

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 20, 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 staff meeting with directors
- Weekly meetings with City Clerk, HR Director
- Bi-weekly meetings with Planning Director and Acting Fire Chief
- Attended Claims Committee meeting
- Field day with Police Department

Spoke to, attended and/or met with:

- Attended New Bethel AME Church Martin Luther King, Jr. pre-celebration event
- Attended Martin Luther King, Jr. annual breakfast
- Participated in FCCMA Executive Committee conference call
- Met with Mike Sibley, auditor, on County MOU
- Met with Linda Kalaydjian, CCFAW, on her spay/neuter enforcement request
- Met with Ramara Garrett, Waverly Media, on bus stop bench program
- Attended Daytona Chamber's Eggs & Issues
- Participated in FCCMA conference planning conference call
- Attended Community Foundation Dinner honoring Blaine Staed Landsbury
- Attended Community Homelessness Forum in DeLand on Saturday, January 21st.

Support Services (formerly City Clerk)

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, 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 or have been completed:

- 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.
- Attended and provided support for the City Commission meeting on January 17, 2012.
- Agenda packet preparation for the February 7, 2012, City Commission meeting.
- Prepared Dr. Martin Luther King, Jr., Day Proclamation for presentation at the breakfast event at SONC on January 16, 2012.
- Prepared Arbor Day proclamation for celebration at Nova Community Center on January 20, 2012.
- Agenda packet preparation for Special Pension Boards meeting on January 23, 2012.
- Continued the purging process for records eligible for disposition from the City's Records Archive Center.

- Status of Ongoing Projects
 - Live Streaming Upgrade:
 - Continued testing the new live streaming service, and customized the new live streaming website to match the City of Ormond Beach's website (Demo Page: www.ormondbeach.org/live)
 - Working with staff to gather on demand educational video content for the new City of Ormond Beach YouTube Channel and Live Streaming website.
 - Mobile Applications:
 - Waiting on the developer to send a sample of Mobile Application for internal testing.
 - Website:
 - Added new Fire Report Request form to the the Fire Departments Website.
 - Paperless Agenda Automation System:
 - Tested the production deployment of the Agenda Automation System, and setup custom urls for public and staff access.
 - Scheduled the first training session for the new Agenda Automation System.

Community Development

- Planning Services
 - FDOT reported at the TCC meeting of the TPO the status on SR5A (Nova Road) project which involves converting the intersection with US1 to a standard "T" intersection and constructing dual left turn lanes from Nova Road to northbound US1. Estimated cost is \$300,000 and construction is scheduled to begin May 2012.
 - Volusia County reported at the TCC meeting of the TPO the status of Tymber Creek Road from SR40 to Peruvian Way. Spring 2012 is the anticipated construction start date.
 - Volusia County released its 2011-12 road resurfacing list and the only road in Ormond Beach that will be resurfaced is Williamson from Technology Boulevard to Memorial Parkway.
 - The connection of Airport Rd. extension to SR40 is substantially complete and is awaiting final inspection prior to the road being accepted by the respective jurisdictions (Flagler County and Ormond Beach).
 - Staff attended an FDOT Community Planning Strategies Workshop at District 5 in DeLand.
 - Staff attended the Volusia Transportation Planning Organization's retreat at the River Pavilion in Port Orange. The workshop included breakout sessions regarding strategies on the reapportionment of the TPO membership based upon the 2010 Census.
- Building Services
 - 67 permits issued with a valuation of \$461,435.00
 - 140 inspections performed.
 - 9 business tax receipts issued
- Development Services
 - SPRC received the following requests for review:
 - Jimmy Johns at SR40 and Perrott Drive (Vacant LP gas site).
 - Alfies at Ocean Shore Boulevard is requesting to connect to sewer and water.
 - The Planning Director and SPRC Engineer met with David Hood, representing Lee Kahareez concerning a grade elevation issue between lot 1 (future bank) and lot 2 (Olive Grove apartments). The Planning Department is arranging a joint meeting meeting between all the parties to see if this issue can be worked out.

Economic Development

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, set backs, 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. Staff has been discussing options with County and State agencies.
- Staff is working with an existing business on a possible plant expansion project.
- Staff met with a manufacturing prospect to discuss available space and possible build to suit options on City land in the Business Park.
- 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 third service provider is being sought for a quote. 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 in contact with users for the Food Lion property on East Granada Boulevard.

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 per the applicant's request. The Selection Committee has unanimously agreed to recommend the City Commission reject all proposals. The findings are to be transmitted to the Mayor and Commission next week.
- 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. FPL has contacted several businesses in the Park to monitor their internal electrical conditions.

Airport Operation and Development

- Staff has not yet received a response to a request for 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 charged to airport businesses that sell aviation fuel at the airport. Staff will follow-up with the DOR on this matter early next week.
- Staff worked this week to compile and submit pre-application materials to the FAA in order to facilitate the eventual acquisition of federal funding for the Taxiway "G" construction project in the southwest quadrant of the airport. Staff has begun to receive and coordinate preliminary layouts, design specifications, and timelines for this project. 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 worked this week to provide FDOT with additional information regarding the recently completed obstruction clearing project at the airport. Staff plans to meet with representatives from FDOT on January 24th to conduct a final inspection of the project areas.
- Staff sought and acquired this week an estimate to upgrade security lighting systems at the airport. Many of the existing light poles are heavily rusted and in disrepair, and the lighting components are inefficient compared with more modern components. Staff will seek state funding for a project to replace the existing lighting systems via a Joint Participation Agreement (JPA) with FDOT. It is anticipated that this project will qualify for 100% funding as a general aviation security initiative.
- Staff met with representatives from the Civil Air Patrol (CAP) to discuss a modification to the CAP lease in order to re-acquire land adjacent to the current CAP facility which is needed for the proposed installation of a communications tower at the airport. The CAP has agreed to relinquish the needed property.
- 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 led 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 continued work to configure and optimize the new airport security surveillance system. The IT Department is working with a network consultant to set up web-based access to the system via a high capacity microwave link. Internet-based access is expected to be available in this month.
- 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (# 5377 – 5381 and # 1258 - 1330).
 - Approved 12 Purchase Requisitions totaling \$76,427.73.
 - Issued 10 Purchase Orders totaling \$254,958.77.
 - Held follow-up evaluation committee meeting for RFP No. 2011-19, Master Development and Lease of Vacant Land Located in the Southwest Quadrant of the Ormond Beach Municipal Airport, on 01/12/2012.
 - Held opening for RFP No. 2012-08, Enterprise Resource System, on 01/18/2012.

- Prepared 164 Accounts Payable checks totaling \$527,766.27 and 32 Accounts Payable EFT payments totaling \$425,701.59.
- Processed 3,170 cash receipts totaling \$452,138.04.
- Processed 1,076 utility bill payments through ACH totaling \$61,937.48.
- Processed and issued 5,361 utility bills with billed consumption of water of 23,929k.
- Issued 661 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Arbor Day (1/20)
 - Magic Show (1/28)
 - Residential Structure Fire
 - Residential Structure Fire Update
 - Ormond Beach Residents Continue Saving Money with National League of Cities Prescription Card
 - Bailey Riverbridge Gardens/Cassen Park Fishing Pier Closure (beginning 1/23)
 - CPR and AED Training Offered to Ormond Beach Residents

 - Other
 - Citizen Contacts
 - Media Contacts
 - Attended Fire Rescue East 2012 Presentation to Ormond Beach Firefighters

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

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 6
- Hazardous: 6
- EMS: 69
- Motor Vehicle Accidents: 7
- Public Assists: 40

TOTAL CALLS: 131

- Aid provided to other agencies: 21 calls – Volusia County (13), Daytona Beach (8)
- Aid received from other agencies: 4 calls – Volusia County (3), Daytona Beach (1)
- Total staff hours provided to other agencies: 14 hours
- Total staff hours received from other agencies: 5 hours
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 62

Training Hours

- Elevator Mechanics: 2
- Fitness Program: 11
- Ladders: 2
- Pump Operations: 2
- Probationary Training: 6
- Safety: 8

- Technical Rescue: 2
- TOTAL TRAINING HOURS: 33**

Station Activities

- Updated 29 pre-fire plans.
- Conducted 7 fire inspections.

Significant Incidents

- 1/11/12, 2:50 PM: N. Lindenwood Cir. – Motor Vehicle Accident with Fatality – child struck by vehicle.
- 1/13/12, 12:41 PM: W. Granada Blvd./Shadow Crossings Blvd. – Brush Fire – provided automatic aid to Daytona Beach for approximately 50 acre fire.

Operations

- Attended after action meeting regarding recent high rise training.
- Attended Volusia County Fire Chief's Association operations and training committee meeting.
- Attended annual Ormond Beach Chamber of Commerce banquet.

Human Resources

Staffing Update

- Job Requisitions
 - Finance Department/Part Time Account Clerk II
 - Public Works Department/Utilities – Utility Electrician
 - Leisure Services/Casements – PT Custodian
- Approved/Active Recruitment
 - Police Department – Police Officer was advertised on the Florida Police Chief's web site and the City web site and closed on 01-13-12. Sixty-three applications were received and are in the process of being entered on applicant tracking sheet with qualifications prior to being forwarded to department for review.
 - Public Works Department/Wastewater - Maintenance Worker II advertised on the City web site and closed on 01-13-12. Applications will be entered on applicant tracking sheet with qualifications prior to being forwarded to department for review.
 - Leisure Services Department/Building Maintenance – Maintenance Foreman was advertised on the 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-advertised 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.
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk was advertised on the City web site and in-house and will close on 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 were scheduled with seven (7) applicants. Awaiting selection decision from department.
- 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 were entered on applicant tracking sheet with qualifications prior to forwarding to the department. Interviews are currently in progress.
 - Background/Reference Checks
 - Leisure Services/P.A.C. – A part time Custodian position candidate was selected to fill this position.
 - Job Offers
 - IT – Information Systems Specialist candidate was selected and will begin employment on 01-20-12.
 - Public Works Department/Streets – Maintenance Worker II candidate was selected and will begin employment on 01-30-12.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 12-31-11: 1.84% (excluding retirements)
 - Public Works Department/Utilities – Utility Electrician will retire effective 01-27-12.
 - Police Department – Police Corporal will retire 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. Public Information news release sent out on 01-18-12 to re-notify citizens about this benefit.
- ICMA 457 Deferred Compensation representative, Dee Turner, will be here 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.
- Attended Police Department Safety Committee meeting.
- Attended Workers' Compensation mediation.
- Attended Claims Committee meeting.
- Conducted DFWP and Incident/Accident Reporting training with new Police Officer.
- Assisting other Leadership modules for the Chamber of Commerce Leadership event in April.

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 – RFPs Received from 6 vendors, RFP reviews underway. Evaluation Committee meeting Mon 2/13/2012

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None.
- Networking System: - Changes being made to restructure and flatten the network ahead of the Firewall upgrade project.
- Work Orders: - 15 New work - 25 completed - 61 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,851	Inbound E-Mails Blocked	9,402
Delivered Inbound E-Mails	9,402	Quarantined Messages	63
Percentage Good Email	43.0%	Virus E-Mails Blocked	16

- Notable Events: Wednesday 5pm-8pm Connectivity issues related to the network restructuring. PD patrol staff went on County VPN as a backup for Mobile Data Terminal CAD and RMS.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 1
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager Staff Meeting
 - Supervisory Staff Meeting
 - City Commission Meeting
 - Nova Handball/Racquetball Meeting with citizens
 - Nova Handball/Racquetball Master Plan Meeting
 - 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 Tuesday through Saturday. Ten (10) games are played weekly, at 6pm, 7pm, and/or 8pm.
 - The Ormond Beach Youth Basketball Association continued games Monday through Saturday at Nova and South Ormond gyms. Games are held weekly from 6pm to 9pm, and Saturdays from 9am to 2pm.
 - 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 started their practices this week at the softball quad, Sports Complex.
 - Seabreeze High School Girls' and Boys' Soccer held District Playoff Games on Tuesday and Thursday at 6pm 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.
- Hosted a 2 day soccer tournament over the weekend.
- Moved portable bleachers to The Casements for the weekend festival.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Big Band America rehearsal 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 events:
 - Theatre Workshop "Oklahoma!" January 20th, 7:30pm, \$15.
 - Theatre Workshop "Oklahoma!" January 21st, 7:30pm, \$15.
 - Theatre Workshop "Oklahoma!" January 22nd, 2:30pm, \$15.

- 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.
 - The annual MLK Breakfast was held Monday at 9am.
 - Jazzercise class was held Wednesday from 5:45pm to 6:45pm.
 - Youth Basketball was held Tuesday through Friday from 5:30pm to 9pm.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended staff meeting.

- Attended events meeting.
- Award presentation for parade winners, City Hall, January 17th.
- Attended Memorial Remembrance Service event planning and meeting.
- Continued Art In The Park event planning and meeting.
- Held Arbor Day Celebration, Friday, January 20th.
- Assisted with Native American Festival, Friday, January 20th.

- Gymnastics
 - Girls' team attended competition in Tallahassee.
 - 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 met Wednesday evening.
 - Pat Spano held an art workshop on Tuesday from 9:30am to 12:30pm in the Art room.
 - Pilates classes met 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 Casements Camera Club exhibit "People" will be on display in the Gallery through the month of January.
 - This week staff prepared for the Native American Festival which will be held January 20, 21, 22.
 - Docent training was held Tuesday afternoon.

- Parks and Irrigation
 - Located and replaced a bad zone valve at Public Works.
 - Removed sod from storm drains at Rockefeller Gardens.
 - Ran zone 4 at Riviera Park, replaced broken spray head with a new head and nozzle, and tested zone.
 - Turned on irrigation backflow valves and water meters to irrigation (for the freeze).
 - Replaced a broken spray head at Public Works, ran and tested the zone.
 - Painted both backflow valves on the railroad tracks streetscape median hunter green.
 - Dug up and repaired a broken mainline feed pipe on Granada Blvd. median #21 and backfilled the hole.
 - Dug up and replaced a 4-inch valve box on ball field #1 at the Nova Rec. Center.
 - Reworked the entire irrigation system at Seville median triangle and added a zone line and new rotors.
 - Ran zones 2 and 3 at the South Ormond Neighborhood Center and adjusted rotors.

- Building Maintenance
 - Repaired a toilet at the Public Works admin. office.
 - Added a door at the Senior Center.
 - Built a wall for a new office at the Senior Center.
 - Replaced 3 window panes at the Ames summer house.
 - Installed access panel in the Commission Chambers.
 - Added 2 fire sprinkler heads in the Commission Chambers.
 - Fire alarm inspections at the Police Dept. and City Hall.
 - Replaced pivot hinges on the Commission Chambers door.
 - Repaired/reinforced a door at the Bait House.
 - Replaced a broken window at the soccer building at the Sports Complex.
 - Repaired ceiling fan in the activity room at the Nova Rec. Center.
 - Repaired 4 street lights city wide.
 - Repaired and painted the light pole at Fire station 94.
 - Repaired 6 lights on Nova Road.
 - Assisted with fire inspection at South Ormond Neighborhood Center.
 - Serviced 12 AC units city wide.
 - Completed installation of a new gate at Fleet.
 - Programmed transmitters for the new gate operator at Fleet.
 - Serviced decorative fountains city wide.

Police Department

- Administrative Services
 - Attended bi-weekly meeting with the City Manager.
 - Crime Prevention Officers gave presentation at the Breakaway Trails Homeowners Association meeting.
 - Attended Chamber of Commerce Annual Banquet
 - Staff attended New Bethel AME Church pre-MLK celebration.
 - Attended MLK celebration at the South Ormond Neighborhood Center
 - Staff assisted South Daytona Beach PD in sergeant promotional board process.
 - Attended department head staff meeting and City Commission meeting.
 - Attended meeting with city legal department regarding internet gambling issues.

- Community Outreach
 - Applications were delivered to Ormond Beach Elementary School for the upcoming PAL READ (Reading, Exploration, Adventure and Discover) program. READ will begin in February.

- Applications for a second grade reader's theater program component were developed and the calendar submitted to Ormond Beach Elementary School for review. The program is targeted to begin 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 14 U boys' basketball teams continued afterschool at the South Ormond Neighborhood Center.

- Community Services & Animal Control
 - Animal Calls responded to : 46
 - Animal Reports: 9
 - Animals to Flagler Humane Society: 3 (all cats)
 - Animal Bites: 4
 - Animal Traps issued: 4
 - Animal Licenses issued: 5
 - 1 Baby Bird to Ponce Inlet
 - 1 Injured Wildlife to Rehab
 - 1 Animal NOV
 - 1 Animal Citation
 - 1 Golden Retriever fostered from PD
 - 1 Male Ferret fostered from the PD
 - CSO's assisted midnight shift personnel in delivering patrol vehicles for speedometer calibrations/certifications.
 - CSO's assisted the fire department in blocking off area's due to structure fire on Fernway Dr.

- Criminal Investigations
 - Cases Assigned: 30
 - Cases Cleared by Arrest/Complaint Affidavit: 1
 - Cases Exceptionally Cleared: 5
 - Inactive: 13
 - Fraud: 4
 - Burglary Business: 1
 - Burglary Residential: 8
 - Larceny Car Break: 5
 - Grand Theft: 9
 - Auto Theft: 2
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 0
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Assaults: 0

- Narcotics:
 - Five Buy Walks
 - One Buy Walk Attempt

- Comments:
 - Investigators developed a suspect in a recent rash of bicycle thefts. Two bicycles recently stolen were found on craigslist and were recovered and returned to the owner. Investigators are tracking down the subject that sold the bicycles to an elderly couple who sell items on craigslist.

- Several stolen items from a vehicle burglary were located at Daytona Pawn Shop. The subject that pawned the items is a known burglar. Investigators will be obtaining an arrest warrant for the subject.

Crime Trends:

- Over the past week we have several daytime residential burglaries where the culprits are entering residences via the back yard. The subjects will then forcibly open a door or window. Investigators have sent off several latent prints obtained during the investigation for analysis and possible identification of a suspect.

- Records

- Walk - Ins/Window 189
- Phone Calls 194
- Arrest / NTA'S 16
- Citations Issued 84
- Citations Entered 0
- Reports Generated 139
- Reports Entered 146
- Mail / Faxes / Request 87

- Patrol

- Total Calls 1,561
- Total Traffic Stops 188

- Operations

01/11/12 Suspicious Incident – S Atlantic Ave – called in as an armed robbery – victim and boyfriend advised that a male suspect approached them behind ABC Liquors and stole their money and phone and assaulted the female. Later learned this was a narcotics transaction where the two victims had called their dealer to purchase pain pills. A subject arrived at the prearranged meeting place behind ABC Liquors and took the money the subjects presented as payment for the pills. The victims admitted to owing their dealer money for prior drug transactions and believe the money was taken as payment to cover their debt. Both of the victims were interviewed in their motel room at the Corvette Inn. Officers observed in plain view several drug paraphernalia items and suspected crack cocaine. Both victims/subjects were arrested on felony charges for possession of narcotics and drug paraphernalia.

01/11/12 Theft – Ormond Lanes – theft from vending machine.

01/12/12 Disturbance – Santa Fe – On going issue between neighbors over dogs running at large – Community Service Officers conducting follow-up.

01/12/12 Fraud – numerous city locations – victim's brother used her debit card to make Western Union transfers and other purchases. The victim's brother currently resides in New York but was visiting locally at the time the frauds occurred.

01/12/12 Domestic Violence – I95/SR40 – victim advised that on 01/11/12 her husband assaulted her by grabbing her throat and punching her several times. The suspect drove by the residence as officers were conducting their investigation. The suspect was located and stopped at I95/SR40 and subsequently arrested for domestic violence battery,

01/12/12 Natural Death – Kingsbridge Crossing – 76 year old female found deceased. Death appears to be of natural causes with no foul play suspected.

01/12/12 Retail Theft – Wal-Mart – adult male arrested for stealing batteries and for trespassing after warning.

01/13/12 Burglary/Grand Theft – N Halifax – approximately \$100,000 in jewelry and other items were taken within the past month. A floor safe containing the jewelry was removed from the home while the victims were out of town.

01/13/12 Shoplifting – N Nova Road/Publix – suspect hid items in her purse and was detained by Loss Prevention personnel until officers arrived on scene. Suspect was charged with retail theft.

01/13/12 Stolen Vehicle – Polar Bear Path – owner allowed an individual known to them to use their vehicle for a day. Several days later the vehicle still had not been returned. The owner contacted the subject by phone who promised to return the vehicle later that same day but again failed to do so. Complaint affidavit filed.

01/13/12 Trespass – PACE Center for Girls – parent showed up, became belligerent with school personnel and was trespassed from the property by staff.

01/13/12 Burglary/Residence – Wilmette Avenue – homeowner was gone for approximately two hours to return to a ransacked house. A neighbor observed a suspicious male in the area during the time frame but did not call police to report the subject's activity.

01/14/12 Domestic Violence – Ramsey Terrace – male/female subjects that do not live together but have a child in common became involved in a physical altercation following an argument pertaining to their relationship. The female called 911 from the bathroom claiming her ex-boyfriend had pushed her several times. When she exited the bathroom she then claimed that he threatened her with a screwdriver. The victim advised her ex-boyfriend that she had called 911 and police were on the way, prompting him to flee the area on foot. Charging affidavits filed.

01/14/12 Fugitive Arrest - Victim from above reported domestic violence case had an open warrant for failure to appear and was arrested.

01/14/12 Vandalism – Pirates Cove mini golf course – wood on side of office building damaged. No entry into the building was made and nothing was reported missing.

01/14/12 Vandalism – Pet Supermarket – terminated employee slammed door as they exited the building causing damage. Management did not wish to press charges.

01/14/12 Carbreak – Bailey's Rivergate Park – forced entry. The victim's purse, which had been left in plain view on the front seat, was stolen.

01/13/12 Fight – S Nova Road/Rockin' Ranch – fight between two patrons resulted from an argument over a spilled beer. One arrest made for disorderly conduct.

01/13/12 Burglary/Residence – Atlantic Blvd/Coral Beach Hotel – motel room entered while guests were out.

01/14/12 Burglary/Business – Sterthaus/Old Florida Hospital – unlocked storage garage entered. Paint stored inside was splattered on the walls. Juvenile suspects have been identified.

01/14/12 DUI refusal – W Granada Blvd. - Vehicle stopped for suspicion of driver being under the influence. Driver refused to cooperate with investigation or take a breath test. Driver was arrested and vehicle towed.

01/14/12 DUI – W Granada/US1 – DUI refusal – Vehicle stopped for suspicion of driver being under the influence. Driver refused to cooperate with the investigation and became combative with officers. Driver was arrested and vehicle towed.

01/15/12 Baker Act – Cypress Circle – DCF went to pick up a juvenile to return her to her mother. The juvenile threatened to kill herself if she was returned to her mother and was taken into protective custody under the Baker Act.

01/15/12 Domestic Violence/Battery – Bosarvey Drive – adult female attacked adult male during an argument. During the ensuing physical altercation the female suffered an injury to her right arm that required her to be transported to the hospital for treatment. Charges to be filed.

01/15/12 Dating Violence – Pine Cone Trail – victim states boyfriend pulled her out of his car because she would not go home with him. Boyfriend denied having pulled her from the car or physically harming her in any way. Complaint affidavit filed.

01/15/12 Disturbance – Bryant Street – dispute between neighbors over dogs – investigation turned over to Community Service Officers for follow-up.

01/15/12 Car crash – Tomahawk Trail – minor vehicle crash involving a VCSO vehicle.

01/15/12 Disturbance – Sanchez Avenue – between mother and son over prescription medication.

01/15/12 Battery/Domestic Violence – Highland Avenue – adult male arrested for domestic violence battery following physical altercation with spouse.

01/16/12 Aggravated Assault/Baker Act – Warwick – suspect went to ex-husband's girlfriend's house and entered the residence looking for her ex-husband. The victim (homeowner) told her to go outside to talk to her ex-husband. The victim and suspect became involved in a verbal argument and the suspect pulled large knife and threatened to do the victim bodily harm. The suspect then fled the area on foot. OBPD officers located the suspect and discovered she had cut her wrists in three separate places and was highly intoxicated. The suspect was taken into protective custody under the Baker Act and transported to the hospital for treatment. Felony criminal charges pending.

01/16/12 DUI Arrest – N Nova Rd/Wilmette Ave – adult male arrested for DUI following a crash investigation.

01/17/12 Death Natural causes – N Old Kings Rd/Avante – 90 year old male found deceased in his room. No foul play suspected. Attending physician indicated they would sign death certificate.

01/17/12 Burglary/Residence – W River Oak – bicycle stolen from garage – 24" pink ladies bike.

01/17/12 Stolen Vehicle – W Granada Blvd/Hess Station – victim left keys in the ignition and driver's door open when they got out of their vehicle to purchase gas. A red SUV pulled up and a male suspect got out and into the victim's car and drove it out of the parking lot and headed south on Clyde Morris Blvd. followed by the SUV. The suspect was last seen at Jimmy Ann and 5th Street. The SUV is described as a red/burgundy Toyota Highlander – partial Florida license tag # MG55... Stolen vehicle is a white Mitsubishi Gallant bearing Florida license tag # MYRENE.

01/17/12 Burglary – N Ridgewood Ave – bicycle taken from inside open garage sometime overnight.

01/17/12 Theft – S Yonge Street/Kitchen Gallery – ex-employee embezzled a large sum of money over a several year time frame. Investigation is continuing.

01/17/12 Theft – W Granada Blvd – victim claims ex-girlfriend stole \$15,000 from his bank account in \$300 increments over a long period of time without his knowledge.

01/17/12 Structure fire – Fernway – with explosion. Roofers working on house stated they smelled an odor of gas prior to the explosion. Structure was a total loss.

01/17/12 Disturbance – Greenwood Avenue – ongoing problem with juvenile residing at this location.

01/17/12 Trespass – Birthplace of Speed Park. Transient subject trespassed from park after being found on property after park was closed to the general public.

01/17/12 Vehicle stop – SR40/Bermuda Estates - adult female arrested for driving with a suspended license and her car towed following a routine traffic stop.

Crime Opportunity Reporting Forms handed out: 282

- Traffic Unit

- 12-01-00186: Fatal Crash, 800 BLK N. Lindenwood Circle: 18-year-old female was parked in her pickup truck, waiting to pick up her 12-year-old brother from Ormond Beach Middle School. The victim was entering the passenger side of the truck when the truck suddenly accelerated forward. The victim was not fully seated in the truck at the time, was not wearing a seatbelt and his door was not closed. The victim was ejected out the passenger side of the truck as a result of its over-acceleration and was run over by the rear wheel, suffering a fatal injury. The truck continued forward and struck a concrete utility pole. Traffic citations pending against driver.
- Officer Borzner will be working with OB Streets Division to arrange installation of No Parking signs around Osceola Elementary.

- Officer Kasper was called to assist CID with a special operation on Friday night.
- Two Motor Officer candidates have started Police Motorcycle Operator certification with DBPD. Officer Pavelka is assisting as an adjunct instructor.
- Motors arranged some refurbishing work to the SMART Trailer this week, along with its maintenance service. All signs and reflective striping have been replaced. Special thanks to the Streets Division/Sign Shop for their efforts with this.
- Sergeant Smith instructed new recruit with traffic investigations.
- Officer Pavelka instructed new recruit with defensive tactics.
- New motorcycle order in progress.

- Traffic Citations 34
- Parking Citations 0
- Crash - No Inj. 10
- Crash - Injury 3
- Crash - Fatal 1

- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - 600 BLK Hand Avenue
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - 700 BLK Fleming Avenue
 - Riverside Drive
 - Old Kings Road

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 1 Cases Initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 1 Case initiated
 - 13 tree removal permit requests
 - 32 signs either removed or sign cases created.
 - Administrative staff assisted with twenty-nine (29) 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.

- There are no open cases at this time.

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 have been worked out.
 - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Met with contractor and consultant to review project scope and construction approach, this meeting precedes the 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 mid January.
- Nova Road Tree Relocation- Work began on January 18th.
- SR40 Sidewalk/Trail Phase III- Compiled pre-construction agenda and EEO and DBE files.
- Cassen Park Fishing Pier Repair & Lighting- Work is scheduled to begin on January 23rd.
- SR40- Nova to A1A Interconnect- Included in work schedule, 6 fiber single mode shall be broken out at each location, all cctv's are installed. Splicing last task before testing.
- 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- Reviewed and revised work scope for easement and undergrounding of services to properties that are fed from SR40.
- Nova Community Park A/C Replacement- Field meeting with contractor and measured area. Reviewed different approaches for slab and duct work.
- Nova Community Park Renovations- Discussed project with consultant and submitted scope of work.
- Central Park Paving – Design plans are 75% complete and are being prepared for submittal to the SJRWMD.
- Audible Pedestrian Signals- Developed the CC memo and sent for approval.
- 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- Existing 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 has received funding approval for County and will proceed with purchase.
- John Anderson Drive – ZCA 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. The project will be advertised for bids on January 22.
- 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. FEMA is reviewing prior to approval of Phase 2 (construction)

Administration:

- Prepared work authorizations totaling \$172,158
- Prepared work authorizations totaling \$16,558
- Prepared requisitions/PO's totaling \$18,274

Meetings:

- Attended St. Johns River Water Management District Governing Board Meeting to present the Airport Rd Reclaimed Watermain Project for consideration of cost share funding through the MFL program. The project was approved for eligibility.
- Met with representatives from FDOT, County and franchise utility to coordinate future road and utility projects.
- Field meeting and inspection at two intersections on A1A at Harvard and Cardinal that FDOT had them re-span and new signal heads installed.
- Met with Volusia County for fiber termination at Nova and Granada.
- Checked the status of the traffic signal at SR40 and Main Trail.

Customer Service:

- Worked with TECO consultants for the Hull Rd utility extension design, which is now satisfactory for construction.
- Onsite visit to 1040 N Beach St. to determine proposed fence construction requirements with homeowner.

Other:

- Eight projects were inspected.
- As-built comparison of the provided AT&T conduit to proposed utility relocation on the proposed Tymber Creek widening plans to check for conflicts.
- Continued developing the ten sketch and legal descriptions related to the upcoming N US1 property annexations per Planning Div request.
- Compared 2" watermain replacement spread sheets provided by engineering and utilities division to determine recently added streets and priority.
- Tree locate at 83 N Arbor for Streets Division.
- Provided Lift station As-builts of the Walmart and LS9M to utilities Division request.
- Provided Nova Road As-builts (between Hand and Division) to Wastewater Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Finished forming gutter at Mayfield Circle & Brookwood
 - Formed sidewalk at N. Ridgewood & Melrose
 - Ground sidewalks in Ormond Lakes
 - Picked up a pallet (5000# mix) at Lowe's
 - Asphalted patches at N. Ridgewood & Hernandez and on Bostrom between Division & Hand
 - Repaired a sidewalk (15' x 5') at N. Ridgewood & Melrose

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
- Removed trees on Casements Dr. and 83 N. Arbor
- Stump removal on Dix Ave.
- Cut roots for Irrigation at Central Park II

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
- ROW trimming at various citywide locations
- Put up holiday flags on SR40 & Granada Bridge
- Removed a Streetscape tree at The Casements on Granada & Riverside
- Removed dead trees on Williamson Blvd.
- Put down shell to cover water line at Nova Recreation

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Removed old golf cart warning signs from Sterthaus Ave. & from N. Old Kings Rd. that were used when the hospital was at this location
 - S. Beach St. & Seville St., replaced a stop sign
 - Buena Vista Ave. & Seville St., replaced a stop sign
 - Plaza Grande & Ridgewood Ave., replaced a stop sign
 - Plaza Grande & Cordova Ave., replaced a stop sign
 - Lorillard Pl. & S. Beach St., replaced (2) stop signs
 - Lorillard Pl. & S. Ridgewood, replaced a stop sign
 - McAlister Dr. & S. Beach St., replaced a stop sign
- Stellar Pavement Markings installed a thermoplastic white dotted line on Hand Ave. between Andalusia Ave. & S. Yonge St.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Manhole ring & cover replacement – N. Ridgewood and Hernandez Ave. (pictures)
- Vacon – cleaned crossover pipes in Hunter's Ridge (pictures), also cleaned basin at Hernandez & Ridgewood
- Reachout Mowing – SR40 ditches and ponds, Nova Road north and south ponds, Arroyo Parkway pond, Hand Ave. ditches and Lakebridge pond

Street Sweeping/Street Sweeper

- 106.4 miles of road cleaned
- 25.5 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
25,518

PM Services completed for the week:
Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
31

Road Calls for the week:
0

Quick Fleet Facts:

- Fleet has 13,004 gallons of unleaded 6,307 gallons of diesel fuel on hand.
- Fleet completed 69 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 – Meeting set up for staff review of final report from QLH Associates next week for request of operating protocol modifications.
- A revised proposal was received from McKim and Creed 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.
- WWTP Dewatering Station Bypass – A disposition memo is being prepared for the February 7th City Commission meeting. Plans and specifications are being revised to incorporate staff comments.
- 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. A preconstruction meeting is scheduled on Wednesday, January 25th.
- Fire Hydrant Replacement Program – The project is approximately 20% complete. The contractor (R&M Services) is replacing fire hydrants on N. Orchard Street, South Ridgewood and Arroyo Parkway this week.
- 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 the motor was repaired and VFD parts received at the plant for installation. Repairs are scheduled to be performed early next week. 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 City is providing data for operating speeds and flows to determine if lower operating speeds contribute to rag build up. CDM (consultant) recommends that the minimum pump speed be adjusted to 79% to keep the pump speed above the approved operating range (AOR). This setting is being used and evaluated for daytime minimum speeds. 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. Return Activated Sludge (RAS) piping was connected to Clarifier #4. City staff repaired and tested the existing dewatering system for Clarifier 1. A confirmation of system soundness and operational status was sent to the consultant for transmittal to the contractor so Clarifier #1 rehabilitation can be scheduled. Underdrain is being installed at new Filter #3. Fermentation and 1st Anoxic Tank Draining and Debris removal also underway.
 - Lift Station Repair and Replacement Project –The final pay request is pending until Worsham (contractor) decides to accept final payment.
 - 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 were located. A field visit is scheduled at the end of this week to determine the extent of rehabilitation work required.
 - 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 Ormond Beach's Andy Romano Beachfront Park. The VCHD water system permit was received. Met with Jimmy Johns Sandwich Shop representative to review site plan requirements for a potential site. Obtained plans for connecting Alfie's Restaurant to the wastewater collection system. Sent information on the existing force main located on Lynnhurst Drive to the engineer designing Chase Bank which will be located at the south east corner of the Ormond Mall parcel.
 - 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 – The rollers and belt need to be replaced. The structure is in good working order. The conveyor system's manufacturer's representative is assembling a list of items needed to refurbish the system.
 - 1701 N. US1 Forcemain Valve and Air Release Valve Installation – Project was constructed and field inspected. Sod needs to be replaced and the air release valve box lowered before final clearance is obtained from FDOT.
 - FPL completed scheduled overhead line deactivation to support Well 10 D rehabilitation on January 12. Utilities Maintenance Crews completed well casing removal and installation to accompany the pump and motor replacement activities. FPL notified for restoring service.

Water Distribution

- Exchanged 12 residential water meters, Replaced the 4" compound meter w/a 4" turbine meter for more accurate measuring of the auxiliary irrigation water serving Breakaway Trails.
- Responded to and/or repaired 7 water service leaks.
- Replaced 5 water services and 13 meter boxes, disconnected 1 service.

- Flushed 9 cloudy water complaints and 3 low pressure complaints, assisted 1 customer with misc. water issue
- Valve Maintenance: located and exercised 7 valves
- Water main flushing: Tymber Creek Rd, Moss Point S/D, Tymber Crossings S/D.
- Tested 10 and installed 1 city owned backflow preventers, installed a protective cover around newly installed BFP
- 2012 fire hydrant replacement program: hydrants located at 475 Orchard Ave, 512 and 652 S Ridgewood Ave have been replaced
- Disconnected manifold connection feeding 2" main for E Ridgewood Ave, from 10" main on S Ridgewood Ave. Installed 2" tap and reconnected existing 2" main to new tap.
- Performed a shutdown for JD Weber Construction to install last potable water connection in the Arroyo Parkway project, connection located at Arroyo Parkway and E. Ridgewood Ave.
- Assisted Wiggington Fire Sprinkler Co w/locating and exercising valve for a shut down to replace the fire line BFP at Florida Production Engineering.
- Utility locate service for Water/wastewater/reuse: 61 regular and 1 emergency locates have been completed
- Sod/backfill: Forest Hills, Aqua Vista, S Ridgewood Ave
- Water Treatment
 - Delivered to the City 35.138 million gallons for the week ending Jan. 15, 2012 (5.020 MGD)
 - Backwashed 12 filters for a total of 629,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded two Precautionary Boil Water notices.
- Waste Water Collection - Reuse
 - Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and five in town primarily related to root intrusion.
 - Cleaned ten sewer laterals and performed root control on two laterals.
 - Replace manhole rings and covers at 49 Colonial Cir and 5M easement.
 - Repaired clean out 432 N. Nova Rd, Central Park 1 & 47 Della Vita Way.
 - Installed New PEP System tank at 30 Fox Field Look (new construction).
 - Relieved force main pressures via blow-off for N US-1 and Ocean Shore Blvd. force mains.
 - Installed new 6" gate valve and tee on 6 inch force main US1 for air release valve.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunter's Ridge – all OK.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 24.53 Million Gallons.
 - Produced 15.12 Million Gallons of Reuse.
 - Produced 9.41 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.50 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 122.50 (14%-18% Solids).
 - Annual Sludge Report was completed and sent to USEPA
 - Chronic Bioassay Report was completed and sent to FDEP.
 - Annual Pretreatment Report was completed and sent to FDEP
 - Ground Water Monitoring report was completed and sent to FDEP.
 - 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

- Replacement of the check valve at Breakaway Trails reuse pump #4.
- Painted 3" potable fill line at Breakaway Trails storage tank.
- Primed and painted new access gate at Hunter's Ridge safety yellow.
- Fabricated brackets for limit switch on HSP check valves.
- Checked all irrigation wells for proper operation, all good.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.
- Changed out the #1 H.S.P. check valve with new valve w/hydraulic assist closure mechanism to minimize hammering during closure of check valve.
- Prepped well 10D for pump and motor replacement

WASTEWATER PLANT – LIFT STATIONS – REUSE SYSTEM

- Replaced batteries on RTU at 13M liftstation.
- Centrifuge Conveyor would not start, reset PLC controller in main panel.
- Hooked up temporary pump controller at 5M liftstation, in advance of new control cabinet.
- Installed flow sampler for operations at wastewater plant.
- Maintenance Building Waste Line – dug up and installed new backwater prevention valve to prevent overflows when dewatering backs up
- C P Foods – assisted Collections crew as needed during force main repair
- Met with Streets Division to review concrete slab for generator at H.D.C.
- Fleet – assisted with removal of Out of Service machines & equipment.
- Deragged Influent pumps daily as per Project manager specifications
- Reaeration Tank – deragged all 4 submersible aerators
- SCADA liftstation repair to 14 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 24 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pull pumps and inspect and change seal oil)
- Utilities Division completed 66 work orders as reported in MP2 computerized maintenance management system, of which 51 were PM work requests and 15 were repair work orders.