

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 5, 2010

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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:
  - Selected Employee of the Quarter, Steven Spraker, Planning Department.
  - Weekly staff meeting
  - FDOT issues meeting with Assistant City Manager, Planning Director, Civil Engineer, and City Engineer.
  - Met with Assistant City Manager on various issues
  - Met with Fire Chief on fire issues
  - Weekly meeting with Human Resources Director
  - Met with Economic Development Director on economic development issues
  - Weekly meeting with Assistant City Manager and Finance Director on the FY 2010-2011 budget and financial trends
  - Authorized Ann-Margret Emery to file for Injunctive Relief to prohibit EASA (formerly Ormond Aviation) from continuing its commercial operations, flight school, until such time as it obtains the required liability insurance.
  
- Attended:
  - Participated in Read Across America at Osceola Elementary School, read Dr. Seuss' "Oh, the Places You'll Go!" to a fifth grade class.
  - Internet based meeting with Volusia County Wide Membership Alliance
  - Phone call discussion with pension attorney on pension plans

### **City Clerks 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 and recording meetings):
  - City Commission Meeting

### **Community Development**

- Planning
  - Staff met with representatives of Daytona Beach (DB) and VGMC to discuss the 2<sup>nd</sup> Request for Additional Information (RAI) regarding the City's Comp Plan amendments as it pertains to the Transportation Concurrency Exception Areas and multi-modal strategies. DB is concerned with the impact that OB will have on roadways within DB. As a result, DB requested OB to model the strategy to determine impacts on DB roads. OB has resisted since modeling policies is not possible and the City is not changing its land use plan map. Staff again provided both DB and VGMC with a number of documents and rationale that demonstrate little impact is occurring on DB's roads.
  - Staff has been in contact with DCA regarding the City's proposed Comp Plan amendments. DCA expressed concerns regarding the City's multi-modal strategies and

- would like more detail included in the Comp Plan. We expressed our reluctance to provide more detail in the Comp Plan for a strategy that is new to the City and will require refinement and such refinements should be made at the local level through the LDR and now the Comp Plan – particularly with the passage of Amendment 4 looming. While DCA expressed their understanding, they are of the mind that more fleshing out of the strategy will be required. The City should receive DCA's response next week.
- Work on developing a Transit Fee methodology continues. A draft has been prepared and forwarded to Volusia County Traffic and Votran for their review and comment. The transit fee would replace impact fee and mitigation along the TCEA's since no roadway capacity improvements are advocated for these three corridors. Interlocal agreements with Volusia County will be needed to permit this transit fee in lieu of mitigation through the VC Traffic Impact Assessment Guidelines all jurisdictions have adopted by reference in their Comp Plan's and LDC's.
  - Building Inspections, Permitting & Licensing
  - 60 permits issued with a valuation of \$901,601.00
  - 173 inspections performed.
  - 11 business tax receipts issued.
  - Development Services
  - Staff attended a neighborhood meeting at the South 40 Trail clubhouse regarding Miro Medical Center's Special Exception to waive a required wall. Previously the site plan was approved administratively with a wall but the developer would like to replace the wall with enhanced hedges and landscaping. The meeting was well attended and over 40 people attended. Commissioner Kelly was in attendance for Commissioner Partington whose district includes the South 40 Trail residential development but could not attend. It appears that most of the residents would prefer the landscaping rather than the wall and would support the Special Exception request.

## **Economic Development**

### Ormond Crossings

- The Stipulated Settlement Agreement has been approved by the City and DCA. The Remedial Amendments and other related documents were transmitted to DCA last week. DCA has 45 days from receipt of the documents to issue the Notice of Compliance. The public has a 21 day appeal period following the issuance of the notice to the City.
- Now that the CRA update has been approved by the Commission, staff is preparing to transmit the CRA documents and arranging a meeting with county staff as part of the County Council review/approval process of the CRA update.
- Staff is discussing with Tomoka Holdings the timing for the construction of phase one infrastructure to the development.

### Airport Business Park

- Staff is preparing a mock directory sign at the entrance to the Business Park to have feedback from the businesses prior to final design.
- Staff continues working with FP&L to resolve electrical and lighting issues at the Business Park.
- The widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is underway.
- Staff is scheduling a meeting in April to discuss the proposed signage plans and solutions to the power related issues.

### Ormond Beach Chamber and Business Development Partnership (BDP)

- Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.

- Staff is appointed to represent city economic development practitioners on the Business Development Partnership Collaborative Economic Information Technology Development Delivery System Committee. The purpose of the group is to improve the Metro Daytona Economic Development Corporation's economic development website to include available properties within the city and county and to enhance local marketing programs to attract prospects to their communities. Demonstrations have been completed by two vendors and two additional demonstrations are expected over the next 2 weeks.

#### Prospective Business Attraction/Retention/Expansion

- Participated with the surrounding community economic development practitioners on weekly conference calls with the MDED and County staffs to discuss potential business opportunities.
- Staff responded to two requests for information on the available Ormond Beach properties for manufacturing prospects.
- 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.

#### Special Economic Development Projects

- The Halifax Area Business Development Partnership and Volusia County have conducted an independent study by KMK Consulting of their delivery of economic development services and has drafted recommendations for the public and private partners to review and make comment. The BDP Executive Committee voted to engage KMK Consulting to conduct additional research on a model public/private organizational structure and investigate private investment funding opportunities for the organization. The BDP Executive Committee voted to rename the organization from BDP to Metro Daytona Economic Development Corporation. A workshop between MDED and the County Council was held to discuss the partnership roles of the organizations. Further discussion is necessary to sort through issues raised at the joint meeting.
- Staff will be bringing the matter back to the Commission for discussion following the resolution of the County issues.

#### Airport Operation and Development

- Staff continues to work with representatives of the Recreation, Building Maintenance, and Engineering Divisions regarding efforts to address ongoing water leaks at the Air Traffic Control Tower. Staff is in receipt of an estimate from Kathy Harper Painting & Waterproofing to permanently correct these leaks. Hall Construction, the building contractor that erected the tower, indicated (following an inspection of the tower) that the proposal from Kathy Harper is likely the best approach toward addressing this problem.
- Staff received multiple inquiries from representatives of outside engineering and consulting firms regarding an RFQ for engineering and consulting services related to the airport.
- Staff met with representatives from the Engineering Division and Planning Department to discuss the SE Quad drainage plan proposed as part of the parcel 3 development project between BETNR Construction and Advanced Composite Solutions.
- Staff continues to gather estimates for the construction of new advisory signage at the airport, designed to help communicate the particulars of our voluntary noise abatement procedures to both resident and itinerant pilots. Signage is to be placed at all of the access gates to the airport, and adjacent to all taxiways.
- Work on the airfield electrical improvements project continued this week. Staff issued a NOTAM (Notice to Airmen) via the FAA, advising that Runway 17/35 will be closed periodically while new lighting components are being installed. Staff continues to coordinate efforts between the contractor and the air traffic control tower to minimize disruptions to airport operations.

- Low altitude aircraft operations related to “Bike Week” festivities are being successfully managed by the ATC tower. No complaints have been received as a result of this event-related traffic.
- Work on phase 2 of the airport security upgrades project continued this week. Staff worked closely with the fence contractor to review placement of fence components, and to ensure that the new perimeter fence is properly located with respect to the airport boundaries, as established by survey. An additional fencing project in the southeast quad (phase 3) is being contemplated. Staff continues to move forward with additional bid advertisement preparations and research in order to implement the remaining security upgrades at the airport.
- Staff received from Hoyle, Tanner & Associates the 90% design documents and project manual for the OBMA public use heliport project. Grant closeout documents for the design phase of this project should be forwarded to the FAA within 60 to 90 days. Site inspection for the proposed heliport has been completed, and approval of the proposed site has been received from the FAA.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Staff is continuing to work with the IRS to finalize the few remaining issues. We expect the IRS audit to be concluded shortly.
- Completed Projects - Weekly
  - Processed 67 Journal Entry Batches (# 1973 - 2149).
  - Approved 27 Purchase Requisitions totaling \$243,999.09.
  - Issued 24 Purchase Orders totaling \$115,799.54.
  - Advertised Bid No.2010-10, Ormond Beach Wastewater Plant Expansion Project, in the News Journal on 2/28/2010.
  - Held pre-proposal meeting for RFQ No. 2010-16, Continuing Contracts for Professional, Architectural and Engineering Services, on 3/3/2010.
  - Mailed out eleven (11) “letters of intent to award” for Bid No. 2010-03, SR 40 Multi-use Trail (Phase 2) Old Tomoka Rd to Breakaway Trails, on 3/4/2010.
  - Prepared 172 Accounts Payable checks totaling \$304,284.41 and 25 Accounts Payable EFT payments totaling \$146,202.15.
  - Prepared 60 Payroll checks totaling \$48,525.97 and 319 Direct Deposits totaling \$360,951.36.
  - Transferred IRS 941 payment of \$141,295.91.
  - Processed 4,801 cash receipts totaling \$2,335,368.64.
  - Processed 1,213 utility bill payments through ACH totaling \$56,692.49.
  - Processed and issued 3,980 utility bills with billed consumption of water of 14,100k.
  - Issued 361 past due notices on utility accounts.
- Completed Projects - Monthly
  - Total billed consumption of water for February 2010 was 121,162K.
  - Completed 288 Initial Reads for February 2010.
  - Completed 160 Re-Reads for February 2010.
  - Completed 266 Final Reads for February 2010.
  - Completed 234 Delinquent Notices for February 2010.
  - Completed 176 Restore of Services for February 2010.
- Public Information
  - Press Releases
    - Walking with the Manager – Thursday, March 11<sup>th</sup>, 7:30 a.m. – The Casements
    - Birthplace of Speed Event

- Baseball Jamboree 2010
- Other
  - Boy Scout Tour of City Hall
  - Census Presentation to Quality of Life Board
  - Letters to Faith Community regarding Census
  - Citizen Contacts
  - Media Contacts
- Grants
  - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements.

### **Fire Department**

#### Operations

- Attended Volusia County Fire Chiefs meeting
- Met with Volusia County Deputy Manager regarding fire service issues
- Met with State EMS Inspector for the compliance inspection of the department's EMS program
- Surveyed area Fire Departments' hydrant programs
- Began annual citywide hydrant flow testing
- Met with dispatch and IT regarding mobile data terminals
- Met with Building Department to discuss forwarding of fire inspection inquiries
- Completed plectron emergency alert radio receiver repair at Station 92
- Reviewed and submitted four new or updated SOP policies for publication
- Held bi-weekly administrative staff meeting
- Completed State of Florida Advanced Life Support License application

#### Weekly Statistics

|            |                         |
|------------|-------------------------|
| 3          | Fire                    |
| 1          | Fire Alarms             |
| 1          | Hazardous               |
| 69         | EMS                     |
| 15         | Motor Vehicle Accidents |
| 30         | Public Assists          |
| <hr/>      |                         |
| <b>119</b> | <b>TOTAL CALLS</b>      |

- Aid provided to other agencies: **12 calls to Volusia County**
- Aid received from other agencies: **7 calls from Volusia County**
- Total staff hours provided to other agencies: **36 hours**
- Total staff hours received from other agencies: **10 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **7**
- # of overlapping calls: **23**

#### Training Hours

|            |                          |
|------------|--------------------------|
| 8          | Aerial Operations        |
| 11         | Driving                  |
| 8          | EMT Refresher Module 3   |
| 12         | EMT Refresher Module 4   |
| 14         | Pump Operations          |
| 36         | Technical Rescue         |
| 4          | Tools & Equipment        |
| 32         | Ventilation              |
| <hr/>      |                          |
| <b>125</b> | <b>TOTAL STAFF HOURS</b> |

Activities

- Updated 83 pre-fire plans
- Conducted 16 fire inspections with 3 safety violations discovered
- Weekly Fire Explorers meeting held at Station 92
- Public Education Event - Participated with Boy Scout tour of City Hall. Presented fire truck and answered children's questions.

SIGNIFICANT INCIDENTS

Date: Saturday, February 27<sup>th</sup>

Type of Call: Motor Vehicle Accident

Address: S.R. 40 & Pinewoods Rd

Dispatch Time: 11:19 PM

Cleared Time: 12:13 AM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Rescue Engine 94, Battalion 90

Volusia County: Engine 18, Battalion 40

EVAC and Volusia County Sheriff's Office

Incident Description: Dispatched as automatic aid to a motor vehicle accident with rollover. Engine 18 arrived first establishing command. Rescue Engine 94 assisted with extrication of one patient using Jaws of Life and removing vehicle roof. Engine 18 and EVAC treated patient. Battalion 90 remained on scene and assisted with command and released Battalion 40 to check on status of previous call.

Date: Sunday, February 28<sup>th</sup>

Type of Call: Motorcycle Accident

Address: 961 N US 1 – South of Kickstart Saloon

Dispatch Time: 2:30 PM

Cleared Time: 3:11 PM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach: Rescue Engine 93, Battalion 90

Volusia County Engine 13, Air One & EVAC

Incident Description: Accident involved collision of 3 motorcycles. One patient was a trauma alert and flown by Air One. Rescue Engine 93 blocked northbound inside lane for Air One to land. Another patient received advanced life support treatment and was transported to Halifax hospital.

Date: Sunday, February 28<sup>th</sup>

Type of Call: Motorcycle Accident

Address: W Granada BL & S Yonge

Dispatch Time: 6:14 PM

Cleared Time: 6:24 PM

Jurisdiction: Ormond Beach

Units on Scene: Rescue Engine 93, Battalion 90 & EVAC

Incident Description: Female passenger was thrown from back of motorcycle turning eastbound on Granada. Patient not wearing a helmet, sustained minor to moderate head injuries and transported to hospital.

Date: Sunday, February 28<sup>th</sup>

Type of Call: Motorcycle Accident

Address: Eastbound span of Granada Bridge

Dispatch Time: 7:39 PM

Cleared Time: 8:16 PM

Jurisdiction: Ormond Beach

Units on Scene: Rescue Engine 93, Battalion 90 & EVAC

Incident Description: Two motorcycles collided on bridge ejecting both riders from their bikes. One rider sustained a head trauma, second rider sustained a possible dislocated shoulder. Both were transported to the hospital.

Date: Monday, March 1<sup>st</sup>  
Type of Call: Structure Fire  
Address: 13 Kathy Dr / Ormond By The Sea  
Dispatch Time: 12:48 AM  
Cleared Time: 2:36 AM  
Jurisdiction: Volusia County  
Units on Scene: Ormond Beach Quint 91  
Volusia County Engine 14 & Battalion 10

Incident Description: Quint 91 responded as automatic aid to a structure fire in Volusia County District 14. Active fire was found in attic using a thermal imager camera. A light fixture in the master bathroom had overheated and tripped the breaker. When fixture was removed a 2 x 4 piece of wood was found charred and a small fire in attic. Fire was extinguished and overhaul of residence conducted.

Date: Tuesday, March 2<sup>nd</sup>  
Type of Call: Brush Fire  
Address: 3933 Tano Drive  
Dispatch Time: 4:14 pm  
Cleared Time: 6:09 PM  
Jurisdiction: Volusia County  
Units on Scene: Ormond Beach: Rescue Engine 94, Brush Attack 94, Battalion 90  
Volusia County: 4 Units, Flagler County: 4 Units  
Division of Forestry

Incident Description: Ormond units responded to assist Volusia County with a brush fire resulting from a downed power line. Fire appeared to be contained to a small area of approximately 1 acre. There were concerns of rapid spread due to high winds. Rescue Engine 94 and Brush Attack 94 were staged on scene. Brush Attack 94 then assisted with fire suppression. Ormond units were released by command after fire was extinguished.

### **Human Resources**

- Job Requisitions
  - PD - Police Officer
- Approved/Active Recruitment
  - PD - Police Chief
  - Leisure Services-PT Box Office Attendant (Performing Arts Center)
  - Leisure Services-PT Office Assistant I (Registration)
  - Leisure Services-PT Recreation Leader (Casements)
- Screening/Interviews Scheduled
  - PAC Supervisor interviews scheduled for 4 applicants
- Job Offers
  - Police Officer, conditional offer made Jan.15, 2010. Cleared for employment and will start March 8<sup>th</sup>, 2010.
  - Maintenance Worker II, Wastewater Collections, cleared for employment and will start Monday, March 8<sup>th</sup>, 2010.
- Terminations/Resignations/Retirements
  - PD – Police Chief - retirement – effective 03-26-10
  - PW – PT Quality Control Technician – resignation-effective 3-26-10
  - LS – PT Office Asst. I – resignation - effective 3-26-10
  - LS – PT Box Office Attendant – resignation - effective 3-26-10

- LS – PT Rec. Leader/Program Assistant – resignation - effective 3-26-10
- FD - D.E./EMT - retirement – effective 04-30-10

### **Policy Under Review**

- Update email policy to expand language regarding proper use of email. Presented to City Manager for approval on 02-18-10.
- Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc. Presented to City Manager for approval on 02-18-10.
- Update No Smoking policy – ban to extend to City vehicles. Presented to City Manager for approval on 02-18-10.

### **Risk Management**

- Distributed proposed changes in level of insurance coverage for insured facilities to members of the Program Committee via the City Attorney's Office. Planned for discussion and feedback at February committee meeting. Sent a reminder to the CAO. As of February 24 the changes have not been distributed.
- Report of lost cell phone, Fire Department.
- Completed draft written process for collecting certificates of insurance for all leases, contracts and agreements.
- Working with the Airport Manager and Deputy City Clerk for contacting all occupants at the airport business park [with agreements with the city] to collect current/in-force and correct certificates of insurance. A report will be generated for the City Attorney.
- The SAO advised several juveniles have been ordered to pay restitution for vandalism in December. Arrangements are forthcoming.
- Attended depositions for a liability case involving injuries resulting when the plaintiff reported a trip/fall in an open meter box on private property.
- Small scratch on Fire Department vehicle. The FD vehicle was driving at a slow rate of speed around another vehicle and came into contact with a protruding hinge. Damage cost TBD.

### **Information Technology (IT)**

- Work Plan Projects
  - Hardened Data Center
    - Moving servers in to the facility.
  - Server Virtualization – Implementation planning: modeling current environment
  - Document Imaging – City Clerk project – Researching RFPs
  - iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None
  - Networking System: - None
  - Work Orders: - 65 New work - 71 completed - 63 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
  - For the week:

|                        |        |                     |        |
|------------------------|--------|---------------------|--------|
| Total inbound E-Mails  | 59,934 | Net Inbound E-Mails | 42,569 |
| Inbound Bad E-Mail     | 14,082 | Percentage bad mail | 29.0%  |
| Virus Messages Blocked | 3,283  |                     |        |

Notable Events: None.

### **Geographical Information Systems (GIS)**

- Addressing Additions: 1 Changes: 1 Corrections: 1
- Map/Information Requests: 10
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0

- Notable Events: None.

### **Leisure Services**

- Administrative Services
  - Agenda Item Preparation
  - Supervisory Staff Meeting
  - Public Works Staff Meeting
  - Energy Reduction Meeting with FPL Rep.
  - Daytona Beach Racing & Recreational District Check Received
  - Met with Playground Rep re: Boundless Playground Project
  - City Manager's Staff Meeting
  - Bailey Riverbridge Gardens Meeting with Rita Press, Norman Lane, Paul MacDonald and Robert Carolin
  - Facilities Maintenance Supervisor Meeting
  - Volunteer Opportunities at Parks Meeting (Give a Day/Get a Day)
  - Volusia League of Cities Meeting Preparation continued
  - Quality of Life Board Meeting
  - National Employee Appreciation Day recognition
- Athletics
  - The OBYBSA Competitive Teams, the Lady Renegades and the Golden Spikes, continued practicing this week at the Quad, Nova Fields and the Kiwanis Field.
  - CCA and FLHS Softball, as well as RBA, SHS, and FLHS Baseball, continued practices this week at the Sports Complex. FLHS Softball and Baseball, as well as SHS & RBA Baseball continued their game season this week at the Softball Quad.
  - Luis Camacho's Spring 11 V 11 Adult League was back in action this Sunday at 10:00 a.m. at the Sports Complex on Soccer Field 10.
  - Ormond Beach Golden Spikes, the competitive baseball program of the Ormond Beach Youth Baseball/Softball Association, continued AAU League play this past weekend at the Wendelstedt Fields. These games will run most weekends through the month of May.
  - The Ormond Beach Youth Baseball/Softball Association continued their team practices this week at both the Nova Fields as well as the Dale Buttleman Softball Quad. These will continue through March 5<sup>th</sup>.
  - The City's Youth Coed Volleyball Program started this past Monday and Thursday at the Nova Gymnasium. This is held weekly from 6:00-8:00 p.m. Currently we have 60 participants for a record number of participants in the program.
  - The Ormond Beach Soccer Club's Recreational and Competitive Program are both in their pre-season practices, with games to begin next weekend.
  - Upcoming Spring Programs: City Adult Coed Softball, College Baseball Jamboree, NSA Softball Tournaments.
- Athletic Field Maintenance
  - Mowed baseball fields 1-4 twice a week
  - Mowed common areas
  - Mowed South Ormond outfield; cleaned tennis and basketball courts
  - Went to Osceola Elementary to prep softball fields; cleaned tennis, basketball, and handball courts
  - Nova Park: mowed infields and outfields; cleaned skateboard park, tennis and handball courts
  - Mowed softball fields 1-4 and coed fields
  - 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 soccer fields 1-10 twice a week

- Painted foul lines on softball fields
- Reseeded soccer fields 5-8
- Spread pre-emergent fertilizer and weed control
- Added clay and spread 11 tons of Turface to infields on baseball fields 1-4
- Painted foul lines and prepared baseball fields daily for high school and competitive teams
- Cleaned up after daily use of the soccer fields
- Prepped softball fields 1-4 for men's slow-pitch league, Lady Renegades, CCA and Father Lopez practice
- Replaced home plate on baseball field 4
- Prepped fields 1-5 at Nova Park for practices and weekend games
- Spread two tons of Turface on softball field 7 for laser grading
- Started laying out soccer fields for upcoming competitive and rec league seasons
- Groomed and leveled tee-ball fields 1-3 and rotary fields 4-5
- Started placing goals on fields for soccer fields 1-10
  
- Senior Center
  - Staff hosted normal evening programming including, Kinetic Expressions Dance Academy, Granada Squares Dance, Billiards, Tomoka Duplicate Bridge, Chinmaya Church and the Daytona Community Church.
  
- Performing Arts Center
  - The PAC hosted the Ormond Beach Show Club Follies on stage Tuesday through Thursday this week. The group is preparing for their March production of Follies 2010.
  - The PAC hosted the Richard Nader Entertainment presentation of Jay Siegel and The Tokens on Friday evening. Jay Siegel and The Tokens top hits include "The Lion Sleeps Tonight," "Tonight I Fell In Love," "Portrait Of My Love," "La Bamba," "B'wanina," "He's In Town," "She Lets Her Hair Down," and "I Hear Trumpets Blow". In addition to the group's hits, Jay will also sing songs he co-wrote and/or co-produced for artists such as The Chiffons, Tony Orlando and Dawn, and The Happenings. Jay Siegel and The Tokens also did backup vocals for such diverse artists as Tony Orlando, Del Shannon, Melissa Manchester, Connie Francis, & Bob Dylan. Performing with The Tokens is Jay Traynor "She Cried". Also appearing are special guest and Ormond Beach's own Doo Wop favorites, The Knights To Remember.
  - The PAC spent the week preparing for the Special Populations Divisions annual STARS Pageant. This is the 5<sup>th</sup> year for the special needs pageant and over 30 participants grace the stage throughout the two-hour show.
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations.
    - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Open Dance, Children's Musical Theatre, KEDA
    - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Tap & Jazz, Rising Starz Spirit League, Simmons Ballet, Judo
    - Wednesday – Show Club Skits, Upbeats Choral, Devito Dance, Kopy Kats Skits, Children's Musical Theatre, KEDA
    - Thursday – Devito Dance, Tavega Ballet, Kopy Kats, Rising Starz, KEDA
    - Friday – Greene Dance, Children's Musical Theatre
  - The Performing Arts Center is preparing to host the following events:
    - March 5<sup>th</sup> • Jay Siegel and The Tokens 7:30 p.m. \$35-\$50
    - March 6<sup>th</sup> • Shining STARS Pageant 1:30 p.m. \$4.00
    - March 21<sup>st</sup> • Orlando Jazz Orchestra 2:00 p.m. \$20.00
  
- South Ormond Neighborhood Center

- United Hands meeting took place on Monday at 6:00 p.m.
- Tutoring takes place after school Monday -Thursday from 3:30 p.m. -5:30 p.m.
- Jazzercise classes were held Monday and Wednesday from 5:30 p.m. -6:30 p.m.
- Adult Basketball League was held Sunday and Wednesday from 6:00 p.m. - 9:00 p.m.
- Youth basketball try-outs to be held Saturday from 9:00 a.m. -1:00 p.m.
- YMCA Soccer to be held on Saturday at 9:00 a.m.
  
- Community Events
  - Birthplace of Speed Event: distribution of event flyer, reviewing menu, designed templates for participant plaques.
  - Developing logistics maps for BPS, AITP and MD events
  - Development and distribution of Call for Artists flyer
  - Reviewed Upcoming Events with Recreation Manager
  - Continued soliciting sponsorships for several upcoming events
  - Staff continues to register participants for Art in the Park and Birthplace of Speed.
  - Staff is answering calls for information about Art in the Park and the Birthplace of Speed event.
  - Art in the Park applications and event information is available by going to [www.ormondbeach.org/events](http://www.ormondbeach.org/events).
  - Contacting food vendors for Art in the Park
  - Securing items for Independence Day Celebration event
  
- Gymnastics
  - Classes are going extremely well and students are having a good time. Enrollment is up in some classes to the point where we must move students in to other classes.
  - Next weekend our Level 7 student will compete in Orange City for a spot in the Nationals. We have every confidence in her ability to reach her goal.
  - The Cheer Team is ramping up their routine for the next competition on March 20<sup>th</sup> called the "Reach at the Beach" in Daytona.
  
- Nova Community Center and Special Populations
  - Nova conducted regular adult classes in jazzercise, "take off the pounds sensibly" (TOPS) and Yoga.
  - The Activity Class, Miss Debby's Dance and Phonics continued their classes for the winter season.
  - FitGyms conducted their personal training, tennis lessons and Fit Moms.
  - Girl Scouts Troop 195 met in the small classroom on Wednesday evening.
  - Athletics met in the gym for Youth Volleyball on Monday and Thursday.
  - Special Populations Jazzercise met for their sixth class on Thursday in the activity room.
  - 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.
  - Preparations and planning continued for the Shining STARS Pageant and Fashion Show for special needs participants including printing of the programs, meeting for the rehearsal, writing the script, decoration of the Performing Arts Center and finalizing the participant, performer and volunteer information.
  - Challenger Volleyball met for their last practice for the season on Tuesday in the Nova gym. Each participant was given an award and trophy.
  - Planning continued for Camp T. Rec including continued development of the daily activities spreadsheet, submission of the bussing schedule, follow up on the field trips and ordering supplies.
  - Planning began for Nova's summer camp including continuation of the inventory process, setting up the guest presenters and ordering supplies.

- The Casements
  - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
  - Yoga classes were held on Tuesday and Thursday.
  - Tai Chi Classes continued this week on Wednesday evening.
  - Staff assisted with set up and strike of the weekly Farmers' Market on Thursday morning.
  - Zumba classes were held on Thursday afternoon.
  - Staff continued this week to finalize the Enviro Camp program and outline.
  - Staff worked on invitations and mailing lists for the "Brick Courtyard" party for the Casement Guild.
  - Staff is working on Camp Expo information.
  - Staff planning continues this week for the "Swing Into Spring" concert series.
  - The Coordinator continues working on The VLOC Dinner planned at The Casements and Rockefeller Gardens on Thursday, March 25.
  - The Coordinator began planning a "special recognition" for the The Casements Guild members during "volunteer" week in April.
  - Preparations are made this week for the upcoming "Movies on the Halifax" scheduled for tonight.
  - The Coordinator worked this week with Hall Construction to place new signage around the building inside and outside near the public restrooms.
  - The Casements Camera Club accepted photographs for the 17<sup>th</sup> annual Black and White show this week.
  - First Friday preparations are underway, the Guild will provide tours and open their gift shop that evening from 5:00pm to 8:00pm.
  - Movies on the Halifax will feature "The Goonies" on Friday night from 6:30-9:00 p.m.
  - The Casements Camera Club opening reception will be held tonight from 5:00 p.m. to 8:00 p.m.
  - A wedding and reception will be held on Saturday, March 6<sup>th</sup> at The Casements, set up will be during the day on Friday and after the Camera Club reception.
  
- Facilities Maintenance
  - Repaired toilet at the Ormond Beach Tennis Center
  - Installed three new fire extinguishers at the Hard Data Center
  - Installed new trash receptacle at bus stop on Thompson Creek
  - Repaired broken cabinet door in Human Resources Dept. at City Hall
  - Repaired water heater in Building B at the Senior Center
  - Repaired electronic gate at the Wastewater Treatment Plant
  - Repaired loose lightning rod cable at the Police Dept.
  - Replaced damaged sheet metal at the Police Dept. firing range
  - Repaired door locks on west side restrooms at SONC
  - Repaired lights in storage area at Airport Sports
  
- Parks and Irrigation
  - Ran zones in US 1 medians, replaced three damaged spray heads
  - Ran zones on West Granada medians, replaced four damaged spray heads
  - Turned on reuse water at Cassen Park, tested mainline
  - Installed new valve and solenoid, wire connectors and valve box at Nova Rec.
  - Checked for irrigation damaged after car accident on West Granada; raked out mulch bed, replanted two hawthorne plants
  - Unpacked all park benches, loaded cardboard in recycling bin, moved benches to painter's area
  - Replaced rotors and coupling on Bridge Approach
  - Tested backflow and irrigation valve on West Granada Median #1
  - Installed new backflow valve at Vadner Park.

- Installed three plaques at the labyrinth at Central Park II
- Replaced American flag at the shuffle board courts
- Drained and cleaned turtle fountain at Riviera Park
- Replaced wheels on portable basketball hoop at Nova Recreation
- Installed air hand dryers at Sanchez Park

### **Police Department**

- Administrative Services
  - Officers received 4 requests for extra patrols (generated by citizens, City personnel, etc. due to suspicious activity or offenses).
  - Attended Department Directors' meeting with City Manager.
  - Attended City Commission meeting.
  - Cleared out my office!!
- Community Outreach
  - Programs for OBPAL are going very well. Our boys' basketball teams are practicing and gearing up for their USSSA season. Tournaments for USSSA will begin in late March. There are twenty-five youths attending the Science on Patrol program offered in partnership with Ormond Beach Middle School. Officers Lloyd Cornelius and Gregory Stokes are assisting with the SOP program. OBPAL is offering the READ program in partnership with Ormond Beach Elementary School. Currently twenty-six students are enrolled in the READ afterschool program. Tutors R Us has 26 youths enrolled. Tutors R Us is offered in partnership with the Department of Leisure Services.
- Community Services & Animal Control
  - 43 Animal calls responded to
  - 6 Animal Reports
  - 8 Animal Bites
  - 1 Animal to FHS
  - 2 Solicitor Permits
- Criminal Investigations
  - Cases Assigned: 15
  - Cases Cleared by Arrest/Complaint Affidavit: 7
  - Cases Exceptionally Cleared: 9
  - Inactive: 5
  - Fraud: 6
  - Burglary Business: 0
  - Burglary Residential: 0
  - Larceny Car break: 5
  - Grand Theft: 0
  - Auto Theft: 0
  - Offense Against Family/DCF Reports: 0
  - Missing Persons: 1
  - Sex Offense/Rape: 2
  - Robbery: 1
- Comments:
  - Received a CODIS hit on blood evidence collected from a burglary scene. The CODIS hit came back to a known criminal who is currently in the Branch Jail. Charges will be filed to extend his stay.
  - Residential burglaries and business burglaries have been down the past week.

- We have been receiving an increase in fraud investigations. The majority of these investigations have involved identity theft through credit cards.
- Records:
  - Walk-Ins / Windows - 207
  - Phone Calls - 253
  - Arrest / NTA'S - 16
  - Citations Issued - 490
  - Citations Entered - 436
  - Reports Generated - 121
  - Reports Processed - 134
  - Mail / Faxes / Records Request - 84
- Operations
  - 02/26/10 – Burglary – 19 Brookside Cir – 3 violins stolen
  - 02/26/10 – Burglary – 819 River Oak East – Door lock punched – GPS Sirius radio and volt meter stolen
  - 02/26/10 – Myers act – A/M pan handling – 100 S A1A
  - 02/26/10 – Myers act – 2 Adults in front of Denny’s – One adult male verbally abusive to officers, notice to appear – possession U/20 – passenger – traffic stop
  - 02/27/10 – Burglary – 229 Osceola Ave – forced entry – truck ransacked – nothing stolen
  - 02/27/10 – Traffic stop – 400 blk Hand – Veh from crash w/injuries near Iron Horse – Complaint affidavit for small amount of narcotics– Driver released to FHP
  - 02/27/10 – DUI arrest – minor crash at 40/Nova
  - 02/27/10 – Possible sex Offense – 2yo F – Mother alleges father touched inappropriately - CPT, DCF, DET notified
  - 02/28/10 – DUI crash – 300 blk W Granada – vehicle vs tree
  - 02/28/10 – MVA – trauma alert – 900 Blk N US Hwy 1 – 3 motorcycles – worked as THI due to extent of injuries but no fatality to-date – 1 flown to Halifax
  - 02/28/10 – Disturbance call – J/M arrested – felony possession – TOT mother per DYS
  - 02/28/10 – Suspicious vehicle check – Sleep Inn on Williamson – 45 year old male subject found with 15 year old female. Open warrant on the male subject out of KY for the kidnapping of the female juvenile.
  - 02/28/10 – Felony shoplifting – Refund Scam – Wal-Mart – 1 arrest.
  - 02/28/10 – DUI arrest – 500 Blk Arroyo Pkwy
  - 03/01/10 – Baker Act – Pine Trail Elementary – 6yoa – Transported by EVAC
  - 03/01/10 – Road rage – alleged showing of gun – Vehicle stopped – Driver/Gun secured - Driver claims he pointed his finger only – complainants declined to press charges – Driver/Gun Released.
  - 03/02/10 – Strong armed robbery –Winn Dixie – purse snatched by W/M – photo lineup for suspect
  - 03/03/10 – Burglary – 9 Tiffany Circle – unk susp. – costume jewelry taken (value 50.00)
- Traffic Unit:
  - 02/28/2010 1535 hr - Crash w/Injuries - Bike Week Related 900 block N. US 1 SB: One motorcycle rear ended another in transit at about 65 MPH, and then deflected into a third motorcycle. All three were overturned and ejected their operators. Two (2) operators sustained serious injuries; one (1) of them was airlifted to HMC. US 1 SB was shut down completely for about ten minutes to facilitate Air One LZ. One (1) lane remained shut down for approximately 90 minutes to mark and measure for potential traffic homicide investigation. So far, no fatality has occurred. At-fault driver was cited.
  - 02/26/2010 1613 hr - Crash w/Injuries - SR 5A / Wilmette Avenue: Car on Nova Road ran a red light and caused a right-angle crash into a vehicle traveling east from the Trails Subdivision. The at-fault vehicle then deflected to the right and crashed head on into a

westbound vehicle waiting at the light. The impact shoved the eastbound vehicle sideways about 120 feet into a parking lot. That driver was transported to the hospital. One lane of SR 5A northbound and Wilmette Avenue eastbound was shut down for about 60 minutes. At-fault driver was cited.

- 03/02/2010 1658 hr - Crash w/Injuries - SR A1A / Neptune Avenue: Northbound car rear ended another, which was shoved into a third vehicle waiting to turn left onto Neptune Avenue. Nobody transported to hospital, but SR A1A northbound was shut down to intermittent two-way, one-lane traffic for about 20 minutes.

- 03/03/2010 1817 hr - Hit & Run - City Property N. Ridgewood Avenue / Lincoln Avenue: Unknown truck and trailer knocked down a stop sign and left the area. Called in by resident, who received the information second-hand. We were unable to reach that resident at the phone number listed in the call. No suspect information is available for follow-up at this time. OBPW notified and responded.

- Officer Pavelka is initiating a "Click it or Ticket" campaign for students at Seabreeze High School.

- Bike Week is here. So far, very few traffic related issues in comparison to years past. Traffic volume started strong last weekend, but has tapered off mid-week, probably on account of the rainy, windy, and cold weather. All motorcycle officers have been tasked with augmented traffic enforcement in event areas and corridors.

- Traffic Citations 352
- Parking Citations 3
- Crash - No Injury 20
- Crash - Injury 9
- Crash - Fatal 0

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

- Total Citations Issued on S.T.E.P.: 315

- Self-Initiated Enforcement Locations:

- SR 40 / US 1 (Red Light Violations)
- 500-800 BLK Division Avenue
- 200 BLK S. Old Kings Road
- 600 BLK Hand Avenue
- US 1 / Hand Avenue
- SR A1A
- 600 BLK S. Yonge Street
- 100 BLK N. Ridgewood Avenue
- Granada Bridge
- N. US 1

- Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 2 Cases Initiated
- Zone 2: 9 Cases initiated
- Zone 3: 1Cases initiated
- Zone 4: 3 Cases initiated
- 12 tree removal permit requests
- Administrative staff assisted with one (1) lobby call and forty-six (46) telephonic inquiries.

### Public Works

- Engineering

- Hardened Data Center- Met with contractor for the grounding installation – completed.
- Existing Wells 8A, Division Ave- Well modifications expected to begin next week.

- US1 Forcemain Extension Phase II- The contractor has insisted that no further work can be performed until more payment is received. Staff met with legal council, which determined that they will push on the surety to further progress the project.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Utility work is complete and the Sunshine Blvd turn lane was constructed less paving.
- CDBG Decorative Pavers – Both monument signs are currently being fabricated by the sign contractor. Engineered sign plans have been submitted to the Building Department for a sign permit. Staff will be installing two (2) irrigation meters, one at each proposed sign location.
- Downtown Improvements – The new furnishings arrived and were opened and uncrated. A water sealer was applied in efforts to persevere the rich brown color of the wooden slats. Staff will begin installing the furnishing on Thompson Creek Road on March 15<sup>th</sup>.
- OBSC Replacement Netting – The installation was completed, inspected and approved by staff.
- Ormond Shores Stormdrain Replacement- Work was substantially completed.
- Granada Beach Approach- The Notice to Proceed from the DEP is schedule to be issued after March 1<sup>st</sup>. Staff has notified the contractor that construction is schedule to begin on March 14<sup>th</sup>. A mandatory pre-construction meeting with the DEP must be held before the contractor is released to work.
- Design Projects:
  - Water Treatment Plant Distribution System, Phase II- Staff will met with consultant to review revised design for tie-in at the south end of the WTP. Expecting to bid project in early March.
  - Alcazar-Buena Vista Drainage Area Improvements- Design 40%. Utility replacement is also being considered for these streets receiving stormdrain improvements.
  - Airport Rd Forcemain / Reuse Extension- Permits for FDEP, FDOT, VCHD, FEC and SJRWMD were prepared and will be processed once checks have been cut. Design is approximately 80% complete.
  - SR40 Sdwk/Trail Phase I- Sent FDOT signed contract.
  - Tomoka State Park- Sent plans again with SJRWMD exception, right-of-way certification, engineer's estimate.
  - OBSC Boundless Playground – The 90% plans will be presented to the Leisure Services Advisory Board for comment.
  - LED Lighting Conversion- Two test LED fixtures were installed in Bailey Riverbridge Gardens for comparison as they are both different wattage. After testing in the park, staff will move them to New Britain Avenue for further testing.
  - Granada Bridge Decorative Pole Replacement – A field inspection was conducted by the design consultant and staff.
  - Ormond Parkway Park – Staff is soliciting written quotations from local contractors for construction services.
  - Urban Forestry Grant – The application is currently being reviewed for consideration.
  - Vining Court – The 90% plan set was reviewed by staff and written comments were sent to the design consultant.
  - South Ormond Recreation Center Improvements- Received proposal from Hall Construction.
  - Tymber Creek Widening, Phase I- The letting of this project has been pushed out due to permitting issues associated with aspects of the County's part of the project.
  - Rima Ridge SR40 Entrance- Application submitted for approval of entrance design. Designed vertical curve and elevation layout revisions per FDOT comments.

- Tymber Creek Widening, Phase II- County is experiencing permitting delays for the road widening and may not go to construction this fiscal year for Phase 1.
- Rima Ridge Wells 54, 55 & 56- Seven bids were received and opened. Bids are being reviewed by staff and consultants.
- SR A1A & Beach St.- Received permit for SR 40 work.
- US1 & SR40 Utility Relocates- Pre-Bid meeting held.
- Stormwater Study – Prepared City Commission discussion memo
- Wastewater Treatment Plant Expansion and Rehabilitation – Project is in the bid phase. Bids are due April 15<sup>th</sup>.
- John Anderson Drive – Coordinating scope of project and costs with the consultant.
- EVRWA Nova Canal Flood Control Study– Coordinated scope modifications to expand the number of outfalls and improve conveyance channels. Commission has been informed of this modification
  
- Survey:
  - Rima Ridge Entrance Paving- Created a new profile and plotted new drawings.
  - Tomoka State Park Sidewalk- Modified plans and prepared design drawings.
  - Off-Beach Parking- Modified parking layout sketches
  - Roberta Drainage- Modified record drawings, created plot sets.
  
- Administration:
  - Private Stormdrain System Maintenance- Memo and map are approximately 95% complete. Prepared exhibits.
  - Processed project invoices/pay requests totaling \$30,121.
  - Prepared work authorization's totaling \$43,482.
  - Submitted signed Master Utility Agreement to FDOT.
  - Prepare submittal for approved Dock and boathouse permit for 55 N St Andrews St.
  - Sent out RFQ for continuing Professional, Architectural, and Engineering services.
  
- Meetings:
  - Pre-Construction Meeting for SR 40 multiuse trail phase 1
  - Pre-Bid meeting for US1 & SR40 Utility Relocates
  - On site meeting with Myco Builders @ 57 Creekside preserve to determine grading options for proposed home construction
  
- Customer Service:
  - Provide Utilities locations on A1A by Cardinal
  - 17 Laurel Ridge Break issued permit
  - Reviewed grading and storm water treatment at Tymber Creek RV parking
  - Research compliance and prepare easement vacation form for 3 Seafarers Dr.
  - Research information and do an onsite visit to 319 S Atlantic (Beach Access Ramp) for Legal Div. to determine on site irrigation system installed by the City
  
- Other:
  - 37 projects were inspected.
  - Reviewed Hand Ave Collector Rd. upgrade plan, markup comments and checked drawing set for compliance.
  - Locate Auto CAD drawings for Shadow Crossings entrance @ SR 40 for sidewalk construction.
  - Stakeout property line and corners along east line of Airport Business Park to determine possible new security fence encroachment into private property (Joe Manarino request)

- Survey proposal for property line delineation @ security fence along Airport Business Park and OBMA line.
- Made new 2010 Standard Details CDs.

- **Street Maintenance**  
**Asphalt / Concrete**

- Pothole repairs at Pineland Trail and N Halifax Drive
- Poured concrete at Melrose Park entrance
- Patched potholes City-wide

- **Tree Crew**

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming at Sanchez Park
- Maintenance of vehicles

- **Maintenance Crew**

- Rotated Special Event Bridge signs
- Debris cleanup at Memorial Gardens and Fortunato Park
- Debris cleanup on Granada Bridge
- Graded roads at all City parks
- Filled holes at Ames Park
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV
- Graded sidewalks to prevent trip hazards

- **Sign Shop**

- Repaired signs at the following locations
  - Southwest Santa Fe and Arroyo Pkwy – straightened leaning Stop Sign post – hit by a vehicle
  - River Oak Drive W and Woodridge Drive – removed graffiti from Stop Sign
  - Princeton Ave and Harvard Drive – replaced rusted Stop Sign post and replaced street name
  - Tomoka Meadows Blvd and N Nova Rd – replaced bent post and “No Outlet” sign hit by vehicle
  - Riverbeach Drive and Pinewood St – replaced Stop Sign post hit by a vehicle
  - Harvard Drive and Riverside Drive – replaced Stop Sign post hit by a vehicle
  - Northeast Lincoln Ave and N Ridgewood Ave – replaced missing Stop Sign and street names
- Completed installation of HIP street names at intersections along N Beach St.
- Installed new double yellow center lines (145’) thermoplastic material on Northbrook Drive at N Beach St.

- **Stormwater Maintenance**  
**Maintenance Crew**

- Locates citywide
- Carp Barriers inspected and cleaned
- Pump stations inspected
- Airport Business Park – set up concrete barriers
- Outfall repair at Winding Woods
- Thompson Creek tree removal
- Basin cleaning – all zones due to heavy rains
- Central Florida Lake Management Society Training

- **Streetsweeper – Street Sweeping**
  - 128.2 miles of roads cleaned
  - 23 cubic yards of debris removed
- **Fleet Operations**

**PM Services completed for the week:**

|   |   |
|---|---|
| <u>Emergency—Vehicles and Equipment</u> | <u>Non-Emergency Vehicles and Equipment</u> |
| 12                                      | 29  |

**Road Calls for the week:**

3

**Accidents for the week:**

Total: 1  
Fire# 048

**The below fuel inventory report will continue on the weekly report.**

**Fuel on hand (central fueling station at fleet operations):**

|               |                |
|---------------|----------------|
| <u>Diesel</u> | <u>Gas</u>     |
| 5063 gallons  | 14,209 gallons |

**Comments:**

All PM services are on schedule.

Aerial Bucket #284 will be back in service Monday March 8<sup>th</sup> 2010.

Telesquirt #058 (Fire Dept) returned to service.

- **Utilities**
  - Preparing responses to request for additional information correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal due April 9, 2010. Coordinate with Finance regarding formal presentation of water audit with CUP Permit response. Met with WTP, GIS and compliance staff to coordinate response preparation activities.
  - Cross Connection Control (CCC) Program Management Services with Hydro Designs, Inc. (HDI): Received amended draft CCC Plan and Ordinance for review by staff. Draft CCC Plan at VCHD for review.
  - Fire Hydrant Replacement Program – Preparing specifications for the project. Field checked the hydrants proposed for replacement.
  - Open Top Roll-Off Style Container Filter – Prepared bid documents for review and comments. Researched options for these types of containers. A dewatering box seems feasible and may result in a lower cost. Prepared an alternative specification for a dewatering box.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff to prepare Change Order #2 upon receipt of additional contract time request and justification from Contractor. The proposal will be modified to be actual cost with an estimate for 150 days of time. The previously approved Authorization to Perform Additional Work was converted to Change Order No. 1 prepared in order to meet State Revolving Loan Funding (SRF) requirements. A City Commission memo was prepared for review. Solutions to problems occurring at the Influent Pump Station are being researched involving pump fault signal displays during auxiliary power switchover and air entrapment into Pump #3.
  - Division Ave. Well 7A and 18A Rehabilitation. Change order for back-plugging remains for completion prior to final acceptance.

- Water Treatment Plant High Service Pump Station VFD Conversion - The cost for field order number 6 is \$5,681 which brings the total amount of changes requested to date at \$26,898.60. A change order will be required. Operation and Maintenance Manuals for the instrumentation and VFDs were reviewed and returned to the contractor with comments. A punch list was developed for project completion and sent to the contractor.
- Rima Ridge Wellfield Expansion (Wells 54, 55 and 56) –Bids were received. The low bid was \$1.14 million.
- Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at LS 6M. The access ladder is deteriorated and is found in need of replacement. Currently assessing ladder replacement types and costs. Requested a cost for a fiberglass ladder instead of galvanized steel. Reviewed draft change order submittal for Ormond Mall Lift Station. Met to discuss the impact on the electric service lines to the mall located in the easement. Consolidated Survey was contacted to prepare a site plan of the proposed lift station layout to determine the impact on the electric service lines and to stake out the lift station SC easement corners before installing the fence.
- State Road 5 at State Road 40 (US1 & Granada) – Questions are being received for the project. There are some potential concerns with adjacent parcel contaminated soil and ground water that is being researched. Answers will be provided through an addendum.
- State Road No. 40 from the West End of the Granada Bridge to SR A1A – Questions are being received for the project. Answers will be provided through an addendum.
- Water Plant Forced Draft Aerator Rehabilitation –A preliminary design report will be prepared to determine most effective approach for rehabilitation or replacement prior to eventual design activities. McKim and Creed submitted for staff review a cost proposal of \$14,484 to prepare the report.
- Water Storage Tank Rehabilitation –Revised the draft sole source memo based on comments received. Prepared a revised memo for review.
- SPRC –Received approved site plans for the Wastewater Expansion Project. Reviewed Imperial Foam and submitted comments.
- Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant. Gave utility drawings to engineering department to obtain an estimate for design engineering services to include increasing the water main sizes for better pressure flow in the area. McKim and Creed provided an estimate of \$16,428 to perform the design and permitting.
- Water Distribution
  - Repaired or replaced 6 residential meters, replaced 4 water services, replaced 7 meter boxes
  - Repaired/responded to 8 service leaks, responded to 3 low pressure complaints
  - Tested 6 and repaired 0 city owned backflow preventers
  - Installed 3 new water meters and services
  - Tested 4 - 3" or larger meters for accuracy and rebuilt 1 each 3 & 4" water meters
  - Repaired a water main break on Old Barn Circle.
  - Performed valve maintenance in north Peninsula Area.
  - Revised listing of fire hydrants to be replaced during the fire hydrant replacement program for '09/10'. Updated list of 2" mains for replacement consideration.
  - Replaced damaged water valve on Briggs in north peninsula.
  - All vehicles were cleaned and re-stocked.
- Water Treatment
  - Delivered 34.410 million gallons for the week ending February 28, 2010.
  - Backwashed 13 filters for a total of 600,000 gallons backwash water.
  - Produced and hauled 77 wet tons of dewatered sludge.

- Met with consultant to discuss approach for SCADA Master Plan and master specification development.
- Performed project walkthrough for VFD project with contractor and engineer.
  
- Waste Water Collection - Reuse
  - Crews Responded to seven trouble calls.
  - Three sewer laterals televised, Root controlled two sewer laterals.
  - Crew located clean out at 265 S. Yonge and cleaned six inch line at wastewater plant.
  - Replaced PEP System tanks and pump equipments at 11 Canter and 17 Stallion Way.
  - Larry and crew help building maintenance unload tables at yard.
  - Disconnect two sewer services as requested.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 29.28 Million Gallons
  - Produced 8.10 Million Gallons of Reuse
  - Produced 20.41 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 4.18 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 176.05 (14%-18% Solids).
  - Centrifuge performance testing and optimization has been delayed for at least a month in order to turn the solids in the plant over.
  - Influent Pumping Station's VFDs - minor operation issues.
  - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project currently underway.
  
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Reset flow meter well 10D.
  - Replaced bearings on #1 slurry pump roller.
  - Replaced sump pump on well 21SR (@ Calvary Church) with 2 sump pumps as a redundant back-up. Installed wetwell vent and sample port. Also assisted sample tech with flushing and sampling.
  - Sorted OM manuals for Water plant - discarded old equipment files.
  - Continued work on new control box for well 19SR.
  - Replaced sump pumps in North Raw water valve pit.
  - Replaced RTU battery at Nova Booster pumping station.
  - Performed PM's to Rima Wellfield.
  - Performed PM's to Division Wellfield.
  - Assisted contractor on site with VFD project.
  - Performed PM's to LPRO and Lime softening plant equipment.
  - Performed PM's to Hudson wellfield.
  - Cleaned shop and put away spare parts.
  - Performed Reuse pump station PM's.
  - Cleaned BAT reuse pond filter.
  - Performed PM's to SR40 Wellfield.  
Wastewater Plant – Lift Stations – Reuse System
  - Replaced power supply and shielded cable for BAT reuse tank level.
  - Changed control box at 14 Lavista Way for collections division.
  - Replaced cover on blower motor in RAS room.
  - Installed spare alum pump, pulled old one and rebuilt for spare inventory.
  - Flushed and cleaned both scum wells.
  - Replaced broken in ground reuse valve box.

- Repaired riser pipe on Breakaway Trails' liftstation pump #2. Also repaired Memphis Tee's.
- Met with contractors for upcoming work to 11M and 13M liftstation repairs.
- One technician on FMLA leave and one technician on light duty. Dr. visit on March 4<sup>th</sup> for evaluation for return to normal duty.
- Picked up rebuilt submersible aerator from ABS pumps for inventory.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 27 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 Liftstations. (pull pumps, etc)
- Utilities Division completed 87 work orders as reported in MP2 system, of which 63 were PM work requests and 24 were repair work orders.
  
- Regulatory Compliance and Water Quality
  - Wastewater:  
Plan of Study: Entered Primary and Secondary Drinking Water Standards data. Reviewed laboratory analytical methods and method detection limits required for compliance. Began the evaluation process for identifying "pollutants of concern".
  
  - Additional Miscellaneous Utilities Staff Updates and Information:  
Continued to develop responses to the CUP RAI. Specifically worked on updating the conservation information and compiling information on alternative water supply projects. Updated well chloride graphs, customer complaint graphs, and flush program spreadsheets.