

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 18, 2011

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, Human Resources Director and Finance Director
- Bi-weekly meetings with Planning Director, Fire Chief and Economic Development Director
- Reviewed SPRC process with Planning Director
- Held weekly staff meeting with Directors
- Met with Economic Development Director and Airport Manager on Noise Abatement Task Force agenda item
- Discussed potential business prospects with Economic Development Director
- Met with Assistant City Manager, Fire Chief and Finance Director on fire apparatus replacement and staffing
- Met with Assistant City Manager and Utilities Director on FDEP inspection report for the wastewater treatment facility
- Met with staff members on the draft RFP for the southwest quad at the airport
- Attended Claims Committee meeting
- Reviewed scope of services for Ormond Beach's Andy Romano Beachfront Park with City staff and consultant

Spoke to, attended and/or met with:

- Attended Rotary board meeting
- Discussed City landscape contractor with citizen
- Attended United Way Allocations Panel orientation, assigned to review United Way affiliated organizations in West Volusia County.
- Met with Mayor Kelley, Economic Development Director, Airport Manager and several citizens regarding noise abatement at the airport.
- Attended VCARD's retirement lunch for Ron Nowvskie
- Attended NIAB meeting, advisory board discussed eligible CDBG projects
- Participated in FCCMA webinar on The Knowledge Network

### **City Clerk's Office**

In addition to routine City Clerk activities the following projects are underway:

- Prepared packet material for the March 21, 2011, City Commission meeting.

### **Community Development**

- Planning
  - The Planning Director was the guest walker on the Walk with the Manager last Friday. The route was to walk the downtown and 10 residents interested in downtown development walked along to hear what was planned and actively being pursued by the city.

- Staff attended three meetings last week regarding transit. The first was as a member on the development of the 2012-2022 Transit Development Plan. Two other meetings were with the mobility subcommittee to discuss corridor grants proposed by the TPO and an Alternative Transit Funding workshop by Votran. All three meetings were held at Votran's administrative offices on Big Tree Road.
- The Planning Director gave a presentation to the Economic Prosperity Committee of the Chamber on the four year effort of streamlining the development review procedures, process and physical space in which the development review process operates.
- A draft customer service 2-fold postcard questionnaire has been prepared for deployment after six months of operation under the revised joint permit counter. Staff is currently reviewing and making comments.
- The Department was visited by the CRS and all activities which have been claimed by the City for credit to receive the lower flood rating for the community is being audited.
- It was reported by FDOT at the Technical Coordinating Committee that the SR40 resurfacing project from Tymber Creek Road to US1 will include bike lanes (4 foot to include curb and gutter). This will be done by reducing the existing lane widths to 11 feet. In addition, a 6 foot wide sidewalk (north side) and 5 foot wide sidewalk (south side) will be constructed west of I95 to Booth Road. West of Booth Road, a 6 foot wide sidewalk will be constructed west of the bridge to Tymber Creek Road on the north side. The bridge breakdown will be designed for pedestrian usage on the north side. The resurfacing project is scheduled for 2011-12. By the summer of 2012, sidewalk will exist from I95 to Airport Road Extension.
- Building Inspections, Permitting & Licensing
  - 58 permits issued with a valuation of \$1,351,503.00
  - 124 inspections performed.
  - 9 business tax receipts issued.
- Development Services
  - The SPRC reviewed the following applications:
    - 1) Casa Del Mar site plan amendment

## **Economic Development**

### Ormond Crossings

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

### Airport Business Park

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

#### Ormond Beach Chamber and Main Street

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

#### Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff continues working closely with Energizer management on a number of site and transportation matters including a meeting this week to discuss extension of an additional water line for the production facility.

#### Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is working with staff on a number of economic development initiatives.
- Staff is working closely with the lead real estate broker in implementation of marketing strategies and identifying potential users of the Florida Hospital Memorial Division property.
- Staff met 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

- Staff worked with the City Attorney to finalize an amended and re-stated lease agreement between the Civil Air Patrol (CAP) and the City, which will be included on the consent agenda for the April 5, 2011, meeting of the City Commission. The CAP has proposed a renovation of the existing facility in order to locate the headquarters of the Florida Wing at the airport. The proposed new headquarters will bring two paid, full-time CAP employees to the airport, and will increase CAP activities at the airport to the benefit of both aviation and non-aviation businesses in the local area.
- Staff compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- Staff continued to work with the Engineering Division and certain airport tenants to develop 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 recently met with representatives of Hoyle, Tanner and Associates, Biological Consulting Services, and the St. Johns River Water Management District to review potential wetland issues involving the current Taxiway "A" project at the airport.
- Staff hosted a meeting at City Hall to review aircraft noise abatement initiatives with certain residents of Ormond Lakes. Present at the meeting were Mayor Ed Kelley, City Manager Joyce Shanahan, Economic Development Director Joe Mannarino, Airport Manager Steven Lichliter, Mr. Vince Kinsler, Mr. Charles Russell, Mr. Robert Bruscoe, and Mr. Alan Burton.
- Staff recently met with a representative of TowerCom to discuss the possibility of leasing a portion of airport property for the purpose of erecting a telecommunications tower.
- Staff continued to work with the Engineering Division to finalize details of a bid proposal advertisement for the installation of security surveillance cameras at the airport. A pre-

- bid meeting for this project is scheduled for March 23, 2011, at 10:00 a.m., in the HR Training Room.
- Staff met this week for further discussion on the topic of hosting an annual community event at the airport, tentatively scheduled for October.
  - 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

- Approved 17 Purchase Requisitions totaling \$91,388.18.
- Issued 15 Purchase Orders totaling \$42,935.78.
- 03/13/11-Bid 2011-10, Ormond Beach Airport Surveillance systems, was advertised in the News Journal and posted to DemandStar.
- 03/13/11- RFP 2011-11, As Needed Information Technology Contract Services, was advertised in the News Journal and posted to DemandStar.
- Prepared 158 Accounts Payable checks totaling \$911,448.76 and 37 Accounts Payable EFT payments totaling \$242,832.13.
- Processed and issued 5,183 utility bills.
- Issued 727 past due notices on utility accounts.

#### Public Information

- Press Releases
  - A Celtic Evening of Music!
  - John Anderson Drive Public Meeting Notice (4/21)
  - British Soccer Camp 2011
  - Tribute to the Ed Sullivan Show (4/2)
  - City Commission Meeting – March 21, 2011
- Other
  - Citizen Contacts
  - Media Contacts
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - CDBG training meeting with Volusia County and Great Kids to begin their activities as a subrecipient of the City's CDBG funding.
  - Attended NIAB planning meeting to begin discussions of potential activities for FY 2011-2012.

### **Fire Department**

#### Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 1
- EMS: 60
- MVA: 18
- Public Assists: 40
- **TOTAL CALLS: 125**

- Aid provided to other agencies: **22 calls – Volusia County (21), Daytona (1)**
- Aid received from other agencies: **3 calls – Volusia County**
- Total staff hours provided to other agencies: 18 hours
- Total staff hours received from other agencies: 1 hour
- # of personnel sent with EVAC to assist with patient care during hospital transport: **5**
- # of overlapping calls: **23**

#### Medical Call Type

- Abdominal Pain: 1
- Animal Bite: 1
- Bleeding: 1
- Blood Pressure: 2
- Breathing Problem: 3
- Cardiac Arrest: 1
- Chest Pain: 1
- Convulsions: 3
- Diabetic: 1
- DOA: 2
- Fall Victim: 10
- Pedestrian Accident: 1
- Psychiatric: 1
- Sick Person: 2
- Stroke: 2
- Traffic Accident: 18
- Traumatic Injury: 3
- Unconscious: 6
- Unknown Medical: 3
- **TOTAL EMS PATIENTS TREATED: 62**

#### Training Hours

- Aerial Operations: 3
- EMT Refresher Modules: 29
- Hose & Equipment: 2
- Ladder Operations: 13
- Musculoskeletal System: 2
- New Recruit Training: 4
- Tech Rescue: 2
- Tools & Equipment: 4
- **TOTAL TRAINING HOURS: 59**

#### Operations

- Attended PACE Center for Girls annual breakfast.
- Attended dispatch Force Watch training at Volusia County Sheriff's Office featuring a new web based program of live and replay abilities for vehicle apparatus tracking.

#### Station Activities

- Serviced 64 hydrants to include: flow testing, inspecting and flushing.
- Updated 43 pre-fire plans.
- Conducted 2 fire inspections.
- Held Fire Explorers training and meeting.

### Significant Incidents

- 03/08/11, 7:03 AM: Pineland Trl/Ormond Green Blvd, Single Vehicle Crash – SUV rollover with heavy damage – minor injuries.
- 03/08/11, 7:50 PM: Bear Creek Subdivision/Airport Rd, Single Motorcycle Crash – trauma alert.
- 03/08/11, 9:37 PM: Appaloosa Ln/Maverick Ln, Motorcycle vs Deer – minor injuries to rider, deer expired.
- 03/09/11, 1:45 PM: SR40/Buckskin Ln., Two Motorcycle Accident – 4 injured, 1 trauma alert.
- 03/10/11, 2:01 AM: 900 S Atlantic Ave, Two Motorcycles vs. Pick-up Truck – 2 injured, 1 trauma alert.
- 03/10/11, 9:37 PM: Lowndes Ave/US1, Woman struck by motorcycle when attempting to walk across US1. Transported as a trauma alert.
- 03/11/11, 7:21 AM: 1089 W Granada Blvd, Motorcycle Down – minor injuries.
- 03/11/11, 12:09 PM: Nova Rd/US 1, Motorcycle vs. Garbage Truck – rider fatality. Patient went into cardiac arrest during transport.
- 03/11/11, 2:02 PM: Nova Rd/US1, Motorcycle Down – minor injuries.
- 03/11/11, 4:08 PM: US1/Kickstart Saloon, Motorcycle vs Back of Pick-up – minor injuries. Biker left 120' skid mark before impact.
- 03/11/11, 10:24 PM, Melrose/US1, Single Motorcycle Crash – minor injuries. Fell over while making a U-turn.
- 03/12/11, 3:10 PM: I-95 NB Granada off ramp, Suicide Attempt – Female jumped off Tomoka River Bridge into water - injuries minor. Baker Acted by OBPD.
- 03/13/11, 4:07 AM: John Anderson Dr/N Halifax Dr, Single Motorcycle Crash – trauma alert.

### Human Resources

#### Staffing Update

#### Job Requisitions

- Public Works Department/Fleet Operations – Mechanic III
- Public Works Department/Wastewater Collections – Maintenance Worker II

#### Approved/Active Recruitment

- Public Works Department/Utilities-Wastewater PT Treatment Plant Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Public Works Department/Utilities-Wastewater FT Treatment Plant Operator has been advertised on the City web site and Florida Water & Pollution Control Operators web site as open until filled.
- Leisure Services Department/Gymnastics- Part-Time Gymnastics Recreation Leader advertised as open until filled.
- Planning Department – Planning Technician, re-advertised position based on updated job description. Revisions were made in order to better meet the needs of the department.
- Police Department – Police Officer was advertised on the City web site through 03-11-11. Received 24 applications.
- Support Services Department – City Clerk was advertised on the City web site, Florida League of Cities Datagram and the web site for Florida Association of City Clerks as open until filled.
- Leisure Services Department – Summer Camp Counselors for Nova and SONC Day Camp, Camp T-Rec and Enviro Camp at the Casements were advertised and will remain open for applications until filled.
- Leisure Services/Nova Community Center – Part Time Recreation Leader advertised through 03-25-11.

#### Screening/Interviews Scheduled

- Police Department - Police Lieutenant position received 27 applications. Police Chief and HR Director conducted phone interviews with top 10 applicants. Four candidates have been selected to participate in an Assessment Center scheduled at the Advanced Technology Center (ATC) on 04-01-11. Assessor training on 03-29-11.
- Public Works Department/Utilities (Wastewater Collections Reuse) - Maintenance Worker IV received five applicants from the in-house recruitment and interviews have been scheduled.

#### Background/Reference Checks

- Public Works Department/Drainage Maintenance – Maintenance Worker II -- Two applicants have been selected to fill two positions pending successful completion of screening process.

#### Job Offers

- Police Department – Evidence Crime Scene Custodian, pre-employment processing is scheduled for 3-22-11.
- Fire Department – Firefighter/EMT, pre-employment processing is scheduled for 3-21-11
- Terminations/Resignations/Retirements
- Support Services – City Clerk has notified City of retirement effective 6-30-11.
- Fire Department – Firefighter/EMT resigned effective 3-15-11 to accept employment with Orange County Fire Services.
- Police Department – Police Officer terminated effective 3-15-11.

#### Public Records Requests

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

#### Employee/City Benefits Program Update

- The February 2011 monthly report shows savings for City residents from the National League of Cities Prescription Discount Card Program to help cope with the high cost of prescription drugs. Over 681 residents have utilized the program and have saved \$27,575.12 over nine months.
- HR Director met with Brown & Brown to review Q2 medical claims under FHCP, discussed potential wellness initiatives.

#### Training & Development Opportunities

- LEAPS Academy graduated first class of certified supervisors (18 total) on 03-10-11. HR Director to evaluate curriculum effectiveness based on participant feedback and observation; work with Daytona State College to improve effectiveness prior to second delivery of workshop.
- LEAPS Academy to announce training dates for customer service certification program pending confirmation of training facilities.
- HR Director attended local chapter meeting of Society for Human Resource Management. Presentation given by Cobb Cole regarding implications of GINA on employment relationship.
- HR Director facilitated leadership awareness workshop with Leisure Services management team.

#### Regulatory & Compliance Issues

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

#### Risk Management Projects

- Implementing process to routinely review compliance with insurance requirements for select auto-renewing contracts.
- Conducted I-9 audit.
- Submitted requested Leadership material to the Chamber of Commerce for Government Day, April 14.
- Assisted Engineering with insurance requirements for landscaping contract.
- Prepared for meeting with Claims Committee.
- Attended Worker's Compensation training session.

#### **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: - 79 New work - 75 completed - 46 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,175	Inbound E-Mails Blocked	17,875
Delivered Inbound E-Mails	9,107	Quarantined Messages	193
Percentage Good Email	33.5%	Virus E-Mails Blocked	29

- Notable Events: None.

##### Geographical Information Systems (GIS)

- Addressing Additions: 5 Changes: 2 Corrections: 0
- Map/Information Requests: 26
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

#### **Leisure Services**

- Administration
  - Leisure Services Supervisory staff meeting
  - Public Works staff meeting
  - City Manager meeting
  - Met with Risk Manager
  - Monthly staffing issues meeting
  - Airport Special Event meeting
  - Fireworks meeting
  - Park visitations
- Athletics
  - The City Spring Youth Volleyball Program, in its 18th season, continued this week at the Nova Community Park gymnasium. The program runs on Mondays and Wednesdays, 6 to 8pm. This is a 9 week program that goes through instruction, practices and games. It is designed for the recreational player, as well as the competitive (high school) player.
  - The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, both continued practices this week. Practices are held at both the Sports Complex as well as

- at the Nova Road fields. Games are played each weekend, some at home and some on the road.
- Calvary Christian Academy and Father Lopez High School Girl's Softball continued their practices this week at the Dale Buttleman softball quad. Practices are held daily from 4 to 6pm. Their game season continued this week at the Sports Complex.
  - Seabreeze High School, Father Lopez High School, and River Bend Academy baseball continued their practices this week at the Harry Wendelstedt baseball fields at the Sports Complex. Games continue for each team.
  - Luis Camacho is once again having his Adult 11 V 11 Soccer League on Sunday mornings. Luis rents the fields each season. He currently has 6 teams signed up.
  - The OBYBSA Recreational Baseball and Softball Teams have no games this week due to Spring Break. There will be some practices, with games back in full swing next week. They will continue through the end of May.
  - The OBSC Recreational Program continued 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. Games will start on Saturday, March 19.
  - The College Baseball Jamboree run by John Filor finishes up this week as they continue games through Friday.
  - The City's 18<sup>th</sup> Coed Softball Spring Season began this Monday, with 10 teams competing. Games are played on Monday through Thursday nights at 6:20, 7:30, and 8:40. The season will run through the month of May.
  - The OBSC Competitive Baseball Program is hosting a tournament next weekend at both the Sports Complex and Nova Fields. Nine (9) fields will be used throughout the weekend.
- Athletic Field Maintenance
    - Mowed South Ormond outfield, prepped infield.
    - Cleaned SONC tennis and basketball courts.
    - At Osceola Elementary School, tended to the infields, tennis and handball courts.
    - Mowed infields and outfields at Nova Park.
    - Cleaned Skateboard Park.
    - Cleaned tennis and handball courts.
    - Picked-up and dropped off equipment to Fleet on daily basis.
    - Made fuel runs for equipment.
    - Cleaned restroom, offices and lunch area of Maintenance building.
    - Mowed the baseball fields 5 times a week.
    - Mowed the soccer fields.
    - Mowed the softball fields.
    - Prepped the 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.
    - Started laying out soccer fields and painting them for competitive soccer league.
    - Put out goals, benches, trash cans and flags for games over the weekend.
    - Finished fertilizing with pre-emergent on the fields at the Ormond Beach Sports Complex.
    - Prepared fields and maintained area for recreational little league baseball and softball at both Nova and Airport complexes.
    - Started the college baseball jamboree, which will last 2 weeks.
  - Senior Center
    - Chimaya Church, Sunday
    - Granada Squares Dance, Tuesday
    - Daytona Community Church, Thursday

- Big Band America, Thursday
- Square Dance, Friday
- Tomoka Duplicate Bridge, Saturday
  
- Performing Arts Center
  - Staff prepared for Ernie Haase and Signature Sound (Monday), Acoustic Eidolon and Legacy (Friday), and Nicol and Greg Sponberg (Saturday).
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday – Hawaiian Dance, Show Club, Kopy Kats, CMT
    - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz & Tap, CMT Dance, CMT Jazz & Tap
    - Wednesday – Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap
    - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
    - Friday – Theatre Workshop, Green Dance, CMT
  - The Performing Arts Center is preparing to host the following events:
    - Orlando Jazz Orchestra (Sunday)
    - Ormond Beach Follies 2011 (Friday, Saturday)
  
- South Ormond Neighborhood Center
  - Splash Pad open daily, 10am until dusk
  - Jazzercise Monday and Wednesday at 5:30pm
  - Open weight room during Center hours
  - Neighborhood Park opens sunrise until 11:00pm
  - Open Play 3:30 to 6:00pm
  - Youth Basketball practice 9:00am until 3:30pm, Monday through Friday
  - YMCA Youth Soccer, Saturday 9 to 11:00am
  - Adult basketball Thursday and Sunday
  
- 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 4<sup>th</sup> Celebration
  - Finalized various organization projects
  - Assisted with set up for Celtic Festival
  
- Gymnastics
  - Two female students competed in gymnastics meet in Port Richey, FL
  - 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.
  - The Shining STARS Pageant and Fashion Show was on Saturday afternoon from 1:30-3:30pm at the PAC. Thirty-one participants, nine performers and over fifteen volunteers worked with City staff to produce the event.
  - Spring Volleyball practices were on Monday and Wednesday through Athletics.
  - Spring Break Day Camps were on Monday through Friday at Nova Community Center for people with disabilities and for the general school population, ages 6 through 13.
  - Planning for Camp T. Rec and Nova Community Center's Summer Connection Day Camp continued, including planning for field trips and guest presenters.
  
- The Casements
  - Tours continued this week from 10:00am to 4:00pm daily Monday through Friday.
  - "Casements Camera Club's Ebony & Ivory Exhibit" is on display this month in the Gallery.
  - The Casements Guild Board met this week on Monday from 10:00am to noon.
  - Zumba class times this week were Monday and Wednesday evenings from 6:00pm to 7:00pm.
  - Yoga classes continued on Tuesday from 10:30am to noon and Thursday evenings from 6:30pm to 8pm.
  - 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.
  - Staff prepared for the upcoming Celtic Festival scheduled for Saturday and Sunday.
  - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 12pm to 5pm.
  - The Casements Coordinator attended the Senior Expo this week at the Ocean Center.
  - Staff continued planning for Enviro Camp 2011.
  - The Coordinator set up a meeting on Friday with the Ormond Memorial Art Museum and The Historical Society to plan for next year's ECHO RANGER program.
  - Staff continued planning the upcoming Movie Night Camp Expo scheduled for Friday, April 1<sup>st</sup>, at 7pm.
  - Staff continued planning the annual appreciation luncheon that will be held for the Guild on April 27<sup>th</sup>.
  
- Parks and Irrigation
  - Repaired line break on W. Granada Blvd., ran zone, replaced 2 rotors.
  - Replaced one 12" spray head on median #2 on W. Granada Blvd., reset master valve.
  - Replaced one 12" rotor on median #8 on W. Granada Blvd.
  - Ran zones and reset timer at Ormond Beach Middle School.
  - Ran all zones at American Legion, replaced 3 damaged spray heads, adjusted heads.

- Ran south zones at Riviera Park, replaced one damaged spray head, cleaned out valve box.
- Building Maintenance
  - Replaced timer for the fountain at the P.A.C.
  - Replaced decorative lighting for the parking area at Riviera Park
  - Installed new flag pole light at Riviera Park
  - Installed new roll up window cover at the Sports Complex concession building
  - Installed new pass through window in the kitchen at the Senior Center
  - Repaired exterior lighting at S.O.N.C.
  - Repaired men's room toilet at Central Park II
  - Assisted Irrigation Dept. repairing medians on Granada Blvd.
  - Repaired leak in kitchen sink at Fire Station #94
  - Repaired door closer for ladies restroom at the Sports Complex
  - Installed new benches under bridge at Fortunato Park
  - Repaired emergency lighting at the P.A.C.
  - Repaired bay door at Fire Station #93
  - Repaired emergency lights in gymnasium at Nova Rec.
  - Repaired water cooler at Sanchez Park

### Police Department

- Administrative Services
  - Bike Week Operational Plan concluded
  - Attended monthly Departmental Accreditation review and planning meeting
  - Meeting with NID Manager regarding City ordinance issues
  - Attended Consolidated Dispatch meeting at Volusia County Sheriff's Office Training Center
  - Citizen Police Academy class
- Community Outreach

Due to Volusia County School Spring Break there were no PAL programs this week. All programs will resume March 21st.
- Community Services & Animal Control
  - Animal calls to respond to 68
  - Animal Reports 11
  - Animals to FHS 2
  - 2 Dogs (owner surrender)
  - Animal Licenses 5
  - Animals adopted from the PD 1
  - Notices of Violations issued 5
  - Solicitor Permits issued 4
  - Sick wildlife 0
- Criminal Investigations
  - Cases Assigned: 33
  - Cases Cleared by Arrest/Complaint Affidavit: 6
  - Cases Exceptionally Cleared: 14
  - Inactive: 7
  - Fraud: 4
  - Burglary Business: 0
  - Burglary Residential: 3
  - Larceny Car break: 8
  - Grand Theft: 11

- Auto Theft: 2
- Sex Offense/Rape: 3
- Robbery: 1
- Assaults: 0

Comments:

- Two Black males from Orlando were identified from latent prints on a smash and grab car burglary (purse was located and the two suspects' prints were found inside the purse). Arrest affidavits were obtained on the two subjects and one has been arrested. The other suspect is still at large. Both subjects have been identified in numerous car burglaries in Volusia County and additional charges are pending.
- The VCSO conducted a search warrant for child pornography at a residence in Ormond Beach. Investigators from our agency assisted and the Sheriff's Office seized numerous items including computers from the residence (for further investigation).
- Female suspect identified in several grand theft cases in our city and Daytona Beach. We obtained an arrest warrant for the female and she has been interviewed and held at the branch jail. Information has been given to Daytona to resolve a theft in their jurisdiction and additional charges are pending.
- Records
  - Walk - Ins / Window 167
  - Phone Calls 272
  - Arrest / NTA'S 17
  - Citations Issued 187
  - Citations Entered 402
  - Reports Generated 131
  - Reports Entered 173
  - Mail / Faxes / Request 84
- Operations
  - 3-10-11 – Grand Theft of a necklace 512 S. Ridgewood Ave.
  - 3-11-11 – Robbery, 150 S. Nova Rd. bag of clothes forcibly stolen from a victim. Suspects driving a small red car.
  - 3-11-11 – Credit card from 600 S. Orchard St.
  - 3-11-11 – Armed Robbery at 1521 W. SR-40 (Wal-Mart) parking lot. Drug deal gone bad. 1 arrest made.
  - 3-11-11 – Car Burglary at the Outrigger Motel, stolen items later found on the beach.
  - 3-11-11 – Burglary, 19 N. Yonge St. window broken out, nothing missing.
  - 3-11-11 – Car Burglary at Cracker Barrel, window smashed out. Purse and clothing stolen.
  - 3-11-11 – Stolen Car from 96 Lorillard Pl., no suspects.
  - 3-12-11 – Mentally Ill person taken into protective custody at I-95 and SR-40.
  - 3-12-11 – Missing person (adult) from Seabreeze High School.
  - 3-12-11 – Domestic Violence at 111 Lucky Dr. 1 arrest made.
  - 3-12-11 – Threatening Phone call report taken from Rock'n Ranch
  - 3-12-11 – Death Undetermined Cause, 29 year old male 1412 Northside
  - 3-13-11 – Grand Theft, Texaco Station, US-1 and 40, employee suspect.
  - 3-14-11 – Aggravated Battery 88 Valencia Dr. boyfriend punched girlfriend and then fled the area.
  - 3-15-11 – Theft from 350 S. Ridgewood Ave, backpack leaf blower.
  - 3-15-11 – Theft from 215 Williamson Bv. bank deposit missing.
  - 3-15-11 – Domestic Violence 35 Byron Ellinor, 1 arrest

- 3-15-11 – Car Burglary 305 S. Atlantic Ave. iPod stolen
- 3-15-11 - Burglary of a hotel room at Oceans East, purse stolen
- 3-16-11 – Narcotics Arrest at 234 Oleander Pl.
- 3-16-11 – Missing Persons, (2) teenagers from Regal Cinema, located later in the shift.
  
- Traffic Unit
  - 11-03-00170: Motorcycle Crash w/ Injury, 900 BLK S. Atlantic Avenue. Northbound motorcycle crashed into a truck and trailer that were in the process of parking in a parallel spot on the edge of the roadway. Motorcyclist sustained a major head injury and was transported to HMC under Trauma Alert. The motorcyclist was determined to be at fault and no charges are expected to be filed at this time.
  - 11-03-00199: Fatal Motorcycle Crash, US 1 / Nova Road. Motorcycle northbound on Nova Road made a wide left turn onto US 1, intruding into the continuous northbound lane of US 1, where a garbage truck was already in transit. The motorcycle sideswiped the garbage truck and overturned, ejecting its operator onto the pavement. Motorcyclist died while en route to HMC
  - 11-03-00200: Motorcycle Crash w/Injury, US 1 / Nova Road. Motorcycle was northbound in the continuous lane when another vehicle in the inside lane got a northbound red light. The other vehicle cut across the safety zone and into the continuous lane to avoid the red light, cutting off the motorcyclist. The motorcycle crashed while avoiding a collision. No contact was made with the other vehicle. The other vehicle never stopped. A BOLO was conducted for the other vehicle with negative results
  - 11-03-00204: Motorcycle Crash w/Injury, 900 BLK N. US 1. Southbound vehicle was slowing for traffic ahead while a motorcycle was travelling at a high rate of speed behind it. The motorcycle locked its brakes and skidded about 125 feet before it rear ended the vehicle. The motorcyclist was ejected onto the pavement and sustained minor head injuries. He was cited for causing the crash. US 1 southbound was shut down at Airport Road for about 20 minutes.
  - 11-03-00237: Motorcycle Crash w/Injury, US 1 / Nova Road. Northbound motorcycle was rear ended by a passenger car being operated by an inattentive teenager. The passenger of the motorcycle was ejected onto the pavement. The teenage driver was cited.
  - Operation Plan for Bike Week is complete. Opening weekend seemed to have much larger attendance than usual; however, the amount of participants seemed to dissipate throughout the week. What is usually known as the “peak” weekend didn’t seem as busy as the start of the week. Rain and cold weather may have played a role. Heard a few complaints that participants are tired of seeing the same events every year.
  - After Bike Week concluded, three (3) Motor units participated in motorcycle skill retraining with VCSO. We practiced safe vehicle escorts, evasive maneuvering and emergency braking - both individually and in large formation. VCSO intends to provide more of this vital training throughout the year at no cost, and has graciously extended an invitation to our Traffic Unit to participate whenever we are available to do so.
  - VMB deployed to US 1 southbound at Hernandez Avenue to alert motorists of congested traffic near SR 40 for the duration of Bike Week. Returned to the PD after Bike Week.
  - SMART Trailer deployed to the 1500 BLK of N. Beach Street southbound to alert motorists of their speed coming out of Tomoka State Park / “The Loop.” Returned to the PD after Bike Week.
  - Traffic Citations 160
  - Parking Citations 0
  - Crash - No Inj. 19
  - Crash – Injury 6
  - Crash – Fatal 1

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
- Total Citations Issued on S.T.E.P.: ALL
  - Self-Initiated Enforcement Locations:
    - Beach Street
    - US 1 / SR 40
    - N. US 1
    - SR A1A
  - Enforced Complaints:
    - Riverside Drive
- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

  - Zone 1: 16 Cases Initiated
  - Zone 2: 7 Cases initiated
  - Zone 3: 4 Cases initiated
  - Zone 4: 5 Cases initiated
  - 10 tree removal permit requests
  - 49 signs either removed or sign cases created.
  - Administrative staff assisted with zero walk-ins and fifty-one (51) telephonic inquiries.

## **Public Works**

### **Engineering**

#### Projects Summary

#### Construction Projects

- US1 Forcemain Extension Phase II- Contractor proceeded to perform restoration work along the shoulder of US1, the work on the bridge was halted due to the lane being re-opened for Bike Week. Now that Bike Week is over, contractor reclosed lane and restarted the work.
- Water Treatment Plant Dist. System Phase II- Contractor worked on completing punch list items for substantial completion.
- Rima Ridge Wells 54, 55 & 56- Mechanical and electrical appurtenances continue to be installed within the pump houses. Telemetry towers have been installed.
- Hull Rd. & US1- Issued Substantial Completion.
- Ridgewood Sidewalk- Issued Substantial Completion.
- Fire Station 94 Sprinklers- Work started – ordered additional dedicated phone line for fire alarm panel.
- SR40 Sidewalk / Trail Phase I – Resubmitted new invoice with their comments.
- SR40 Sidewalk / Trail Phase II – Final Invoice submitted payment expected next week.
- Granada Bridge Decorative Pole Replacement – Evening work resumed Sunday night along the north side of the bridge. To date, 143 fixtures and 45 decorative poles have been replaced. The project is 75% complete.
- OBSC Boundless Playground - The play equipment installation is 95% complete and the safe mulch play surface has been rough spread to compact. Staff is scheduling the subcontractors to begin work as the park is ready for them.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is constructing Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping.
- Coolidge Avenue Roadway and Drainage Improvements- Construction is ongoing. Coordinating utility conflicts with FPL and Bell south on Hand Avenue.

### Design Projects

- Ormond Beach's Andy Romano Beachfront Park - City Commission had no objection to staff's RFQ ranking and will be coordinating a scope of services and fee proposal from Zev Cohen & Associates.
- CCTV Surveillance- Airport- Nova Field & Sports Complex- Design and prepared plans and spec for bidding two packages. Airport CCTV Surveillance bid package was advertised on Sunday, March 13<sup>th</sup>.
- Tomoka State Park- Sent scope and schedule to FDOT for LAP agreement.
- Alcazar-Buena Vista Area Drainage Improvements- Project was advertised for bidding on March 6, 2011. Bids to be received by April 6, 2011.
- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Setting up a meeting with Breakaway Trails HOA and Hunter's Ridge HOA to go over project details.
- Tymber Creek Widening- Created Directional Drill profile drawing. Prepared submittal package to the County for a JPA regarding Phase 1, SR 40 to Peruvian Lane.
- N. Halifax Drive- Met with geotechnical representative and performed preliminary investigation of pavement distress. Several core samples will be performed to determine the condition of subsurface soils and water table monitoring wells will also be installed to determine if surging ground water is resulting in pavement distress.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext.- Set up meeting with Breakaway Trails HOA to discuss future reclaimed water service to help improve fire protection and reduce raw water consumption.
- Ormond Scenic Loop- Reviewed invoice forms and back up material.
- SR40 Sidewalk / Trail Phase III- Responded to plan comments, processed US Army Corp permit, sent scope and schedule for LAP agreement.
- Granada Utilities Underground- Coordinated with all utilities for a 30% plan review.
- Future Sidewalks- Began design and specs for CDBG for S. Halifax Dr. sidewalk.
- SRA1A to Nova Interconnect- Sent comments and schedule to FDOT.
- SRA1A to Beach Street- Reviewed FDOT plans and sent comments.
- SR40 Washington to Beach St. - Responded to comments and design issues.
- City Hall Landscape Renovation – Staff has begun preparing a final design to solicit quotations from local contractors.
- Cardinal Beach Approach- Staff is designing the proposed site and landscape improvements for the new life guard station.
- Facility Lighting Replacement (DOE Grant) – The materials have been purchased and staff is processing a purchase order for the installation of the energy efficient replacements.
- Downtown Wayfinding Signage- Hall Construction is preparing a proposal for staff review incorporating the proposed design changes.
- Downtown Parking Improvements- Staff is preparing a construction contract.
- Wooden Pedestrian Walkway Lighting Replacement - The materials have been ordered and staff is soliciting electrical contractors for installation quotations.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Processed additional work authorization to provide for additional survey needed to accommodate incorporating off-site retention as SJRWMD will require full pre-post stormwater attenuation but has agreed to allow for compensating storage in adjacent basin areas not currently being treated. This will offset the need to provide for on-site retention ponds which would require purchase of property along John Anderson Drive.
- Hand Avenue – Received local staff approval from FEMA for expanded work grant request on Hand Avenue. Application is now under review by Federal FEMA. Coordinating the modification details for the final revised agreement. The SJRWMD has indicated they intend not to have another RFI if the consultant can address some minor

questions. Once resolved, the permit will be issued for the additional bridge and lake interconnect across Hand Avenue.

#### Administration

- Created legal descriptions and matching drawing sketches for the annexations of 1571, 1567 N. US1, as well updating and recreating sketch and descriptions for Atlantic Rd, Wendy's and Benton Rd.
- Reviewed and prepared 98 Rivell Trl. wetland protection permit for approval.
- Reviewed 123 Neptune Surface Water Management Plan submittal.
- Worked on XU funding and Safety Grant application. Prepared CC memo.
- Prepared CC memo for e-verify Lap supplemental for Hull Rd.
- Prepared CC memo for e-verify Lap supplemental for SR 40 sidewalk Phase 2.
- Prepared project invoices/pay requests totaling \$180,722
- Prepared Requisitions/PO's totaling \$29,591

#### Customer Service

- Responded to citizen on Beach St and SR 40 signal.

#### Meetings

- Attended Halifax Utilities meeting.
- FDOT Compliance Audit Review of Hull Rd. meeting.
- FDOT QAR Review of Hull Rd. meeting.

#### Other

- Compiled documents for the upcoming Northbrook Lift Station, and Alsaw Sub Retention pond surveys.
- Staked the right of way along Coolidge Ave for water meter placement.
- 42 projects were inspected.
- Completed final module of LEAPS leadership training program.

### **Environment Maintenance**

#### Street Maintenance

##### Asphalt / Concrete

- Poured concrete pad for streetlight on SR40, east of RR tracks
- Repaired concrete apron around stormwater basin on Washington Place at US1
- Asphalted Water Department utility cuts at Dianne & Alden
- Repaired asphalt at the Wastewater Plant
- Asphalted Stormwater utility cut at Fiesta Heights & Bonita
- Replaced concrete gutters for Stormwater at Fiesta Heights & Bonita

#### 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
- Tree removals on Whispering Pine & Oak Forest Drive
- Trimmed at various city locations
- Removed (2) diseased trees on Hilldale

#### 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 Park 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
- DOT weed control at Nova & Granada
- Removed dead palms at the new Beachfront Park on S. Atlantic
- ROW trimming at various city locations
- Assisted concrete crew on Washington Place
- Assisted tree crew at various locations

#### Sign Shop

- Pineland Trail, stenciled "No Trespassing" & "No Dumping" on concrete barriers installed at entrances to Catfish Lake
- Installed (2) new 24" City logs at the sign on the NW corner of Airport Rd. & US1
- Continued citywide inventory of stop bar & crosswalk pavement markings
- Repaired or replaced signs at the following locations:
  - Santa Fe Ave. & Calle Grande, installed High Intensity Prismatic (HIP) street names
  - Santa Fe Ave. & Arroyo Pkwy, installed HIP street names
  - Tennessee Ter. & Arroyo Pkwy, installed HIP street names
  - Virginia Ter. & Southern Pkwy, installed HIP street names & stop sign
  - Montana Ter. & Arroyo Pkwy, installed HIP street names
  - Colina Pl. & Pinion Cir., installed HIP street names & stop sign
  - Shelly Way & Marjorie Trl., installed HIP street names, stop sign & post
  - Shelly Way & Winding Woods Trl., installed HIP street names & stop sign
  - Kim Ct. & Winding Woods Trl., installed HIP street names, stop sign & a "Keep Right" sign
  - Barbara Ct. & Winding Woods Trl., installed HIP street names
  - Marjorie Trl. & Winding Woods Trl., installed HIP street names
  - South side Arroyo Pkwy E/of Tennessee Ter., replaced missing 25 mph sign & post

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations - inspected
- Installed (6) Jersey barriers on Pineland Trail – pickup truck, trailer and Gradall
- Pipe replacement – 43 feet of 15-inch pipe, removed corrugated and installed A-2000 PVC pipe at Fiesta Drive and Bonita Place
- Slope Mower – Mowed Nova FDOT ponds, Lakebridge, SR40 ponds and Old Kings Road
- Chemical Spraying on Wilmette Avenue, North US1 & West SR40
- Sodded at 4 Spring Meadows from dig-up pipe repair
- Ditch Inspections – State Road 40
- Ditch Mowing – Finished mowing Industrial Park
- Vacon – Assisted Water Department with broken water main at Fiesta and Bonita Drive
- System Inspection – Met with HOA (Home Owner's Association) and Property Management Company @ Misners Branch

Street Sweeping/Streetsweeper

- 131.6 miles of road cleaned
- 74.0 cubic yards of debris removed

**Fleet**

Mileage Traveled by all City Departments for the week  
30,942

PM Services completed for the week:

<u>Emergency – Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
24	26

Road Calls for the week:

2

Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 11,646 gallons of unleaded fuel and 6,497 gallons of diesel fuel on hand.
- The city consumed 658.90 gallons of diesel and 2,619.50 gallons of unleaded over the past week.

**Utilities**

Projects Summary

- Preparing response to SJRWMD request for additional information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. District staff recently indicated that the District is changing the reporting requirement to every 10 years instead of the five year term presently in effect. Since the bulk of the City's initial 5 year report has been prepared, it may be in the City's best interest to complete the present report. This may extend the due date to ten years for the next report to be generated instead of the 2014 date should we decide to withdraw our current submittal.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department. Operations scheduling installation of turbidity and chlorine analyzers at strategic points in plant for data development to support eventual plant operational certification.
- Concentrate Disposal Study – Submitted the information requested from the engineer needed to prepare a proposal to perform the study. After obtaining the material, the consultant wants to meet to discuss the scope of the project prior to submitting a proposal. Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of concentrate that can be mixed by the reclaimed water production at the wastewater plant without exceeding conductivity limits established by FDEP.
- Cross Connection Control (CCC) Program Management Services: Responding to recent information request concerning program from Department of Health and performing repairs and upgrades per inspection report outstanding items.
- Airport Road Force Main Extension – Staff and consultant discussed efficient piping modifications for delivering additional reuse source water to Hunter's Ridge to augment current raw water source supply. Piping modifications will include new piping section and existing raw piping converted for reuse transmission to fill the storage tank with reclaimed water while allowing discharge pumping operations to irrigation. Fire system to remain operable. A meeting will be scheduled with the Breakaway Trails Homeowner's Association to explain how this project will benefit their community. Awaiting receipt of

- plans modifications. Easements forthcoming for CC consideration for a portion of the project corridor.
- Fire Hydrant Replacement Program – Staff preparing bid documents for next group of hydrant prioritized replacement. Field checking of the hydrants needs to be performed prior to finalizing the bid documents.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending demonstration that ragging at the influent pump station (IPS) is eliminated or reduced to a reasonable frequency. Tampa Armature Works (TAW) installed two pumps and Pumps 1 & 2 are being prepared and coordinated for start up. Recent pump repair report information provided was not found acceptable by pump manufacturer and start up is delayed until new pump shafts are installed in lieu of repaired shafts. Control system programming is being modified to operate pump set point at an established minimum speed to verify that they will pass rags. The third pump will be ready for start up after a new impeller is manufactured and installed. The impeller is scheduled for delivery at the end of this month. 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 – Cleaning the piping from splitter box to Clarifier 2 was performed on March 11<sup>th</sup>. The cleaning was successful and flow to the clarifier has significantly increased. The cleaning of influent lines to all three clarifiers is complete. Prior to the line cleaning operation, three pumps were used to transfer flows from the splitter box to the clarifiers. The flow increase to the clarifiers from the splitter box after the cleaning was completed was sufficient enough to eliminate the need for pumping. Pumps are no longer being used resulting in savings to the City in rental costs and diesel fuel consumption. Cleaning costs are included in an allowance for the expansion. Contractor continues to proceed with construction of Clarifier 4 and primary electric building.
  - Gravity Sewer Pipeline Repair – Four manholes on State Road 40 remain for completion. The remaining manholes are scheduled to be completed before the end of the month. Chaz Equipment Company is performing the work.
  - Lift Station Repair and Replacement Project –The doors remain to be installed at lift station 6M. The gravity sanitary sewer and force main from the lift station to the existing 6-inch force main is complete.
  - Rima Ridge Wells – Due to the long lead time required to obtain Bermad valves, it was deemed to be more expedient to not include these items in a change order to this project. These valves will be installed at a later date if needed to limit flow production from the wells. Building and mechanical equipment is currently being installed at the well sites.
  - Sludge Disposal Services – Shelley's Environmental Services was awarded the contract to perform sludge removal services. A starting date will be established for them to begin work after all required paperwork is processed
  - Tiffany Circle Water Main Replacement – The right-of-way use permit was received from Volusia County. A permit application for the water main installation was submitted to Volusia County Health Department.
  - Town Square and Lift Station 4M1 Rehabilitation – A draft set of plans was received from the Engineering Division for review. A topographic survey is being scheduled for Lift Station 4M1.
  - Water Plant Aerator Rehabilitation – A sole source memo is being prepared for DeLoach Industries, Inc. to perform the work.
  - Water Plant SCADA – A proposal was received from McKim and Creed engineers to do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.

- SPRC – Plans for Ormond Beach Middle School Buildings 3 and 6 were reviewed. Plans to extend the active main to the site and a permit application were received from the developer's engineer. The plans and permit application were reviewed and comments were sent to the engineer.
- Engineer for Olive Grove project prepared separate plan sheet for water main extension along SR40/Granada Blvd. Staff is reviewing plans and permit application for fee processing.
- Attended a presentation by a local engineering firm concerning pending legislation for Total Maximum Daily Loads (TMDL). Presently, numeric limits for TMDL parameters have not been established for the Halifax River. Wastewater discharges could be impacted if numeric limits become more stringent.
- Response to request for financial assistance for tap, meter, vault and backflow preventer needed to supply an additional 30,000 gallons per day was provided to Energizer. Energizer requested additional design feedback from City.
- Water Distribution
  - Replaced 8 residential meters, scheduled 2 condo complexes for large meter testing
  - Responded to or repaired 6 water service leaks
  - Flushed 10 cloudy water complaints
  - Replaced 6 (2 under road) water services, and 7 meter boxes/lids
  - Responded to 5 low pressure complaints
  - Tested and repaired 1 city owned backflow preventers,
  - Fire hydrants: continued spring maintenance on Volusia County fire hydrants served by our water system - 10 hydrants maintained. City hydrants - found a FH buried under brush and bamboo, performed maintenance and painted on Division Ave, GIS tagged FH. Also scheduled and replaced a FH broken during flow testing by OBFD on Royal Palm Dr.
  - Flushed Linden wood Cir (colored water), Arrowhead Dr, Lynwood Lane, Scott Dr (valve Maint.)
  - Valve Maintenance: exercised valves on Royal Palm Dr, Landmark Cir (FH replacement), Scott Dr, Lynwood Lane, Parulli Dr, Bluebird Lane, Arrowhead Cir, also replaced or raised 5 valve boxes in same area – Found, exercised, and installed a valve box on a 16" raw water main valve at SR40 and South 40 sub.
  - Main break: 2" GSP on Bonita Place (Fiesta Heights sub) due to storm drain replacement, 6" main break on Dianne Dr.
  - Scheduled shutdown for 2" tie-in to the South Distribution main on Willow Place (south end of WTP)
  - Relocated the water service at 175 Cardinal Dr(unit B) for driveway expansion
  - Rescind boil water for Dianne Dr.
  - Cleaned and restock all trucks
- Water Treatment
  - Delivered 36.838 million gallons for the week ending March 13, 2011 (5.263 MGD)
  - Backwashed 10 filters for a total of 405,000 gallons backwash water.
  - Produced and hauled 108 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled and cleared for rescinding one Precautionary Boil Water notices.
  - On Mar. 8<sup>th</sup>, at the request of Daytona Beach Water Utilities, opened Williamson Blvd. interconnect, delivered 410,000 gallons of potable water.
  - Continuing activities related to preparation of Annual Water Quality Report.
- Waste Water Collection - Reuse
  - Crews responded to two trouble calls out west Breakaway/Hunter's Ridge area and four in town.

- Marty and crew installed 2" reclaimed line under Halifax Drive for Oceanside request for reuse for tennis court facility.
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Crew located four reuse valve boxes and cleaned out four valve boxes on beach side.
  - Root controlled two sewer laterals and cleaned six sewer laterals.
  - Butch and crew repaired 3" irrigation line at 22 Forest View Way
  - Checked low pressure sewer at 17 Huntsman's Look and 57 Westland Run - 12 psi found at both locations.
  - Checked irrigation system at Breakaway and Hunter's Ridge. Inspected and cleaned pond filter.
  - Cleaned all building and fueled all equipment for the weekend.
- Waste Water Treatment
    - Domestic and Industrial Wastewater flow was 29.05 Million Gallons
    - Produced 17.98 Million Gallons of Reuse
    - Produced 11.07 Million Gallons of Surface Water Discharge
    - Influent flows average for the week is 4.15 MGD, plant designed for 6 MGD
    - Hauled tons of sludge 122.50 (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

- Finished the replacement of the new bearings in the #2 slurry pump roller
- Installed new grease pump For slurry pump #1
- Realigned the lime softening centrifuge end caps.
- Worked on the #1 lime slacker watering system, ordered new spray jets
- Completed well 19SR install, FPL repowered.
- Replaced RTU batteries at well 22H, and Leeway Tower.
- Replaced flow meter on well 23H
- Ran LPRO and Lime softening back up generators, tested ok inspected system after run.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Cleaned shop and put away spare parts.

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

- Repaired FPL meter can at 1M liftstation.
- Reset 4 fermentation mixer motors, large amount of rags on prop blades tanks need to be dropped in level and props cleaned.
- Replaced hour meter at Halifax Hospital liftstation pump #1.
- Manufactured Motor Stands at Both Feed Pumps.
- Repair Steam Cleaner Soap Injection System.
- Finished installation of Mainland pump station Pump #2 after rebuild.
- Assisted Collections Division as needed at splitter box with clarifier cleaning.
- 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 23 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 Liftstations. Pulled pumps check/replace impellers.
- Utilities Division completed 86 work orders as reported in MP2 computerized maintenance management system, of which 69 were PM work requests and 17 were repair work orders.