

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 13, 2012

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk
- Bi-weekly meetings with I/T Manager, Economic Development Director and Police Chief
- Met with Assistant City Manager, City Attorney and City Clerk on charter review
- Held weekly staff meeting with Directors
- Met with Assistant City Manager, Utilities Manager, Utilities staff and representative from Hydro Designs on the City's cross connection control

Spoke to, attended and/or met with:

- Attended Rotary Board meeting
- Attended FCCMA Winter Institute conference call
- Attended Team Volusia annual meeting and executive search committee meeting
- Attended SW Quad RFP review
- Held Walk with the Manager
- Attending Ormond Beach Chamber annual banquet

Support Services (formerly City Clerk's Office)

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Weekly Meeting with the City Manager.
- Attended the weekly City Manager Staff meeting.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared and sent legal advertisements to the News-Journal for publication.
- Agenda packet preparation for the January 17, 2011, City Commission meeting.
- Completed the Meeting Minutes for the January 3, 2012, City Commission meeting and the Strategic Planning Workshop.
- Continued the purging process for records eligible for disposition from the City's Records Archive Center.
- Met with the City Manager, City Attorney, and Assistant City Attorney regarding the Charter Review Committee.
- Attended and provided support for the RFP Selection Committee meeting on January 12, 2012.

Status of Ongoing Projects

- Live Streaming Upgrade:
 - Worked with Ustream to have advertisements removed from the City's UStream Channel.
 - Continued testing of Ustream Live Streaming Services. The new Ustream System will allow the public to listen to City Commission meetings as well as see the visual aids presented during meetings on Mobile Devices (iPhone, iPad, and Android Devices) as well as Mac and PC Computer Systems.
- Mobile Applications:
 - Waiting on the developer to send a sample of Mobile Application for internal testing.
- Website:
 - Continued working on the new "Elections Information Center," in preparation for the 2012 elections.
 - Added information regarding the 2012 Presidential Elections to the City's Election Calendar.
- Paperless Agenda Automation System:
 - Received confirmation from the vendor that our Agenda Automation System has completed the testing phase and is being moved to a production environment.
 - Prepared training information and scheduled tentative training sessions for City staff.

Community Development

- Planning Services
 - The Planning Director and Economic Development Director met with a prospective purchaser of the vacant Memorial Hospital site. The possible development scenario is the reuse of a portion of the site for assisted living units and professional office with selective demolition of other building improvements on the site.
 - The Planning Director participated in the RFP for the SW Quad at which time the sole applicant gave a PowerPoint presentation in response to the questions posed by the selection committee in December 2011.
 - The Digital Flood Insurance Rate Map Appeal Report was finally completed after an in-house review and discussion resulting in revisions. Approximately 1,742 individual parcels are affected. On a positive note, approximately 920 parcels (53%) are being removed from the Special Flood Hazard Area (SFHA). However, about 822 properties (47%) are added to the SFHA requiring the mandatory purchase of flood insurance for federally backed mortgage holders. For this reason, City staff members reviewed the areas being added to the SFHA and identified their sources of flooding comparing each group of sites added to the SFHA versus historic conditions, previous studies, and design plans & calculations. City staff identified 551 properties (67%) that were in areas where more accurate data or detailed studies existed and were deemed eligible for inclusion in an appeal of the boundary of the SFHA or BFE for individual areas within the City. These areas have been identified in the appeal report that staff proposes to submit to FEMA and its consultant, provided the City Commission authorizes such appeal on 1/17/12. The remaining properties going into the SFHA were either consistent with previously accepted studies or did not have additional scientific or technical data available thus cannot be part of the appeal.
- Building Services
 - 29 permits issued with a valuation of \$85,808.00
 - 114 inspections performed.
 - 8 business tax receipts issued

- Development Services
 - Members from Planning, Engineering, and Economic Development departments met to discuss the Ormond Crossings third submittal package for the Planned Mixed Use Development rezoning. Staff continues to work with the developer to hone down the issues to a manageable few before a work session is requested before the City Commission to discuss the status of the project.
 - A Motion Photograph Production Permit was received and under review for a Husqvarna and Lowe's commercial. The shoot will take place at the Lowe's store on January 15th.

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss the draft Master Development Plan and design standards documents. There were a few remaining items, such as allowed uses, roadway profiles, setbacks, and the design review process that both parties agreed needed further clarification that will take several weeks to complete. Once these remaining items are resolved, the documents will be sent to the Planning Board and City Commission for review and approval.

Airport Business Park

- Staff has been notified of the sale of the StyleMark Company to the FGX International Company, a subsidiary of Essilor International of Charenton-le-Pont France. FGX is located in Rhode Island and they distribute a number of eyewear products including the Foster Grant. Evaluation of the potential impact to Ormond Beach is ongoing.
- Staff is working with an existing business on a possible plant expansion project.
- Staff met with the new CEO of Emergency Communications Networks (ECN) to discuss their sale to the Riverside Company. ECN provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECN service proposal. A second service provider was interviewed as well. Staff is preparing a service agreement with ECN for emergency notification services and will provide a disposition item for the City Commission.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff met with a prospective buyer for the reuse of Memorial Hospital.
- Staff continues discussions with Energizer regarding their interest in waste water treatment options, which could result in additional capital investment.
- Staff is continuing discussions with interested parties for the redevelopment of the former Woody's site.
- Staff met with owners of Serene Pavers and Stonescapes to evaluate using a property along South US 1 for a retail pottery business. Plan requirements have been transmitted to the applicant as part of the permit process.

Special Economic Development Projects

- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting was scheduled to invite the

- proposal applicant to provide additional detail. The meeting was held on January 12. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- Staff is working with Florida Power and Light, who is currently preparing a tree clearing plan around the Airport Business Park power lines to reduce outages during moderate to heavy wind events. Once completed, a meeting will be arranged with the Business Park company representatives to discuss the plan.

Airport Operation and Development

- Staff worked this week to assemble quotes needed for services to diagnose and repair an apparent malfunction of the Automated Weather Observation Station (AWOS).
- Staff endeavored this week to resolve an issue regarding the collection of sales tax on the fuel flowage fee paid to the City by aviation fuel vendors at the airport. Staff has requested a "Letter of Technical Advice" from the Florida Department of Revenue in order to determine whether or not the City should be collecting sales tax on the fuel flowage fee.
- Staff finalized and posted to the City website the total airport traffic figures for 2011. The airport supported a total of 132,016 operations for the year, which represents a modest 8.26% increase over the previous year.
- Staff met with representatives from the Civil Air Patrol (CAP) last week to discuss and plan CAP activities at the airport in 2012. During a follow-up to this meeting earlier this week, staff was advised that the very important Exercise America's Shield (EAS 2012) mission has been re-scheduled for June of this year. EAS 2012 is a cooperative mission between the CAP, the Florida Army National Guard, and the United States Air Force. The purpose of EAS 2012 is to train ground-to-air missile crews to defend Washington, D.C. and other critical national infrastructure from airborne attack.
- Staff received an inquiry from Airport Power Solutions, LLC (APS) regarding the potential for a partnership between the airport and APS for the purpose of installing solar power systems at the airport. Such a system could reduce the amount of power that the airport must currently purchase from FPL. Staff prepared and submitted a response to the APS inquiry, which lead to requests for additional information from APS. Staff continues to work with APS on this matter, and will endeavor to schedule a meeting to discuss a formal proposal.
- Staff has begun to receive preliminary layouts, design specifications, and timelines for the Taxiway "G" construction project in the southwest quadrant of the airport. Staff will meet with representatives from AVCON prior to the next meeting of the Aviation Advisory Board to discuss and plan the course of this project going forward.
- Staff continued work to configure and optimize the new airport security surveillance system. The IT Department is working with a network consultant to setup web-based access to the system via a high capacity microwave link. Internet-based access is expected to be available in this month.
- Staff requested and received expiration extensions for the Joint Participation Agreements (JPAs) that provide FDOT funding for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. Staff continues to work with FDOT to prepare amendments to these JPAs in anticipation of federal participation. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost. This may result in the availability of additional FDOT funds for security projects at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.

- Completed Projects - Weekly
 - Processed 45 Journal Entry Batches (# 5374 – 5375 and # 1141 - 1257).
 - Approved 21 Purchase Requisitions totaling \$153,619.71.
 - Issued 21 Purchase Orders totaling \$122,067.52.
 - Issued Addendum No. 1 for RFP No. 2012-08, Enterprise Resource System, on 01/06/2012.
 - Prepared 112 Accounts Payable checks totaling \$576,599.09 and 36 Accounts Payable EFT payments totaling \$287,067.26.
 - Prepared 39 Payroll checks totaling \$38,758.91 and 314 Direct Deposits totaling \$375,731.20.
 - Transferred IRS 941 payment of \$137,676.96.
 - Processed 4,206 cash receipts totaling \$523,755.22.
 - Processed 663 utility bill payments through ACH totaling \$52,522.29.
 - Processed and issued 6,224 utility bills with billed consumption of water of 36,349k.
 - Issued 1,000 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Walking with the Manager (1/13)
 - Native American Festival (1/20-1/22)
 - Smoke Near Riverbend Community Church

 - Other
 - Citizen Contacts
 - Media Contacts

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

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 10
- Hazardous: 2
- EMS: 80
- Motor Vehicle Accidents: 4
- Public Assists: 40

TOTAL CALLS: 138

- Aid provided to other agencies: 20 calls – Volusia County (12), Daytona Beach (8)
- Aid received from other agencies: 5 calls – Volusia County (2), Daytona Beach (3)
- Total staff hours provided to other agencies: 19 hours
- Total staff hours received from other agencies: 3 hours
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 60

Training Hours

- Aerial Operations: 2
- EMS Protocols: 4
- EMT Refresher: 4
- Fitness Program: 12

- Policy Review: 2
 - Probationary Training: 8
 - Safety: 24
 - Tactics: 1
- TOTAL TRAINING HOURS: 57**

Station Activities

- Updated 15 pre-fire plans
- Instructed monthly Healthcare Provider CPR class – 5 students

Operations

- Met with northeast Volusia County Fire Chiefs
- Attended Commission Workshop Strategic Planning meeting

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk
 - Finance Department/Part Time Account Clerk II
- Approved/Active Recruitment
 - Police Department – Police Officer was advertised on the Florida Police Chief's web site and the City web site to close on 01-13-12.
 - Public Works Department/Wastewater - Maintenance Worker II advertised on the City web site to close on 01-13-12.
 - Leisure Services Department/Building Maintenance – Maintenance Foreman advertised on City web site and in house position closes on 01-20-12.
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertise the position) advertised on City web site and will remain open until filled.
 - Public Works Department/Fleet Operations-Fleet Operations Manager advertised on City web site and FLAGFA web site and will remain open until filled.
 - Finance Department – Meter Reader position was advertised on City web site and in house with a closing date of 01-20-12.
- Screening/Interviews Scheduled
 - Public Works Department/Engineering – Engineering Inspector position closed on 11-18-11. Thirty-four applications were received. Department has short listed the candidates and will begin scheduling interviews within the next week.
 - Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City web site, in-house, the APWA web site, FWPCOA web site, FRWA web site and on FWRJ web site and closed on 10-28-11. Thirty-three (33) applications were received and entered on applicant tracking sheet with qualifications and forwarded with applications to department for review. Interviews have been scheduled with seven (7) applications for 01-04-12 and 01-05-12.
 - Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site, the Florida Recreation and Parks Association (FRPA) web site, the National Recreation & Parks Association (NRPA) and the Therapeutic Recreation Association web site. Department requested to re-advertise position to create a larger pool of qualified applicants. Position closed on 11-11-11. Fifty-seven (57) applicants are being entered in applicant tracking sheet with qualifications prior to forwarding to the department. Interviews will be scheduled in January 2012.

- Background/Reference Checks
 - Leisure Services/P.A.C. – PT Custodian applicant has been selected to fill this position.
 - Leisure Services/Casements – PT Custodian applicant has been selected to fill this position.
 - IT – Information Systems Specialist candidate has been selected and background check is in progress.
- Job Offers
 - Public Works Department/Streets – Maintenance Worker II applicant has been selected and will begin pre-employment processing on 01-12-12.
 - IT – Information Systems Specialist candidate has been selected and will begin pre-employment processing on 01-13-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 12-31-11: 1.84% (excluding retirements)
 - Public Works Department/Utilities – Maintenance Worker IV retirement effective 01-27-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program December 2011 monthly report reflects savings of \$63,890.81 for City residents during the eighteen months that the program has been in effect in Ormond Beach. Over 1,405 residents have utilized the program during that time.
- ICMA 457 Deferred Compensation representative will be in the H.R. Training Room on 01-26-12 to meet with employees.

Risk Management Projects

- Working on supervisor training material for HR Policies and Procedures.
- Continued researching temporary labor/personnel leasing contracts.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – IT involvement
 - City Clerk – Document Management and Retention – IT involvement
 - Finance/Community Development – CRM system replacement – IT involvement
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 18 new work - 37 completed - 50 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|-------|
| Total Inbound E-Mails | 16,337 | Inbound E-Mails Blocked | 9,966 |
| Delivered Inbound E-Mails | 6,338 | Quarantined Messages | 33 |
| Percentage Good Email | 38.8% | Virus E-Mails Blocked | 7 |

- Notable Events: IT Open Position: Received 35 applicants, Interviewed 8 candidates, 2nd interviews with 2 candidates, conditional offer of employment sent to the leading candidate. Hope to have the new person on board in the next 2 weeks. Position has been vacant since 11/03/2011.

- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 3 Corrections: 0
 - Map/Information Requests: 23
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Updated Stormwater and Water Basemaps.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager Staff Meeting
 - Supervisory Staff Meeting
 - Leisure Services Advisory Board Meeting
 - Part Time Salaries Discussion
 - Park Visits
 - Baseball/Softball Registration through 1/27/12
- Athletics
 - The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
 - The City's Girls' Basketball program continued games this week on Monday, Tuesday, Thursday and Friday. Ten (10) games are played weekly, at 6pm, 7pm, and/or 8pm.
 - The Ormond Beach Youth Basketball Association continued games Monday through Friday at Nova and South Ormond gyms. Games are held weekly from 6pm to 9pm.
 - Calvary Christian Academy hosted their final soccer game this week on Thursday at the Sports Complex at 4:30pm on Field #8.
 - The Wendelstedt Umpire School continued this week with their 6-week program. The program is held Monday through Saturday, 9am to 5pm. Umpires from all over the world come here to try to become the next Major Leaguer.
 - The Lady Renegades Softball competitive program held their make-up tryouts this Wednesday at 6pm at the softball quad at the Sports Complex.
 - Seabreeze High School Girls' and Boys' Soccer held Varsity games on Monday, Tuesday, Thursday and Friday at 5pm and 7pm at the Championship Field, Sports Complex.
- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Continued to replace sprinklers as necessary.
 - Finished winter repair on all 5 fields at Nova Complex.
 - High school soccer continued their season at the Airport Sports Complex.
 - Began hosting the umpire school, which runs Monday through Saturday.
 - Worked on the clay infields at Nova Park, getting them ready for the upcoming year.

- Continued laying out and painting 16 soccer fields for up coming tournament in January.
- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Thousand Oaks HOA was held on Thursday from 7pm to 9pm.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats, Devito Dance, Show Club Dance, Show Club Planning, CMT Ballet, CMT Pre-School, and CMT Teens.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, Contemporary Dance, and Jazz Dance classes.
 - Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, Teens, Teen/Adult Ballet, Jazz Dance, and Tap Dance classes.
 - Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, Jazz, Ballet, Pointe, and Contemporary Dance classes.
 - Friday: Theatre Workshop, Theatre Workshop chorus, Webb Jazz & Tap, Green Dance, and CMT.
 - The Performing Arts Center is preparing to host the following event:
 - CMT presents "Dig It" and "Aladdin Jr.", January 13th and 14th at 7:30pm, and January 15th at 2:30pm. \$10 admission.
- South Ormond Neighborhood Center
 - The splash pad is closed until spring.
 - The weight room was available during Center hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 1pm to 5pm.
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - Youth Basketball was held Monday through Friday from 5:30pm to 9pm.
- Community Events
 - Attended staff meeting.
 - Attended events meeting.
 - Preparation of presentation awards for parade winners.
 - Organization of equipment and storage.
 - Completed weekly administrative tasks and office work.
 - Continued Arbor Day Celebration planning.
 - Continued Art In The Park event planning.
 - Continued Memorial Remembrance Service event planning and meeting.
- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday and Wednesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 6 and 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.

- Boys 1: Monday, 4:30pm to 5:30pm and Friday, 3:30pm to 4:30pm.
- Boys 2: Friday, 4:30pm to 5:30pm.
- Friday Rec. Gymnastics: Friday, 3:30pm to 5pm and 4:30pm to 6pm.
- Teen Gymnastics girls: Friday, 4:30pm to 6pm.
- Power Tumbling: Monday, 7pm to 8pm.
- Cheer Class: Wednesday/Friday, 6pm to 8pm.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - Miss Debby's Dance Classes was held on Tuesday, Thursday and Friday afternoons.
 - Phonics was held on Tuesday and Thursday evenings.

- The Casements
 - Tours continued from 10am to 4pm Tuesday through Friday and Saturday from 10am to 11:30pm.
 - Zumba classes resumed Monday evening.
 - Pat Spano held an art workshop on Tuesday from 9:30am to 12:30pm in the Art room.
 - Pilates classes met on Tuesday and Thursday afternoons and Wednesday and Friday mornings.
 - Yoga classes met Tuesday morning and Thursday evening.
 - Teeny Tiny Yoga classes met on Tuesday afternoon.
 - Tai Chi met on Wednesday evening.
 - The Ormond Beach Garden Club met at Bailey Riverbridge on Tuesday morning.
 - Approximately 30 members of a motorcycle club took a tour of The Casements on Thursday.
 - The Casements Camera Club exhibit "People" is on display in the Gallery through the month of January.
 - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 8am to 1pm.

- Parks and Irrigation
 - Turned off irrigation city wide for freeze preparation.
 - Installed backflow preventer blankets for freeze protection.
 - Replaced broken spray head on Granada Blvd. streetscape.
 - Repaired broken zone line on Railroad tracks streetscape.
 - Installed 2 new rain sensor poles on Granada Blvd. medians, hit by mowers.
 - Installed new timer battery and ran system on St. Marks Circle.
 - Removed broken timer at Rockefeller Gardens, installed new Pro C timer, and tested.
 - Measured all median strips on Nova Rd. medians.
 - Replaced damaged spray head at City Hall walkway.
 - Helped Building Maintenance take in floats and Christmas trees from river.

- Building Maintenance
 - Repaired ADA door in City Hall.
 - Removed decorations from Police Dept.
 - Took down snowflakes on Granada Blvd., from Orchard St. to A1A.
 - Removed City Hall Christmas tree.

- Removed MainStreet tree at City Hall courtyard.
- Replaced a grill in Central Park II.
- Completed installation of gate operator at Fleet.
- Mounted new locks on windows at the Nova Rec. press box.
- Evaluated RFP proposals for continuing contracts.
- Repaired retention pond fountain on Old Kings Rd.
- Installed occupancy sensors in Public Works Admin. office.
- Removed yard decorations at City Hall.
- Brought in and broke down river holiday trees.
- Removed snowflakes from Granada bridge.
- Repaired 7 street lights city wide.
- Replaced broken lenses in 4 street lights.
- Changed codes on City Hall doors.

Police Department

- Administrative Services
 - Attended meeting with State Attorney's Office regarding Internet Cafés.
 - Attended meeting with Volusia/Flagler Police Chiefs Association officers.
 - Attended meeting with representative of the Coalition for the Homeless regarding annual homeless/transient population "point in time" survey.
 - Attended weekly Department Head staff meeting.
 - Interview with Criminal Justice student.
- Community Outreach
 - Schedules for upcoming PAL Winter and Spring programs were finalized. Science on Patrol, Tutors R Us, and READ will begin in February.
 - A second great readers theater program component was developed and will be piloted in February as a part of the current READ program.
 - A regional PAL meeting was held. Preparations for the upcoming February 18th Regional Basketball tournament were reviewed.
 - Practice for the 10U, 12U and 14U boys basketball teams continues afterschool at the South Ormond Neighborhood Center
 - 10 youths attended the State of Florida Association of Police Athletic Leagues Youth Directors conference January 6- 8.
- Community Services & Animal Control
 - Animals calls responded to : 66
 - Animal Reports: 5
 - Animal Bites: 1
 - Animals to FHS: 5 (all cats)
 - Animal Licenses: 3
 - Animal N.O. V: 2
 - Animal Traps issued: 2
 - Applications for Solicitor Permits: 3
- Criminal Investigations
 - Cases Assigned: 10
 - Cases Cleared by Arrest/Complaint Affidavit: 2
 - Cases Exceptionally Cleared: 6
 - Inactive: 9
 - Fraud: 1
 - Burglary Business: 0
 - Burglary Residential: 2
 - Larceny Car break: 0

- Grand Theft: 5
- Auto Theft: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Homicide: 1

Narcotics:

- One Search Warrant
- Two Buy Walks
- One Buy Walk Attempt

Comments:

- Homicide: A male was shot one time in the back of his head next to a residence on Druid Circle. The victim's vehicle was located near the residence and he was positively identified as the owner of the vehicle. Investigators quickly identified an eighty year-old suspect and learned that he resided at a local motel on the beachside in Daytona Bch. Detectives staked out the motel with Daytona Officers and the suspect was observed riding his bicycle north bound on S. Atlantic Ave. Investigators and Daytona Beach officers attempted to stop the suspect but he pulled a firearm from his pocket and shot himself in the head. The weapon was recovered and appears to be the same weapon used in the homicide. Evidence was collected and the investigation continues. The suspect and the victim (both from Daytona Beach) knew each other and drove to the location to retrieve bamboo from the wooded area next to the residence.
- Stolen Vehicle: An elderly female left her vehicle running and walked up to Bodez Fitness Gym front door to check the hours of operation. A male jumped into her vehicle and fled south bound on Clyde Morris Blvd. The vehicle in question was later used in numerous car burglaries in Daytona Beach and was chased by Daytona Police officers. The occupants of the vehicle jumped out and fled on foot in Holly Hill. The vehicle was towed by Daytona Beach Police for processing. Investigation continues.
- The FBI met with investigators to obtain information on the recent bank robbers arrested. The FBI has interest in taking over the case and charging the subjects federally.
- Records
 - Walk - Ins / Window 178
 - Phone Calls 210
 - Arrest / NTA'S 18
 - Citations Issued 97
 - Citations Entered 22
 - Reports Generated 133
 - Reports Entered 120
 - Mail / Faxes / Request 85
- Patrol
 - Total Calls 1,638
 - Total Traffic Stops 188
- Operations

01/04/12 Baker Act – Alden Drive – Woman cut her wrist with a razor because a friend of hers recently passed away – transported to Halifax Hospital.

01/04/12 Stolen Vehicle – N Lindenwood – owner lent vehicle to a known acquaintance which was not returned. Officer made contact with suspect who agreed to return vehicle and did not do so. Charges filed.

01/04/12 Burglary/Residence – S Halifax Drive – reportee returned from vacation to find a Ruger handgun and jewelry missing from the residence. Forced entry was made through the garage.

01/04/12 Battery – Laurel Oaks Drive – reportee advised an acquaintance of his grabbed him by the throat and verbally threatened him as he was walking down the road. Charges against suspect pending.

01/04/12 Well Being check – Crossings Blvd – suicidal male contacted girlfriend in DeLand and told her he took a bottle of Xanax. Subject had left his residence in a black Jeep Cherokee prior to officer's arrival. A bolo for the subject and his vehicle distributed.

01/04/12 Grand Theft – Cedar Street – Cell phone taken – possible suspect has been identified.

01/05/12 Warrant arrest – Hulls Seafood – subject arrested on two counts of violation of probation for driving under the influence.

01/05/12 Grand Theft – Fairview Ave – roommate moved out and took all property belonging to the victim. Investigation continuing and charges are pending.

01/06/12 Sick Person – Lakewood Pk – call received as deceased person in a vehicle. Officer discovered an elderly male in the vehicle with signs of life. Subject was transported to Ormond Memorial Hospital.

01/06/12 Disturbance – Rockin Ranch – two female patrons involved in a physical altercation. Subjects trespassed from property by management.

01/06/12 Baker Act – Williamson – adult male covered in grease thought he hit a pedestrian with his vehicle. Subject was transported to Halifax Hospital. No evidence that subject was involved in an accident of any kind.

01/06/12 Car break – Neptune/Oceanshore – Officer's patrol vehicle burglarized and flashlight stolen. Suspect identified and charged with theft. The officer's stolen flashlight was recovered.

01/06/12 Meyers Act – Roosevelt Dr – visiting male came home intoxicated and caused a disturbance. The homeowner requested he be trespassed from the property. Due to his intoxicated condition the subject was placed under Meyers Act and transported to VCBJ.

01/06/12 Car theft – Horseshoe Falls – reportee advised roommate took her 2003 Ford Explorer without permission. The victim did not wish to prosecute for theft. A BOLO put out for the vehicle and for a well being check on suspect.

01/07/12 Assault/Domestic Violence – St Georges Rd – juvenile male arrested for domestic violence battery.

01/07/12 Narcotics arrest – Halifax/Fluhart – traffic stop resulted in the arrest of the vehicle's driver for unlawful possession of approximately one gram of cannabis.

01/07/12 Agency Assist – suspect from an occupied burglary that had just occurred in the county was located and detained by an Ormond Beach officer and turned over to VCSO.

01/07/12 Fugitive arrest – W Granada Blvd/195 – subject arrested based on an outstanding arrest warrant.

01/07/12 Fugitive arrest – Byron Elinor Drive – subject arrested based on an outstanding arrest warrant.

01/07/12 Fugitive arrest – Cardinal Drive – subject arrested based on an outstanding arrest warrant.

01/07/12 Domestic Violence report – Airport Road – area residents reported hearing approximately four shots fired in the neighborhood and reported the incident as a possible domestic violence. Responding officers determined a resident in the area had shot at a coyote 3 or 4 times. The resident reported the coyote had been attacking and killing their chickens – eight during the last week. No domestic violence situation had occurred.

01/08/12 Domestic Disturbance – Bayberry Court – adult male and adult female arrested for battery/domestic violence – separate victims.

01/08/12 Loitering and prowling - Williamson Blvd/Appleebee's – manager reported subject in parking lot looking into businesses with binoculars and communicating with a second subject near Chili's via cell phones. Subjects were stopped by officers, identified and questioned about their activity.

01/08/12 Run-a-way patient – S Atlantic Avenue/FL Hospital Beachside – adult female patient got dressed and left hospital still connected to her IV.

01/09/12 Agency Assist/Missing person recovery – Shadow Lakes – juvenile female had a pickup order – was arrested and transported to Division of Juvenile Justice.

01/10/12 Burglary attempt/Vandalism – officer discovered what appeared to be a burglary attempt – back door molding was removed but no entry gained.

01/10/12 Car break – Division Avenue – victim noticed three catalytic converters stolen from two vehicles parked in his driveway and the propeller taken from a boat.

01/10/12 Meyers Act – Bamboo Garden – intoxicated female trespassed from premises for yelling profanities and refusing to leave – transported to VCBJ under a Meyers Act due to level of intoxication.

01/10/12 Vandalism – S Beach Street/Granada Bait & Tackle – rock thrown through front window of business. Nothing was noted missing and the business was secured.

01/10/12 Burglary/Vehicle – Rollins Ave – victim left his vehicle unlocked – GPS, computer and two brief cases were stolen from interior of same.

Crime Opportunity Reporting Forms (CORF) handed out: 318

- Traffic Unit

- 11-01-00079: DUI, N. Ridgewood Avenue / Wilmette Avenue: Motorist apparently caused a hit and run crash in Daytona and was observed by our officers northbound on N. Ridgewood Avenue. It was driving with no front passenger tire at about 60 MPH in a 25 MPH zone. A traffic stop was conducted and a DUI investigation resulted in arrest.
- Officer Borzner will be working with OB Streets Department to arrange installation of No Parking signage around Osceola Elementary.
- S. Beach Street at Riviera Park: SMART Trailer survey complete. Average speed 31 MPH, 11,000+ vehicles within 48 hour survey.
- Caladium Drive (Southern Pines): SMART Trailer survey complete. Average speed 17 MPH, 543 vehicles within 48 hour survey.
- Two motor officer candidates have started Police Motorcycle Operator certification with DBPD. Officer Pavelka is assisting as an adjunct instructor.
- Traffic Citations 59
- Parking Citations 4
- Crash - No Inj. 16
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 600 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 1100 BLK N. US 1
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - 700 BLK Fleming Avenue
 - Riverside Drive
 - Old Kings Road
- Parking Violations:
 - Wal-Mart
 - Ormond Towne Square

- Lowe's
- Trails Shopping Center
- Granada Plaza

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 0 Cases Initiated
 - Zone 2: 6 Cases initiated
 - Zone 3: 4 Cases initiated
 - Zone 4: 1 Case initiated
 - 15 tree removal permit requests
 - 31 signs either removed or sign cases created.
 - Administrative staff assisted with thirty (30) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 4:

150 N. Nova Road - Received a complaint about a coquina wall that has totally fallen down behind the complainant's house. Ownership of the wall has been determined. A notice of violation was issued to the owner on December 13, 2011. The wall has been repaired. No further action required.

Public Works

- Engineering
Construction Projects:
 - Alcazar-Buena Vista Drainage Area Improvements - Stormdrain is being installed along Arroyo Pkwy. Staff has met with design consultant and contractor to resolve conflicts with the existing sanitary sewer system which has been worked out.
 - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Contracts have been fully executed and staff and consultant will be meeting with the contractor for coordination and to revisit the large scope of work for this project prior to conducting a preconstruction conference.
 - A1A-Harvard Dr.- A section of stormdrain is being replaced near the intersection and runs underneath existing watermain which is constructed of older pipe material which requires isolation and shut down of a section of watermain in order to complete the stormdrain repair
 - Downtown Way Finding Signage- All the signs have been fabricated and scheduled for installation in mid January.
 - Nova Road Tree Relocation- Work is scheduled to begin January 19th.
 - Cassen Park Fishing Pier Repair and Lighting- Work is scheduled to begin January 23rd.
 - SR40- Nova to A1A Interconnect- Contractor starting to splice fiber optic cable to drop and connector panels.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, underground piping, chlorine contact tanks, RAS/WAS Pump Station, ABW Filter #3, swing zone blowers, fermentation tank, Acetic Acid feed station, and the main electrical building.

Design Projects:

- Andy Romano Beachfront Park – The Planning Board unanimously approved the PBD for the project which will now be forwarded to the City Commission for approval. The consultant is continuing to coordinate the various permit submittals and design details.
- N. Halifax Drive Improvements- Horizontal Directional Drill plans for extension of the reclaimed watermain were submittal to the FDOT for crossing SR40.
- Granada Utilities Underground- Had field review with consultant and FPL.

- Nova Community Park A/C Replacement- Reviewed requirements and method for replacement.
- Nova Community Park Renovations- Contacted consultant for Master Plan update, obtained documents for racket ball requirements and basket ball court.
- N. Peninsula 2" Water Main Replacement- Reviewed scope of services for this project.
- Central Park Paving – Design plans are 75% complete and are being prepared for submittal to the SJRWMD.
- Audible Pedestrian Signals- Developed the City Commission memo and sent for approval.
- SR40 Washington to Beach St.- Discussed the different requests with FDOT consultant and inclusion.
- Ormond Scenic Loop- Coordinated the meeting concerning the issues with the signs and Main Street and Ormond Scenic Loop.
- Transfer Station Pump Station - Prepared Disposition Item memo for project bidding.
- Tymber Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved.
- Roadway Resurfacing- Plans and specifications are being modified to accommodate inclusion of paving the City Hall parking lot and The Casements parking lot.
- Casements Parking Lot- Exiting site grading plan was surveyed and prepared.
- Cardinal Beach Approach – The County is currently in the process of approving our grant application so they can allocate funding for construction. Once funding is allocated, staff will start the process to solicit bids for construction.
- Side Street Lighting Conversion- Staff is waiting for County funding approval before soliciting bids to purchase and install the tested and approved LED replacement fixtures.
- John Anderson Drive – Zev Cohen has provided staff with a questionnaire form that will be distributed to the residents as part of the public involvement process for determining whether or not a sidewalk will be included in the project.
- Hand Avenue –Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central park lakes. The City Commission was presented the project for disposition approval prior to advertising the project. It is anticipated that the project will be advertised for bids in January.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement was approved by the CC at Nov. 1st meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

Administration:

- Staff discussed with the environmental consultant the results of additional testing and reporting of ground water sampling at the Nova Landfill that was submitted to the FDEP.
- Provided Police Department with intersection diagram.

Meetings:

- Met with Ormond Scenic Loop, Main Street, Volusia County TE, TPO and FDOT to discuss issues on the scenic signs in Main Street area.
- Met with consultant and FPL for the Street light design and undergrounding project – field review and requirements.

- Met with HHI consultants on Nova Rec Center Master Plan update and racquetball design.

Customer Service:

- Review and comment on permit request from TECO regarding Hull Rd.

Other:

- Completed the legal description of the proposed US1 Opportunity Zone Boundary per Planning Department request.
 - Began the ten sketch and legal descriptions related to the upcoming N. US1 property annexations per Planning Dept request.
 - Reviewed Coolidge Ave. drainage improvements as-builts and made final comments.
- Environment Management

Street Maintenance

Asphalt/Concrete

- Formed and poured a new concrete basin at 84 N. Arbor
- Patched a hole with concrete at Moonglow & Flowertree
- Poured a concrete pad at Fleet
- Asphalt repair for the Water Department on Amsden between John Anderson Dr. & N. Halifax
- Patched a hole with asphalt at 19 Soco Trail
- Asphalt potholes at various citywide locations
- Pulled forms and backfilled around basin at 84 N. Arbor
- Poured a concrete slab for the Water Department at Aqua Vista & Eucalyptus
- Formed a gutter (approx. 25') for Stormwater at Brookwood and Mayfield Circle

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed trees at Spring Meadows Subdivision, and on Arbor Dr.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted Building Maintenance at South Ormond Neighborhood Center
- Installed (changed to) "Birthplace of Speed" banners on Granada Boulevard, US1, and at Cassen and Bailey Riverbridge Gardens parks
- Picked up piles of pine needles on Old Tomoka Road west of Breakaway
- ROW trimming at various citywide locations

Sign Shop

- Repaired, replaced or installed signs at the following locations:

- 20 S. St. Andrews Dr., cleaned a 25 MPH sign
- N. Beach St. @ W. Granada Blvd., picked up a broken "Keep Right" sign from the median & contacted Volusia County Sign Shop for replacement
- Cassen Park boat ramps, fabricated (4) "Danger Ramp Ends" sign to replace the worn out signs
- Northside Dr. & Overbrook Dr., straightened a stop sign twisted on the post
- St. Andrews Ter. & S. St. Andrews Dr., replaced a vandalized stop sign
- Myra Blvd. & Live Oak Ave., straightened the stop sign post
- SW Sterthaus Dr. & N. Old Kings Rd., straightened the stop sign post
- Riviera Park, installed 18" pedestrian & bike stop signs
- NE Tomoka Ave. & S. Yonge St., replaced a bent "Right Turn Only" sign
- Fabricated new speed limit signs for the Ormond Beach Police Department (OBPD) "Smart" trailer & replaced the 42" x 8" "Your Speed" sign on the trailer
- Installed identification tags on the new OBPD Animal Services cages
- Checked stop signs citywide for replacement of worn out signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- System Inspections – citywide
- Vacon – Riverview Dr. & S. Beach St., 2 basins, 300' line, 74 Wye Dr., 2 basins, 144' line and (1) outfall
- Reachout Mowing – US1 and SR40
- Sprayed at ABC Pond, Wilmette Ave., Domicilio and Airport Road Business Park
- Weedeated around ABC Pond (32,000 sq. ft.)
- Took out curb on Mayfield (pictures)
- Cleaned outfall across from 8 Twelve Oaks (pictures)
- Basin Repair at 75 Wye Drive (pictures)

Street Sweeping/Street Sweeper

- 145.5 miles of road cleaned
- 38.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

39,330

PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 14,900 gallons of unleaded and 7,030 gallons of diesel fuel on hand.
- Fleet completed 66 work orders this week.

- Utilities

- Projects Summary

- Response to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD. City forwarded District 2nd half 2011 annual period raw water usage data results this week. District requested additional account categorical use information to accompany EN-50 report data. Coordinating request with Finance Department.
- Concentrate Disposal Study – Reviewed final report from QLH Associates for request of operating protocol modifications.
- A proposal from McKim and Creed is under consideration for modifying configuration of the Division Avenue well field raw water piping to optimize use of low pressure reverse osmosis process at the water plant and for improving meter flow into plant. McKim and Creed obtained a copy of the current hydraulic model and evaluated its content. A revised proposal is being prepared.
- WWTP Dewatering Station Bypass – Specifications were completed. A disposition memo is being prepared for the February 7th City Commission meeting.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Consultant held discussion with staff and CM office for discussing current path for COB Plan. City received copy of FDOH approval of proposed plan.
- Airport Road Force Main Extension – This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. District' Board approved project for proposed MFL and Recovery Strategy program funding. Additional details forthcoming.
- Fire Hydrant Replacement Program – The contractor (R&M Services) replaced fire hydrants on South Atlantic and Cardinal Drive.
- Halifax Ave. Reclaimed Water Main – Reviewed plans and sent comments to the Engineering Division.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pump 3 remains out of service but necessary repairs have been made and installation date is being scheduled. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. The consultant confirmed the manufacturer's motor shop report of voltage surge as cause of damage to motor. A purchase order was prepared in the amount of \$7,008.35 for repairs and reinstallation of the motor. The City is providing data for operating speeds and flows to determine if lower operating speeds contribute to rag build up. CDM (the consultant) is recommended that higher minimum operating speeds are used during the day time to operate the pumps above the AOR. The minimum pump speed was adjusted to 79% as suggested by the consultant. A shop drawing for the vibration dampening device on the influent pumps was received. The contractor will work with the programmer to install a control system to alternate the pumps. A 2nd phase solution includes an additional alternate impeller design proposed for retrofit by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. The main electrical building is under construction. City staff is checked the viability of the existing dewatering system for Clarifier 1. Repairs were made by staff to the dewatering system to make it operational. The contractor desires confirmation of system soundness and operational status as soon as possible so work can commence on Clarifier #1 rehabilitation. Concrete walls and flooring were poured for new Filter #3. Fermentation and 1st Anoxic Tank Draining and Debris removal also underway.
- Lift Station Repair and Replacement Project – Worsham's (contractor) attorney withdrew the request for records pertaining to the project.

- Root Control Services –The Contractor is scheduling to perform the 2nd annual period root control work beginning in January 2012. Staff is determining and coordinating location of contractor activities and public notice preparation.
- Town Square and Lift Station 4M1 Rehabilitation – Lift Station 9M and Wal-Mart lift stations were added to the project. Record drawings of these lift stations are being located.
- Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. The IT Department is assisting in the preparation of this item.
- SPRC: Received revised plans for Andy Romano Beachfront Park. The FDEP Wastewater Collection System Permit was received.
- Transfer Station Lift Station Upgrades – A disposition memo is being prepared for the February 7th City Commission meeting.
- Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
- WWTP Sludge Conveyor System Replacement – A meeting was held with the conveyor system’s manufacturer’s representative to review the scope of the project.
- 1701 N. US1 Forcemain Valve and Air Release Valve Installation – FDOT permits were received for the project.
- Interviews for Environmental Regulatory Compliance Coordinator candidates were completed.
- FPL began performing scheduled overhead line deactivation to support Well 10D rehabilitation on January 12.
- Water Distribution
 - Exchanged 29 residential water meters
 - Responded to and/or repaired 27 water service leaks
 - Replaced 7 water services and 13 meter boxes
 - Flushed 8 cloudy water complaints and 4 low pressure complaints, assisted 1 customer with misc. water concern
 - Water main flushing: Indian Springs, Southern Trace, Harvard Dr, SR40, Booth Rd, Interchange Blvd
 - Tested 8 and repaired 2 city owned backflow preventers. Installed 50 insulated backflow covers for freeze prevention.
 - Water main breaks: 10” CIP on N Ridgewood Ave/ Melrose Ave and a 2” GSP on River Beach Dr
 - 2012 Fire Hydrant Replacement Project: 2 hydrants have been replaced on S Atlantic Ave and 1 on Flamingo Ave. this week.
 - Performed a shutdown for JD Weber construction to isolate water main to facilitate the storm drain replacement and install 8 inch gate valve.
 - Picked up a fire hydrant and 2 valves that had been salvaged for the Arroyo Parkway project. Parts will be reused by Water Dept.
 - Moved water service for customer at 241 N US1 Hwy
 - Located the connection between the 2” and 10” mains on S Ridgewood Ave
 - Utility locate service: 85 regular – 4 emergency locates. Major effort to support 4 mile directional boring operation for AT&T along SR 40.
 - Rescinded boil water alerts for River Beach Dr, S Atlantic Ave, Harvard Dr
 - Sod/backfill: Jamestown Dr, Country Club Dr, Royal Palm Dr, Tanglewood Cir, Rio Pinar Dr

- Water Treatment
 - Delivered to the City 35.104 million gallons for the week ending Jan. 8, 2012 (5.015 MGD)
 - Backwashed 13 filters for a total of 516,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full plant load for 4 hours for routine PM.
 - Sampled, cleared and rescinded two Precautionary Boil Water notices.
- Waste Water Collection - Reuse
 - Crews responded to two trouble calls out west Breakaway/Hunter's Ridge area and one in town.
 - Cleaned 10 each and root controlled 2 each sewer laterals.
 - Repaired clean out at 35 Moonglow.
 - Televised 4" lateral at Ormond Mall Shopping Center for eventual development consideration.
 - Completed repairs on clarifier #1 dewatering system. Pump running at 15 to 20 lbs of vacuum. Found 10 broken swings and two points turned off .
 - Installed new PEP System at 40 Fox Field Look.
 - Blow off US1, 6" force main due to high pressure and Ocean shore Blvd. force main.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunter's Ridge.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 25.86 Million Gallons.
 - Produced 13.28 Million Gallons of Reuse.
 - Produced 12.58 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.67 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 98.80 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Water Plant - Well Fields - Booster Stations

- Adjusted Acceleration timer on High Service pump #1.
- High Service pump #1 check valve repaired, reinstalled all good.
- Repaired leak on High Service pump #5 check valve.
- Repaired leak on Bermad valve Well 38R.
- Sprayed weeds around well house enclosures.
- Replaced handle on flush valve for the Discflo pump.
- Secured Meter ID numbers for 7 remaining Hudson wells for quotation and eventual replacement to improve Operations' efforts to receive remote flow data to Plant SCADA.
- Prepped 12" check valves for installation at High Service pumps 1, 7 and 8.
- Cleaned lime injection port for Claricone #1.
- Reset malfunctioning float in Lime thickener liftstation.
- Checked all Irrigation wells for proper operation, all good
- Performed PM's to Rima, Division, SR40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Changed PEP System control box at #1 Noble Woods Way.
- Removed Centrifuge #2 Main Drive motor – shipped for repair quotations.
- Core Drilled 6" hole in 5M Wetwell for control panel change out.
- Replaced control fuse on Pump #1 at Breakaway Trails liftstation.

- C P Foods - flushed wet well & pumps.
- R.A.S. #4 – adjusted pump packing as needed – greased front bearing
- Assisted operators at Final Tank cleaning
- Centrifuge Conveyer Belt – replaced bad ball valve at wash down.
- Deragged Influent pumps daily as per Project manager specifications
- Reaeration Tank – deragged all 4 submersible aerators
- SCADA liftstation repair to 17 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers
- Performed PM Service to all plant equipment
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 11 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 93 work orders as reported in MP2 computerized maintenance management system, of which 71 were PM work requests and 22 were repair work orders.