger pool of applicants.
- Support Services Department – City Clerk 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). Re-advertised after receiving only one application. Position will remain open until filled.
- Public Works Department/Wastewater – Maintenance Worker II will be advertised through April 8<sup>th</sup>.
- Public Works Department/Drainage Maintenance – Maintenance Worker II. Position closes today.

#### 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 was conducted at the Police Department training room on 03-29-11. All other applicants have been notified.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV received five applicants from the in-house recruitment. Interviews were conducted and department has requested to advertise position outside.
- Leisure Services Department/Gymnastics – Part-Time Gymnastics Recreation Leader advertised as open until filled. Six applications received and forwarded.
- Planning Department – Planning Technician was re-advertised based on updated job description in order to meet the needs of the department. Received a total of 24 applications. Interviews have been scheduled for week of 04-04-11.

#### Job Offers

- Fire Department – Firefighter/EMT candidate will begin employment on 04-04-11.

#### Terminations/Resignations/Retirements

- Support Services Department – City Clerk has requested retirement effective 06-30-11.
- Public Works/Wastewater - Treatment Plant Operator “C” has resigned effective 04-03-11.

#### Transfers

- Police Department – Division Transfer from Patrol Officer to C.I.D. Officer effective 03-20-11.

#### Public Records Requests

- Request for hourly rates for all sworn police personnel by former employee. Report prepared.

#### 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 to announce training dates for customer service certification beginning in April.

- HR staff attended Getting the Most from Personnel Module of Payroll/Personnel.
- HR staff members to attend webinar on Public Records (Records Management) 04-19-11.
- HR Director attended webinar on "Building & Sustaining a Culture of Ethics".

HR Process/Systems Issues/Improvements

- Volunteer Program 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.
- Risk Management page has been added to the City's website effective 03-25-11.

Regulatory & Compliance Issues

- Staff is developing process to begin utilizing federal government's E-Verify system to verify identity and employment eligibility of new hires to work in the U.S.

Risk Management Projects

- Conducting audit of insurance requirements and proof of insurance for select auto-renewing contracts.
- Staff involved in final preparation for Chamber of Commerce Leadership - Government Day, April 14.
- Discussion regarding replacement of security cameras and monitor(s) in City Hall.
- Attended Risk Advisory Board Conference Call.
- Preparing to submit SMART goals to HR Director.
- Collecting Driver License data from employees to submit to State for DL History Report per policy #63.

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: - 49 new work - 56 completed - 37 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,445	Inbound E-Mails Blocked	13,346
Delivered Inbound E-Mails	8,799	Quarantined Messages	300
Percentage Good Email	29.2%	Virus E-Mails Blocked	42

- Notable Events: Began the process of implementing Cell Phone Stipend plan and migrating Type III users from City owned PDAs to personal accounts and devices. Consulting with users on options and alternatives to provide the best overall efficiency during and after the point of conversion.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 6 Corrections: 0
- Map/Information Requests: 17
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

## **Leisure Services**

### Administration

- Public Works staff meeting
- Supervisory staff meeting
- Quality of Life Board meeting preparation
- Budget preparation meeting
- Park visits
- Contract management meeting
- City Manager staff meeting
- Landscaping maintenance meeting
- Summer Camp Expo preparation
- Tennis contract meeting
- Registration staff meeting
- CIP meeting

### 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 nine 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, and 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 and games this week at the Dale Buttleman softball quad.
- Seabreeze High School, Father Lopez High School, Calvary Christian Academy and River Bend Academy baseball continued their practices and games this week at the Harry Wendelstedt baseball fields at the Sports Complex. Games continued 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.
- The OBYBSA Recreational baseball and softball teams continued their game season this week. They will play through the end of May.
- The Ormond Beach Soccer Club Recreational program continued their practices this week. Practices are held on weeknights. This includes age groups ranging from 4 to 15 years. Games are played each Saturday morning starting at 9am.
- The City's 18<sup>th</sup> Coed Softball Spring Season continued their games this week. Games are played on Monday through Thursday nights at 6:20 and 7:30pm. The season will run through the month of May.
- The OBYBSA held their monthly Board meeting on Monday at the Performing Arts Center building at 7:30pm.
- Seabreeze High School Flag Football games have started at Championship field #7 at the Sports Complex. They played their first three home games last week and also played Thursday night. All games are at 6pm.

### 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.
- Repainted the soccer fields for competitive and recreational soccer leagues.
- Put out goals, benches, trash cans and flags for soccer games over the weekend.
- Prepared fields and maintained area for recreational little league baseball and softball at both Nova and Airport Sports Complexes.
- Fixed various irrigation problems.
- Painted 4 small soccer fields on the softball field at South Ormond Park.
- Sprayed insecticide on baseball fields to control web worms.
- Laid out and painted a flag football field on field #7 to host the Seabreeze girl's team.
- Finished putting horse shoe pits in Optimist Park in the Airport Sports Complex.
- Hosted the "Duel in Daytona" baseball tournament over the weekend at both the Airport and Nova Sports Complexes.
- Put bleachers back at The Casements.

#### Senior Center

- Chimaya 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 Tribute to The Ed Sullivan Show (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 Florida Hospital Hospice Care Benefit Show, with Sal Ronci Jazz Band/Knights To Remember Oldies Revue, April 9<sup>th</sup>, 7pm, \$20

#### South Ormond Neighborhood Center

- Splash Pad open daily, 10am until dusk
- Jazzercise Monday and Wednesday at 5:30pm
- Weight room closed Monday through Friday for renovations
- Neighborhood Park opens sunrise until 11:00pm
- Open Play basketball, 1 to 6:00pm
- Youth Basketball 6 to 8:30pm, Monday, Tuesday, Wednesday, and Friday
- YMCA Youth Soccer practice Tuesday and Thursday, 5:30-7:30pm and games Saturday 9:00am until 1:00pm
- Adult Basketball Thursday 6 to 9:00pm, and Sunday 2 to 5:00pm

### Community Events

- Weekly administrative tasks and office work
- Attended staff meeting
- Attended events meeting
- Continued planning process for Art In The Park
- Continued working on Art In The Park applications and web site applications
- Final distribution of Art In The Park, artists wanted flyer
- Attended Memorial Day committee meeting
- Pre-planning activities for upcoming events, Memorial Day, July 4<sup>th</sup> Celebration
- Held guest speaker meeting for Memorial Day, Dr. Frank Farmer chosen
- Mailed applications for July 4<sup>th</sup> Celebration, food vendors and entertainment selections
- Flyer distribution for Senior Games volunteers

### Gymnastics

- Boy's team attended state competition in Brandon, FL
- Prepared students for upcoming Parents' Day, to occur during the last week of 2-month session
- 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 spring programs including the Activity Class, Phonics and Miss Debby's Dance Classes.
- Challenger Baseball continued their spring season on Tuesday at Nova ball field #2.
- Spring Volleyball practices were on Monday and Wednesday through Athletics.
- Planning for Camp T. Rec and Nova Community Center's Summer Connection Day Camp continued including assessment and inventory of current supplies and equipment, sending letters to past counselors, submitting paperwork to guest presenters, field trip sites and developing the daily activities spreadsheet.

### The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Casements Camera Club's Ebony & Ivory Exhibit" came down this week.

- The Ormond Beach Art Guild hung their annual Spring Show this week to be on display the entire month of April.
- The new French for Tourists class was held this Monday from 1:00pm to 2:00pm and another class from 2:00pm to 3:00pm, due to the tremendous interest!
- Zumba classes were held Monday and Wednesday evenings from 6:00pm to 7:00pm.
- Yoga classes continued on Tuesday from 10:30am to noon and Thursday evenings from 6:30pm to 8pm.
- A new Zentangle Art Class took place in the art room on Tuesday from 1:30pm to 4pm, with visiting artist Jane Harrington.
- Pilates Classes continued Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- Staff received and reviewed the movie for this week's Movies on the Halifax which will take place this Friday evening from 7 to 10pm.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 12 to 5pm.
- Staff worked this week to continue planning for the Enviro Summer Camp.
- 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 prepared for First Friday, Movie Night with the Camp Expo and the Ormond Beach Art Guild's Opening Reception all happening on Friday between 5 and 10pm.
- Staff prepared the inside of The Casements after the Expo for a large wedding and reception to be held on Saturday between 2 and 11pm.
- Staff assisted the members of Seaside Herb Society for their annual Herb Faire scheduled for Saturday, April 2<sup>nd</sup>, 10am to 3pm.

#### Parks and Irrigation

- Ran zones on South Nova Road medians, replaced all damaged spray heads
- Ran 6 zones on Granada Blvd. streetscape, replaced 3 spray heads, installed 5 new nozzles, reset timer.
- Reset timers, synchronized timers, added zone time, tested.
- Turned on timers at Casements and Rockefeller Gardens.
- Installed new solenoid and tested power output on City Hall zone wires.
- Marked irrigation lines at Bailey Riverbridge Gardens.
- Installed new timer on West Granada median #8.

#### Building Maintenance

- Repaired door to janitor's closet at SONC
- Repaired rotted wood on north west corner of building at the tennis center
- Installed two new picnic tables and one new trash can at Bailey Riverbridge Gardens
- Installed US Flags in Nova and SONC gymnasiums
- Repaired floor at Riverbridge Church in preparation for CIP insulation project
- Replaced basketball nets at SONC
- Repaired loose decking on the docks at Central Park I
- Repaired window screens at Bailey Riverbridge Gardens
- Repaired backflow preventer on mop sink at Fire Station # 91
- Replaced contactor for the decorative fountain at the Performing Arts Center
- Repaired baseboards in gymnasium at SONC
- Continued to check operation of City Hall chiller systems due to power fluctuations
- Repaired two lights at the Ormond Municipal Airport
- Repaired two parking lot lights in the auxiliary parking lot at the Police Dept.
- Performed weekly inspections of the Ormond Beach Municipal Airport
- Turned off irrigation on Nova Road
- Repair vandalized men's room toilet at Central Park II

## **Police Department**

### Administrative Services

- Attended two Consolidated Dispatch meetings with VCSO
- Attended PAL "Do The Right Thing" luncheon for OBMS students
- Attended bi-weekly meeting with the City Manager
- Attended Webinar training on Building and Sustaining A Culture of Ethics
- Attended the monthly Volusia/Flagler Police Chiefs Meeting
- Attended meeting with City staff on Short Term Rental issues
- Attended meeting with staff on towing contract and billing issues
- Attended the Volunteer Parking Enforcement graduation ceremony

### 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. Currently 23 youths are registered for the program.
- The READ program at Ormond Beach Elementary School has 18 youths participating in the program.
- On April 1, the 12U and 14U boys' basketball teams participated in the State of Florida Association of Police Athletic Leagues (SFAPAL) Basketball tournament in New Smyrna Beach. Results of the tournament will be available on April 3, 2011.
- Members of the Youth Directors Council assisted with registration at the SFAPSL basketball tournament.

### Community Services & Animal Control

- Animal calls responded to 60
- Animal Bites 0
- Animal Reports 15
- Traps issued 3
- Cats 2
- Dogs 1
- Animals to FHS 17
- Cats 13
- Dogs 4
- Sick Wildlife 0
- Citations 0

### Criminal Investigations

- Cases Assigned: 42
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 16
- Inactive: 22
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 8
- Larceny Car break: 16
- Grand Theft: 14
- Auto Theft: 2
- Offense Against Family/DCF Reports: 1
- Robbery: 0
- Assaults: 0
- Narcotics
  - On Thursday, March 24<sup>th</sup>, Ormond Beach Investigators and the East Side Narcotics Task Force executed a narcotics search warrant in the area of Division Street and South Nova Road in Ormond Beach. The assistance of S.W.A.T. was utilized to

make entry and secure the residence. Drugs, weapons and cash were seized during the execution of the warrant and three arrests were made.

- Comments
  - Stealing copper from air-conditioning units has been an ongoing problem over the past two years throughout Florida. We have made several arrest of subjects identified as perpetrators of these crimes but others seem to take their place. Last week we had 20 businesses in the city targeted for the copper out of their units. Investigation continues.

#### Records

- Walk - Ins / Window 129
- Phone Calls 213
- Arrest / NTA'S 25
- Citations Issued 160
- Citations Entered 156
- Reports Generated 149
- Reports Entered 163
- Mail / Faxes / Request 87

#### Operations

- 3/24/11 – Burglary – residence Manderly Lane forced entry; home ransacked.
- 3/24/11 – Car Breaks Bermuda Estates windows broken out; money taken
- 3/24/11 – Car Break at Terry Circle
- 3/24/11 - Vandalism - Door smashed out at the Ormond Senior Center, no entrance gained.
- 3/24/11 – Car Breaks at Royal Dunes Blvd.
- 3/24/11 - Civil Disturbance E. Victoria Circle – two families involved in a neighborhood dispute; Trespass Warnings issued
- 3/24/11 - Baker Act - Division and US1 – adult male
- 3/24/11 - Shoplifting – E. Granada Blvd. Adult male arrested for trespassing after warning and shoplifting. Suspect then complained of chest pains and was transported to the hospital for treatment.
- 3/24/11 - Car Break - Sunshine Blvd. window broken, items taken
- 3/25/11 - Baker Act adult female from Seton Trail.
- 3/25/11 - Theft of a laptop from Pine Bluff Tr.; residents were home at the time
- 3/25/11 - Retail theft at Beall's, Ormond Town Square; juvenile arrested for retail theft for stealing a pair of shoes
- 3/25/11 - Stolen Vehicle recovery - Greenwood Ave; vehicle reported stolen from Holly Hill.
- 3/25/11 - Burglary-Residence - China Moon Dr; forced entry after glass in rear slider was broken out.
- 3/25/11- Baker Act - Vanderbilt Dr; juvenile male.
- 3/25/11 - DUI - 800 Blk S Nova Rd; adult female arrested
- 3/26/11 - Marchman Act - N Nova Rd and N. Old Kings Rd.; adult male.
- 3/26/11 – Warrant Arrest resulting from a routine traffic stop.
- 3/26/11 - DUI – W. Granada Blvd; adult male arrested - refused to take breath test and per ICE is being held at VCBJ awaiting interview about his immigration status.
- 3/26/11 – Battery - Domestic Violence - Tam-O-Shanter Ln; adult male arrested.
- 3/26/11 - Trespassing; Wal-Mart declined prosecution on a shoplifter – trespass warning issued. Subject was arrested for possession of drug paraphernalia.
- 3/26/11 - Assault – adult female pulled a knife on another female at Skate and Shake in the parking lot. Suspect fled prior to officers' arrival.
- 3/26/11 - Narcotics arrest at Florida Hospital beachside.

- 3/26/11 - Larceny – License tag stolen off a vehicle parked in Bermuda Estates.
- 3/27/11 - Car Break - Fairway Dr.; two unlocked vehicles entered. Contents removed from the vehicles were found on Fairway Dr. Recovered property was returned to the victims.
- 3/27/11 - Shoplifting at Wal-Mart; A Notice to Appear was issued for retail theft.
- 3/27/11 - Narcotics Arrest - Willow Place.
- 3/27/11 - Burglary - residence Kimberly Dr.; entry gained through sliding glass door.
- 3/27/11 – Car Break - Dawn Dr.; unlocked vehicle. Change and miscellaneous items taken.
- 3/28/11 - Armed Burglary of a conveyance and Aggravated Battery with a deadly weapon; Bank of America - S Nova Rd.; male suspect pointed a loaded firearm at his girlfriend's ex-husband then pistol whipped him. Suspect also pointed the gun at another subject in the parking lot. Suspect fled the scene but was apprehended by OBPD officers at ABC liquors on US1. Suspect arrested and charged with multiple felony charges.
- 3/28/11 Car Break - Royal Dunes Blvd. - GPS and loose change taken from unlocked vehicle.
- 3/28/11 - Grand Theft at 555 W. Granada Blvd.; buildings #D, E, F and G - eight internal components (copper tubing) stolen from eight air conditioning units; four others vandalized.
- 3/28/11 - Grand Theft - Sterthaus Dr; internal components (copper tubing) stolen from five air conditioning units.
- 3/28/11 - Grand Theft, N Orchard St; internal components (copper tubing) removed from seven air conditioning units; one additional unit vandalized.
- 3/29/11 – Suspicious Incident/Vehicle at 555 W Granada Blvd; a vehicle occupied by two male subjects behind closed businesses within the business park took flight when approached by a marked patrol car. An authorized pursuit ensued eastbound on SR40 then southbound on Riverside Dr. The suspect vehicle crashed into a tree in front of 222 Riverside Dr. and the driver then fled on foot. The suspect was apprehended after a short foot pursuit. In addition to felony traffic charges for fleeing and eluding, drugs were located on the suspect during search incident to arrest. The suspect was also wanted on a no-bond fugitive warrant out of Volusia County and his driver's license was suspended. Multiple charges pending as the case is still under investigation. FHP conducted the traffic crash portion of the incident. The second suspect was charged with loitering and prowling.
- 3/29/11 - Car Break at Gold's Gym; loose change and miscellaneous items taken.
- 3/29/11 - Burglary – business on Parque Dr.; storage shed broken into and nail gun taken.
- 3/29/11 - Burglary – residence on Waterford Ct.; rear window broken out for entry; unknown items missing.
- 3/30/11 - Burglary-residence on Kent Dr.; unknown location of entry, money and a wallet was stolen.
- 3/30/11 - Burglary – residence on Cameo Terrace; TV taken.
- 3/30/11 - Grand Theft on A1A – female suspect left with victim's clothing and money.
- 3/30/11 – Found Property - Mayfield Terrace; transient camp located in wooded area with a tent and grill.
- 3/30/11 - Shoplifting – at Wal-Mart - adult female arrested.
- 3/30/11 - Narcotics Arrest on W Granada Blvd.; adult female

#### Traffic Unit

- Traffic signals out on SR40 due to power lines down on Monday. Generators were deployed to keep signals functional.
- Motor units assisted Patrol with a felony stop of an armed suspect on Monday.
- Assisted FHP and VCSO with a major crash on Airport Road near our city limits. Road blocked for over an hour.

- Sergeant Smith provided instruction to the PD volunteers to certify them as Parking Enforcement Specialists.
- Traffic Citations 89
- Parking Citations 1
- Crash - No Inj. 13
- Crash - Injury 3
- Crash – Fatal 0
- 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:
    - 700 BLK Riverside Drive
    - Trails Subdivision
    - Clyde Morris Blvd.
    - 100 BLK Tymber Run
    - 2000 BLK SR 40
    - 300 BLK Andalusia Avenue

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 13 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 4 Cases initiated
- 20 tree removal permit requests
- 12 signs either removed or sign cases created.
- Administrative staff assisted with three walk-in and sixty-six (66) telephonic inquiries.

#### **Public Works**

##### **Engineering**

##### 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 - Project status is Final Completion.
- 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 85% complete.
- Hull Rd. & US1 - Processed final invoice.
- Ridgewood Sidewalk - Processed final invoice.
- Fire Station 94 Sprinklers - The water service tap and pressure test was performed.
- Alcazar-Buena Vista Drainage Area Improvements - Pre-Bid conference was held on March 23.
- SR40 Sidewalk / Trail Phase II – Received payment.
- Granada Bridge Decorative Pole Replacement – The proposed work has been completed. A few minor punch list items remain to be done.
- 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 is scheduled to be installed first of the week and the landscaping area was prepared for irrigation installation.

- Facility Lighting Replacement - The replacement work began starting with Fire Station #94, Fleet and the Sports Complex.
- Downtown Parking Imp. (Vining Ct.) - A preconstruction meeting is scheduled for 4/7.
- 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. Contractor is working on the road reconstruction portion of Coolidge as all utilities are installed.

#### Design Projects

- Andy Romano Beachfront Park - Staff will be submitting the contract for the design of the Beachfront Park to the CC for approval on April 20<sup>th</sup>.
- CCTV Surveillance- Airport- Nova Field & Sports Complex - Conducted pre-bid meeting and field walk through for airport project.
- Tymber 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.
- Selden Ave - Investigated site conditions of utility easement and met with residents to discuss possibly installing a watermain connection loop down Ford St. to Lincoln Ave.
- N. Halifax Drive - Field markings were placed for proposed coring samples to be performed by geotechnical services to establish subsurface conditions.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext. - Meeting was set with Breakaway Trails HOA to discuss proposed reclaimed water service.
- Ormond Scenic Loop - Processed invoice – preliminary data gathering is complete.
- SR40 Sidewalk / Trail Phase III - Responded to comments and plans changes for roadway, MOT, utilities, traffic operations and geotech into ERC. Submitted Bid Documents and construction checklist.
- Granada Utilities Underground - Held meeting with Utilities Division for cost and scope.
- Future Sidewalks - Finished design and specifications for S. Halifax Dr. sidewalk for CDBG.
- SRA1A to Nova Interconnect - Submitted bid package, construction checklist and plans for FDOT review.
- 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.
- 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 – Set-up the first design public meeting for April 21<sup>st</sup> at City Hall Commission Chambers at 7:00 PM.
- 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. The 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 project invoices/pay requests totaling \$126,367
- Prepared work authorizations totaling \$87,979
- Prepared requisitions/PO's totaling \$44,460
- Reviewed and created 459 Pine Bluff wetland protection permit for approval.
- Provided right of way and plat information to surveyor for S Beach / Fairview intersection.
- Provided benchmark information to Mckim and Creed.

Customer Service

- Responded to citizen on traffic signals SR 40 out of coordination. Contacted Volusia County.
- Responded to Fire Department Opticom operation at FS 92.
- Discussed 91 Orchard Lane SWMP options with the consultation engineer hired by the adjacent property owners.

Meetings

- Met with resident on traffic problem at Main Trail and Shady Branch Trail on site – provide a solution and sent recommendations to Public Works.
- Meeting with FPL, AT&T and Brighthouse on undergrounding overhead facilities on Granada Blvd.
- Attended East Volusia Traffic Safety Committee meeting.

Other

- 36 projects were inspected.
- Investigated Alsaw subdivision drainage system for offsite folding issues. Researched original design plans and SJWMD permit for the system.
- Prepared Commission meeting packet for resolution of professional services for Nova landfill closure.
- Corrected and updated the sketch and legal descriptions of the N. US1 annexation properties to reflect the corrected right of way distances found on the old Volusia County vacation ordinances.

**Environmental Management Division**

Street Maintenance

Asphalt / Concrete

- Repaired gutter and driveway by tree on Right-of-Way at 554 Riverside Drive
- Repaired shoulder of roads at 900 block of Arroyo Parkway, Sanchez Ave. at Yonge St. (S/E) and Fiesta Heights at Bonita
- Poured concrete around light pole at Bailey Riverbridge Park
- Poured concrete pad for trash can at Bailey Riverbridge Park
- Leveled road with asphalt over Stormwater pipe at Bosarvey and Coquina
- Cleaned storm basins at citywide locations

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed trees on Pine Trail and at Shady Branch Trail
- Removed trees at Public Works Water Tank and at Aaron Circle

- Storm pick up at citywide locations

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works yard
- Printed daily work orders and distributed for job assignments
- Took outgoing daily mail to City Hall and brought back mail for various sections at Public Works
- Finished weed control at Nova and Granada
- ROW trimming at citywide locations
- Picked up recycled concrete at Chips
- Basin cleaning citywide

#### Sign Shop

- Pavement marking inspection in zone SM1
- Fabricated various High Intensity Prismatic street names for intersections north of Granada Blvd. between N. Beach St. & US1
- Repaired or replaced signs at the following locations:
  - Ann Rustin Dr. & Pamela Dr., straightened bent street names
  - 85 N. St. Andrews Dr., replaced a 25 mph sign
  - 109 Rio Pinar Dr., replaced a 25 mph sign
  - 57 S. St. Andrews Dr., replaced a 25 mph sign
  - 36 N. St. Andrews Dr., replaced a 25 mph sign
  - 322 River Bluff Dr., replaced a 25 mph sign
  - 212 River Bluff Dr., replaced a 25 mph sign
  - Fluhart Dr. & Riverside Dr., replaced a broken delineator in the street
  - Riverside Dr. & Fluhart Dr., replaced a missing "Do Not Enter" sign

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Retention Pond at Winding Woods – new overflow built – lots of pictures – used Gradall to replant tree and shape pond banks
- Vacon – cleaned crossover pipes to FDOT on I-95 – pictures
- Vacon – cleaned all driveway pipes on Pineland Trail
- All Zones – whole crew cleaned inlets
- Took sand bagger and trailer to Fleet

##### Street Sweeping/Streetsweeper

- 82.7 miles of road cleaned
- 70.5 cubic yards of debris removed

#### **Fleet Operations**

Mileage Traveled by all City Departments for the week

35,768

PM Services completed for the week  
Emergency—Vehicles and Equipment  
5

Non-Emergency Vehicles and Equipment  
16

Road Calls for the week  
4

Accidents for the week  
0

Quick Fleet Facts

- Fleet has 6,563 gallons of unleaded fuel and 4,836 gallons of diesel fuel on hand.
- Fleet completed 61 work orders this week.

**Utilities Division**

Projects Summary

- Prepared request for time extension to SJRWMD for responding to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff awaiting receipt of formal notice from District for describing new reporting requirement to every 10 years and allow city to withdraw current report update. 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 – 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. A meeting is scheduled next week to discuss the preliminary proposal.
- Cross Connection Control (CCC) Program Management Services: Met with HydroDesigns this week for discussing final CCC plan, ordinance and manual updates to meet current state regulations.
- Airport Road Force Main Extension – Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the Hunter's Ridge storage tank with reclaimed water while allowing discharge pumping operations to irrigation – fire system to remain operable. A meeting was held 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. The Bid Request Approval Form was executed. The project will be advertised for bid on April 3, 2011. 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) is scheduled to install the pumps on Friday using the City's spare impeller that was broken when the pumps were removed. Pumps will be placed back into service in the first week of April. A replacement impeller is being fabricated to replace the City's spare. A pump

- curve was prepared by the manufacturer to show the minimum operating flow of 3,000 gpm. This was prepared in response to CDM's letter stating that the approved operating range and minimum flows were not previously provided in shop drawings. Control system programming will be modified to operate pump set point at a minimum speed of 80% to conform to the minimum speed required by the manufacturer and 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 were designated to have scum boxes in lieu of scum troughs. Scum troughs will be provided due to their higher operating efficiency. 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 may be required. CDM will perform further research to determine if this requirement pertains to this particular installation. Relocating the control cabinet to the ground is preferred by operations staff.
  - Gravity Sewer Pipeline Repair – Chaz Equipment Company is rehabilitating the remaining four manholes on State Road 40.
  - Lift Station Repair and Replacement Project - The doors remain to be installed at lift station 6M. Pay Application 17 was submitted to finance for processing of primary work related to Ormond Mall Lift Station.
  - 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. The existing interim contract with N-Viro was phased out on March 31, 2011, and written notification was provided. A starting date of April 1, 2011 was 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 (VCHD). Plans were sent to the various utility companies with facilities on Tiffany Circle to determine if potential conflicts exist. Staff review comments were incorporated into the proposed plans and construction sets will be produced after the VCHD permit is issued. Quotation forms were prepared. The engineer's estimate of cost is approximately \$20,000.
  - 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 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 was processed. Revised 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 incorporated recommended changes to the fire hydrant connection on State Road 40. The check was obtained for the permit application. Plans for Chase Bank were reviewed by staff and preliminary comments were presented at the SPRC meeting. The phasing of the Brown/Thompson commercial site was discussed. Changes to the utility plans will be required.

- Response to additional design procedures provided to Energizer representatives for consideration of their proposed water service and wastewater collection system improvements.

#### Water Distribution

- Replaced 16 residential meters, installed 1 new water service
- Meter testing: tested 5 each - 2" meters for businesses on the high user list. Scheduled 4 businesses for 2" meter testing
- Responded to or repaired 8 water service leaks
- Flushed 2 cloudy water complaints
- Replaced 2 water services, and 27 meter boxes/lids
- Relocated 12 water services on Coolidge Ave to the property line
- Responded to 3 low pressure complaints
- Tested 6, repaired 2, installed 1 city owned backflow preventers, partnered with Finance to find 10 hydrant meters for inspection, backflow testing, and reading.
- Repaired 8 fire hydrants from OBFD work orders
- Valve Maintenance: Continued SR40 valve locates and exercising, 10 valves found and exercised
- Performed maintenance on 8 City fire hydrants, replaced broken fire hydrant and lead valve at 978 Park wood Dr
- Repaired a 2" main leak on Brooks Dr
- Rescind Precautionary Boil Water Notice for Spanish Water Drive main repair

#### Water Treatment

- Delivered to the city 40.094 million gallons for the week ending March 27, 2011 (5.728 MGD)
- Backwashed 9 filters for a total of 439,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding one Precautionary Boil Water notice.
- Opened 16" finish water pipeline leaving water plant to the south side of the city.
- Performed annual inspection of ground storage tank, made minor repairs to a screen and repainted hatch cover.
- Continuing activities related to preparation of Annual Water Quality Report.
- Prepared response feedback for DOH Inspection Report.

#### Waste Water Collection - Reuse

- Crews responded to 5 trouble calls out west Breakaway/Hunter's Ridge area and 4 in town.
- Marty and crew televised and cleaned sewer mains on John Anderson.
- Preventative maintenance lateral cleaning and root control.
- Assisted WWTP Operations with rag retrieval from splitter box with vacuum truck.
- Butch and crew located and updated markings for mainline valves for irrigation and low pressure sewer. Included locating and marking PEPSystem tanks and cleanouts.
- Cleaned grates and collection box for pond pump facility.
- Repaired 2 junction boxes and risers on PEPSystems.
- Checked low pressure calls for irrigation due to power failure (400 amp service fuse) at irrigation pumping facility.
- General maintenance around BAT Maintenance Yard.
- Cleaned all buildings and fueled all equipment for the weekend.

#### Waste Water Treatment

- Domestic and Industrial Wastewater flow was 28.83 Million Gallons.
- Produced 20.20 Million Gallons of Reuse.
- Produced 8.63 Million Gallons of Surface Water Discharge.

- Influent flows average for the week is 4.12 MGD, plant designed for 6 MGD
- Hauled tons of sludge 122.50 (14%-18% Solids).
- Completed Sampling for Primary and Secondary Drinking Water Standards for Reuse, Blend, and Concentrate.
- Completed Sampling for Quarterly Sludge Analysis.
- Influent Pumping Station is bypassed. Operations staff is manually calculating and split samples for 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

- Replaced fuse at well 37R.
- Worked with SCADA technician on proper install of flow meters to SCADA panel for data retrieval at water plant.
- LPRO pump #5 not working, found the time delay relay was bad, replaced.
- Went to wells 33 and 34 H and found 34 tripped, reset.
- Cut new lexan glass for the sulfuric acid containment box, and installed.
- Pulled the water manifold off slacker mixer #1 to repair, fabricated new one instead due to wear.
- Replaced the flapper in H.S.P. #8 check valve.
- Prepped and painted valve for H.S.P. #2.
- Installed new meter at well #23H.
- Ran LPRO and Lime softening back up generators, tested ok, inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

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

- Reset pump #4 at Breakaway Trails reuse pump station.
- 1P liftstation pump 31 motor bad, sent to repair shop, request for PO submitted.
- Continued work on new 12M liftstation control box.
- Tested chlorine pump 4-20ma control voltage at Wastewater plant.
- Reset recycle pump #3 controller.
- Finished assembly & installation of new wash down line at screw pumps.
- Disassembled spare R.A.W./W.A.S. pump, at shop for repair.
- Repaired riser stack pipe at Il Villagio liftstation and repaired pump #2.
- Serviced sump pump at R.A.S./W.A.S. room.
- Repaired 2" ball valve at poly blend manifold.
- Repaired broken valve wrenches for operations.
- Repaired pump #2 at 8M3.
- Assisted contractors with plant rehab activities.
- Performed PM service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 17 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 81 work orders as reported in MP2 computerized maintenance management system, of which 52 were PM work requests and 29 were repair work orders.