

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 12, 2010

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:
 - PD Ride along last Friday night during Bike Week
 - Reviewed Financial Trends documentation
 - Held weekly staff meeting
 - Weekly meeting with HR Director
 - Weekly budget meeting with Finance Director and Assistant City Manager
 - Bi-weekly meeting with Acting Police Chief

- Attended:
 - Rotary meeting
 - Metro Daytona-Volusia Economic Development Corp. meeting
 - Police Chief's retirement brunch
 - FCCMA phone call-in on collective bargaining
 - Walk with the Manager, walked the Farmers' Market

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):
 - Quality of Life Advisory Board
- Prepared packets for March 16 City Commission meeting.

Community Development

- Planning
 - Received DCA ORC report late last Friday on the EAR based amendments to the Comprehensive Plan. We received 9 objections of which 6 were related to the City's multi-modal strategy. Staff is in the process of evaluating the objections and will report later recommendations.
 - Staff has drafted an RFP for a downtown Stormwater Conceptual Permit project. This is an activity contained in the Redevelopment Plan and the CIP. The goal is to eliminate individual on-site retention related to redevelopment. On-site stormwater on individual sites is a suburban type of requirement and prevents redevelopment and infill development. The RFP is an opportune time given the changes drafted in the State Stormwater Rules which treat redevelopment differently than greenfield development.
 - Investigation into a Joint Permit Center continues. Staff met with Hall Construction to gain a better understanding of the costs related to the conceptual layout. It appears that the costs will be 50% higher than the original estimate.

- Staff continues to document and inventory GhG emissions related to city facilities as well as from all other sources within the community as part of the energy strategy being prepared by Wilbur Smith.
- Staff attended a Community Flood Rating workshop in Orlando. Nearly 3.4 million policyholders in 1,055 communities nationwide participate in the Community Rating System (CRS). How does the City of Ormond Beach measure up to other communities that participate in the CRS? According to the State CRS Summary Report dated May 2008, the City's total credit points are above the Florida and National Averages as seen below:

Community Rating System Point Summary	
Florida Average Total Credit Points:	1,411
National Average Total Credit Points:	1,310
Ormond Beach Total Credits:	1,657

All residents of CRS communities—whether they have flood insurance or not and even if they do not live in floodprone areas—benefit from the CRS-credited actions because actions improve public safety, reduce property losses and human suffering, enhance open space, minimize economic disruption, and protect the environment.

- Building Inspections, Permitting & Licensing
 - Issued 54 permits with a total valuation of \$566,611.00
 - Conducted 161 inspections
 - Issued 9 new business tax receipts
- Site Plan Review
 - Ormond Station was given a final Development Order.

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.
- Staff is working with Marlowe & Associates to explore federal EDA infrastructure grants for phase one of the Ormond Crossings project.

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 MDEDC 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.

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 have 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 MDEDC and the County Council was held to discuss the partnership roles of the organizations. A meeting sponsored by VCARD and VCOG was held this week to discuss the merits of the new organization.
- Staff will be bringing the matter back to the Commission for discussion following the resolution of County issues.
- Staff is a member of the Volusia Manufacturing Association's planning committee to strategize for the fourth annual countywide manufacturing trade show, which is scheduled for September.

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 continues to receive inquiries from representatives of outside engineering and consulting firms regarding an RFQ for engineering and consulting services related to the airport.
- Staff was notified this week that the City of Ormond Beach has been selected by the Florida City and County Management Association as recipient of the 2010 Program Excellence Award for efforts related to the Aircraft Noise Abatement Task Force.
- 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 again 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.
- Staff conducted a presentation at the Embry-Riddle Aeronautical University College of Business this week. The presentation addressed the differences between management of a general aviation airport versus a commercial airport, and included an interactive segment with a group of undergraduate students.
- Staff attended the weekly airport safety meeting at Daytona Beach International Airport.
- Work on phase 2 of the airport security upgrades project continued this week, and it is anticipated that the primary task of installing the fence line will be completed next week. Any required landscape remediation will be finalized after installation of the fence. 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, which are now under review. 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 48 Journal Entry Batches (# 2151 - 2253).
 - Approved 25 Purchase Requisitions totaling \$158,122.56.
 - Issued 11 Purchase Orders totaling \$45,266.21.
 - Held bid opening for Bid No. 2010-16, US 1 and SR 40 Utility Relocates, on 3/10/2010.
 - Prepared 349 Accounts Payable checks totaling \$1,113,703.68 and 53 Accounts Payable EFT payments totaling \$371,405.38.
 - Processed 4,208 cash receipts totaling \$729,956.20.
 - Processed 814 utility bill payments through ACH totaling \$50,626.59.
 - Processed and issued 6,812 utility bills with billed consumption of water of 36,319k.
 - Issued 748 past due notices on utility accounts.
- Public Information
 - Press Releases
 - The Orlando Jazz Orchestra – March 21st
 - Special Events Locations
 - Thompson Creek Ribbon Cutting
 - Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements; grant agenda items.

Fire Department

Weekly Statistics

3	Fire
3	Fire Alarms
3	Hazardous
83	EMS
7	Motor Vehicle Accidents
23	Public Assists
<hr/>	
122	TOTAL CALLS

- Aid provided to other agencies:
12 calls – Volusia County (8), Holly Hill (3), Daytona (1)
- Aid received from other agencies:
2 calls – Volusia County & Daytona Beach
- Total staff hours provided to other agencies: **14 hours**
- Total staff hours received from other agencies: **2 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **2**
- # of overlapping calls: **26**

SIGNIFICANT INCIDENTS

Date: Saturday, March 6th

Type of Call: Motorcycle Accident

Address: 273 N I-95

Dispatch Time: 2:13 PM

Cleared Time: 3:01 PM

Jurisdiction: Volusia County

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

Volusia County: Engine 13 & Battalion 10

Incident Description: Dispatched as automatic aid to a single motorcycle accident. Driver was a trauma alert and passenger received basic life support treatment. Both were transported to the hospital.

Operations

- Attended meetings with Dispatch regarding agency response orders
- Met with the Building Department to discuss fire code issues
- Completed inspections of area buildings to ensure the Fire Department “standpipe suppression connections” were present. Recently, Orange County and other jurisdictions have been reporting theft of this equipment as this equipment, mostly brass, was being sold off as scrap metal.
- Worked on verifying report data requested by Volusia County to retrieve from our system and export in the requested excel format.

Training Hours

2	Driving
36	EMT Refresher Module 4
6	Pump Operations
8	Tactics
29	Technical Rescue

24 Ventilation

105 TOTAL STAFF HOURS

Activities

- Serviced 57 hydrants to include: flow testing, inspecting and flushing
- Updated 64 pre-fire plans
- Conducted 6 fire inspections with 7 safety violations discovered
- Fire Explorers 5½ hour ride-along with Quint 92 crew and Battalion Commander
- Instructed monthly Healthcare Provider CPR class at Station 92 - 8 students
- Weekly Fire Explorers meeting held at Station 92

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
- Background/Reference Checks
 - None
- Job Offers
 - None
- 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.
- Police Department - Report of motor vehicle accident involving a City car; both vehicles have front end damage and both drivers considered at-fault. Cost to repair damage TBD.
- Completed draft written process for collecting certificates of insurance for all leases, contracts and agreements. In final stage of revision; should be distributed by March 16.
- 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. Awaiting list of businesses from the Airport Manager.

- Contact with CAO in pursuit of restitution for damage to landscape materials (\$480) resulting from a motor vehicle accident.
- Received three claims for property damage. 1. Service work done to fire pumps and alarm after backflow valve reportedly was dumping water (\$945), 2. Repair of clogged sprinkler head after water leak at residence (\$96), and 3. Reimburse charge for plumber after sewer backup (\$250). Investigation for each has started.
- Police Department Safety Committee meeting.

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 – Preparation for RFP
- iSeries system (HTE Sungard Naviline) - Rebuilding test environment for Finance
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 74 New work - 93 completed - 44 in progress

- Virus Protection – Email

- E-mail spam and virus prevention via MX-Logic service.

- For the week:

Total inbound E-Mails	49,293	Net Inbound E-Mails	36,957
Inbound Bad E-Mail	11,976	Percentage bad mail	25.0%
Virus Messages Blocked	360		

Notable Events: None

Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 0 Corrections: 2
- Map/Information Requests: 13
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

- Administrative Services

- Economy Electric meeting
- Meeting with Senior Planners
- Supervisory Staff Meeting
- Public Works Staff Meeting
- City Manager's Staff Meeting
- Facilities Maintenance Supervisor Meeting
- Meeting with Hall Construction/Engineering/Planning
- Volusia League of Cities Meeting Preparation continued
- Leisure Services Advisory Board Meeting
- Birthplace of Speed

- 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 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 T-Ball and the Girl's Softball leagues continue practicing this week, with all the other baseball leagues started their weekday night games at Nova Fields 2 - 5.
- The City's Youth Coed Volleyball Program continued this past Monday and Thursday at the Nova Gymnasium. This is held weekly from 6:00-8:00 p.m. Currently, we have 70 participants for the most ever registered in the program. The program is looking to go from an eight-week instructional/scrimmage program to a four-week instructional and a four-week "game league" season.
- The Ormond Beach Soccer Club's Recreational and Competitive Programs both start games over the next week.
- The City's Adult Coed Softball Program began their season this week, with ten teams competing, Monday through Thursday, 6:20, 7:30, and 8:40 p.m. Each team plays twice weekly at the Sports Complex on Softball Field 7.
- The College Baseball Jamboree, run by John Filor, is underway this week with 79 total games scheduled over the 14 days at the Sports Complex. Games are played on the Wendelstedt Baseball Fields as well as the Kiwanis Baseball Field.
- Upcoming Spring Programs: 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
- Spread pre-emergent fertilizer and weed control on soccer fields 7-10 and 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 youth rec. leagues, Lady Renegades, CCA, Seabreeze and Father Lopez practice
- Prepped fields 1-5 at Nova Park for practices and weekend games
- Finished laying out soccer fields for upcoming competitive season
- Placed trash receptacles and player benches on soccer fields
- Groomed and leveled T-Ball fields 1-3 and rotary fields 4-5

- Finished placing goals on soccer fields 1-10
- Trimmed tree line along soccer fence line for installation of catch netting to keep soccer balls out of the canal
- Put clay bricks in the pitching mounds of all baseball fields
- Put final touches on baseball fields and common areas for College Jamboree baseball tournament

- 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 *Purlie* the musical auditions on stage this week. Tuesday the entire cast of 30 spent four hours running through the lines of the famous Broadway production. The group is preparing for their July performance.
 - The PAC spent the week preparing for the annual Cornerstone Broadcasting concert and listener appreciation. Vocal sensation Mark Ivey performed to a packed house.
 - 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 21 st	•	Orlando Jazz Orchestra 2:00 p.m. \$20.00
March 26 th	•	Show Club Follies 7:30 p.m. \$15.00
March 27 th	•	Show Club Follies 2:30 and 7:30 p.m. \$15.00
March 28 th	•	Show Club Follies 2:30 p.m. \$15.00

- 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.
 - Final preparations are being made for the splash pad opening on March 13th.

- Community Events
 - Attended walk with the City Manager on Thursday walking the Farmers' Market
 - Attended meeting at the Casements about BPS
 - Attended Memorial Day meeting.
 - Staff continues to register participants for Art in the Park
 - Staff is answering calls for information about Art in the Park and the Birthplace of Speed event
 - Art in the Park applications and sponsorship information is available by going to www.ormondbeach.org/events.
 - Staff is gathering items needed for the Birthplace of Speed event

- Secured caterers, music for Birthplace of Speed event
- Birthplace of Speed event takes place on Tuesday, March 16th with a 2 p.m. start of the beach parade at Cardinal Beach ramp and then the fun and festivities continue back at Rockefeller Gardens with the photo gallery, video display, live entertainment and much more.
- Preparing to staff Camp Expo that takes place on Saturday and Sunday March 13th & 14th at the Nova Recreation Center.
- Staff assisted with the preparation for the department's Employee Appreciation Day breakfast

- Gymnastics
 - Classes are going extremely well and students and coaches are enjoying their time at the gym.
 - This weekend our Level 7 student will compete in Orange City for a spot on the Nationals Team. 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 20th called the "Reach at the Beach" in Daytona. They will perform this weekend at the Chamber of Commerce Family Fun Walk. The girls are also very excited to be recognized at the City Commission meeting on March 16th.

- 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 seventh 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 at various times during the week for those who participated in basketball, the game room and the exercise room.
 - The Shining STARS Pageant and Fashion Show was on Saturday, March 6. Thirty three special needs pageant participants and seven performers were stars for the day. Over thirty five volunteers were involved with the event including backstage, photography, escorts and reception assistance.
 - Planning continued for Camp T. Rec including continued submission of the bussing request, confirmation of field trips and sending letters to former counselors.
 - Planning continued for Nova's summer camp including confirmation of the guest presenters, developing the counselor manuals and ordering supplies.
 - Set up for the first annual Camp Fair and Expo was on Friday. Booths were set up in the gym and the park area was assessed for set up on Saturday morning. The event will be Saturday and Sunday, March 13th and 14th.
 - Information was gathered for the Camp Fair and Expo from all Leisure Services Coordinators who facilitate summer camp.

- The Casements
 - Tours continued this week from 10:00 a.m. to 4:00 p.m. daily.
 - The Casements Guild Board met on Monday from 9:30 a.m. to noon.
 - Special tour for Pat Northey from Volusia County Council on Tuesday from 9:00 a.m. to 10:30 a.m.
 - Yoga classes were held on Tuesday and Thursday.

- The Casements hosted the Memorial Day Board Meeting this Wednesday from 11:30 a.m. to 1:30 p.m.
- 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 worked this week on an Enviro Camp Board and display for the upcoming Camp Expo this Saturday and Sunday from 10:00 a.m. to 4:00 p.m.
- Staff mailed invitations and mailing lists for the "Brick Courtyard" party for the Casements Guild.
- Staff planning continues this week for the "Swing into Spring" concert series.
- The Casements Coordinator continued working on The VLOC Dinner planned at The Casements and Rockefeller Garden on Thursday, March 25th.
- The Coordinator began planning a "special recognition" for The Casements Guild members during "volunteer" week in April.
- Strike of "Women through History" exhibit in Room 205
- Staff assists with upcoming "Family Fun Walk" on Saturday from 8:00 a.m. to 11:00 a.m.
- New Northern Italian cooking class this Saturday from 9:00 a.m. to noon.

- Facilities Maintenance
 - Drained cleaned and installed three new pumps at the City Hall fountain
 - Constructed dressing rooms in Green Room at the PAC
 - Repaired fill valve for toilet at SONC
 - Replaced damaged ceiling tiles at the Police Dept. C.I.D.
 - Repaired lighting in ladies room at City Hall
 - Installed reflectors and signage on barricades at the Ormond Beach Airport
 - Cleaned condensate coils at Fire Station #93
 - Installed barricades at the Ormond Beach Airport
 - Repaired west sally port gate at the Police Department
 - Repaired window shade at the Airport Control Tower

- Parks and Irrigation
 - Checked entire system at Senior Center; repaired two line breaks and replaced eight rotor and spray heads
 - Replaced three damaged spray heads at Ormond Airport
 - Checked Northbrook median; repaired broken head
 - Checked system at Riviera Park
 - Repaired broken 2" main at valve at Nova ball fields
 - Checked system at Ormond Shores and repaired four heads
 - Repaired broken line and head at Central Park II
 - Checked zones at Nova Rec and adjusted run times
 - Repaired damage to streetscapes at Taco Bell and checked system
 - Repaired iron hand railing at Memorial Gardens
 - Repaired vandalized toilet at Central Park I
 - Cleaned sump for fountain at Fortunato Park
 - Put out fire ant bait at Central Park II
 - Installed new picnic tables at the Birthplace of Speed Park

Police Department

- Administrative Services:
 - Held retirement brunch/ceremony at the Police Department for retiring Chief Mike Longfellow.
 - Initiated an audit and inventory of the PD's Property and Evidence Room pursuant to change from AS-400 system to the VCSO RMS. Audit and inventory is being conducted

- to ensure compliance with all records and information retention requirements and change in department head status.
- Attended weekly Department Head staff meeting.

- Community Outreach:
 - CPA Class - range, Monday and Tuesday
 - Taught DARE classes
 - Started Science on Patrol at Ormond Middle School
 - Student mentoring at Ormond Beach and Pathways Elementary Schools
 - Addressed members at Kiwanis club meeting
 - Law Enforcement Torch Run planning

- Community Services & Animal Control:
 - Animal Calls - 2
 - Animal Reports - 5
 - Animals to FHS - 4
 - Hawk to Ponce Inlet - 1
 - Solicitor Permit – 1

- Criminal Investigations:
 - Cases Assigned: 19
 - Cases Cleared by Arrest/Complaint Affidavit: 0
 - Cases Exceptionally Cleared: 7
 - Inactive: 4
 - Fraud: 7
 - Burglary Business: 2
 - Burglary Residential: 1
 - Larceny Car break: 1
 - Grand Theft: 1
 - Auto Theft: 3
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 1
 - Robbery: 1
 - Assaults:
 - Deaths: 1

- Records:
 - Walk Ins / Windows - 225
 - Phone Calls - 295
 - Arrest / NTA'S - 21
 - Citations Issued - 475
 - Citations Entered - 209
 - Reports Generated - 119
 - Reports Processed - 148
 - Mail / Faxes / Records Request – 202

- Operations
 - 03/04/10 – Burglary – conveyance - 606 N Nova Rd
 - 03/04/10 – Auto Theft – Maverick Motel – suspicious circumstances –White 98 Chevrolet Malibu

- 03/04/10 – Burglary – Casa Del Mar - unoccupied room – Occupants returned after a few hours to find purses missing – no forced entry
- 03/05/10 – Burglary-business – 793 N Nova Rd – Check on Hold – forced entry side glass entrance – small safe and less than \$100 cash taken
- 03/05/10 – Stolen Vehicle – 1009 Ocean Shore – Coral Sands Motel – 2003 AIH Black & Grey Iron Horse motorcycle
- 03/05/10 – Burglary – residence – 2 Maplewood Trail – Owner returned home to find rear door window smashed. Owner heard someone run from residence – Perimeter established – K9 response – negative results
- 03/05/10 – Theft – Daytona College – Nova Road – Student wallet taken from purse – unk suspects.
- 03/05/10 – Strongarm Robbery – Division Rec – Subject alleges he met with 4 B/M's to buy drugs and was beaten up and had \$200 stolen – subject was transported to hospital for right eye laceration – suspects unknown
- 03/05/10 – Break-in – 1462 W SR 40 – Dollar Store – occurred during hours of operation – discovered at closing - \$75 taken from purse. Video of incident
- 03/05/10 – Felony Narcotics Arrest – 601 Fleming Avenue – Central Park – Subject contacted in park after closing – Seller had 68 gr of Marijuana for sale
- 03/06/10 – Stolen MC – IFO 916 N US 1 – 2006 Custom motorcycle
- 03/07/10 – Shoplifting – Wal-Mart – A/F arrested – Two open warrants – poss of crack cocaine and paraphernalia – Taken to VCBJ
- 03/08/10 – Breaking and entering – residence – 223 Woodland Ave – laptop taken over weekend – no suspects

- Traffic Unit:

- 03/04/2010 - Traffic Stop/Arrest - 900 BLK S. Atlantic Avenue: Officer Piccola stopped a vehicle for excessive speed. The driver had a suspended DL for Felony Habitual Traffic Offender. There was also a registered gang member from Daytona in the vehicle and a juvenile female that was an apparent unreported runaway. Driver was arrested. Gang member was questioned and released (no charges) and the juvenile was returned to her parents.
- 03/06/2010 - Assist Outside Agency [BW Related] - 200 BLK S. Beach Street: DBPD and VCSO Gang Task Force stopped 30 Outlaw 1% m/c gang members for violations that occurred in Daytona Beach. All gang members were identified and documented on FIC's. Several firearms were located and returned as all were determined to be legally carried. No narcotics located. OBPD units assisted with officer safety cover only.
- 03/06/2010 - Traffic Stop - DUI Arrest [BW Related] SR 5A / South City Limits: Sergeant Bayne on the DUI task force stopped a vehicle and arrested the driver for DUI. He became violent while restrained in the patrol car, kicked the doors, and smashed his head. Use of Force procedures carried out by the Patrol Sergeant.
- 03/06/2010 - Traffic Stop - Stolen Vehicle - Veh. Forfeiture [BW Related] SR A1A / SR 40: Sergeant Smith stopped two motorcycles for loud pipes. One motorcycle fled the area. The motorcycle that stopped had questionable characteristics pertaining to its registration. Further investigation revealed that the original VIN to the bike was altered. The actual VIN was checked and the bike was reported stolen out of Bibb County, GA in 2003. The driver was arrested. The truck and trailer he used to transport the motorcycle here was seized as subject to forfeiture under FCFA.
- 03/06/2010 - Traffic Stop - Narcotics Arrest - 400 BLK S. Beach Street: Officer Smith with the DUI Task Force conducted a traffic stop and arrested the occupant for possession of controlled substance.
- 03/07/2010 - Traffic Stop - DUI Arrest - Country Club Drive / Fairway Drive: Officer Gangaware stopped a vehicle and Officer Raley with the DUI Task Force responded to assist. The driver was arrest for DUI.

- 03/09/2010 - Traffic Crash w/Injuries – 1 Arrest - SR 40 / Pearl Drive: Officer Piccola stopped a vehicle for following another vehicle too closely and violating his right-of-way on a lane change. The vehicle stopped in the left turn lane. As Officer Piccola began to exit his vehicle and approach, the suspect vehicle suddenly turned left onto Pearl Drive and into oncoming traffic on SR 40. This caused a rear-end collision with two non-involved vehicles. The suspect vehicle then pulled into the Prosperity Bank parking lot at that intersection where the driver ordered the passenger to switch seats with him before the police contacted him. This was observed by Officer Piccola as he was checking the injuries from the crash. The suspect driver was arrested and identified as Andrew Young. He has a suspended DL for Felony Habitual Traffic Offender. He was charged with that, as well as causing the crash and fleeing / attempting to elude LEO.
- Officer Pavelka's "Click it or Ticket" campaign for students at Seabreeze High School was implemented this week, however, there was very little turnout due to FCAT testing in progress. We will try again later this week.
- Bike Week: We experienced 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. Crashes were down in comparison to last year's event. NO FATALITIES! The Traffic Unit and the DUI Task Force implemented traffic enforcement initiatives that continuously kept motorists in check.
- Several m/c riders were issued criminal UTC's / NTA's for driving without motorcycle endorsements, false tags/decals, driving on suspended DL's, and several other violations.
- Traffic Citations - 318
- Parking Citations - 0
- Crash - No Injury - 13
- Crash – Injury - 4
- Crash – Fatal - 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
- Total Citations Issued on S.T.E.P.: 295
 - Self-Initiated Enforcement Locations:
 - SR 40 / US 1 (Red Light, M/C Violations)
 - 500-800 BLK Division Avenue
 - 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: 5 Cases Initiated
 - Zone 2: 1 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 6 Cases initiated
 - 8 tree removal permit requests
 - Administrative staff assisted with three (3) lobby call and thirty-nine (39) telephonic inquiries.

Public Works

- **Engineering**
 - Existing Wells 8 A, Division Ave.- Several series of grout applications have been used to back plug the bottom of the well. This will help reduce chloride count in the raw water extraction.

- US1 Forcemain Extension Phase II- Developing work plan for the road repairs on US1 north of the Tomoka Bridge. This will include replacing the asphalt in the outside southbound lane, curb & gutter and guard railing, about 300 linear feet of construction limits.
- Airport Rd JPA-Shoulders/ Stormdrain improvements/ Sunshine Turn Lane & Utility Relocates- Utility work is complete and the Sunshine Blvd. turn lane has been constructed and temporary striping has been applied.
- CDBG Decorative Pavers – The signs are scheduled to be completed and installed by the end of next week. The landscape contractor is scheduled to begin on the following week.
- Downtown Improvements – Staff has scheduled the installation of the new furnishings to begin on March 15th on Thompson Creek Road.
- Ormond Shores Stormdrain Replacement- Work was substantially completed. Thermo striping has been installed, some additional curb & gutter will need to be replaced.
- Granada Beach Approach – The Notice to Proceed from the DEP is schedule to be issued on March 9th. Staff has scheduled construction to begin on March 15th. The out bound lane of the approach will be closed allowing for an “entrance only” movement to the beach.
- 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- Additional utilities improvements on these roads expected to be included with these improvements if funding is available. 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- Notice to Proceed for March 15, 2010
 - SR40 Sdwk/Trail Phase II- Obtained US Army Corp permit.
 - SR40 Sdwk/Trail Phase III- Submitted completed package to FDOT and MPO
 - Tomoka State Park- Responded to FDOT questions on project
 - Hand Ave. Collector Road Upgrade- Review plan markup comments and check drawing set for compliance.
 - OBSC Boundless Playground – The 90% plans will be presented to the Leisure Services Advisory Board for comment on Wednesday evening. The City received \$140,000 from the Daytona Beach Racing and Recreational Facilities Commission.
 - 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 – The project consultant is preparing engineered plans for FDOT permit review.
 - Ormond Parkway Park – A Purchase Order for the construction of the improvements is being processed for Big Value Garden Center of Daytona Beach.
 - Urban Forestry Grant – The application is currently being reviewed for consideration.
 - Bailey Riverbridge Gardens – A Purchase Order is being prepared for the removal of the Brazilian pepper on the shoreline.
 - South Ormond Recreation Center Lighting Improvements- Sent for contract execution.
 - South Ormond Recreation Center Improvements- Reviewed proposal from Hall Construction. Some revisions have been requested.

- 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- Revised design according to FDOT desire to implement the entrance as a rural road connection instead of a trail entrance driveway.
- 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- Prepared bid approval memo for resolution. Seven bids were received and opened. Bids are being reviewed by staff and consultants.
- SR A1A & Beach St.- Provided detail on pavers on sidewalk
- US1 & SR40 Utility Relocates- Prepared City Commission memo for award of bid to Masci Contractors.
- Stormwater Study – Prepared city commission discussion memo
- Wastewater Treatment Plant Expansion and Rehabilitation – Project is in the bid phase. Bids are due April 15th.
- 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

- Administration:
 - Private Stormdrain System Maintenance - Completed memo and exhibits.
 - Pavement Resurfacing - Staff met to discuss developing a report for road resurfacing to be used as a recommendation to the Commission on the budget needed to maintain pavement quality in consideration of potential budget cuts to the transportation fund.
 - Processed project invoices/pay requests totaling \$92,879
 - Prepared Requisitions/PO's totaling \$3,775

- Meetings:
 - Attended meeting in reference to Medians on Nova approach to US 1
 - Met with Planning Dept. to discuss pavers construction and dock construction on the Tomoka River guidelines

- Customer Service:
 - Locate record drawings for WWTP clarifiers make requested copies for Sam Butler
 - Review and discuss with homeowner the construction issues regarding the proposed dock and boat hose located at 55 N. St Andrews

- Other:
 - 17 Laurel Ridge Break issued permit.
 - Reviewed grading and storm water treatment at Tymber Creek RV parking and issued permit.
 - 38 projects were inspected.
 - Research and locate drawings showing P.A.C. property lines for new sign location
 - Create drawing showing existing contours in the vicinity of 772 N Beach St for drainage study
 - Revise HOA pond map and spread sheets to show updates provided by A. Blake
 - Search LDC for documents regarding the construction of pavers in the right of way

- Street Maintenance
Asphalt / Concrete
 - Pour concrete extension to A/C pad at the Water Treatment Plant
 - Fill pot holes citywide

- Put up bridge signs on the Granada Bridge
- Asphalt utility cut on Tomoka Avenue W/O Ridgewood
- Replace sidewalk for the Water Department at A1A & Briggs (Ormond-by-the-Sea)
- Pour concrete utility cut in driveway for the Water Department at 47 Kathy Dr. (Ormond-by-the-Sea)

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Trimming at various locations citywide (CP II (Hammock), Sanchez Park, South Ormond Rec., and Streetscape)
- Pick up planters on Streetscape and unloading at Fleet
- Take equipment to Fleet
- Clean up debris on Granada Bridge
- Road grading and filling potholes at various locations
- Backhoe training

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Maintenance of various vehicles
- Fill in low spots at Ames Park (north & south lots)
- Fill in low spots in parking lot at Central Park II
- Fill in low spots in road at Sanchez Park
- Check for pot holes on Pineland Trail

Sign Shop

- Memorial Gardens – made phone number changes to (5) Park Regulation signs
- Requested Purchase Order for installation of raised pavement markers on John Anderson Drive
- Replace street names (HIP) at various intersections on the mainland in Zone 1 (6 locations)
- Repair signs at the following locations:
 - 228 Sanchez Avenue, replace 25 mph sign
 - 174 Hernandez Avenue, replace 2-way arrow warning sign
 - 92 Rosewood Avenue, replace 25 mph sign
 - NE Rosewood Avenue & McIntosh Road, replace stop sign
 - 272 N. Yonge Street, replace 500 ft. plaque under “Dead End” sign
 - 248 N. Yonge Street, replace “No Outlet” sign
 - SW Putnam Avenue & N. Yonge Street, replace stop sign
 - Riverside Drive N/B at Riverbeach Drive, replace 12’ 6” “Low Trees Warning” signs & post
 - NE Woodmere Circle & Domicilio Avenue, replace “No Parking” sign & post hit by a vehicle

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Barriers inspected and cleaned
- Pump Bennett Lane down for rain

- Gradall to remove flower planters on SR40
- Reachout Mower – ponds on Nova Rd. – training operator
- Basins – clean all zones for rain – everyone available
- Cleaned mitered ends – Wilmette Avenue
- Weed eat ditch on Wilmette Avenue
- Cleaned out Northbrook and Domicilio Avenue
- Sinkhole investigations (2)
- Ditch maintenance
- Seeded Thompson Creek
- **Street Sweeping – Streetsweeper**
 - 106.1 miles of roads cleaned
 - 38.0 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>
6	19

Road Calls for the week:
6

Accidents for the week:
Total: 1
PD #116 Left front fender and door damage.

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>
4236 gallons	11654 gallons

Comments:
All pm services are on schedule.

Aerial truck #284 was put back into service March 8, 2010 after receiving its annual preventative maintenance.

- **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.
 - 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 – Plans and specifications reviewed 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 – The monthly meeting was held to discuss construction progress. The project is essentially complete but some problems with the master pump station need to be resolved before the project can be considered substantially complete. 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 180 days of time. The previously approved Authorization to Perform Additional Work was converted to Change Order No. 1 in order to meet State Revolving Loan Funding (SRF) requirements. The request for Change Order #1 was accepted for inclusion on the April 6, 2010, City Commission agenda. 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. A signal wire from the transfer switch to the computer is being installed to inform the controller that the system is operating on generator power to eliminate faults that occur during power outages that require generator backup. Water level adjustments in the wetwell within acceptable ranges are underway to determine if it will eliminate air entrapment into Pump #3. Shop drawings for the fire alarm system were reviewed.
- Division Ave. Well 7A and 18A Rehabilitation. Back-plugging of the well is being performed for improving raw water quality at this well location.
- 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. Requested the contractor to submit the justification for the time extension for incorporation into a change order.
- Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at LS 6M. 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 prepared a site plan of the proposed lift station layout to determine the impact on the electric service lines. Locates were called in for the electric service lines to complete the determination. Consolidated Survey staked out the lift station SC easement corners. A sketch was requested from the inspector.
- State Road 5 at State Road 40 (US1 & Granada) – Responses to questions concerning adjacent parcel contaminated soil and ground water were provided in Addendum 1. Bids were received ranging from \$277,124 to \$474,349.41. The lowest bid price for night time work was \$297,425. A City Commission memo is being prepared recommending that the project be awarded to Masci General Contractors for \$297,425. The cost advantage for daytime work was not deemed to be practical due to the anticipated adverse effects on traffic and the inaccessibility to some businesses if a lane on US1 was closed.
- 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's review a cost proposal of \$14,484 to prepare the report. The proposal was sent to Engineering to prepare a Work Authorization to award the project.
- 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 Ormond Station. Reviewed the Hunter's Ridge Lift Station and Force Main Extension project and submitted draft comments. Discussed the record drawing procedure to be established for Flagler County projects. Requested that a meeting be set up with the developer and engineer for Huntington Townhomes in order to provide access to Wells 35R and 36R.
- Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant. McKim and Creed provided an estimate of \$16,428 to perform the design and permitting for water system improvements. Cordova was added to the scope and the proposal sent back to McKim and Creed for finalization. Met with the GIS department to discuss procedures for projects in Flagler County to make sure that all record drawings are received before the system is accepted.

- Water Distribution
 - Repaired or replaced 9 Residential meters, replaced 7 water services, replaced 10 meter boxes, and disconnected 2 meter services
 - Repaired/responded to 13 service leaks, responded to 1 low pressure complaint, and 1 cloudy water complaint
 - Tested 5 city owned backflow preventers
 - Installed 1 new water meter and service
 - Tested 2- 3" and 1- 4" meters for accuracy and rebuilt 2- 3" water meters, Scheduled 3 more large meter tests at hotels/condos
 - Repaired 3 – 2" water main breaks on S. Yonge St, Carol Rd, and Margaret Rd
 - Assisted the renaissance center commercial property shut down the valve for their fire system to make repairs.
 - Replaced broken 6" valve on corner of Briggs Dr and Ocean Shore Blvd.
 - Flushed Briggs Dr, Ocean Shore Blvd
 - Performed valve maintenance Carol Rd, Briggs Dr, Margaret Rd, Sea Bridge Subdivision
 - Performed maintenance on 3 fire hydrants and installed riser kits on 1 fire hydrant, Delivered and pick up 2 fire hydrant barrels that were sandblasted and put back in service.
 - Completed locates for locate tech who was on bereavement leave.
 - Rescinded the boil water on S. Yonge St, due to the 2" water main leak
 - Programmed and set out 56 leak noise loggers for leak detection in the area between Beach St and US1, from south city limits to Ellsworth Ave.
 - All vehicles were cleaned and re-stocked.

- Water Treatment
 - Delivered to City 35.534 million gallons for week ending March 7, 2010.
 - Backwashed 12 filters for a total of 590,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Continue to work with VFD Pump contractor on punch list items.
 - Completed Monthly Operational Report for DEP.
 - Met to develop instrumentation standards and needs assessment for SCADA systems.

- Waste Water Collection - Reuse
 - Crews Responded to six trouble calls.
 - Six sewer laterals televised, Root controlled eleven sewer laterals and twelve sewer laterals cleaned.
 - Pep tank rehab at #7 Staghound
 - Marty and crew replaced reuse lid at Amsden Rd. and N. Halifax Dr.
 - Assisted water dept. with water break at Old Barn Trail.
 - Crew repaired 4" sewer clean out at 285 Kenilworth Ave.
 - Training on track hoe with crews
 - Cleaned buildings and fueled all equipment for weekend.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.03 Million Gallons
 - Produced 8.73 Million Gallons of Reuse
 - Produced 20.30 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 153.13 (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 still has minor 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
 - Started preliminary set-up to change controls on Standish Booster pumping station, replacement of obsolete equipment with more modern controls and easier access to spare parts.
 - Fabricated and distributed valve vault keys to all operations staff.
 - Repiped airline on HSP #2.
 - Repaired water leak on HSP #5.
 - Shut down feed line to Leeway storage tank as per Charles George and operations group.
 - Assisted contractor with backfilling of well 5D.
 - Chemical pump had vapor lock in polymer room, unlocked.
 - Fabricated and installed storage shelves for truck 376.
 - Removed covers on large scrubber for operations.
 - Assisted operations with start up of Scrubber #2.
 - Tightened belts on air compressor in HSP room.
 - Installed new gearbox on Chlorine pump #4.
 - Installed new sump pump at Leeway Trails valve vault.
 - Installed new vault ladder at well 21SR.
 - 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.
 - Weekly Staff meeting
- Wastewater Plant – Lift Stations – Reuse System
 - Replaced floats on 2P liftstation, station has bad grease problem causing premature wear on floats.
 - Installed new pressure transmitter bracket on BAT reuse tank.
 - Il Villagio liftstation had a clog in force main line, causing pumps to dead head and cause heat damage to #1 pump riser. Hooked up gas powered pump and cleared obstruction, then put about 4,000 gallons of water in system and flushed line.
 - Replaced 2 floats at final tank to allow pumping to reuse ground storage tank.
 - Installed filter at BAT irrigation pond pump after cleaning.
 - Installed sample port on Centrifuge feed pump #2.
 - Performed Monthly generator checks, reported findings to Fleet maintenance.
 - Replaced equalization valve, Digester #1.
 - Digester blower #2 seized, started pulling apart for transport to “Air Centers of Florida” for repair.
 - Repaired diverter flap, barscreen #1. Flow was bypassing screen.
 - Replaced drop chute skirt barscreen #1 and 2.
 - Reset motor starter post anoxic mixer #1.
 - One technician on FMLA leave and one technician returned to normal duty from light duty assignment after Dr. clearance.
 - Performed PM Service to all plant equipment.
 - Derag 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 83 work orders as reported in MP2 system, of which 63 were PM work requests and 20 were repair work orders.

- Regulatory Compliance and Water Quality
 - Wastewater: Continued to work on the draft Plan of Study for discussion with Chief Operator.
 - Additional Miscellaneous Utilities Staff Updates and Information:
Continued to develop responses to the CUP RAI.
Updated lead & copper study database.