

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 19, 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:
  - Weekly staff meeting
  - Met with Assistant City Manager and Finance Director and reviewed March 16<sup>th</sup> Financial Trends Workshop
  - Started holding employee meetings on March 16<sup>th</sup> Financial Trends Workshop/2010-2011 budget.
  - Weekly meeting with HR Director.
  
- Attended:
  - Rotary meeting
  - Birthplace of Speed celebration
  - Citizens Police Academy Alumni meeting, discussed recruitment process for Police Chief
  - Met with Maggie Sacks and Jame Sowers regarding MainStreet
  - Webinar on Achieve Transparency & Open Government
  - Thompson Creek Ribbon Cutting

### **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
  - Financial Trends Workshop
- Conducted departmental training all week for City's new website.

### **Community Development**

- Planning
  - Staff completed its evaluation of Department of Community Affairs (DCA's) Objections, Recommendations and Comments response and is formulating a preliminary response which will be sent to DCA next week. DCA and Volusia County (VC) positions make Ormond Beach's multi-modal strategy as well as other cities efforts difficult to implement since DCA wants a cost feasible mobility strategy but no mobility fee has been authorized. VC has determined a one time transit fee is acceptable provided the city is willing to pick up the long term costs of operation. Both positions make failing at an impossible effort likely. Staff has drafted a Multi-Modal Strategy document containing information, reports, memos, and other studies which were used to support the city's multi-modal efforts. It is staff's believe that once all this information is "pulled together" into a strategy document to demonstrate there was data and analysis performed, DCA may have fewer objections. Cost feasible and long term transit operational costs will continue to be an issue however.

- Staff attended a meeting at Flagler County regarding Hunter's Ridge Second Sufficiency Response to the amended Development of Regional Impact. Discussion focused on the transportation methodology as well as a mitigation plan. Projects discussed included: Tymber Creek Road from Peruvian to Airport since it is designed and rights-of-way has been purchased (county); SR40 from Tymber Creek Road to I95 from a 2LD facility to a 3LD facility (FDOT); Hand Avenue Extension (city) and multi-modal projects (city).
- Building Inspections, Permitting & Licensing
  - Issued 55 permits with a total valuation of 692,117.00
  - Conducted 171 inspections
  - Issued 8 new business tax receipts
- Site Plan Review
  - First Review for Prince of Peace was completed.
  - BETNR at the Airport received final SPRC approval.

### **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 prepared and transmitted the CRA documents and is arranging meetings with County staff as part of the County Council review/approval process of the CRA update.
- Staff is discussing with Tomoka Holdings construction of phase one infrastructure to the development.
- Staff is working with Tomoka Holdings and Marlowe and Associates to prepare a federal EDA infrastructure grants for phase one of the Ormond Crossings project.

#### Airport Business Park

- Staff is preparing a mock directory sign and two monument signs at the entrance to the Business Park.
- Staff continues working with FP&L to resolve electrical and lighting issues at Business Park.
- Widening of the entrance of Sunshine Boulevard and Airport Road, as part of the County's Airport Road improvement project, is completed with the exception of some sod work.
- 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 was 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 Metro Daytona-Volusia Economic Development Council (MDVEDC) 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 MDVEDC 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. Further discussions between the MDVEDC and County officials continue.
- A presentation by MDVEDC to the Commission will be arranged following resolution of the County issues.
- Staff is a member of the Volusia Manufacturing Association's planning committee to strategize for the fourth annual county-wide manufacturing trade show, which is scheduled for September.

#### Airport Operation and Development

- Work on the airfield electrical improvements project continued this week, although at a reduced pace due to contractor commitments elsewhere. Staff issued a NOTAM (Notice to Airmen) via the FAA, advising that Runway 17/35 will be closed periodically while new lighting components were being installed. Staff continues to coordinate efforts between the contractor and the air traffic control tower to minimize disruptions to airport operations.
- Staff participated in the final SPRC meeting this week with regard to development of Parcel 3 in the southeast quad of the airport. The SPRC has completed their review of the proposed development, and has indicated their approval to proceed.
- 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 compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- 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.
- Staff completed and submitted to Legal the "Aircraft Noise Abatement Task Force – Staff Response and Recommendations" report in response to direction received from the City Commission following presentation of the findings of the Aircraft Noise Abatement Task Force.
- Work on phase 2 of the airport security upgrades project (southwest quad perimeter fence) is expected to be completed this 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 previously received from Hoyle, Tanner & Associates the 90% design documents and project manual for the OBMA public use heliport project, which have been reviewed and returned to HTA with commentary. The 100% design documents are now forthcoming. Grant closeout documents for the design phase of this project will be forwarded to the FAA by the end of this month. 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 reviewing the proposed agreement with the IRS for audit of the 2007 calendar year.
- Completed Projects - Weekly
  - Processed 28 Journal Entry Batches (# 2269 - 2364).
  - Approved 17 Purchase Requisitions totaling \$64,674.32.
  - Issued 11 Purchase Orders totaling \$122,772.92.
  - Held pre-bid meeting for Bid No. 2010-10, Ormond Beach Wastewater Treatment Plant Expansion Project, on 03/18/2010.
  - Prepared 196 Accounts Payable checks totaling \$367,051.10 and 32 Accounts Payable EFT payments totaling \$113,228.22.
  - Prepared 60 Payroll checks totaling \$47,909.57 and 319 Direct Deposits totaling \$366,633.77.
  - Transferred IRS 941 payment of \$145,530.29.
  - Processed 4,037 cash receipts totaling \$426,825.61.
  - Processed 955 utility bill payments through ACH totaling \$65,719.72.
  - Processed and issued 5,698 utility bills with billed consumption of water of 23,609k.
  - Issued 722 past due notices on utility accounts.
- Public Information
  - Press Releases
    - The Orlando Jazz Orchestra – March 21<sup>st</sup>
    - Responded to Hometown News Rant on Ormond Crossings
    - Birthplace of Speed Centennial Celebration – Event Article
  - Other
    - Citizen Contacts
    - Media Contacts
- Grants
  - Grant files maintenance, monthly/quarterly/annual reporting, and reimbursements; grant agenda items.
  - Attended World Changers follow up meeting.
  - Attended training on use of new website.

### **Fire Department**

#### Weekly Statistics

3 Fire  
8 Fire Alarms

2 Hazardous  
67 EMS  
6 Motor Vehicle Accidents  
20 Public Assists

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**106 TOTAL CALLS**

- Aid provided to other agencies:  
**17 calls – Volusia County (14), Holly Hill (1), Daytona (2)**
- Aid received from other agencies:  
**5 calls – Volusia County (2), Holly Hill (1), Daytona (2)**
- Total staff hours provided to other agencies: **27 hours**
- Total staff hours received from other agencies: **16 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **26**

SIGNIFICANT INCIDENTS

Date: Thursday, March 11<sup>th</sup>

Type of Call: Structure Fire

Address: 140 Lincoln Ave

Dispatch Time: 8:10 AM

Cleared Time: 9:08 AM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach: Quint 91, Rescue Engine 93, Battalion 90, & Holly Hill Engine 96

Incident Description: Resident found 2<sup>nd</sup> floor apartment filled with smoke and called 911. Upon arrival the 3-story, multi-family structure was evacuated and search was conducted for source of smoke. A cigarette was found in a waste basket with smoldering papers. Upon extinguishment building was ventilated and assistance given to help residents back into their apartments. One resident was evaluated for smoke inhalation. The value of the building was estimated at \$620,000.

Date: Thursday, March 11<sup>th</sup>

Type of Call: Structure Fire

Address: 27 Sunrise Ave, Ormond by the Sea

Dispatch Time: 11:09 AM

Cleared Time: 12:06 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Quint 91, Quint 92, Rescue Engine 93, & Battalion 90, Volusia County Engine 14 & Division 12

Incident Description: Three Ormond Beach units were dispatched as automatic aid to a structure fire due to a lightning strike. Ormond Beach assisted Volusia County Engine 14's two person crew. Ormond Beach Battalion 90 remained on scene until Volusia County Division 12 arrived.

Date: Thursday, March 11<sup>th</sup>

Type of Call: Rescue

Address: 873 Sterthaus

Dispatch Time: 2:04 PM

Cleared Time: 2:27 PM

Jurisdiction: Ormond Beach

Units on Scene: Engine 92

Incident Description: Dispatched for an elevator emergency. Arrived on scene and made contact with building maintenance and found elevator stuck between 3rd and 4th floors due to loss of power. A female occupant was inside the stalled elevator with no complaints. Engine 92 opened

elevator door using drop-key and mechanical override. An attic ladder was utilized to remove occupant.

Date: Saturday, March 13th

Type of Call: Fire

Address: 46 Chippenwood Ln

Dispatch Time: 3:10 PM

Cleared Time: 3:50 PM

Jurisdiction: Ormond Beach

Units on Scene: Ormond Beach: Quint 91, Rescue Engine 93, & Battalion 90. Volusia County Engine 14, Daytona Beach Engine 3.

Incident Description: Grease fire started on stove. Fire spread to cabinets when resident extinguished the fire with flour and then a garden hose. No injuries noted. A search was conducted of the second floor. A thermal imaging camera was used to check for extension of fire by wall behind stove. Home was ventilated with a fan. Approximately \$11,000 in damages. The value of the building was estimated at \$385,000.

#### Operations

- Attended training committee meeting at Tiger Bay.
- Met with purchasing coordinator to discuss efficiencies in purchasing procedures.
- Prepared for and held contract negotiations with Firefighters Local 3499.
- Attended financial trends workshop.
- Reviewed various EMS training programs for purchase in compliance with Volusia County Medical Director requirements.
- Held meeting to discuss upcoming pre-fire planning software training.
- Continued ongoing meeting with dispatch regarding response order.
- Held bi-weekly administrative staff meeting.
- Attended Civic Plus city website training.

#### Training Hours

2	Aerial Operations
2	Driving
7	EMT Refresher Module 3
2	Ladder Operations
4	Policies & Procedures
5	Preplanning
11	Pump Operations
19	New Policy Review
32	Search & Rescue
13	Tactics
57	Technical Rescue
3	Tools & Equipment

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**157 TOTAL STAFF HOURS**

#### Activities

- Serviced 157 hydrants to include: flow testing, inspecting and flushing
- Updated 19 pre-fire plans
- Conducted 4 fire inspections with 2 safety violations discovered
- Medical Director 3 hour ride-a-long with Quint 92 crew
- Attended Chamber of Commerce Healthy Family Fun Walk. Presented the fire truck and answered citizen's questions.
- Conducted tour of Station 92 – 6 cub scouts
- Held weekly Fire Explorers meeting at Station 93

### **Human Resources**

- Job Requisitions
  - PD - Police Officer
- Approved/Active Recruitment
  - PD - Police Chief
  - Leisure Services-PT Box Office Attendant (Performing Arts Center) closes: 3/19/10
  - Leisure Services-PT Office Assistant I (Registration) closes: 3/19/10
  - Leisure Services-PT Recreation Leader (Casements) closes: 3/19/10
- Screening/Interviews Scheduled
  - PAC Supervisor interviews scheduled for 4 applicants. Stefan will begin second interviews with two applicants next week.
- 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.
- Update cell phone use policy to include language regarding visual distractions while driving, i.e., texting, emailing, etc. Presented to City Manager for approval.
- Update No Smoking policy – ban to extend to City vehicles. Presented to City Manager for approval.

### **Risk Management**

- Received two Notice of Intent to Sue letters. Began preliminary investigation in order to determine liability. Interviews conducted with law enforcement, one of the victims, and the SAO.
- Police Department Safety Committee meeting. Discussed apparatus to organize/secure officer's equipment inside patrol vehicle cab and trunk; discussed push bumpers with Fleet Operations Manager [additional research forthcoming for consideration and possible recommendation]; 15 reports/incidents – recommendations forthcoming.
- Reimbursement for repairing damage to decorative light pole resulting from a motor vehicle accident (\$1,833)
- PD involved in a motor vehicle accident. Both vehicles were damaged, both drivers considered at-fault for contributing to the crash. Cost to repair the damage TBD.
- Ride-a-long passenger in a Police vehicle is requesting reimbursement for medical payments made for treatment received for injuries received when the vehicle was involved in a crash. Request is for \$7,236.11. CAO is assisting with research of FS 627.7405 as it applies to PIP payments.
- Received two Statements of Claim for property damage due to sewer backups (\$5,000 and \$145). Investigation started on both.
- Provided Annual Self-Insurer Payroll Report for the State Division of Workers' Compensation.
- Reviewing additional records for a lawsuit involving injuries related to a trip/fall in Fortunato Park.
- Preparing an update to Resolution 98-132 revising the Insurance Requirements for purchases.

### **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) - None
  - Windows Servers: - None
  - Networking System: - None
  - Work Orders: - 56 new work - 52 completed - 48 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
  - For the week:

Total inbound E-Mails	48,919	Net Inbound E-Mails	37,515
Inbound Bad E-Mail	7,225	Percentage bad mail	23.3%
Virus Messages Blocked	4,177		

Notable Events: Short staffed due to several scheduled vacations.

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

- Addressing Additions: 4 Changes: 0 Corrections: 0
- Map/Information Requests: 17
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

### **Leisure Services**

- Administrative Services
  - Meeting with YMCA
  - Public Works Staff Meeting
  - City Manager's Staff Meeting
  - Birthplace of Speed Event
  - City Commission Meeting
  - Central Park Inspection
  - Facilities Maintenance Supervisor Meeting
  - Meeting with Hall Construction - Gymnastics
  - Volusia League of Cities Meeting Preparation continued
  - Summer Programming Meeting
- 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 practicing 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.
  - Louis Camacho's Spring 11 vs. 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 opened their seasons this week, with all the other baseball leagues continuing their weekday night games at Nova Fields 1 - 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 which is 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 had games this past weekend at the Sports Complex.
- The City's Adult Coed Softball Program continued their season this week, with 10 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 continuing 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 1-6 and on softball fields 1-4 and 7
  - Painted foul lines and prepared baseball fields daily for high school and competitive teams practice and games
  - 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
  - Prepped and marked softball field 7 for spring coed softball league
  - Placed trash receptacles and player benches on soccer fields
  - Groomed and leveled T-Ball fields 1-3 and rotary fields 4-5
  - Fixed an irrigation break on baseball field 2 - 3" main line that had come apart at a "T" section
  - Prepped, marked and cleaned up baseball fields and common area daily for College Jamboree tournament, including weekends
  
- 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 Aberdeen Revue on stage to watch the video of their recent show.
- The PAC spent the week preparing for the Orlando Jazz Orchestra. The orchestra will be performing tunes made famous by Miller, Goodman, Basie, Ellington, Shaw and Herman. The orchestra will play some of the big hits of each, as well as some of the more obscure tunes. The seventeen member big band is led by drummer Greg Parnell who also doubles as Vice President of Glenn Miller Productions, Inc.
- 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 <sup>st</sup>	Orlando Jazz Orchestra 2pm - \$20.00
March 22 <sup>nd</sup>	Follies Rehearsal 8am - 5pm
March 23 <sup>rd</sup>	Follies Rehearsal 8am -5pm
March 24 <sup>th</sup>	Follies Rehearsal 8am - 5pm
March 25 <sup>th</sup>	Follies Rehearsal 8am - 5pm
March 26 <sup>th</sup>	Show Club Follies 7:30 pm \$15.00
March 27 <sup>th</sup>	Show Club Follies 2:30 and 7:30 pm \$15.00
March 28 <sup>th</sup>	Show Club Follies 2:30 pm \$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.
- The splash pad opened on March 13<sup>th</sup>. Due to the cold and windy weather, there has not been much activity. Staff continues to maintain the facility as needed.

- Community Events

- Birthplace of Speed Event: Attended meeting at the Senior Center, packets for parade and car show participants were stuffed, answered calls regarding the event, program was designed and printed; banners were made for sponsors; picked up and delivered a donation of water and juice donated by S.R. Perott for the event, extensive two-day set up for Birthplace of Speed event at Rockefeller Gardens and The Casements with pennant, checkered flags, banners, tables, tents, chairs, marked area for vehicles, video display, photo gallery and centerpieces for the tables. Assembled the beach parade of 20 that ran from Cardinal Drive to Harvard Drive and then back to The Casements. Staff unloaded trailer and put items used for Birthplace of Speed back into storage.
- Art in the Park: Staff continues to register participants and answer calls for information about Art in the Park and the Birthplace of Speed event. Art in the Park applications and sponsorships information is available by going to [www.ormondbeach.org/events](http://www.ormondbeach.org/events).
- Staff assisted with the Camp Expo that took place on Saturday and Sunday March 13<sup>th</sup> and 14<sup>th</sup> at the Nova Recreation Center.
- Staff will assist with the Thompson Creek Dedication on Thursday, March 18<sup>th</sup> at 5:30 p.m.

- Staff is continuing to prepare for Memorial Day.
- Gymnastics
  - All the coaches are doing their best to ensure the students learn what they need to in order to move on to the next level. The students are very enthusiastic and eager to master new skills.
  - Last weekend our Level 7 student did a terrific job at her meet in Orange City. This weekend she will be going to a State Meet in Orlando. At the same time, she will be trying to qualify for this year's Age Group National Team.
  - The Cheer Team did a great job last weekend at the Fun Walk at The Casements, and they kept going even when their music stopped in the middle of their performance. The team is putting the final touches on their routine as they get ready for the "Reach the Beach" competition in Daytona on Saturday, March 20<sup>th</sup>.
- Nova Community Center and Special Populations
  - Nova conducted regular adult classes in jazzercise, "take off 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 last class of the season 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.
  - The first annual Camp Fair and Expo took place at Nova Park and Nova Community Center on Saturday and Sunday. Hundreds of people came to get information and register for summer camp opportunities. Food vendors, inflatables, games and skaters were a great attraction for all who attended.
  - Planning continued for Camp T. Rec including further development of the daily activities.
  - Planning continued for Nova's summer camp including continued development of the counselor manuals.
  - Challenger Baseball for people with special needs began on Thursday at the Ormond Beach Sports Complex.
- The Casements
  - Tours continue daily from 10:00 a.m. to 4:00 p.m.
  - Human Resources and the Fire Department held mediation meetings on Monday at The Casements from 9:30 a.m. to noon.
  - Yoga classes continue this week on Tuesday mornings and Thursday evenings.
  - Tai Chi classes continue this week on Wednesday evening.
  - Zumba classes continue this week on Thursday afternoons.
  - Greek cooking returns on Saturday morning.
  - Janet Rogers Watercolor Workshop returned this Thursday and Friday from 9:30 a.m. - 4:00 p.m.
  - Staff assisted this week with The Birthplace of Speed Event.
  - Staff hung the Birthplace of Speed display in the Dance Room of The Casements.
  - Staff assisted with set up and strike of the weekly Farmers' Market on Thursday.
  - Herb Society met this Saturday at Bailey Riverbridge.
  - The Casements Guild will host a "Brick Party" to show appreciation for donations to their Legacy Brick Courtyard.

- Facilities Maintenance
  - Repaired six decorative lights on streetscape
  - Installed new toilets and sinks at the PAC second floor dressing rooms
  - Installed new baseboard in the PAC second floor dressing rooms
  - Replaced fans at the Ormond Beach Gymnastics Center
  - Repaired garbage disposal at Fire Station #92
  - Replaced dishwasher at Fire Station #91
  - Repaired lighting at Nova Recreation Complex
  - Repaired activity room door at the Nova Recreation Complex
  - Repaired lighting in the Human Resources Department at City Hall
  - Repaired men's room urinal at Public Works
  - Replaced lighting in PAC dressing room with energy efficient fixtures
  - Replaced all ceiling tiles in dressing room at the PAC
  - Installed new A/C system at the Water Treatment Plant
  
- Parks and Irrigation
  - Assisted irrigation with main line break at Nova Recreation Complex
  - Addressed safety hazards at Kiwanis Pocket Park
  - Replaced two damaged heads on West Granada medians (car accident)
  - Inspected median damage on North Nova Road (car accident)
  - Ran two zones on South US 1 median
  - Removed several flower planters, capped irrigation lines
  - Disconnected irrigation from all planter coffins, capped irrigation lines where planters had been removed already

### **Police Department**

- Administrative Services
  - The PD is participating in a grant-funded pilot program using portable in-car printers. Two printers are currently being tested.
  - Continuing with the audit and inventory of the Property and Evidence Unit.
  - Attended Department Head staff meeting, Financial Trends Workshop and Commission Meeting.
  - City Financial Trends presentation provided to employees by City Manager and Finance Director.
  - Citizen Volunteer Sam Easterbrook was recognized for his 17 years of dedicated volunteer service with the Police Department.
  
- Community Outreach

Ormond Beach PAL's Youth Directors Council (YDC) sponsored a Blanket Drive from 2/22 through 3/12 as a community service project for the Homeless Coalition. With help from City employees, 22 blankets were donated to the Coalition on Saturday the 13<sup>th</sup>. The Executive Director of the Coalition, Mr. Tony Schefstad, was very pleased about the project and complimented the youth on a job well done.

The Science on Patrol program toured the Ormond Beach Police Department. Youths were given the opportunity to speak with members of the Detective Unit about the importance of crime scene evidence in solving cases. Officer Cornelius and Crime Scene Investigator Mike Haller lead the tours for the youth. The SOP classes had a wonderfully informative day with the officers at the Police Department.



- Community Services & Animal Control
  - 34 Animal Calls responded to.
  - 4 Animal Reports
  - 5 Animals to FHS
  - 2 Solicitor Permits
  - 2 Animals adopted from OBPD
  - (Savings \$70.00)
  - Working with Concerned Citizens for Animal Welfare
  - To set up another low cost shot clinic at OBPD
  
- Criminal Investigations
  - Cases Assigned: 13
  - Cases Cleared by Arrest/Complaint Affidavit: 2
  - Cases Exceptionally Cleared: 11
  - Fraud: 3
  - Burglary Business: 1
  - Burglary Residential: 0
  - Larceny Car break: 3
  - Grand Theft: 3
  - Auto Theft: 2
  - Sex Offense/Rape: 2
  - Robbery: 0
  - Narcotics:
    - One buy walk in Ormond Beach
    - One search warrant in Ormond Beach
    - Two felony arrests on active cases (one in Ormond Beach)
  
  - Comments:
    - Investigators have identified one of the subjects involved in the robbery and beating of a man by the South Ormond Neighborhood Center. A photo line-up was prepared and the suspect was positively identified by victim. Charges will be filed after the investigation is complete.
  
- Records:
  - Walk Ins / Windows - 228
  - Phone Calls - 282
  - Arrest / NTA'S - 17
  - Citations Issued - 166
  - Citations Entered - 374
  - Reports Generated - 102
  - Reports Processed - 123
  - Mail / Faxes / Records Request -130

- Operations

- 03/12/10 – Stolen Vehicle – Calvary Christian – 1687 W Granada Blvd – Stolen yellow flat nose school bus – keys under the seat
- 03/12/10 – Stolen Vehicle – recovery – 2010 W Granada Blvd – Faith Luthern – Pepsi Cola tractor trailer combo in rear parking lot – Stolen from DB
- 03/12/10 – Felony Warrant Arrest – use of force – 282 Laws Lane – Larry McClenny – two counts sale & delivery
- 03/12/10 – DV arrest at 342 McIntosh – altercation between two brothers
- 03/12/10 – Missing person – recovery – adult male with heart condition walked out of Halifax – located at Nova/40 and returned to Halifax without incident
- 03/12/10 – Crash – Hawaiian Tropic Parking lot – diabetic attack, hit car and building - \$10,000 in property damage.
- 03/13/10 – Burglary – conveyance – 215 S Atlantic Ave – Outrigger Beach Club – no forced entry – Garmin GPS and sunglasses stolen
- 03/13/10 – Sexual Assault – 2 victims – 104 S Capri
- 03/13/10 – Burglary attempt – business 521 Parque #2 – attempt to pry open door unsuccessful – mail opening and door damaged – no entry made
- 03/13/10 – Burglary – Conveyance – 24 Pine Valley Circle – unlocked vehicle – Nintendo DS, Super Mario and IPOD stolen – Possible suspects identified
- 03/13/10 – Transient arrest – Wal-Mart parking lot – Charges: burglary of conveyance, attempted burglary occupied conveyance, loitering and prowling and trespassing (former trespass warrant 9/11/09)
- 03/13/10 – DUI arrest – motorcyclist on A1A after losing control of his motorcycle
- 03/13/10 – DUI arrest – Sanchez/Beach Street
- 03/13/10 – Noise citation – Rocking Ranch – Readings between 63- above 80 DCB for 10 consecutive minutes – Owner claimed harassment due to cancellation of outside police security detail.
- 03/13/10 – Tow warning – 14 Queen Anne Ct – Truck registered to Nebraska Company – Was gone upon re-inspection.
- 03/14/10 – Stolen vehicle – retrieved by VCSO – towed to Arrow
- 03/14/10 – Stolen vehicle – from Ocala - found abandoned in front of 41 Kent Dr – occupants of 41 Kent Dr questioned – admitted being in vehicle but no knowledge of stolen status - permitted search resulted in drug pipe in common area – 1 suspect arrested – 2 open warrants out of Marion county.
- 03/14/10 – Traffic stop – 500 BLK S Atlantic Av – adult male arrested on open misdemeanor warrant.
- 03/14/10 – Traffic stop – Division Ave at railroad tracks – adult male arrested for driving while license suspended and for two open warrants (failure to appear and driving while license suspended or revoked).
- 03/14/10 – Shoplifting – Walmart – Two adult males arrested – separate simultaneous incidents – one felony offense.
- 03/14/10 – Shoplifting – Walmart – adult male – notice to appear issued.
- 03/14/10 - Loiter and Prowling – 87 Highland Ave – one adult male and one juvenile male arrested – conflicting stories – both had cell phone messages that read “no masks” from third suspect.
- 03/14/10 – Police Information - Cheryl Ferryman and Richard Sanders arrested stealing AC units from Holly Hill businesses by Holly Hill PD. Both individuals reside in Ormond Beach. Investigation into their possible involvement in Ormond Beach AC thefts on-going.
- 03/15/10 – Car break – 601 W Granada – Moose Lodge – Occurred Saturday – two known suspects live with victim in Palm Coast – electronics, holster, ammo and camera equip taken. Victim still has weapon
- 03/15/10 – Assault – OBMS –juvenile vs juvenile – minor injuries
- 03/15/10 – Crash – Motor Officer Borzner – Lowe’s parking lot – FHP did workup – vehicle backed into Officer Borzner’s motorcycle while he was conducting a crash investigation.

03/15/10 – Vehicle ran from Ofc Rosenthal – Crashed through RR gates nearly getting hit by train – no pursuit initiated – FEC notified. Suspect later spotted by VCSO – no pursuit – stop sticks deployed – driver bailed and at large – Identification possible.

03/16/10 – Arrest – Battery / DV – adult female - 136 Salvador Place

03/17/10 – Accident w/injury – 565 Riverside Dr – Driver refused to sign citation issued for careless driving – subsequently arrested.

03/17/10 – Assist Clay County with attempt to serve felony warrants – John Luther Bennett, Jr. – 799 E Victoria Circle. A male subject was spotted in garage but did not match physical description of Mr. Bennett. Subject entered house upon seeing officers. A truck was parked in driveway with Clay Co. tags. Attempt to contact was made – house lights went off – multiple requests to respond to door refused by occupants. Subject wanted for LEO assault – known narcotics dealer and known to be armed (.357 handgun) – also car break suspect in Ormond Beach. No arrest made at this time due to lack of contact and/or positive identification.

- Traffic Unit:

- 03/15/2010 - Hit & Run w/ Injuries - Beach Street / Lincoln Avenue: Truck struck a bicyclist and fled upon police arrival. The truck was stopped about three blocks away. The driver, a juvenile female, was cited and charged with leaving the scene of a crash with injuries and failing to give 3 feet of clearance to a bicyclist. Parent was notified. Bicyclist was treated and released on scene with minor injuries

- Enforcement of ongoing complaints of speeders on Division Avenue and Hand Avenue through the Central Park area.

- Traffic Unit completed the “Click it or Ticket” campaign for March. Estimated 120 seat belt citations were issued. Compliance survey to be completed next week.

- Traffic Unit assisted Leisure Services with the Birthplace of Speed event on Tuesday, providing escort of antique cars on SR A1A and SR 40 from Harvard Approach to The Casements. Variable Message Board was deployed.

- Traffic Citations - 86

- Parking Citations - 0

- Crash - No Injury - 8

- Crash w/Injury - 2

- Crash w/Fatalities - 0

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

- Total Citations Issued on S.T.E.P.: 40

- 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

- Enforced Complaints:

- Parking Complaints:

- 325 Ocean Shore Blvd. (No violations)

- Neighborhood Improvement:

- Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases Initiated

- Zone 2: 7 Cases initiated

- Zone 3: 0 Cases initiated

- Zone 4: 6 Cases initiated
- 9 tree removal permit requests
- Administrative staff assisted with two (2) lobby call and sixty-two (62) telephonic inquiries.

### **Public Works**

#### • **Engineering**

- Existing Wells 8 A, Division Ave.- Several series of grout applications has 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- Submitted work plan for the road repairs on US1 north of the Tomoka Bridge to FDOT.
- 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 – Both monument signs were completed, inspected and approved for installation. The contractor has scheduled installation for next week. Staff installed two (2) irrigation meters for the proposed landscape plantings and irrigation system. The landscape contractor has ordered the plant material for the project.
- Downtown Improvements – Staff has scheduled the installation of the new furnishings which began on March 15<sup>th</sup> 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 - Construction of the approved improvements began on March 15<sup>th</sup>. The outbound 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 met with consultant to discuss final design considerations. Expecting to bid project in April.
- Alcazar-Buena Vista Drainage Area Improvements- Coordinating improvements to general area to include utilities and roadway resurfacing in addition to the proposed stormdrain improvements.
- Airport Rd Forcemain / Reuse Extension- Submitted permit applications for FDEP, FDOT, VCHD, FEC and SJRWMD.
- SR40 Sdwk/Trail Phase I- Issued Engineering permit
- SR40 Sdwk/Trail Phase III- Prepared plans, bid doc, FHWA checklist, row certification and submitted to FDOT
- Tomoka State Park- Obtained easement and turned it over to City Clerk for recording
- Halifax Drive Resurfacing- Worked on the specifications and limits of work.
- Hull Rd. & US1- Prepared plans, bid doc, FHWA checklist, row certification and submitted to FDOT
- OBSC Boundless Playground- The 90% plans were presented to the Recreation Advisory Board for comment on last 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 has determined that the 60 watt fixture (same wattage was installed in Rockefeller Gardens) is the best choice for future replacement projects as the 100 watt fixture was too bright for most applications.
- Granada Bridge Decorative Pole Replacement – The project consultant is preparing engineered plans for FDOT permit review.

- Ormond Parkway Park – A purchase order has been authorized and the contractor began ordering long lead time items for the project. A mandatory pre-construction meeting with the County is scheduled for the end of the month.
- Urban Forestry Grant – The application is currently being reviewed for consideration.
- Bailey Riverbridge Gardens – A purchase Order has been authorized and the contractor has been notified to prepare a schedule of work for the project.
- Vining Court- Reviewed 60% plan set.
- South Ormond Recreation Center Improvements- Negotiating proposal with Hall Construction for replacement of roof, installation of ceiling and gym floor at the SONC and installation of ceiling at the Gymnastics Center.
- 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- Design package has been submitted for FDOT approval.
- Tymber Creek Widening, Phase II- The 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- Submitted bid packet and memo to Legal for award of bid, meeting date April 6.
- SR A1A & Beach St.- Submitted to FDOT mast arm requirements.
- US1 & SR40 Utility Relocates- Prepared City Manager Memo for award and submitted to legal.
- 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
- Hand Ave. Collector Road Upgrade- Review plan markup comments and check drawing set for compliance. Coordinating with FEMA for additional funding for Phase 1 improvements from the storm Study.
- Administration:
  - Private Stormdrain– Staff met to discuss conditions and directives of the Stratford Place drainage system. The system is functional and maintenance will need to be performed by the residents.
  - Bid opening for SR 40 and US 1 utilities relocate.
  - Completed the study on Williamson Blvd sidewalk report.
  - Held bid opening for SR 40 and US 1 Utilities Relocates.
  - Completed the study on Williamson Blvd sidewalk report
  - Prepare submittal for approved Dock and boathouse permit for 55 N St Andrews St
  - Processed project invoices/pay requests totaling \$184,176
  - Prepared Requisitions/PO's totaling \$24,584
  - Prepared work authorizations totaling \$58,878
- Meetings:
  - Area Utility Meeting- Staff met with several representatives from local municipalities and FDOT to coordinate current and future projects.
  - Vining Court review of submitted plans
  - Halifax Utility Meeting
  - Field meeting at Granada Beach Approach with FDEP, Volusia County Inspector and Beach Patrol

- **Customer Service:**
  - Responded to Mr. Dexter on issues at SR 40 and John Anderson Drive traffic signal
  - Locate and all 2" watermain replacement drawings in the vicinity of the Water Treatment Plant for Mckim & Creed
  - Prepare submittal for approved Dock and boathouse permit for 55 N St Andrews St
  
- **Other:**
  - 34 projects were inspected.
  - Created plan set for lane reconstruction on US1 @ Tomoka Bridge
  - Located and plot AutoCAD files for the Macdonald House Parking Lot
  - Staked out property lines @ P.A.C. for new sign location
  - Searched LDC for documents regarding the minimum distance for the construction of driveways at intersections
  - Began research for sketch and legal description for the Trails S 40 Medians
  - Rima Ridge Entrance Paving- Modified Drawing
  - Airport Sports Complex- Playground Drawing
  
- **Street Maintenance**  
**Asphalt / Concrete**
  - Asphalt Water Department utility cut at A1A/Briggs (Ormond-by-the-Sea)
  - Patch potholes at the Wastewater Plant
  - Build asphalt berm on N/S Arroyo Parkway W/O Beach
  - Asphalt radius & potholes at 241 N. US1
  - Asphalt potholes on Pineland Trail
  - Grind down trip hazards in sidewalks at Spring Meadows, Magic Forest and Memorial Gardens

**Tree Crew**

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Trimming around benches at various locations
- Trimming ROW citywide
- Trimming at various locations throughout the city

**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 potholes on Pineland Trail
- Take equipment to Fleet
- Assist asphalt crew with Pineland Trail
- Pick up weed killer at Lesco
- Finish shell in low spots at Central Park II
- Put shell in low spots at Nova Recreation, Central Park I and Sanchez Park

**Sign Shop**

- Precise Pavement markings installed RPM's on John Anderson Drive from SR40 to N. Halifax Drive
- Repair signs at the following locations:
  - 716 Garden Lane, replace broken 25 MPH post
  - Fluhart & Riverside Drive, replace broken delineator post in center of the road

- Fortunato Park, replace bent post on Park Hours sign
  - Bayberry Court, straighten leaning stop sign post
  - Audubon Drive & Lucerne Circle, replace street names & stop sign
  - Lindenwood Circle W & Lindenwood Circle North, replace street names
  - Kenilworth Avenue & N. Yonge Street, replace street names
  - Kimberly Drive & Lindenwood Circle W, replace street names
  - Knollwood Circle & Kimberly Drive, replace street names
  - River Oak Drive W & Woodbourne Lane, replace street names
  - Grove Street & Arbor Drive, replace post & 25 MPH sign hit by vehicle
  - Wilmette Avenue & N. Yonge, replace street names & a "No Trucks" sign
  - N/end McIntosh Road, replace 2-way arrow with a new HIP sign
  - Wilmette Avenue & McIntosh Road, replace street names
  - Warwick Avenue & Andrews Street, replace (2) old 24" "No Outlet" signs
- **Stormwater Maintenance**  
**Maintenance Crew**
    - Locates citywide
    - Carp Barriers inspected and cleaned
    - Pump Bennett Lane down for rain
    - Hot Spots cleaned
    - Basins – All zones – Due to rain
    - Vegetation removed on Wilmette Avenue
    - Thompson Creek ditch cleaning - pictures
    - Sinkhole investigations – Harvard & Oleander and Granada & N. Beach St.
    - Hammock Lane ditch cleaning - pictures
    - Wilmette Avenue – pictures of Brazilian Pepper
  - **Streetsweeper - Street Sweeping**
    - 124.7 miles of roads cleaned
    - 65.0 cubic yards of debris removed

- **Fleet**

- **PM Services completed for the week:**

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
11	36

**Road Calls for the week:**

2 – both Utilities Div.

**Accidents for the week:**

1 – PD

**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>
9497 gals.	9004 gals.

**Comments:**

Police patrol unit #36 sustained major engine failure this week. Investigation is currently underway as to cause.

Fleet personnel will begin the annual inspection and service of all emergency generators in preparation for the upcoming hurricane season.

- **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. Held meeting with Finance regarding utility billing system information concerning portions of responses and water audit associated with the information request.
- 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.
- Alcazar Buena Vista Drainage Project -McKim and Creed revised their proposal to include Cordova into the scope for replacing the water mains. The revised cost estimate is \$19,940 to perform the design and permitting for water system improvements.
- Fire Hydrant Replacement Program – Project documents are being revised to reformat bid docs for contractor furnished materials.
- 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 project is essentially complete with the exception of a couple of outstanding equipment and programming items remaining concerning the master pump station. Staff is 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. Change Order #1 is scheduled on the April 6, 2010, City Commission agenda. Solutions to equipment faults signal displays occurring at the Influent Pump Station are being researched. 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. The water level in the wetwell was raised to eliminate air entrapment into Pump #3. The impeller broke on Pump #2. The manufacturer representatives were on site to replace impeller with spare unit.
- Division Ave. Well 7A and 18A Rehabilitation. Back-plugging of the well using concrete is not successful. Alternative approaches are under consideration to seal casing to prevent concrete from escaping.
- 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. Met to finalize the desirable control schemes for the variable frequency motor drives (VFD's). The information will be sent to ICS for inclusion into the program.
- Pump Station Repair and Replacement Project: Continuing major piping installation and bypass pumping operations underway at LS 6M. Sent requirements to the contractor that need to be met in order to remove the bypass pumps. Lift Station 6M pumps are installed. Reviewed draft change order submittal for Ormond Mall Lift Station. Met on site to observe to the impact on the electric service lines by the proposed Ormond Mall Lift Station. Additional easements will be needed for the electrical service line to the lift station and to move the proposed lift station wetwell away from the power lines. Coordinating chain link fence coating color concerns with The Hunter's Ridge Home Owners Association for Shadow Crossings Station.
- State Road 5 at State Road 40 (US1 & Granada) – Confirmed contracts are being prepared. A bid tabulation is being prepared.
- Water Plant Forced Draft Aerator Rehabilitation – A work authorization is being prepared for a preliminary design report to be prepared by McKim and Creed to determine most

- effective approach for rehabilitation or replacement of the aerator structure prior to eventual design activities.
- Water Storage Tank Rehabilitation – Revised the draft sole source memo based on comments received. Prepared a revised memo for review
  - SPRC-Reviewed the Hunter's Ridge Lift Station and Force Main Extension project and submitted comments. A meeting is scheduled with the developer and engineer for Huntington Townhomes in order to provide access to Wells 35R and 36R. Discussed the Huntington Woods lift station. The City has three options, keep the lift station privately owned, accept the station as-is or require the lift station to be brought up to City standards before it is acquired. Discussed Imperial Foam. Part of the site is in the City. The remainder of the site needs to be annexed to obtain water and sewer service. There is presently an access easement across the property to connect SR 40 with Old Tomoka Road. A meeting was set up with the developer and engineer to decide whether the water main should be publicly owned or privately owned. Public ownership would provide the City with an opportunity to serve property on the north side of Old Tomoka Road. Obtained as-built drawings for Huntington Woods and the Airport Road Extension. Sent the drawings to the GIS Division for their review.
  - Significant Meetings: Attended a presentation on lateral lining. Requested specifications and contract information from cities that would be amenable to a piggy back arrangement. Attended the Halifax Utility Coordination meeting to keep informed of upcoming FDOT and Volusia County Road projects. Briefed FDOT on the status of the US 1 and SR 40 Utility Relocates project. Attended pre-bid meeting for the WWTP Phase II Rehabilitation and Expansion Project with prequalified contractors and potential subcontractors.
- Water Distribution
    - Repaired or replaced 7 Residential meters, replaced 9 water services, replaced 12 meter boxes
    - Repaired/responded to 20 service leaks, responded to 3 low pressure complaints and 3 cloudy water complaints (FD Hydrant Testing underway)
    - Tested 13 City owned backflow preventers
    - Installed 2 new water meters and services
    - Tested one 3" large meter for accuracy
    - Repaired three 2" water main breaks on Fernwood Trail, Country Club Dr, and Royal Dunes Cir.
    - Performed valve maintenance Country Club, Fairview, Golf View
    - Performed maintenance @ 2 and installed riser kits @ 3 fire hydrants
    - Reprogrammed automatic flushing device on Creek View Way to run more often due to yellow water complaints
    - Rescinded the boil water on Old Barn Trail, Briggs Dr/Oceanshore Blvd, Fernwood Dr, Country Club Dr/ Oceanshore Blvd.
    - Patrolled 56 loggers for leak noise, 20 loggers needed to be reprogrammed, preliminary details show one possible leak.
    - Replaced a 2" & 6" gate valve at Country Club - Golfview intersection.
    - All vehicles were cleaned and re-stocked.
  - Water Treatment
    - Delivered 33.618 million gallons for the week ending March 14, 2010.
    - Backwashed 13 filters for a total of 650,000 gallons backwash water.
    - Produced and hauled 81 wet tons of dewatered sludge.
    - Stopped all finished water flow to HVAC system using new heat pump.
    - Review corrosion control results with Cedar Chem, developed additional coupon test to help in setting optimum chemical dose.

- Waste Water Collection - Reuse
  - Crews Responded to five trouble calls.
  - Root controlled four sewer laterals and ten sewer laterals cleaned.
  - Four PEPSystems rehabilitated.
  - Crew replaced all reuse valve lids at Amsden Rd. - N. Halifax Dr.
  - Tim delivered Harben sewer cleaner over to Clearwater for repair
  - Crews checked all trouble spots around city.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 31.55 Million Gallons
  - Produced 13.26 Million Gallons of Reuse
  - Produced 18.28 Million Gallons of Surface Water Discharge
  - Influent flows average for the week was 4.51 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 222.87 (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 have 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
  - Rebuilt 25HP scrubber motor for spare parts inventory.
  - Replaced bearings on 50HP pump at Standish Booster station.
  - Met with Verderflex representative about Chlorine pump issues, gave him 1 bad gearbox for evaluation.
  - Attended rotork valve actuator training at Water Plant.
  - Installed lighting in well 21SR vault. Also hooked up yard lighting and added phase monitor to RTU.
  - Pulled HSP motor #1 due to bad Meg reading and sent to Stewarts Electric for Repair.
  - Performed PM's to Rima, Division, Hudson & SR40 Wellfields.
  - Performed PM's to LPRO and Lime softening plant equipment.
  - Performed Reuse pump station PM's.
  - Cleaned BAT reuse pond filter.  
Wastewater Plant – Lift Stations – Reuse System
  - Installed check valve on BAT reuse pump #2.
  - Repaired Chlorine analyzer at WWTP.
  - Checked pump at 228 Tymber Creek Road for Collections Division.
  - Installed 6" permanent plumbing to diesel pumps at Clarifiers.
  - Deragged plug valves at Centrifuge feed pumps.
  - Worked with contractors on 11M and 13M rehab of liftstations.
  - Replaced leaking 6" 90deg elbow at top of riser pipe San Marco liftstation. Volusia County Sheriff's office notified - vehicle parking in front of station.
  - Cleaned up grounds around pumps at splitter box and put away hoses for future use. Also assisted operators with pump screen changeouts.
  - Changed out pump #1 at 7M liftstation.
  - Repaired lighting in Maintenance building restroom.
  - Installed new sink in RAS/WAS room.
  - Cleaned shop and put away spare parts
  - Performed PM service to all plant equipment.
  - Deragged 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 61 were PM work requests and 26 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 – coordinated with other City departments for response input.