

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 4, 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:

- Completed commission agenda review items
- Conference call with Jim Lynn, Mike Tierney and staff to review pension
- Bi-weekly meeting with Economic Development Director
- Discussed IJR/IMR with Planning Director

Spoke to, attended and/or met with:

- Attended UCF Incubator Program on economic development where the program and the County's partnership with UCF were discussed.
- Received the nomination of the Florida City and County Management Association for President-elect. If receive affirmation of membership will take office in June 2011 and be president of the state association in June 2012.
- Met with staff to discuss waterline extension for Energizer.
- Spoke with City Attorney about agreement with the State Attorney's Office for the prosecution of City Ordinances.

### **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, record and transcribe meetings):
  - Quality of Life Advisory Board
  - Prepared packet material for the March 8, 2011, City Commission meeting, delivered electronically.

### **Community Development**

#### Planning

- Staff prepared an XU application to the Volusia Transportation Planning Organization (VTPO) complete with an in field photo essay of a possible bike/pedestrian trail from Division to Wilmette using the Thompson Creek Street right-of-way which includes the FP&L utility line and the creek. The application is a request for a feasibility study similar to the one that was completed which put into motion the Tomoka State Park Trail from Iglesias to the park which starts construction in FY2012. The city would use as a match the \$25,000 in TIF funds set aside this year for a study of a bike trail on Thompson Creek within the CRA. Using the CRA funds to match and leverage additional funds accomplishes a study of the entire corridor rather than just in the downtown.
- Staff attended the FEMA Flood Map Project meeting in Bunnell. Staff thought this meeting was an update on the FIRM maps that were promised last December. This was a stakeholders meeting for the Surge Study to update the FIRMs for the coastal region,

completely separate from the other FIRM update. The way it was explained by FEMA and the consultant is that there are two studies: Riverine Study and Surge Study.

The Riverine Study is the one that will update the FIRMs for the Ormond Mainland. Staff was told that the preliminary maps should be completed this summer. There will be a 90-day review period before adoption. Local officials will receive the preliminary maps first and then there will be a public meeting. Staff will need to get press releases out when that time comes.

The preliminary maps based on the Surge Study are not anticipated until sometime in 2013. There is going to be a tie-in with the Surge Study and the Riverine Study. The earlier map panels based on the Riverine study could change resulting in the modification of Flood Zones of property owners again. A public hearing process and community outreach is anticipated at that time too.

#### Building Inspections, Permitting & Licensing

- 64 permits issued with a valuation of \$631,204.00
- 181 inspections performed.
- 3 business tax receipts issued.

#### Development Services

- The SPRC received no plans not already reported in previous weekly reports.

### **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.

#### Ormond Beach Chamber and Main Street

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

#### 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 met with FAA officials to discuss the draft RFP for the SW Quadrant of the Airport. The RFP will be refined and brought before the Aviation Advisory Board and City Commission in April.

#### Airport Operation and Development

- The Volusia County Department of Economic Development recently posted on their website a reference to the amount of air traffic at the Ormond Beach Municipal Airport. The County stated that the Ormond Beach air traffic control tower was the busiest tower run by a private contractor in the United States. This assertion appears to be based upon an inaccurate interpretation of available data. According to an analysis of the FAA Air Traffic Activity Data System, the Ormond Beach air traffic control tower is the 12<sup>th</sup> busiest of the 246 federal contract tower locations currently in service nationwide.
- The FAA conducted an annual inspection of the airport's Automated Weather Observation Station (AWOS) this week. Staff received a preliminary report from FAA which indicated that the AWOS meets all required inspection criteria.
- Staff met with the City Attorney to refine a resolution to approve the execution of Supplemental Joint Participation Agreement No. 1 between the City of Ormond Beach and the Florida Department of Transportation, regarding design services for the relocation of Taxiway "E" at the Ormond Beach Municipal Airport.
- Staff met with representatives from the FAA Airports District Office in Orlando to discuss possible regulatory issues involved with developing both aviation and non-aviation business activity at the airport, and to investigate proposed "through-the-fence" access to the airport from the Airport Business Park.
- Staff worked with the Engineering Division to develop initial concepts for directory signage at the airport. The proposed signage will be similar to that in the Airport Business Park, and will help visitors and patrons locate airport businesses not readily visible from outside the fenced airport operations area.
- Staff worked with the Engineering Division to finalize details of a bid proposal advertisement for the installation of security surveillance cameras at the airport.
- The GIS Division completed additional illustrations requested by staff regarding a proposal to further develop the Civil Air Patrol (CAP) facility at the airport. The CAP has proposed a renovation of the existing facility in order to locate the headquarters of the Florida Wing at the airport. If brought to fruition, the new headquarters will bring two paid full-time CAP employees to the airport, and will increase CAP activities at the airport to the benefit of both aviation and non-aviation businesses in the local area.
- Staff has posted the final airport traffic counts for 2010 on the City website. Annual traffic is down 31,985 operations as of December 31, 2010. This represents a reduction of 21% over the previous year.

**Finance/Budget/Utility Billing Services**

Completed Projects – Weekly

- Processed 40 Journal Entry Batches (# 1957 – 2075).
- Approved 15 Purchase Requisitions totaling \$91,435.92.
- Issued 11 Purchase Orders totaling \$52,623.58.
- Prepared 167 Accounts Payable checks totaling \$537,622.46 and 39 Accounts Payable EFT payments totaling \$349,685.18.
- Prepared 59 Payroll checks totaling \$46,722.76 and 312 Direct Deposits totaling \$360,055.20.
- Transferred IRS 941 payment of \$133,039.37.
- Processed 4,500 cash receipts totaling \$959,370.94.
- Processed 861 utility bill payments through ACH totaling \$44,021.29.
- Processed and issued 5,520 utility bills with billed consumption of water of 21,946k.
- Issued 619 past due notices on utility accounts.

Public Information

- Press Releases
  - Notice to Effluent Water Customers
  - Pension Workshop Cancelled
  - Mens Summer Baseball League
  - Granada Blvd. Lane and Sidewalk Closure (Updated)
  - FPL Tree Trimming
  - Walking with the Manager (3/11)
- Other
  - Citizen Contacts
  - Media Contacts
  - Completed Employee Newsletter for March

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

**Fire Department**

Weekly Statistics

<b>3</b>	Fires
<b>3</b>	Fire Alarms
<b>0</b>	Hazardous
<b>78</b>	EMS
<b>10</b>	Motor Vehicle Accidents
<b>33</b>	Public Assists
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<b>127</b>	<b>TOTAL CALLS</b>

Medical Call Type

<b>1</b>	Abdominal Pain	<b>1</b>	Heart Problems
<b>1</b>	Assault	<b>1</b>	Overdose
<b>2</b>	Back Pain	<b>1</b>	Psychiatric Problems
<b>3</b>	Breathing Problems	<b>1</b>	Sick Person
<b>1</b>	Cardiac Arrest	<b>1</b>	Gunshot

5	Chest Pain	2	Stroke
1	Choking	9	Traffic Accident
3	Convulsions	1	Traumatic Injury
5	Diabetic Problem	8	Unconscious
1	DOA	9	Unknown Medical
14	Fall Victim		

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### 71 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **18 calls – Volusia County (17), Daytona (1)**
- Aid received from other agencies: **5 calls – Volusia County (4), Holly Hill (1)**
- Total staff hours provided to other agencies: **18 hours**
- Total staff hours received from other agencies: **10 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **3**
- # of overlapping calls: **18**

#### Significant Incidents

Date: Wednesday, 2/23/11

Dispatched / Cleared Time: 10:14 AM / 11:42 AM

Address: 502 Andalusia Ave

Incident Description: Commercial structure fire of a motorcycle repair business. Fire was caused by attempts to start a motorcycle which backfired and ignited fuel. Motorcycle was destroyed and business sustained damage from heat and heavy smoke. Business unit next door also sustained smoke damage.

Units on Scene: Quint 91, Quint 92, Rescue Engine 93, Engine 94, Battalion 90 and Holly Hill Engine 96.

Date: Thursday, 2/24/11

Dispatched / Cleared Time: 5:13 PM / 5:56 PM

Address: 9000 St Georges Rd

Incident Description: Motor vehicle fire of a fully involved engine compartment. Approximately 250 gallons of water used to extinguish fire. Owner stated vehicle was parked for 45 minutes prior to being notified vehicle was smoking.

Units on Scene: Engine 94

Date: Saturday, 2/26/11

Dispatched / Cleared Time: 12:15 PM / 2:43 PM

Address: Granada Blvd and Breakaway Trail

Incident Description: Motor vehicle crash on Granada Blvd. approximately ½ mile west of Breakaway Trails entrance. Incident involved a pickup truck with 8 passengers being ejected from the vehicle. Unclear how many passengers in the cab or in the bed of pickup. All 8 patients were transported to hospitals. Three patients were transported as "Trauma Alerts", with one transported by Air One. All patients were between the ages of 15 and 17. An Ormond Beach firefighter paramedic continued with patient care during transport by Air One.

Units on Scene: Engine 94, Quint 92, Battalion 90, Volusia County Engine 18, Air One and EVAC

Date: Sunday, 2/27/11

Dispatched / Cleared Time: 3:20 PM / 4:04 PM

Address: 2099 N. Beach St at Tomoka State Park

Incident Description: Automatic aid was provided to Volusia County for a motorcycle crash. Patient was ejected and thrown over guardrail. Patient was transported as a trauma alert.

Units on Scene: Ormond Beach Battalion 90, Volusia County Squad 13, Ormond Beach Police and Florida Highway Patrol.

Operations

- City-wide fire hydrant inspection and flow testing began Tuesday March 1<sup>st</sup>.
- Attended Volusia County Fire Chief's Association meeting.
- Conducted orientation for newly hired Firefighter/EMT.
- Developed additional notification procedures regarding the hydrant maintenance program by working with GIS and Public Works.
- Held bi-weekly administrative staff meeting.

Activities

- Updated 13 pre-fire plans.
- Conducted 2 fire inspections.
- Held Fire Explorers training and meeting.

Training Hours

3	Aerial Operations
3	BLS Rollout
4	Donning & Use
2	Driving
14	EMT Refresher Modules
16	Hose, Appliances & Equipment
8	Ladder Operations
5	Preplanning
12	Recruit Training
4	Review Policies
8	Search & Rescue
6	Tactics
21	Technical Rescue
4	Tools & Equipment
1	Ventilation
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111	<b>TOTAL STAFF HOURS</b>

Human Resources

Staffing Update

Job Requisitions

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

Approved/Active Recruitment

- Public Works/Utilities-Wastewater PT 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 – Evidence/Crime Scene Custodian, sent applicant tracking sheet from previous recruitment to the department for review and advertised in-house through March 3.

Screening/Interviews Scheduled

- Police Department - Police Lieutenant position received 27 applications. After review, 10 applicants received phone interviews on March 3. Assessor training is scheduled for March 29. Assessment Center scheduled at the Advanced Technology Center (ATC) on April 1 for the 4 candidates selected after phone interviews.
- Public Works/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV, received 5 applications from the in-house recruitment and interviews were scheduled.
- Police Department – Police Officer is being advertised on the City website through March 11.
- Public Works/Utilities – Drainage Maintenance – Maintenance Worker II (2) positions. 23 applications received and forwarded to department for review.
- Planning – Planning Technician – 11 applications received and forwarded to department for review.

Terminations/Resignations/Retirements

- Support Services – City Clerk has requested retirement effective June 30.

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

- The first LEAPS Academy (Leadership, Ethical Decision Making, Attitude & Accountability, Professionalism, and Superior Customer Service) will end on March 10.
- HR staff member attended CareerTrack training on HR Responsibilities on March 2.
- HR staff member scheduled to attend three trainings for Introduction to QRep Reporting on March 2, 3 & 4.

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 in early March. Working with PIO for news releases to notify citizens and City Departments.

Risk Management Projects

- Attended a mediation to discuss an open motion for benefits and explore settling a Workers' Compensation claim.
- Plan to conduct driver license check; request sent to Department Heads to collect data and submit completed forms to Human Resources by March 25.

**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: - 51 New work - 71 completed - 41 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,488	Inbound E-Mails Blocked	18,485
Delivered Inbound E-Mails	8,826	Quarantined Messages	177

Percentage Good Email                      32.1%                      Virus E-Mails Blocked                      7

- Notable Events: None.

#### Geographical Information Systems (GIS)

- Addressing Additions: 8 Changes: 1 Corrections: 1
- Map/Information Requests: 22
- Information Requests from External Organizations: 2
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Held two training classes for GeoBlade Community Development and Utility Services map configurations (7 seats per class)

#### **Leisure Services**

##### Administration

- Supervisory staff meeting
- Public Works staff meeting
- Gold Medal award meeting
- Met with Planning staff
- Work Orders meeting
- Quality of Life Advisory Board meeting
- Park Inspections
- Preparation of Gold Medal Award application
- Preparation of City Commission agenda item for April meeting
- Sports discussion

##### Athletics

- The City's Men's Winter Softball League finished their playoff games this week at the softball quad and field #7 on Monday and Tuesday nights. Game times were 6:30, 7:45, and 9pm.
- The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, both continued practices this week for their upcoming season. Practices are held at both the Sports Complex and the Nova Road fields. Games are played each weekend, some at home and some on the road.
- Calvary Christian Academy and Father Lopez High School Girls' Softball continued their practices this week at the Dale Buttleman softball quad. Practices are held daily from 4 to 6pm. Their game season continued this week at the Sports Complex.
- Seabreeze High School, Father Lopez High School, and River Bend Academy baseball continued their practices this week at the Harry Wendelstedt baseball fields at the Sports Complex. Games continue for each team.
- Louis Camacho is once again having his Adult 11 V 11 Soccer League on Sunday mornings. Louis rents the fields each season. He currently has 6 teams signed up.
- The OBYBSA Recreational Baseball and Softball teams continued their practices this week at both the Nova Fields, and the Softball and T-Ball Fields at the Sports Complex. Practices are nightly during the week and also on Saturday mornings. Games will start with opening day on Saturday March 5<sup>th</sup>.
- The Ormond Beach Soccer Club Recreational Program started their practices this week at the Sports Complex soccer fields. Practices are held nightly at 5, 6, and 7pm. This includes age groups ranging from 4 to 15.

##### 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 the laser grading of softball quads and baseball #1 and #2.
- Set-up and painted soccer fields to host a state tournament over the weekend.
- Removed all the reels from the mowers and had them sharpened.
- Started another round of spray fence lines and parking areas for weeds.
- Built two new goals for the soccer club.

#### Senior Center

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

#### Performing Arts Center

- Staff prepared for the Simply Streisand show
- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
  - Monday – Hawaiian Dance, Show Club, Kopy Kats, CMT
  - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
  - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
  - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
  - Friday –Theatre Workshop, Green Dance, CMT
- The Performing Arts Center is preparing to host the following:
  - Shining STARS Pageant and Fashion Show, Saturday, 1:30pm, \$4
  - Simply Streisand, Saturday, 7 pm, \$20

#### South Ormond Neighborhood Center

- Jazzercise Wednesdays 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 8:30pm Monday through Friday
- Splash pad closed; scheduled to re-open March 13<sup>th</sup>
- YMCA Youth Soccer Saturday 9 to 11:00am

#### Community Events

- Weekly administrative tasks and office work

- Attended events meeting
- Continued planning process for Art In The Park
- Continued working on Art In The Park applications and web site applications
- Attended Memorial Day committee meeting
- Preplanning activities for upcoming events, Memorial Day, July 4<sup>th</sup> Celebration
- Finalized various organization projects
- Began maintenance projects
- Purchased tools and supplies for inventory

#### Gymnastics

- Coordinator completed "Double-Goal Coach 1: Coaching for Winning and Life Lessons" course certification
- Weekly classes:
  - Tumbling Tots: Monday, Tuesday, Wednesday, 1:30-2:30pm
  - Pre-School: Monday, Tuesday, Wednesday, Thursday, 2:30-3:30pm
  - Developmental: Tuesday, Wednesday 3:30-4:30pm
  - Level 1 girls: Monday, Wednesday 4:30-5:30pm
  - Level 2 girls: Tuesday, Thursday 5:30-6:30pm
  - Level 3 girls: Tuesday, Thursday 6:30-7:30pm
  - Level 4 girls: Monday, Wednesday 5:30-7:30pm
  - Levels 5,6,7 girls: Tuesday, Thursday 4:30-7:00pm, Friday 5:30-7:30pm
  - Boys 1: Friday 3:30-4:30pm
  - Boys 2: Friday 4:30-5:30pm
  - Friday Rec. Gymnastics: Friday 3:30-5:00pm and 4:30-6:00pm
  - Teen Gymnastics girls: Friday 4:30-6pm
  - Power Tumbling: Monday 7-8pm
  - Cheer Class: Wednesday, Friday 6-8pm

#### Nova Community Center and Special Populations

- FitGyms conducted their personal training, tennis lessons and FitMoms.
- Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
- Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
- Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
- Nova Community Center continued winter programs including the Activity Class, Phonics and Miss Debby's Dance Classes.
- Preparation and planning continued for the Shining STARS Pageant and Fashion Show which included ordering food, developing the program, meeting with the pageant committee and writing the script.
- Challenger Volleyball had its last practice for the winter season on Tuesday.
- Planning for both Camp T. Rec and Nova Community Center's summer camp continued which included developing the calendar and 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" was hung in the Gallery this week and will be on display for the entire month of March. Viewing will be available during normal business hours.
- New Zumba class times this week. Monday and Wednesday evenings from 6:00pm to 7:00pm.

- Yoga classes continued on Tuesday from 10:30am until noon and Thursday evenings from 6:30pm to 8pm.
- Pilates classes continue every Tuesday and Thursday afternoon from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Memorial Day Board met this week in the Preservation Room to continue planning the upcoming Memorial Day Remembrance Ceremony.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 12pm to 5pm.
- Staff prepared for The Casements Camera Club's opening reception for the First Friday event on Friday morning.
- Staff previewed the movie feature for the upcoming Movies on The Halifax this week.
- Staff prepared for the spaghetti dinner that will be hosted by The Casements staff before the movie on Friday.
- Staff assisted with the First Friday preparations including distributing the passports for the participants.
- The new Acrylic Painting Class was held on Thursday evening from 5:30pm to 8:00pm.
- Staff set up for a baby shower rental that is scheduled in the Dance Room on Saturday.

#### Parks and Irrigation

- Hauled over dirt to fill in washout areas on bridge approach
- Installed Teflon tape sealer to leading riser on bridge approach; ran zone
- Replaced one damaged rotor head at Vadner park; ran zones
- Replaced one rotor and two spray heads; repaired one broken swing pipe at City Hall
- Ran zones at Buena Vista Triangle; replaced 3 rotors and adjusted heads
- Repaired swing line break and replaced one rotor head at Airport entrance
- Tried to locate valve at Airport; turned off water for valve repair
- Ran zone and checked timer at Spanish waters lift station
- Ran rear zones at Police station; replaced 4 broken spray heads
- Ran zones at Wastewater Plant; met with contractor to repair damaged zone line, replaced two damaged rotors

#### Building Maintenance

- Repaired lighting for the Skate Park at Nova Rec.
- Replaced submersible pump used for irrigation at the Airport Sports Complex
- Repaired AC unit at the Casements
- Repaired leak in restroom at Nova Rec.
- Installed new door for break room in the Finance Dept.
- Repaired rear exit door in the Engineering Div. at City Hall
- Repaired the walking bridge in the Magic Forest playground
- Repaired lighting circuit at the Senior Center
- Repaired chain crawl apparatus in the Magic Forest playground
- Repaired storage room door at the Nova Rec. maintenance building
- Repaired damaged transformer box on Jefferson Street
- Repaired window blinds in the pool room at the Senior Center
- Installed cable and locks for firearms at the Police Dept.
- Repaired lighting in control tower at the Ormond Airport
- Weekly inspections of the Ormond Beach Municipal Airport
- Call outs - men's room flooded in the south side restrooms at Nova Rec.

#### Police Department

##### Administrative Services

- Staff attended funeral services for Beach Ranger Captain McDonough
- Meeting with HR Director to prepare for Lieutenant selection process
- PD Weekly Staff Meeting – swearing in ceremony of Officer Kist

- Conducted telephone interviews with applicants for lieutenant position
- Citizen Police Academy Class

#### Community Outreach

- Tutors R Us was held at the South Ormond Neighborhood Center. Currently 25 youths are enrolled.
- Science on Patrol was offered at Ormond Beach Middle School, 23 youths are registered for the program.
- The READ began at Ormond Beach Elementary School. Currently 18 youths are participating in the program. This week, youths created flap books as the author's introduction for their final book project.
- PAL Director Lisa Messersmith read *The Lorax* to 3<sup>rd</sup> grade students at Ormond Beach Elementary on Thursday, March 3, as a part of the Reading Across America program.
- The 14U girls' and 14U boys' basketball teams participated in the half time exhibition show during last weekend's Bethune Cookman basketball game at the Ocean Center.

#### Community Services & Animal Control

- Animal Calls responded to 58
- Animals to FHS 6
- Dogs 2
- Cats 3
- Other 1
- Sick Wildlife 3
- Animal Traps issued 3
- Animal Licenses 6
- Notices of Violation 2
- Animal Citations 1
- Shot Clinic that was held on 2-29-11
- Approx 40 animals received shots

#### Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 3
- Inactive: 4
- Fraud: 2
- Burglary Residential: 2
- Larceny Car break: 5
- Grand Theft: 5
- Auto Theft: 2
- Offense Against Family/DCF Reports: 1

#### Narcotics

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

#### Comments

- A subject was found in a fenced in area behind the Winn-Dixie Supermarket after he cut the chain link fence to enter the compound. The subject was found hiding under a vehicle while wearing a night vision scope. The subject was arrested for burglary and possession of burglary tools. The subject stated that he was looking for something to break into.

- An investigator responded to Louisiana along with a representative from the State Attorney's Office to interview two children that were sexually assaulted. The investigation continues and capital felony charges are expected once all of the evidence is gathered.
- Investigators continue to gather information on an on-going (multi-jurisdictional) organized fraud (no details will be released at this time). It appears at this point that the case will be handled federally. Investigation continues.

#### Records

- Walk - Ins / Window 191
- Phone Calls 259
- Arrest / NTA'S 19
- Citations Issued 202
- Citations Entered 217
- Reports Generated 135
- Reports Entered 126
- Mail / Faxes / Request 83

#### Patrol

- Total Calls 1,292
- Total Traffic Stops 194

#### Operations

- 2/24/11 - Theft and Dealing in Stolen Property - Ann Rustin. Officer checked pawn shops and located stolen Nintendo.
- 2/24/11 - Breaking & Entering – residence Santa Ana. Door kicked in, GPS and jewelry taken.
- 2/25/11 - Car Break S. Beach St - computer and software stolen
- 2/25/11 - Domestic Violence; S Washington; Adult son pushed mother; 1 Arrest
- 2/25/11 - Several subjects camping in the WalMart Parking lot. Management refused to trespass any of them but they were asked to leave the property again.
- 2/26/11 - Warrant arrest made at a traffic stop
- 2/26/11 - Missing Person recovered and turned over to parent
- 2/26/11 - Vandalism - @ WalMart – car damaged while person was shopping
- 2/26/11 - DUI arrest, person stopped for speeding over the Granada Bridge
- 2/27/11 - DUI arrest W/F 200-Blk S Nova; W/F failed to maintain a single lane, stopped in Rivergate Plaza; while in our jail female had an anxiety attack, hyperventilated, and passed out. Female transported by EVAC to Florida Hospital Ormond. After she was released, she was transported to jail.
- 2/27/11 - Car Break @ Cheaters; car window smashed and GPS stolen;
- 2/27/11 - Stolen dirt bike from S. Orchard St. Later in the evening another attempt was made to steal another dirt bike from the same location.
- 2/27/11 - Narcotics arrest (NTA) - Roosevelt Dr.
- 2/28/11 - Burglary-conveyance, S. Kings Rd, window smashed out, purse stolen.
- 2/28/11 - Fraud -Regions Bank, N Nova Rd, w/m entered the bank attempting to cash a stolen and forged check that was stolen during a car break. Officer apprehended the subject. Subject confessed to the fraud and the car break.
- 2/28/11 - Battery - Scottish Inn - S Atlantic Ave - A/M arrested. Non-DV
- 2/28/11 - Shoplifting - two attempts @ WalMart
- 3/01/11 - Breaking & Entering – residence McIntosh Rd.
- 3/01/11 - Stolen Vehicle - 70 Tomoka Ave.
- 3/01/11 - Burglary - in progress - business - Rex Dills, Lincoln Ave. – Adult/Male arrested; Suspect had night vision goggles with him and other burglary tools. He was arrested and charged. Vehicle seized under Contraband Forfeiture Act.

- 3/01/11 - Suspicious Incident - Fir St ongoing dispute between neighbors.
- 3/02/11 - Civil Complaint - ex husband called harassing the ex wife; injunction in place
- 3/02/11 - Baker Act - Ocean Shore Blvd. - female hitting the staff, taken to hospital.
- 3/03/11 - Trespass Warning Issued @ Food Lion - E Granada Blvd; male trespassed from this location
- 3/03/11 - Battery; Calvary Church – two juveniles at a church sponsored function; female spit on male - male hit female in the face;
- 3/03/11 - DUI - Serious Bodily Injury Crash; Single vehicle into a ditch; Driver had facial injuries, no one else hurt

#### Traffic Unit

- Assist (VCSO/FHP), Crash w/ Serious Injury, SR 40/near Hunter's Ridge. A pickup truck carrying seven teenagers rolled off the roadway and ejected all of the occupants across the right-of-way and the outside lane. Motor units were dispatched to assist FHP with traffic control as the EB lanes were shutdown for a protracted period. One of the patients was airlifted to Halifax Medical Center, requiring an established landing zone on the WB lanes for about 20 minutes.
- Assist (Traffic Engineer/Public Works) SR A1A/SR 40, US 1 and Nova Road. Traffic lights at both intersections shut off after a major FPL line reportedly failed. Motor units deployed emergency generators and maintained traffic control until power was restored about an hour later.
- More research conducted for implementation of electronic crash reporting. Officer Pavelka updated software for electronic ticket writers.
- Sergeant Smith assisted the Training Unit with the new recruit (Tactical Firearms/SIMS, Patrol Operations, Traffic Stops).
- Operation Plan for Bike Week has been completed and approved. Sent to FD, PW, and FHP. It will be implemented this week (March 4<sup>th</sup> – 13<sup>th</sup>).
- Motor units assisted with funeral escorts for the family of Captain Jay McDonough, Volusia County Beach Patrol.
- Officer Piccola assisted DBPD and VCSO with a charity escort benefiting families of fallen LEO's (Police Unity Tour).
- Traffic Citations 143
- Parking Citations 4
- Crash - No Inj. 18
- Crash - Injury 2
- 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
      - 500 BLK John Anderson Drive
      - US 1 / SR 40
      - 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
      - Breakaway Trails

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 10 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 5 Cases initiated
- 20 tree removal permit requests
- 17 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and sixty (60) telephonic inquiries.

### **Public Works**

#### **Engineering**

##### Construction Projects

- US1 Forcemain Extension Phase II - First component of mounting brackets for the watermain bridge attachment were installed. *Traffic barrier wall and signs removed for the duration of Bike Week* so that both lanes on southbound US1 will be opened.
- Water Treatment Plant Dist. System Phase II - Magmeter pedestal bases were constructed and site restoration is underway. Section of watermain within the Water Treatment Plants site was tested and made submittal to VCHD for clearance. Project is substantially complete.
- Rima Ridge Wells 54, 55 & 56 - Mechanical and electrical appurtenances are being installed within the pump houses. Fuel tanks and fuel lines were installed.
- 2010 Roadway Resurfacing - Performed cost estimates for resurfacing of the Timberline Trail/Pine Cone Trail which indicates that it is possible to resurface those roads under the existing contract per asphalt tonnage under run.
- Hull Rd. & US1- Sports complex sign was moved.
- Ridgewood Sidewalk - Sidewalk is complete punch list created – Substantial completion.
- Fire Station 94 Sprinklers - Processed permit for project.
- SR40 Sidewalk / Trail Phase I - Final bill prepared for FDOT invoice and submitted
- SR40 Sidewalk / Trail Phase II – Contacted contractor on final bill prepared FDOT invoice and submitted.
- Granada Bridge Decorative Pole Replacement – The contractor completed the work along the south side of the bridge and reopened the sidewalk. The contractor plans to complete all the fixture replacements in the next few weeks before replacing the poles and fixtures along the north side of the bridge after Bike Week concludes.
- OBSC Boundless Playground - The playground layout was staked by staff and the existing sod was grubbed and removed so the area could be excavated for proposed surfacing.
- 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 Selden Ave are partially funded through CDBG.
- Alcazar-Buena Vista Area Drainage Improvements - Final Documents are being processed to prepare for project bidding.

- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Negotiating utility easement acquisitions along Airport Road. The utility easements are preferable, but the project can be constructed without them if a reasonable agreement cannot be met. Reclaimed water tie-in and interconnect system between Hunter's Ridge and Breakaway Trails final design revisions are in progress.
- CCTV surveillance Airport, Nova Field and Sports Complex - Worked on specifications.
- Ormond Scenic Loop - Prepared FDOT invoice requirements and sent information to consultants.
- Granada Utilities Underground - Contacted FPL on meeting date.
- SRA1A to Nova Interconnect - Prepare specifications.
- 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 - Staff has scheduled a meeting with Hall Construction to review the revised design and review proposals.
- 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 3<sup>rd</sup>.
- 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

- Completed module 3 of the LEAPS program.
- Prepared City Commission memo for Supplemental on Hull Rd.
- Prepare City Commission memo for Letter of support for Holly Hill Calle Grande sidewalk.
- Prepared project invoices/pay requests totaling \$674,437
- Prepared requisitions/PO's totaling \$1,656
- Prepared work authorizations totaling \$49,935

##### Customer Service

- Addressed two HOA concerns regarding recent receipt of letter noticing HOA of stormwater maintenance responsibilities.
- Assisted Streets in locating a stop sign on Twelve Oaks.
- Researched and completed on site verification of the right of way width @ 172 Riverside Dr for Street Dept Request.
- Provided SWMP assistance to Vanacore Homes.

- Onsite meeting with dock builder at 172 S Beach St.
- 91 Orchard Lane SWMP meeting with neighbors.

#### Meetings

- Meeting with City Staff on Title VI and E-Verify.
- East Volusia County Traffic Safety Committee.

#### Other

- 33 projects were inspected.
- Investigated illegal dumping of fill on A1A by Old Beningan's.
- Provided as built information to city utility locator for the watermain and fire hydrant at the OBMA Air Traffic Control Tower.

### **Environmental Management Division**

#### Street Maintenance

##### Asphalt / Concrete

- Asphalt repair done for Water Department at Lincoln Ave. & N. Beach St.
- Patched a depression in the road with asphalt on Silver Fox Blvd. in Fox Hollow Subdivision
- Asphalt repair done for Stormwater Division at Jamestown & Loyola
- Concrete patch done for Water Division repair at 951 Old Mill Run in Villages subdivision
- Repaired depression in road with asphalt on Whippoorwill Lane

#### 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 on South Forty, at Central Park I, Nova Recreation and other various locations
- Removed a palm tree at 115 Riverbluff Dr.

#### 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
- Assisted asphalt crew on Jamestown Rd.
- ROW trimming citywide
- Received loader training in Public Works yard
- Loader work behind Wendelstedt building at Airport Sports

#### Sign Shop

- North & South ends of Orchard Ln. & John Anderson Dr., replaced stop bars
- Neptune Ave. & Johnson Anderson Dr., replaced the stop bar
- Nicholas Dr. & Nicholas Ct., replaced the stop bar

- Nicholas Dr. & John Anderson Dr., replaced the stop bar
- 168 Riverside Dr., installed a 30" "Blind Intersection Ahead" & a 24" "15 MPH" speed advisory plaque on an existing sign post
- Repaired or replaced signs at the following locations:
  - Plaza Grande & Buena Vista, replaced a "Keep Right" sign & a "Do Not Enter" sign painted by vandals
  - Hand Ave. at in-street pedestrian crossing, replaced 2' reflective arcs
  - Ames House, installed City logos on the sign in front of the house
  - Cassen Park, installed City logos on the entrance sign
  - Nova Recreation entrance at Nova Rd., installed City logos on the entrance sign
  - Across from 138 Pine Cone Trl., replaced a missing bolt on a "Do Not Enter" and stop sign
  - Northbrook Dr. @ Boxwood Ct., replaced a broken "No Parking" sign and post

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Vacon – cleaned (2) basins in City Hall parking lot
- Repaired/replaced steel grates at City Hall parking lot
- Reachout Mower – west of I-95, north side of SR40
- Replaced grates at Bovard Ave. and Granada Ave.
- Cleaned basins citywide – due to rain
- Training – Larry, Ray and Bob on the new streetsweeper
- Picked up grates in DeLand with truck and trailer
- Worked on fountains at Division Ave. and Nova south pond – replaced lenses and lights on Division and replaced lights on Nova south pond
- Reviewed job applications for two job openings

##### Street Sweeping/Streetsweeper

- 80.0 miles of road cleaned
- 45.0 cubic yards of debris removed

#### **Fleet Operations**

Mileage Traveled by all City Departments for the week  
25,603

PM Services completed for the week:

Emergency—Vehicles and Equipment  
12

Non-Emergency Vehicles and Equipment  
50

Road Calls for the week  
1

Accidents for the week  
0

##### Quick Fleet Facts

- Fleet has 9,589 gallons of unleaded fuel and 7,753 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 will continue 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 allowing discharge pumping operations to irrigation – fire system to remain operable. Awaiting receipt of plans modifications. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – Staff preparing bid documents for next group of hydrant prioritized replacement. A hydrant location map was prepared.
- 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 two pumps to the plant for installation. Anchor bolt installation was verified by the manufacturer's representative before the pumps were set. Pumps 1 & 2 are expected to be ready for start up next week. Control system programming is being modified to operate pump set point at an established minimum speed to verify that they will pass rags. A damage assessment of the remaining pump was performed by the manufacturer. The third pump will be ready for start up after a new impeller is manufactured and installed. Bypass pumping systems are in force at the facility and procurement process was completed with Thompson Pumps. CenState is aware of the situation and was informed that extra costs 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 – A revised approach is being considered for cleaning piping from splitter box to Clarifier 2 to occur during daytime hours. Cleaning costs are included in an allowance for the expansion. Contractor continues to proceed with construction of Clarifier 4 and primary electric building.
- Gravity Sewer Pipeline Repair – Four manholes on State Road 40 remain to be completed. Chaz Equipment Company is performing the work.
- Lift Station Repair and Replacement Project. The doors remain to be installed at lift station 6M. The contractor installed the gravity sewer system, a drop manhole and lift station precast components at Ormond Mall site. A partial connection to the 6-inch force main was accomplished.
- 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 that were performed. The agreement was executed and is being returned to the City for Commission approval. Insurance for the work was obtained by the contractor for the service.
- Tiffany Circle Water Main Replacement – A request for additional information was received from Volusia County pertaining to the Right-of-Way Use Permit application. A response was prepared and sent to the 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. Permit applications were prepared.
- 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 – A revised force main connection from Village Centre was 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.
  - Scheduled attendance at upcoming VCARD Central Florida Regional Water Supply Focus presentation.
  - An additional 30,000 gallons per day was estimated to be required by Energizer to meet their future water needs. Energizer requested City to pursue considerations for financial assistance for tap, meter, vault and backflow preventer. Response to request being prepared.
  - Service disruptions to reuse customers did occur as explained in previous notice. Reuse service was restored Monday evening and continues under normal operations. Necessary tank maintenance and contractor repairs were completed as scheduled at the WWTP.
- Water Distribution
    - Replaced 7 residential meters; installed 3 new water meter service connections
    - Responded to/repared 9 water service leaks
    - Flushed 4 cloudy water complaints
    - Replaced 8 water services, and 10 meter boxes/lids
    - Responded to 6 low pressure complaints
    - Tested 15 and repaired 6 city owned backflow preventers
    - Fire hydrants: continued spring maintenance on Volusia County fire hydrants served by our water system - 60 hydrants maintained, 2 needed repairs
    - Flushing info: Ormond Lakes Sub Phase 3, S. Ridgewood Ave, SR40- south to Division Ave (US1 east),
    - Performed maintenance on flushing devices: Coquina Key (broken meter), N. Beach St (timer problem)
    - Main Breaks: 4" main break due to construction activity at the Ormond Mall in Ormond-by-the-Sea, 2" main break on Ellsworth Ave
    - Valve Maintenance: located and exercised all valves Oak Park subdivision
    - Installed a filter on the meter at 59 Arroyo Parkway
    - Rescinded boil water alerts on S. Ridgewood Ave., San Jose Dr., Indian Springs Dr.
    - Completed a walk-thru inspection of the south water distribution project
    - Met with the contractor and engineer pertaining to an 8" meter installation at the Olive Grove apartments
    - Met with JD Weber construction concerning the US1 widening project
    - Gave assistance to the water treatment plant due to the 2-24" valve replacements by Pardus Construction
    - Replaced sod due to dig-ups on Raymonde Cir, Fleming Ave, Mound Ave, Mayfield Cir, Juniper Dr
    - Cleaned and restocked all trucks
  - Water Treatment

- Delivered to the City 38.855 million gallons for the week ending February 27, 2011 (5.466 MGD)
- Backwashed 13 filters for a total of 567,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled and cleared for rescinding three Precautionary Boil Water notices.
- Waste Water Collection - Reuse
  - Crews responded to seven trouble calls out west Breakaway/Hunter's Ridge area and four in town to included float adjustments, repairs and pump replacements.
  - Seven laterals televised, eleven root controlled and nine laterals cleaned this week.
  - Crews repaired 4" sewer lateral at 20 S St. Andrews upon TV mainline for locating lateral.
  - Located 4 reuse services to see for verification of service.
  - Collection system inspection in Fiesta Heights and Winding Woods areas – findings OK.
  - Valve box cleaning and valve exercising for reuse mainline valves - 25 each.
  - Pep System Maintenance Activities for period
    - Two (2) PEP System rehabs - 40 Winding Creek Way and 29 Fox Hunter Flat.
  - Installed new sod at eight trouble call locations where repairs were performed for disturbed areas.
  - Provided force main location and shut off coordination for contractor at Ormond Mall Lift Station.
  - Checked irrigation system at Breakaway and Hunters Ridge.
  - Inspected and cleaned pond filter and grates.
  - Cleaned all buildings and fueled all equipment for the weekend
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.31 Million Gallons
  - Produced 7.21 Million Gallons of Reuse
  - Produced 20.10 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 3.90 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 144.50 (14%-18% Solids).
  - Cleaned Contact Tanks and Equalization Basins.
  - Contractor patched seam between Equalization Basins 4 and 5 during the cleaning process which increase the down time for reuse production.
  - 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

- Lime Softening Centrifuge inoperable, disassembled and evaluated for spare parts necessary, obtained quotation and submitted for purchase order. Parts anticipated for delivery next week.
- Repaired broken 2" water line at South pit.
- High Service pump #7 - 12" check valve jammed open. Pulled apart and found worn flapper plate. Efforts to obtain spare parts were unsuccessful. Brought flapper assembly to Machine shop to install sleeve and bushing.
- Repaired leak on air pump #2.
- Replaced pump and motor on well 12D, tested and turned back over to operations.
- Set posts on well 19SR for new control panel, service disconnect and meter.
- Plumbed in acid pump on LPRO transfer pump deck.
- Replaced RTU batteries at wells 18SR and 21SR.
- 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

- Tested PEP system controller at 41 Gray Dapple Way, found wiring burnt coming from house service, repaired for homeowner.
- Continued work on new triplex pump controller for 4P liftstation, controller is being built in-house and tested for possible use in other stations.
- Checked Laurel Oaks liftstation after complaint from homeowner, odor control system is working. We added more degreaser to system and gave it an extra wash down.
- Repaired burnt motor lead on post anoxic mixer at Plant.
- Finish Assembly of Drop Bearing & Inventory to Shelf
- Meet with TAW for Delivery of Influent Pump #3
- Assist Operators with Cleaning of Poly Blend units
- Assist Operators at Clarifier Splitter Box - Removing Silent Knight
- Assist Operators at Final Tanks - Setting up Silent Knight
- Ormond Mall – Perform temporary repair of lift station door – eventual removal will occur upon completion of new OM Station.
- Contractor Set Up Equipment at 12M to Begin Replacement of Riser Pipes & Guide Rails & Valves.
- Trouble Call – 8M1-8M-1P-7P-Power Failures, FPL contacted
- Recycle Room – Emergency Repair of Seal Cooling Water Line
- Performed PM service to Reuse HSP equipment
- Assisted operations deragging recycle and RQS/WAS pumps
- Deragged 4 submersible aerators
- Monthly PM's to 29 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 1 Liftstation, completed. Pulled pumps checked/replaced impellers.
- Utilities Division completed 97 work orders as reported in MP2 computerized maintenance management system, of which 77 were PM work requests and 20 were repair work orders.