

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 25, 2011

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly discussions with City Attorney, and Finance Director
- Biweekly meetings with I/T Manager and Police Chief
- Dispatch discussion with Fire Chief
- Met with Legal and Planning staff to discuss Internet Cafes and simulated gaming devices

Spoke to, attended and/or met with:

- Met with Jonnie Grant, co-chair, Ormond Chamber Leadership Day
- Lunch meeting with Economic Development Director, Ormond Beach Chamber and Ormond MainStreet
- Attended Team Volusia meeting
- Attended Citizen Police Academy kickoff
- Attended Volusia County Manager's Meeting to discuss Consolidated Dispatch

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 meeting minutes):
 - Police Pension Board Meeting
- Prepared packet material for the February 15, 2011, City Commission meeting.

Community Development

Planning

- Staff met with Consolidated Tomoka, FDOT, Volusia County, and Daytona Beach regarding the review comments from Federal and State agencies on FDOT's Efficient Transportation Decision Making (ETDM) screening process for Hand Avenue Extension. Based upon the number of comments that involve upfront resolution prior to beginning the PD&E, it was agreed that FDOT would meet with the Army Corps of Engineers and St. Johns River Water Management District regarding the primary impacts on wetlands and the secondary impacts associated with new road extensions. It was noted at the meeting that many of the comments can be honed down to several but it is still expected by FDOT that the PD&E may require a full Environmental Impact Statement (EIS). If this is the case, the approximate cost for a PDE involving an EIS was estimated at \$1 million dollars. However, since FDOT is soliciting an RFP for the SR 40 PD&E Study for a six lane divided facility and the 2025 design year requires 10 lanes, FDOT is relying on Hand Avenue Extension for the other four lanes. Should an EIS be required, the partnership will request that FDOT match the partnership amount of \$468,000.

- The City's multimodal strategy was lauded by Votran at an FPZA meeting and it was featured in VCARDs newsletter for February 2011.
- Staff attended FDOTs Transit Accessibility and Facility Design Course in Orlando. This course was of great benefit in helping staff to design transit facilities consistent with the mobility strategy for US 1, A1A, and SR40.
- Thirty-five notices were sent to owners of accessory apartments informing them that they should file a covenant of restriction on the property pursuant to the City Commission's approval of revisions to accessory apartments. Twelve have been recorded (34%). Five (14%) have been turned over to NID for operating transient lodging which is not permitted in the residential neighborhoods. Two (5%) have been determined to be non-legal conforming apartments and exempt from the requirement where the owner or a member of the owner's family was required to reside on site. Two (5%) are proceeding through the lot split process to separate the units by parcel. Three (9%) are processing the covenants. The rest (11 or 33%) have not responded.

The purpose of the letter was to put all accessory apartment owners on notice. Previously, the code required a member of the family of the owner of the single family unit to live in the accessory or garage apartment. This requirement remained unchanged for many years. Last year, the City liberalized this by requiring that the owner of the property must live on site (note: did not specify the main dwelling unit or accessory garage apartment). The tenant also did not have to be family related. In many cases because the City did not have resources to conduct the necessary frequent inspections to ensure compliance, many property owners rented out their entire property without a family member living on site. Of course, when the unit is sold, it is marketed as a rental income property. Then when residents complain about the property due to inconsiderate tenants because the property owner is an absentee landlord, and citations are issued the property owners tell the City they knew nothing of the requirement and if they knew the requirement, they would not have bought the property. The purpose of the deed restriction is to ensure Title picks up the exception when the property is sold. If the property owners fail to record the property, the City will not pursue however documentation is on file that the seller knew the conditions and did not disclose those conditions to the buyer. Of course, then the issue will be between the buyer of the property and the seller who failed to disclose information they knew.

Building Inspections, Permitting & Licensing

- 62 permits issued with a valuation of \$688,872.00
- 151 inspections performed.
- 6 business tax receipts issued.

Development Services

- The SPRC received the following plans:
 - Cardinal Beach approach life guard facilities;
 - Village Business Center (County but located in Greenbelt corridor and subject to review for signs, architecture, buffers, and landscaping)
 - OBMS building additions

Economic Development

Ormond Crossings

- Staff transmitted their comments to Tomoka Holdings latest Master Development Plan. Staff spoke to Tomoka Holdings this week and their response to staff comments are being prepared for a joint meeting. Staff is awaiting submission of the development design standards, which will be needed as part of the platting and zoning process.
- Staff met with Tomoka Holdings and their consultants to discuss the draft Interchange Modification Report. Although a modified or new interchange is not financially feasible as

funds for such a project have not been identified, Tomoka Holdings will be providing the transportation consultants with an estimate of the value of the land for FDOT review.

Airport Business Park

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

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to provide an update on the economic development projects.
- Staff met with jointly with three local banks to discuss the details of the Business Loan Pool documents and to determine the types of businesses that should be eligible for the loan program. Further clarification on the terms and outreach to other local banks are the next steps in the process.
- Staff met with the Economic Restructuring Committee initiatives to redevelop the downtown including a small business grant program and identification of potential redevelopment sites.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with Energizer management on a number of 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 continues working with the real estate brokers to develop strategies to identify potential users of the Florida Hospital Memorial Division property.
- Staff is completing the draft RFP for the SW Quadrant of the Airport and will be meeting with representatives of FAA next week to discuss the proposal.

Airport Operation and Development

- Staff compiled and submitted documentation to request a resolution to approve the execution of Supplemental Joint Participation Agreement No. 1 between the City of Ormond Beach and the Florida Department of Transportation, regarding design services for the relocation of Taxiway "E" at the Ormond Beach Municipal Airport.
- The GIS Department completed preliminary illustrations requested by staff regarding a proposal to expand the leasehold area of the Civil Air Patrol (CAP) facility at the airport. The CAP has proposed a renovation of the existing facility in order to locate the headquarters of the Florida Wing at the airport. If brought to fruition, the new headquarters will bring two paid, full-time CAP employees to the airport, and will increase

- CAP activities at the airport to the benefit of both aviation and non-aviation businesses in the local area.
- Staff has completed and submitted to FAA documentation required to close-out the project to rehabilitate the Runway 17-35 Medium Intensity Runway Lighting System (MIRLS), construct a Medium Intensity Taxiway Lighting System (MITLS) on Taxiway Echo, construct a new airport rotating beacon, and construct Runway End Identifier Lights (REILS).
 - The FAA established a Temporary Flight Restriction (TFR) area over much of the central east coast of Florida, due to space shuttle operations at the Kennedy Space Center. As a result, most of the airspace south of Daytona Beach was effectively closed to aircraft. Staff noted an increase in aircraft noise inquiries during the latter portion of this week, due largely to training traffic displaced northward by the TFR. Local air traffic should return to normal levels following the launch of the space shuttle.
 - According to an analysis of the FAA Air Traffic Activity Data System (ATADS), the OBMA air traffic control tower is the 12th busiest of the 246 federal contract tower (FCT) locations currently in service. The FCT at Flagler County Airport is ranked as the 2nd busiest. In 2010, FCT facilities nation-wide handled 27% of all aircraft operations at airports with air traffic control towers.
 - Staff has posted the final airport traffic counts for 2010 on the City website. Annual traffic is down 31,985 operations as of December 31, 2010. This represents a reduction of 21% over the previous year.

Finance/Budget/Utility Billing Services

Completed Projects - Weekly

- Processed 44 Journal Entry Batches (# 1851 – 1955).
- Approved 23 Purchase Requisitions totaling \$177,082.27.
- Issued 27 Purchase Orders totaling \$154,973.84.
- Mailed four (4) Letters of Intent to Award for Bid No. 2011-03, Downtown Parking Improvements Bovard Avenue, Coquina and Vining Court, on 2/24/2011.
- Prepared 156 Accounts Payable checks totaling \$386,570.12 and 35 Accounts Payable EFT payments totaling \$84,178.12.
- Processed 3,724 cash receipts totaling \$936,646.55.
- Processed 470 utility bill payments through ACH totaling \$37,032.19.
- Processed and issued 7,120 utility bills with billed consumption of water of 46,216k.
- Issued 359 past due notices on utility accounts.

Public Information

Press Releases

- Fire Hydrant Inspection and Flow Tests (3/1/11-6/1/11)
- Movies on the Halifax – Cloudy with a Chance of Meatballs (3/4)
- NLC Prescription Card Program – Update of Ormond Beach Savings
- Tribute to Barbra Streisand (3/5)
- Youth Coed Volleyball League

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Attended V/F PIN meeting.
- Submitted VLOC Citizen of the Year Nomination and Employee of the Year Nomination.

Fire Department

Weekly Statistics

6	Fires
3	Fire Alarms
2	Hazardous
73	EMS
11	Motor Vehicle Accidents
26	Public Assists
121	TOTAL CALLS

Medical Call Type

1	Bleeding	1	Overdose
7	Breathing Problem	2	Pedestrian Accident
2	Chest Pain	1	Sick Person
2	Convulsions	2	Stroke
2	Diabetic	7	Traffic Accident
1	DOA	1	Traumatic Injury
9	Fall Victim	3	Unconscious
1	Ingestion/Poisoning	10	Unknown Medical
1	Medical Alarm		

53 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **18 calls – Volusia County (17), Daytona (1)**
- Aid received from other agencies: **6 calls – Volusia County**
- Total staff hours provided to other agencies: **64 hours**
- Total staff hours received from other agencies: **8 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **23**

Significant Incidents

Date: Tuesday, 2/15/11

Dispatched / Cleared Time: 9:28 AM / 9:54 AM

Address: Beachside

Incident Description: Quint 91's crew had a successful resuscitation of a patient in cardiac arrest. An Ormond Beach firefighter paramedic continued with patient care during EVAC's transport to the hospital.

Date: Tuesday, 2/15/11

Dispatched / Cleared Time: 4:48 PM / 7:06 PM

Address: W. Granada and Shadow Crossings Blvd.

Incident Description: Provided automatic aid to Volusia County for a vehicle fire. A recreational vehicle had heavy smoke and flames from diesel fuel and was involved under power lines on SR-40. The vehicle ignited a grass fire 1/8 of an acre in size. Traffic was stopped east bound on SR-40 until fire was under control. The vehicle was a total loss.

Units on Scene: Engine 92, Rescue Engine 94, Brush Attack 94, Tender 94, Battalion 90 and Volusia County Engine 18.

Date: Friday, 2/18/11

Dispatched / Cleared Time: 8:01 PM / 9:08 PM

Address: 610 Santa Ana Ave.

Incident Description: Quint 92 was dispatched for a vehicle fire involving a 28' travel trailer fully involved in fire. There were several structures and vehicles exposed to the fire. Additional units were called while Q-92 initiated suppression efforts and protected the exposures. The fire was contained to the structure of origin without damage to adjacent property. Damage was estimated at \$7,500.

Units on Scene: Quint 92, Rescue Engine 93, Battalion 90, Volusia County Engine 11 and Holly Hill Engine 96.

Date: Friday, 2/18/11

Dispatched / Cleared Time: 10:31 PM / 11:32 PM

Address: Standish Dr. and N. Halifax Dr.

Incident Description: Responded to a motor vehicle rollover accident involving a car and SUV on its roof. Investigation revealed the car ran the stop sign at N. Halifax and struck the SUV causing it to flip and roll. No injuries were reported.

Units on Scene: Quint 91, Rescue Engine 93, Battalion 90 and Volusia County Engine 14.

Date: Sunday, 2/20/11

Dispatched / Cleared Time: 12:13 PM / 3:22 PM

Address: 7 Buckingham Dr.

Incident Description: Provided automatic aid to Volusia County for a structure fire. Smoke was reported coming from vents on the roof of the single family home. Vertical ventilation was initiated and suppression efforts began. Investigation revealed the fire was contained to the attic and was electrical in nature. Fire crews pulled 90% of the ceiling and extinguished fire in the trusses. Extensive overhaul operations were initiated due to the cellulose insulation that was smoldering throughout the attic. The State Fire Marshall is investigating.

Units on Scene: Quint 91, Quint 92, Rescue Engine 93, Battalion 90, Volusia County / 6 Units and State Fire Marshall.

Date: Sunday, 2/20/11

Dispatched / Cleared Time: 7:57 PM / 8:55 PM

Address: 741 John Anderson Dr.

Incident Description: Responded to a structure fire of a storage shed. Lawn mower and contents of shed were fully involved in fire. Fire crews utilized 500 gallons of water to extinguish the fire. Homeowner stated the fire started shortly after cutting the grass and put the riding lawn mower in the shed.

Units on Scene: Quint 91, Rescue Engine 93 and Battalion 90.

Operations

- Citywide fire hydrant inspection and flow testing will begin in March and continue through May.
- Volusia County Council directed their staff to move forward with developing a county-wide dispatching service for fire, EMS and police.
- Continued discussions with County Dispatch regarding issues on new changes; software, hardware, personnel and procedures.
- Met with Communications International regarding a maintenance program for radios and the status of the static and alert tone transmissions.

Activities

- Updated 36 pre-fire plans.
- Conducted 6 fire inspections.
- Conducted tours of Station 91 and 92.

- Held Fire Explorers training and meeting.

Training Hours

6	EMT Refresher Modules
11	Hose, Appliances
8	Preplanning
2	Safety
8	Tactics
18	Technical Rescue
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53	TOTAL STAFF HOURS

Human Resources

Staffing Update

Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III
- Leisure Services Department – Gymnastics- Part-Time Gymnastics Recreation Leader
- Leisure Services Department/Recreation – Summer Camp Counselors
- Leisure Services Department/Recreation – Summer Camp Counselor (Camp T-Rec)

Approved/Active Recruitment

- Public Works Department/Utilities, Wastewater – Part Time Treatment Plant Operator has been advertised on the City website and Florida Water & Pollution Control Operators website as open until filled.
- Public Works/Utilities-Wastewater FT Treatment Plant Operator has been advertised on the City website and Florida Water & Pollution Control Operators website as open until filled.
- Police Department – Police Officer has been advertised on the City website through March 11, 2011.
- Public Works/Utilities, Drainage Maintenance – Two Maintenance Worker II positions have been advertised on the City website and closes on February 25, 2011.
- Planning Department – Planning Technician position has been advertised in-house and on the City website through February 25, 2011.
- Police Department – Evidence/Crime Scene Custodian, sent applicant tracking sheet from previous recruitment to the department for review.

Screening/Interviews Scheduled

- Police Department - Police Lieutenant position recruitment received 27 applications. Applications and applicant qualification sheet are being reviewed by the Police Chief and the H.R. Director for the next step in process.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV position received five applicants from in-house recruitment and interviews are scheduled for Wednesday, February 23rd.

Job Offers

- Fire Department – Firefighter/EMT began employment on February 21, 2011.

Terminations/Resignations/Retirements

- Police Department - Victim Advocate Coordinator resigned effective February 25, 2011.
- Planning Department – Planning Technician retired effective February 25, 2011.

Demotions

- Police Department – Voluntary demotion of Evidence/Crime Scene Custodian to vacant Community Service Officer position effective February 14, 2011.

Public Records Requests

- Records request for information on former Police Sergeant and current Police Officer for evaluations and discipline 1/2008 to 1/2009.
- Records request for application and any records pertaining to background on applicant for Treatment Plant Operator.

Policy Issues

- Distributed Driver License History Check policy to all employees and requested that Division Managers discuss the policy with their division.

Employee/City Benefits Program Update

- The January 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 is showing marked savings for those participating. Over 608 residents have utilized the program and have saved \$24,160.55 over eight months.

Training & Development Opportunities

- LEAPS Academy (Leadership, Ethical Decision Making, Attitude & Accountability, Professionalism, and Superior Customer Service) courses on these learning disciplines began on January 27, 2011, and will continue every other Thursday through March 10, 2011.
- HR staff member will attend Career Track training on HR Responsibilities on Wednesday, March 2, 2011.
- HR staff member scheduled to attend three trainings for Introduction to QRep Reporting on March 2-4, 2011.
- Provided Drug-free Workplace and Incident/Accident reporting procedures training to two new employees.

HR Process/Systems Issues/Improvements

- Volunteer Program for the City of Ormond Beach has been approved by the City Commission. HR preparing for launch of website page with volunteer application on March 3, 2011. Working with PIO for news releases to notify citizens and City Departments.

Regulatory & Compliance Issues

- Conexis has been transitioned in for COBRA administration. This is being provided at no cost through Florida Healthcare and Brown and Brown.

Risk Management Projects

- Completed Action Plan for Reconciliation of self-insurance reserves.
- Agenda Item on proposal for changes to property schedule for City Commission meeting March 21.
- Attended deposition for an injured worker.
- Attended a mediation to settle a Workers' Compensation claim. Agreement is pending.
- Attended the Public Works Safety Committee meeting; provided incident/accident reports for review.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None
- Networking System: - None
- Work Orders: - 69 New work - 49 completed - 50 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,745	Inbound E-Mails Blocked	17,882
Delivered Inbound E-Mails	8,754	Quarantined Messages	237
Percentage Good Email	32.7%	Virus E-Mails Blocked	47

- Notable Events: None.

Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 1 Corrections: 1
- Map/Information Requests: 16
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Create GeoBlade Hydrant Map configuration to replace ArcExplorer hydrant map program.

Leisure Services

Administration

- Attended Directors Meeting
- Held weekly staff meeting
- Attended Public Works meeting
- Met with Misiano Construction regarding renderings for Skate Park
- Met with Senior Center Manager
- Met with Programming Staff
- Met with Facilities Maintenance to discuss upcoming soccer events on fields
- Attended softball games
- Attended Soccer Regions Cup Games
- Met with staff regarding Green Initiative Silver Certification requirements
- Met with staff to discuss Gold Metal Award application
- Attended Farmers' Market
- Met with arborist to discuss Nova Community Park trees
- Attended concert at Senior Center
- Visited Oxbow Environmental Learning Center in Port St. Lucie County
- Met with A1 Officials Association
- Met with Project ROMP Committee
- Continued Volleyball registration
- Park inspections
- Met with Facilities Maintenance supervisory staff regarding work orders
- Met with Volusia County representatives to discuss Granada approach restroom issues and Cardinal approach construction concerns
- Met with contractor for Sanchez park restroom renovations

Athletics

- OBYBA Boy's Basketball program continued their playoff games this week at the South Ormond gym. Games were on Monday through Friday nights, 6-9pm.
- The City's Men's Winter Softball League started their playoff games this week at the softball quad and field #7 on Monday through Friday nights. Game times are 6:30, 7:45, and 9pm. Nine teams are competing with a total of 15 games for the week.
- The OBYBSA competitive teams, Lady Renegades and Golden Spikes, both continued practices this week for their upcoming season. Practices are held at both the Sports

Complex and the Nova Road fields. Games are played each weekend, some at home and some on the road.

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

Athletic Field Maintenance

- Mowed South Ormond outfield, prepped infield.
- Cleaned SONC tennis, basketball, and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Picked-up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance building.
- Mowed the baseball fields 3 times a week
- Mowed the soccer fields.
- Mowed the softball fields.
- Prepped the field for winter season of men's softball league.
- Painted and prepared soccer fields #5 through #8 for club practice and games.
- High school baseball and Golden Spikes competitive teams have daily practices and games on all 4 baseball fields.
- High school softball has begun its practices and games.
- Finished laying out lacrosse and soccer fields on the outfield of the South Ormond Park softball field.
- Repaired irrigation problems at South Ormond field.
- Received 8 truck loads of clay to be added to the baseball and softball fields.
- Spread 2 tons of Turface on each of the quad softball fields.
- Started rotor-tilling clay and Turface together for laser grading next week.

Senior Center

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

Performing Arts Center

- Staff prepared for the Tribute to Elvis show, Saturday Feb. 26th
- 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 “Simply Streisand” Saturday, March 5th, 7pm, \$20

South Ormond Neighborhood Center

- Jazzercise Wednesday at 5:30pm
- Open weight room during Center hours
- Neighborhood Park opens sunrise until 11:00pm
- Open Play 1:00pm until 5:00pm
- Youth Basketball games 6pm to 9pm Monday, Wednesday, Friday, Saturday
- Youth Basketball practice (PAL), Tuesday and Thursday 6pm to 8:30pm
- Youth football practice, Monday and Wednesday 5:30pm to 7:00pm
- Splash pad closed until spring
- YMCA Youth Soccer clinic Saturday 9:00am to 2:00pm

Community Events

- Weekly administrative tasks and office work
- Attended events meeting
- Continue planning process for Art In The Park
- Continue working on Art In The Park applications and web site applications
- Attended Memorial Day committee meeting
- Pre planning activities for upcoming events: Memorial Day, July 4th Celebration
- Finalized various organization projects
- Continued training of new part time technician
- Began maintenance projects

Gymnastics

- Competitive girls participated in 2nd qualifier on Feb. 19th
- Partnered with Police Dept. for training site at Gymnastics Center
- Weekly classes:
 - Tumbling Tots: Monday, Tuesday, Wednesday, 1:30-2:30pm
 - Pre-School: Monday, Tuesday, Wednesday, Thursday, 2:30-3:30pm
 - Developmental: Tuesday, Wednesday 3:30-4:30pm
 - Level 1 girls: Monday, Wednesday 4:30-5:30pm
 - Level 2 girls: Tuesday, Thursday 5:30-6:30pm
 - Level 3 girls: Tuesday, Thursday 6:30-7:30pm
 - Level 4 girls: Monday, Wednesday 5:30-7:30pm
 - Levels 5-7 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.
- Jr. Jazzercise continued its winter season on Thursday.
- Preparation and planning continued for the Shining STARS Pageant and Fashion Show which included completing the participant bios, writing the script, meeting with the pageant committee and confirming entertainment and artwork.
- Challenger Volleyball continued its winter season of practice on Tuesday.
- Planning for both Camp T. Rec and Nova Community Center's summer camp continued which included finalizing the field trip plans and contacting guest presenters.
- Teacher Duty Day Camp was on Monday for the President's Day Holiday.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
- "Foxfire" Gallery Exhibit "From Bulow & Beyond" available for viewing during regular business hours throughout the month of February.
- Rehearsal for Guild meeting in the Gallery from 11:00am to 1:00pm
- Leisure Services Coordinator weekly meeting held at The Casements on Monday from 11:00 am to noon.
- Casement Guild members held a Gala meeting on Monday afternoon from 1:00pm-3pm.
- Yoga classes Tuesday 10:30am-noon and Thursday evenings from 6:30pm to 8pm.
- Zumba classes Tuesday evening from 6:00pm to 7:00pm.
- Pilates Classes Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casement Guild members met this Wednesday for their monthly general meeting and program from 9:30am to noon.
- The Casements Coordinator met with Jimmy Sawgrass on Wednesday from 1:00pm to 2:00pm for preliminary planning for the 2012 Native American Festival.
- Members of Troop 403 assisted The Casements Coordinator with cleaning the historical Boy Scout Museum on Tuesday evening.
- The Casements Coordinator attended the LEAPS Training seminar on Thursday at the ATC center from 8:00am to 4:30pm.
- Staff assisted with set up and strike of the weekly Farmers' Market on Thursday from 12pm to 5pm.
- Staff prepared for a wedding ceremony and reception on Friday.
- The new Acrylic Painting Class was held on Thursday evening from 5:30pm to 8:00pm.
- Staff prepared for the upcoming "Movies on the Halifax" which will incorporate a spaghetti dinner before the featured presentation.

Parks and Irrigation

- Installed two new valves and valve boxes on Nova ball field #3
- Repaired and replaced timer and spray head on W. Granada median #8; tested
- Replaced broken spray head at City Hall
- Dug up and cut out broken valve at Nova ball field #1; installed new valve, rewired, tested
- Repaired broken swing line at ball field #1
- Replaced broken spray head at Central Park II
- Replaced two broken heads at Memorial Gardens
- Installed new battery in streetscape median timer, cleaned debris from valve, replaced damaged spray heads
- Replaced two spray heads, repaired one zone line break on streetscape median

Building Maintenance

- Repaired sidewalk bollard lights at the Police Dept.
- Repaired lights in the jail at the Police Dept.
- Repaired lighting in the foyer at the Police Dept.
- Installed new toilet and repaired sink drain in the men's restroom at the Wastewater Treatment Plant maintenance building
- Repaired the ceiling in the electrical workshop at the Wastewater Treatment Plant
- Repaired vandalized door at the softball quads
- Replaced vandalized urinal screen in men's restroom at the softball quads
- Modified drop box for Finance Dept. at City Hall
- Repaired men's restroom toilet at Sanchez Park
- Repaired exit door at The Casements
- Repaired water leak in the discharge line for pump #4 at the P.A.C.
- Repaired the solar sign light for the entrance at Hidden Hills subdivision
- Repaired electronic locking doors at the south side restrooms at Nova Rec.
- Installed new emergency lights in the ladies restroom at the Sports Complex

Police Department

Administrative Services

- Attended meeting with Fleet and IT regarding researching grant opportunities to secure new in-car video cameras.
- Attended Citizen Law Enforcement Advisory Board meeting.
- First meeting of the 24th Citizen Police Academy at the Police Department.
- Attended meeting with other local law enforcement officials in Daytona Beach Shores regarding the implementation a standardized trespass warning program.

Community Outreach

- Tutors R Us was held at the South Ormond Neighborhood Center. Currently 18 youths are enrolled.
- Science on Patrol was offered at Ormond Beach Middle School. Currently 23 youths are registered for the program.
- The READ began at Ormond Beach Elementary School. Currently 18 youths are participating in the program. This week, story teller Terry Deer worked with students on story structure and character development.
- Youth in the 12&U and 14&U teams practiced in preparation for the State P.A.L. tournament to be held in April.

Community Services & Animal Control

- Animal calls responded to 59
- Animal Reports 6
- Animals to FHS 9
- Cats 5
- Dogs 3
- Sick Wildlife 3
- Notice of Violation 3

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 5
- Inactive: 10
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 4

- Larceny Car break: 5
- Grand Theft: 2
- Robbery: 1

Comments

- Residential Burglary: A residence was burglarized on S. Halifax Dr. Hours later the property from the burglary was listed on Craig's list for sale. Investigators met with the subject selling the items and they were positively identified as items stolen from the burglary. The subject was placed under arrest for dealing in stolen property. Burglary charges are pending.

Records

- Walk - Ins / Window 132
- Phone Calls 199
- Arrest / NTA'S 16
- Citations Issued 185
- Citations Entered 156
- Reports Generated 116
- Reports Entered 137
- Mail / Faxes / Request 89

Operations

- 2/17/11 – Disorderly Conduct; resisting arrest without violence, arrest stemming from a routine traffic stop.
- 2/17/11 - Counterfeit \$100 bill - Cheaters; Customer passed a \$5 bill that had been washed and counterfeited to represent a \$100 bill. The US Secret Service was notified and will take possession of the counterfeit bill.
- 2/17/00 - DUI Crash resulting in serious bodily injury – 1000 block of N US Hwy; trauma alert transport due to a severe head injury. A motorcycle southbound on US 1 struck the rear of a southbound bicycle in the outside southbound lane.
- 2/18/11 - Grand theft; stolen bicycle from the Trails Shopping center.
- 2/18/11 - Car Break on Country Club Drive; radio stolen.
- 2/18/11 - Fraud at the Bank of America located at Hand and Nova. Female stole a check and tried to cash it. Following her arrest it was discovered the subject also had two outstanding arrest warrants.
- 2/18/11 - Roll over accident at N. Halifax and Standish Drive. No injuries were reported. The street and stop signs at this intersection were knocked down.
- 2/19/11 – DUI Crash - US1 and Nova Rd; Adult male charged with DUI.
- 2/19/11 – Meyers Act – W. Granada Blvd; an intoxicated male transient entered the Kangaroo Gas Station with an obvious head injury. He claimed to have fallen and hit his head. Subject was taken into protective custody under the Meyers Act and transported to the hospital for treatment.
- 2/19/11 – Crash – 200 block of Oceanshore Blvd; southbound car crossed the northbound lane and into the path of a northbound motorcycle. The motorcycle then left the roadway and struck a tree. No injuries reported.
- 2/19/11 – Larceny grand - Three Card Monte game by the Cracker Barrel turned into a robbery by snatching when one of the suspects lured one of the players to take off his Rolex watch. Another suspect grabbed the watch and ran while the other suspects fled.
- 2/19/11 – Car Breaks - (2) two at Gold's Gym; a gym customer's credit card was stolen; the suspect then went into the Office Depot and bought \$1,200 in gift cards.
- 2/19/11 – Trespassing; two subjects trespassed from Cracker Barrel for pan handling.
- 2/20/11 - Disorderly Intoxication - W. Granada Blvd; adult male transient arrested.

- 2/20/11 - Warrant Arrest - N Nova Rd; an adult male was found sleeping in his vehicle at the Alliance Church. Subject was arrested on two outstanding arrest warrants.
- 2/20/11 – Burglary, residence - S. Atlantic Ave; a subject entered an unlocked door in the rear of the beach house and took a suitcase full of clothing.
- 2/21/11 - Car Break, Cotton Mill Ct; no forced entry noted to vehicle. A Smith & Wesson firearm and \$4.00 stolen from vehicle's interior.
- 2/21/11 - Car Break, Vining Ct; a door lock was discovered punched out.
- 2/21/11 - Burglary-residence, Poplar Dr.; the residence was occupied at the time of the burglary. Entry was made through a front window which had been left open. The screen was removed and left lying on the ground. 17" laptop stolen.
- 2/22/11 - Stolen Vehicle; known suspect took vehicle from victim. Victim has history of reporting car stolen.
- 2/23/11 – Burglary- residence, N. Yonge St; suspect arrested by VCSO on warrant, Investigation continuing.
- 2/23/11 – Larceny, S. Yonge St., Buddy's Rental; customer failed to pay for or return rented merchandise.
- 2/23/11 - Stolen Vehicle – S. Ridgewood Avenue.

Traffic Unit

- 11-02-00299, Hit and Run Crash, SR 40 and Williamson Boulevard. Motorist sideswiped another and continued eastbound without stopping. Tag information revealed a suspect with an address out of New Smyrna Beach. NSBPD was contacted to look for the vehicle with negative results. Investigation to continue.
- 11-02-00301, Hit and Run Crash, SR A1A / Northshore Drive. Vehicle struck another vehicle in a parking lot and fled the area. Tag information led to an address in Daytona Beach. Suspect not there, but we did confirm a lead in identifying the driver. She later came to the PD and was issued citations for leaving the scene, no driver's license, and improper backing.
- 11-02-00338, Crash with Injury, Clyde Morris Blvd. / Hand Ave. With A heavy amount of northbound traffic leaving the Daytona 500, a motorist turned left in front of another and caused a crash with injury and major road blockage. Delayed traffic units working the race egress up to one hour.
- 11-02-00349, Fleeing / Eluding LEO, Hand Avenue and Nova Road. Officer Borzner stopped a vehicle for 40 MPH in a 25 MPH zone. When he dismounted his motorcycle to approach the vehicle, the driver accelerated and fled the area. BOLO conducted without pursuit. Air One located the vehicle. It fled into Bermuda Estates, got cornered and the driver bailed on foot. He was chased down and arrested. Driver had a suspended DL (habitual). Several felony charges.
- Fire Department Assist, 486 S. Yonge Street. Motors facilitated a traffic perimeter for a structure fire.
- VMB was deployed to Clyde Morris Boulevard northbound near SR 40 to assist race traffic.
- Operation Plan for Race Week was executed with success and no major incidents. One crash occurred (see above), but we were still able to move traffic out in a timely manner.
- Operation Plan for Bike Week has been completed and approved. Sent to Fire Department, Public Works, and FHP.
- Traffic Citations 135
- Parking Citations 1
- Crash - No Inj. 16
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 74

- Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - US 1 / SR 40
 - Forest Hills
 - N. US 1
 - SR A1A
- Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - Ormond Lakes
 - 200 BLK Main Trail
 - Riverside Drive

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 5 Cases initiated
- 17 tree removal permit requests
- 52 signs either removed or sign cases created.
- Administrative staff assisted with two walk-in and fifty-seven (57) telephonic inquiries.

Public Works **Engineering**

Construction Projects:

- US1 Forcemain Extension Phase II- Delays in fabrication for the watermain bridge attachment components will require the maintenance of traffic barrier wall and signs to be removed for the duration of Bike Week so that both lanes on southbound US1 will be opened.
- Water Treatment Plant Dist. System Phase II- Railroad Street and Willow Place were resurfaced. Project is substantially complete.
- 2010 Roadway Resurfacing- Performed cost estimates for resurfacing of the Timberline Trail / Pine Cone Trail which indicates that it is possible to resurface those roads under the existing contract per asphalt tonnage under run.
- Hull Rd. & US1- Contacted FPL to coordinate the disconnect and reconnect of service and pole for sports complex sign.
- SR40 Sidewalk / Trail Phase I & II - Worked on invoice for final closed out.
- Granada Bridge Decorative Pole Replacement – The contractor has completed 50% of the fixture replacements along the downtown streetscape and 25% of the decorative pole replacement work on the Granada Bridge.
- OBSC Boundless Playground- Work began on February 22nd.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor has constructed gravity wall for new road and has begun work on Sodium hypochlorite building and clarifier 4 site.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is ongoing. A section of Division Avenue will be closed for installation of utilities.

Design Projects

- Selden Ave- Construction plans and bidding specifications continue to be worked on for improvements to the utilities, stormdrain and roadway. Staff is also looking into looping the watermain down Ford St to Lincoln Ave as part of this project for better water

- circulation and replacement of 2" watermains. The Improvements to Seldon Ave is partially funded through CDBG.
- Alcazar-Buena Vista Area Drainage Improvements - Final Documents are being processed to prepare for project bidding.
 - Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Reclaimed water tie-in and interconnect system between Hunter's Ridge and Breakaway Trails final design revisions are in progress.
 - SR40 Sidewalk/Trail Phase III - Sent request for additional monies for drainage issues, resubmitted to SJRWMD and Army Corp.
 - CCTV surveillance Airport, Nova Field and Sports Complex - Met with Leisure Services and Airport personnel to review plans and specs.
 - Granada Utilities Underground - Contacted FPL for project coordination.
 - SRA1A to Nova Interconnect - Requested review for bridge attachment from FDOT.
 - City Hall Landscape Renovation – Staff has begun preparing a final design to solicit quotations from local contractors.
 - Facility Lighting Replacement (DOE Grant) – The materials have been purchased and staff is soliciting quotations from electrical contractors to install the new energy efficient lighting replacements.
 - Downtown Wayfinding Signage - All bids were rejected by the City Commission and staff is working with a local sign company to value engineer a solution that will look identical to the design that was approved by the Commission and will address review comments from FDOT.
 - Downtown Parking Improvements - The bid award is scheduled for the 3/8 City Commission meeting.
 - Wooden Pedestrian Walkway Lighting Replacement - The materials have been ordered and staff is soliciting electrical contractors for installation quotations.
 - Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
 - John Anderson Drive – Processed additional work authorization to provide for additional survey needed to accommodate incorporating off-site retention as SJRWMD will require full pre-post stormwater attenuation but has agreed to allow for compensating storage in adjacent basin areas not currently being treated. This will offset the need to provide for on-site retention ponds which would require purchase of property along John Anderson Drive.
 - EVRWA Nova Canal Flood Control Study – Final report was approved by the EVRWA and will be presented to the CC for approval on November 3rd.
 - Hand Avenue – Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by Federal FEMA. Coordinating the modification details for the final revised agreement. Consultant is preparing response to SJRWMD RAI for the permit application to add the pond interconnect channel and bridge on Hand Avenue.

Department Activities

Administration

- Reviewed 98 Rivell Tr. dock plan submittal for Wetland Protection Permit (WPP).

Customer Service

- Addressed three HOA concerns regarding recent receipt of letter noticing HOA of stormwater maintenance responsibilities.
- Assisted Leisure Services personnel on remote control of South Ormond lights.
- Provided elevation requirements to surveyor for 150 Sage Brush.
- Provided Andalusia as-builts to contractor / property owner.
- Provided site plan information to realtor for proposed Maria Bonita restaurant.

- Continued tree survey at the Magic Forest Playground for Leisure Services request.
- Provided as built and right of way information for LuLu'S restaurant to Stormwater division.

Meetings

- Met with neighbors of 91 Orchard Ln to discuss proposed Surface Water Management Plan.

Other

- 36 projects were inspected.
- Investigate complaint from Neighborhood Improvement on fill dirt beside Olive Gardens.
- Continued progress on the construction plan set for Selden Ave and Ford St roadway and watermain replacement project.

Environmental Management Division

Street Maintenance

Asphalt / Concrete

- Poured concrete for Wastewater utility cut at 6 Maplewood Trail
- Repaired sidewalks (70'+) on North/South Tomoka, east of Eileen Butts
- Repaired asphalt on Fox Hollow, at 44 Tomoka Avenue and on Pineland Trail
- Asphalted Water Department utility cut on Lincoln Avenue at N. Beach Street

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
- Equipment maintenance at Public Works
- Put up and took down holiday flags for Presidents' Day on Granada Bridge
- Removed tree at Bailey's Riverbridge Gardens
- Removed tree at 125 Shady Branch Trail

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 Public Works
- Assisted Ballfield Maintenance with loader and forks at Airport Sports
- Assisted Ballfield Maintenance with Turficide at Airport Sports
- Filled in drop offs with crushed rock on Riverside Drive

Sign Shop

- Installed (2) crosswalks and a stop bar at Oleeta St. & Seminole Ave.
- One-way section Riverside Dr., installed a "Blind Intersection Ahead" warning sign in advance of Riverside Cir.
- Better Barricades installed a new double-yellow centerline on Eileen Butts St. and a new centerline on S. Ridgewood Ave. between Corbin Ave. & Tomoka Ave.

- Repaired or replaced signs at the following locations:
 - 227 Arlington Way, replaced a 25 MPH sign
 - Standish Dr. & N. Halifax Dr., replaced a stop sign & post & HIP (High Intensity Prismatic) street names
 - Andrews St. & Wilmette Ave., straightened a “No Parking” sign
 - Performing Arts Center driveway, straightened a “Do Not Enter” sign
 - Wilmette Ave. & Andrews St., straightened a 25 MPH sign
 - Wilmette Ave. at Fire Station #93, installed a Prismatic 25 MPH sign
 - Exit from Wastewater Treatment Plant, replaced a broken stop sign post
 - S. Ridgewood Ave., Corbin Ave. & Tomoka Ave. @ Ormond Beach Elementary, installed (10) new school signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- System Inspection – Ormond Lakes ditch
- Vacon – basin repair on Center St., located water line and cleaned (2) basins/manholes on Loyola Dr. and Jamestown Dr.
- Installed 11 feet of 15-inch pipe on Loyola Dr.
- Installed 30 feet of 15-inch pipe on Loyola Dr. & Jamestown Dr.
- Reachout Mower – Arroyo Parkway, both sides
- Met with Homeowner’s Association about letter sent from Engineering Division at pond in Park Ridge subdivision
- Cleaned Shop and installed (2) new desks

Street Sweeping

Streetsweeper

- 120.1 miles of road cleaned
- 47.0 cubic yards of debris removed

Fleet Operations

Mileage Traveled by all City Departments for the week
42,986

PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

48

Road Calls for the week:

1

Accidents for the week:

1- L.S. #083

Quick Fleet Facts:

- Fleet has 12,402 gallons of unleaded fuel and 8,428 gallons of diesel fuel on hand.

Utilities Division

Projects Summary

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

- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department. Informed the health department that the City wants to pursue the 4 log virus removal certification for the water plant.
- Cross Connection Control (CCC) Program Management Services: Responding to recent information request concerning program from Department of Health and performing repairs and upgrades per inspection report outstanding items.
- Airport Road Force Main Extension – staff and consultant discussed efficient piping modifications for delivering additional reuse source water to Hunter's Ridge to augment current raw water source supply. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the storage tank with reclaimed water while leaving all other discharge pumping operations from tank to irrigation – fire system intact. Awaiting receipt of plans modifications.
- Fire Hydrant Replacement Program –Staff preparing bid documents for next group of hydrant prioritized replacement.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. Tampa Armature Works (TAW) delivered one pump to the plant for installation. Anchor bolt installation to be verified by the manufacturer's representative before the pump is set. A second pump is ready for delivery. Control system programming is being modified to operate pump set point at an established minimum speed to verify that they will pass rags. A damage assessment of the remaining pump is being performed. Bypass pumping systems are in force at the facility. 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 – Cleaning of the influent pipe to the Clarifiers 1 & 3 increased the flow handling capability to minimize the use of pumps to control the water level elevation in the carousels. A revised approach is being considered for cleaning piping from splitter box to Clarifier 2 to occur during daytime hours. Cleaning costs are included in an allowance for the expansion.
- Gravity Sewer Pipeline Repair – Four manholes on State Road 40 remain for completion. Chaz Equipment Company is performing the work.
- Water Treatment Plant High Service Pump Station VFD Conversion - The project is complete.
- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. The contractor is currently installing the gravity sewer system and lift station wetwell components at Ormond Mall site.
- Rima Ridge Wells – Bermad valves will be added to regulate discharge pressures at the wells. The cost to add these valves will be included in a change order.
- Sludge Disposal Services – Shelley's Environmental Services requested some minor changes in the proposed agreement. These proposed changes are being reviewed.
- Tiffany Circle Water Main Replacement – A request for additional information was received from Volusia County pertaining to the Right-of-Way Use Permit application. The topographic survey was used to prepare design drawings prior to responding to Volusia County. Volusia County Health Department indicated that a permit will be required because the water main is being installed on the other side of the street. A check for the application fee was requested.
- Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review. A topographic survey is being prepared for Lift Station 4M1.
- Water Plant Aerator Rehabilitation – A sole source memo is being prepared for DeLoach Industries, Inc. to perform the work.

- Water Plant SCADA – A proposal was received from McKim and Creed Engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
- SPRC – Plans for Tire Kingdom, Ormond Beach Middle School and Village Centre were reviewed. A revised force main connection from Village Centre will be requested in order to facilitate serving the Village of Pine Run in the future. Plans for Cardinal Avenue Life Guard Station were received for review.
- The Agenda Item materials concerning Central Florida Regional Water Supply Strategy approved by the City Commission was forwarded to appropriate agencies.
- A meeting was held with Energizer to discuss future water needs. An additional 30,000 gallons per day was discussed by their engineering representatives. Energizer requested the City to pursue considerations for financial assistance for tap, meter, vault and backflow preventer.
- Notice to reuse customers prepared and posted on website for anticipated intermittent service disruptions for this weekend due to impacts of operations maintenance and contractor related activities at WWTP.

Water Distribution

- Replaced 5 residential meters
- Responded to or repaired 7 water service leaks
- Flushed 3 cloudy water complaints
- Replaced 6 water services, and 3 meter boxes
- Responded to 2 low pressure complaints
- Tested 9 and repaired 2 city owned backflow preventers
- Fire hydrants: continued spring maintenance on Volusia County fire hydrants served by our water system, 62 hydrants inspected, tested, and maintained
- Flushed: Ormond Lakes Sub (phase1+2) and San Jose Dr/San Jose Cir
- Repaired 30 water services on Bella Vita Way due to stolen brass fittings
- Main Breaks: 8" WM leak on So. Ridgewood Ave. under a large Oak tree - deflected 75' of water main around tree. Six inch water main break on San Jose Dr due to storm drain installation by County crews.
- Installed an 8" insert-valve at the corner of Lincoln Ave/N. Beach St due to a broken valve preventing a shutdown to replace an adjacent valve. Following the valve insertion the broken valve serving Lincoln Ave was replaced.
- Delivered backflow test kit to Instrument Specialties for calibration, 15 year old tester can not be calibrated due to broken diaphragm. We will be purchasing a new tester.
- Replaced timer on the flushing device on Lake Isle Way
- Coordination with contractors JD Weber and Hazen for water distribution projects ongoing in Division Avenue – Coolidge Ave. area.

Water Treatment

- Delivered 34.842 million gallons for week ending Feb 20. (4.977 MGD)
- Backwashed 13 filters for a total of 512,000 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 notices.

Waste Water Collection - Reuse

- Crews responded to two trouble calls out west Breakaway/Hunter's Ridge area and four in town.
- Seven laterals televised, three root controlled and five laterals cleaned this week.
- Crews repaired 4" sewer lateral at 1 Thomas St. & 6 Maplewood
- Located 4 reuse services to see for verification of service.
- Tested flow at 207 Royal Dunes & 168 Oak Grove. Tested OK.

- Repaired broke stack at 4 Creek View. Installed new sod 38 & 44 Carriage Creek
- Checked irrigation system at Breakaway and Hunter's Ridge.
- Inspected and cleaned pond filter.
- Cleaned building and fueled all equipment for the weekend

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 26.08 Million Gallons
- Produced 11.06 Million Gallons of Reuse
- Produced 15.02 Million Gallons of Surface Water Discharge
- Influent flows average the week @ 3.73 MGD, plant designed for 6 MGD
- Hauled tons of sludge 95.28 (14%-18% solids).
- 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.

Water Plant - Well Fields – Booster Stations

- Repaired roof hatch leaks on wells 35 and 36R.
- Repaired limit switch on Leeway drain pump; replaced bad motor bearing.
- Replaced plug on Slaker unit #1 bearing.
- Continued work on electrical upgrade at well 19SR.
- Installed rebuilt flow meters in wells 6D and 7D.
- Replaced tube and drive roller on Chlorine pump #4.
- Rewired Hand/Off/Automatic switch on well 36R.
- Pulled wire for flow meter at Water Treatment Plant.
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime softening plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.
- Coordinating 2 each 24" gate valve replacements at WTP HSP Facility.

Wastewater Plant – Lift Stations – Reuse System

- Began Assembly of Drop Bearing Assembly for Post Anoxic Mixer at Shop
- Disassembled & Cleaned MPS Pump #2
- Set Up for Clarifier Splitter Box Job on 3rd Shift
- Repair Wetwell Guide Rail damaged during Annual PM at Airport Business Park
- Repair R.A.S./W.A.S. #4
- Repair Inner Ring Sprinkler at Clarifier #3
- Mix & Pour Concrete form for Feed Pump #1
- Reset clarifier #2 motor starter
- Changed sequencer and alternator at 4P
- Performed PM service to Reuse HSP equipment
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers
- Assisted operations deragging recycle pumps
- Assisted operations deragging RAS/WAS pumps
- Performed PM Service to all plant equipment
- Deragged 4 submersible aerators.
- Monthly PM's to 28 Liftstations (cleaned and deodorized); continued with monthly valve exercise program
- Annual PM's to 4 Liftstations, pulled pumps checked/replaced impellers
- Completed 72 work orders as reported in MP2 computerized maintenance management system, of which 59 were PM work requests and 13 were repair work orders.