

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 27, 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:

- Held weekly staff meeting with directors
- Held weekly meeting with City Clerk
- Held biweekly meetings with I/T Manager, Police Chief and Economic Development Director
- Held joint meeting with I/T and Support Services to discuss social media and video streaming

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended United Way Board of Directors meeting
- Attended Volusia County Managers meeting
- Attended Historical Society annual meeting
- Attended VLOC dinner hosted by the City of DeLand
- Attended VCARD/VLOC meeting, met new SJRWMD Executive Director Hans Tanzler
- Attended meeting on state liquor license ordinances with City Attorney's office and PD staff

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.
- Prepared and sent legal advertisements to the News-Journal for publication.
- Agenda packet preparation for the February 7, 2012, City Commission meeting.
- Continued the purging process for records eligible for disposition from the City's Records Archive Center.
- Staff attended the Agenda Automation System Training held in the Commission Chambers on Thursday, January 26, 2012.
- New employee Colby Cilento, Office Assistant III, completed the online training required to receive her State of Florida Notary Designation.

Status of Ongoing Projects

- Elections:
 - Started working on the 2012 Election Candidate Packets.
- Live Streaming Upgrade:
 - Continued testing of Live Streaming Service.
- Mobile Phone Applications (iOS and Android):
 - Began testing of the new City Mobile Application, and provided feedback to the developer.
- Website:
 - New employee Colby Cilento, Office Assistant III completed the online training for the CivicPlus Content Management System, and has scheduled to take her system administrator certification exam.
- Paperless Agenda Automation System:
 - Completed training manual for the new Agenda Automation System training sessions.
 - Facilitated a training session on the new Agenda Automation System for City Staff in the Commission Chambers on Thursday, January 26, 2012.

Community Development

- Planning
 - Staff reviewed and evaluated 6 responses to the City's Enterprise Resource System RFP. All but one responded to the City's Request for Information (RFI) from which the RFP was developed. The firms that responded include: Integrated Business Group, SunGard Public Sector, Tyler Technologies, Innoprise Software, InHance and Clear Village. All but one had an enterprise solution that addressed finance, utility billing, human resources, code enforcement, and development services. A meeting of the RFP committee, of which the Planning Director is representing the development services portion of the RFP, is February 13, 2012.
 - Staff met with Mayor Kelley and Dick Jaffe of the Jaffe Corporation in the field regarding a city identification sign easement at Williamson and SR40 that was approved in 1999.
 - Staff was provided the handbook and training through a webinar on FDOT's Driveway Standards. These standards apply to all development accessing the State's highway system. The training will be of great benefit in providing our customers with information on accessing DOT roadways during the initial pre-application conference.
- Building Inspections, Permitting & Licensing
 - 46 permits issued with a valuation of \$165,469.00
 - 146 inspections performed.
 - 14 business tax receipts issued.
- Development Services
 - The hold on the Certificate of Occupancy for Olive Grove's last building continues because the City did not receive a temporary construction easement in favor of the property owners (Lee Khazraee of Sun Glo Construction) for lot 1 without imposing conditions on lot 1. SPRC approved plans for Lot 2 (Olive Grove) indicate a conflict between a detail sheet of the plans calling for a retention wall to be 10.5 feet and another detail that indicates 6" above finished grade. While staff accepted the 6" above finished grade (6.5 feet), this requires the property owner of Lot 1 to build the height difference on lot 2 in order to build the bank that was also approved. Consequently, a temporary construction easement was requested from the property owners of Lot 2. Without the temporary construction easement, the property owner for lot 1 would be at the mercy of the owners of lot 2 or would be required to substantially amend the Development Order for the bank site. Either way, it was not the intent of staff to affect the approved plan on Lot 1 negatively by accepting a revised retaining wall height which is on the property line

- of lot 1 and lot 2. Without the temporary construction easement, staff is of the opinion that the modified plan using the 6" above finished grade rather than the 10.5 feet high retention wall between lots 1 and 2 does not meet the conditions required for issuance of a CO. A Development Order for lot 1 and 2 together was approved by the City Commission. Only Lot 2 had a building permit.
- The SPRC reviewed utility plans for Chase Bank which is planned for construction at the Publix shopping center site in Ormond-by-the-Sea

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 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 the property owners of the Food Lion along East Granada Boulevard and with possible users of the property.

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 at the applicant's request. The selection Committee has unanimously agreed to recommend the City Commission reject all proposals. The Findings have been transmitted to the Mayor and Commission for the February 7 meeting.

- 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. A meeting is schedule with some of the business owners next week.

Airport Operation and Development

- The National Weather Service conducted a required annual station inspection of the air traffic control tower facility this week. The facility received a rating of "excellent" as a result of this inspection.
- Staff worked this week to solicit quotes for the final components of the airport surveillance system. All required quotes have been received and it was determined that Advanced Cabling Solutions was the most competitive bidder. These components constitute the final acquisitions to be funded under the 100% security grant from FDOT.
- 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 continue to follow-up with the DOR on this matter.
- Staff conducted a meeting with representatives from FDOT on January 24th to facilitate a final inspection of the project areas for the recently completed obstruction clearing project at the airport. The project areas passed inspection and have received approval from FDOT.
- Staff received the final report this week from the annual FDOT airport licensing inspection. The airport license for the current year has been renewed and received.
- Staff composed and submitted to the City Attorney a draft of an amended and restated lease agreement regarding FBO Area 1 and FBO Area 2 at the airport.
- Staff worked this week to prepare a project based upon a current 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 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 33 Journal Entry Batches (# 1342 - 1446).
 - Approved 15 Purchase Requisitions totaling \$182,642.79.
 - Issued 16 Purchase Orders totaling \$82,434.71.
 - Advertised Bid No. 2012-07, Hand Avenue Collector Road Upgrade, in the News Journal and posted to DemandStar on 01/22/2012.
 - Prepared 159 Accounts Payable checks totaling \$228,198.64 and 33 Accounts Payable EFT payments totaling \$706,338.30.
 - Prepared 40 Payroll checks totaling \$52,336.34 and 315 Direct Deposits totaling \$370,203.75.
 - Transferred IRS 941 payment of \$143,279.00.
 - Processed 3,970 cash receipts totaling \$1,011,234.07.

- Processed 330 utility bill payments through ACH totaling \$24,312.56.
- Processed and issued 7,793 utility bills with billed consumption of water of 56,574k.
- Issued 144 past due notices on utility accounts.

- Public Information
 - Press Releases
 - FEMA Flood Maps/Open House (1/31)
 - Youth Volleyball

 - Other
 - Citizen Contacts
 - Media Contacts
 - Attended CDBG grant monitoring of the Great Kids program
 - Attended agenda automation training
 - Attended Volusia County Department of Public Protection meeting to discuss the upcoming Wild Fire season.

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

Fire Department

Weekly Statistics

- Fires: 6
- Fire Alarms: 8
- Hazardous: 3
- EMS: 47
- Motor Vehicle Accidents: 5
- Public Assists: 37

TOTAL CALLS: 106

- Aid provided to other agencies: 17 calls – Volusia County (9), Daytona Beach (7), Holly Hill (1)
- Aid received from other agencies: 7 calls – Volusia County (4), Daytona Beach (2), Holly Hill (1)
- Total staff hours provided to other agencies: 18 hours
- Total staff hours received from other agencies: 13 hours
- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 41

Training Hours

- Building Construction: 15
- Driving: 4
- Fitness Program: 8
- Incident Command: 4
- Leadership: 4
- Policy Review: 4
- Pump Operations: 2
- Probationary Training: 8
- Safety: 10
- Tactics: 2

- Technical Rescue: 36
 - Ventilation: 2
- TOTAL TRAINING HOURS: 99**

Station Activities

- Updated 28 pre-fire plans.
- Conducted 2 fire inspections.
- Conducted 3 smoke detector checks.

Significant Incidents

- 1/17/12, 3:31 PM: Fernway Dr. – Structure fire due to propane gas tank explosion – no injuries.

Operations

- Met with Grants Coordinator regarding press releases and updates to grants.
- Attended annual Fire Rescue East conference.
- Attended Florida Fire Chief's Association ALS committee competition.
- Attended Emergency Medical Services committee meeting.

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 to close on 01-13-12. Sixty-three applications were received and entered on applicant tracking sheet 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 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 and closed on 01-20-12.
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk was advertised on the City web site and in-house and closed 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.
 - 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.

- Job Offers
 - 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 retirement effective 01-27-12.
 - Police Department – Police Corporal will retire effective 01-27-12.
- Promotions
 - Public Works/Utilities - Environmental Regulatory Compliance Coordinator has been promoted effective 01-23-12.

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.

Risk Management Projects

- Working on supervisor training material for HR Policies and Procedures.
- Continue researching temporary labor/personnel leasing contracts.
- Conducted audit of Exposure Incident files with Police Department; shifted all recordkeeping to Human Resources.
- Set up tracking system for use of most Wellness COVE components.
- Met with Director on New Employee Orientation Program.

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 – In a holding pattern to see what the recommendations are from the CRM vendor selected.
 - 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: - None.
 - Work Orders: - 21 New work - 33 completed - 58 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,011	Inbound E-Mails Blocked	10,724
Delivered Inbound E-Mails	10,727	Quarantined Messages	91
Percentage Good Email	44.7%	Virus E-Mails Blocked	21

- Notable Events: Wireless link from Water Plant water tower to Airport Sports complex put in service. This 100Mb point-to-point connection replaces the slower cable modem

15/3Mb VPN connection for better connectivity to the Airport and the Sports Complex. Additionally, provides access to the Sports Complex cameras to the City's fiber connected facilities including the Leisure Services office and City Hall.

- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 6 Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - Arbor Day Celebration at Nova Community Park
 - Successful Native American Festival at The Casements
 - Soccer Tournament held at the Ormond Beach Sports Complex
 - Held the weekly Leisure Services supervisory staff meeting
 - Attended the Public Works staff meeting
 - Attended the City Manager weekly staff meeting
 - Attended the Agenda Automation System Training Session
 - Baseball/Softball Registration continues thru 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 Girl's Basketball program continued games Monday through Friday. Ten (10) games are played weekly, at 6pm, 7pm, and/or 8pm, as well as 9am on Saturday.
 - 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, Monday through Saturday, 9am to 5pm.
 - The Lady Renegades Softball competitive program continued their practices 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.
 - Picked up litter and moved trash totes off the soccer fields from the weekend soccer tournament.
 - Replaced sprinklers as necessary.

- High school soccer continued their season at the Airport Sports Complex.
- Hosted the umpire school Monday through Saturday.
- Worked on the clay infields at Nova Park in preparation for the upcoming baseball/softball season.
- Removed portable bleachers from Oceanside Golf Course used for Sally Tournament.
- Moved the portable bleachers to The Casements for the Native American Festival.
- Put down fertilizer on all fields to try and green up the brown spots caused by frost damage.
- Baseball practice has begun for competitive and high school teams.

- Senior Center
 - January classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Granada Squares Dance was held on Tuesday.
 - Big Band America rehearsal was held on Thursday.

- Performing Arts Center
 - The Performing Arts Center hosted various classes Monday through Friday, including: Kopy Kats, Devito Dance, Show Club, CMT, Theatre Workshop, Horan Judo, Webb Jazz & Tap, and Green Dance.
 - The Performing Arts Center is preparing to host the following events:
 - Triumphant Quartet, January 27, 7:30pm-10pm, donations suggested.
 - Magic Show starring David DaVinci, January 28, 7pm-8:30pm, \$20 adult, \$15 child.
 - Hepler International Ministries, January 29, 6pm-9pm, donations suggested.

- South Ormond Neighborhood Center
 - Open play basketball was held daily from 1pm to 5pm.
 - PAL held basketball practices Tuesday and Thursday.
 - Ormond Beach Youth Basketball program held games and practices nightly.
 - Jazzercise classes were held Monday and Wednesday.

- Community Events
 - Worked on developing applications, flyers, sponsor packets, and contacting past sponsors for 2012 Art in the Park.
 - Attended Art in the Park meeting.
 - Staff worked the Native American Festival Friday, Saturday and Sunday.
 - Cleaned up supplies and equipment used for the Native American Festival.
 - Attended Senior Games Committee meeting.
 - Attended Memorial Day Committee meeting.
 - Developed agenda for the first Memorial Day Committee meeting.
 - Completed thank you notices and follow ups from Arbor Day ceremony.
 - Assisted with interview for Nova Coordinator position with Recreation Manager.
 - Attended Korean War meeting.
 - Completed weekly administrative tasks, office work and activities.

- Gymnastics
 - The December/January session classes for various age groups and levels were held Monday through Friday.
 - The Cheer Team worked on their new routine in preparation for their second competition of the season, to be held this weekend in Tampa.
 - Worked with the boys' team in preparation for an upcoming competition.
 - Held "Parent's Night Out" on Friday evening, in which 25 students were in attendance for a movie and fun at the Gymnastics Center.

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

- The Casements
 - Staff worked the 23rd annual Native American Festival Friday, Saturday and Sunday.
 - Staff assisted with the strike of the Native American Festival on Monday.
 - The Herb Society met at Bailey Riverbridge on Saturday.
 - Tours continued from 10am to 4pm Monday through Friday.
 - Classes met this week including: Pilates, Tai Chi, Teeny Tiny Yoga, Yoga and Zumba.
 - Docent training was held on Monday.
 - The Dig & Find Club met at Bailey Riverbridge on Tuesday.
 - The Casements Guild held their general meeting on Wednesday.
 - A Memorial Day Remembrance Committee meeting was held in the Preservation Room on Wednesday.
 - Ocean Winds HOA met on Wednesday.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - St. James 3rd graders toured the home on Thursday.
 - The Casements Camera Club met at Bailey Riverbridge on Thursday.
 - The Casements Camera Club exhibit "People" will be on display in the Gallery at The Casements through the fourth week of January.

- Parks and Irrigation
 - Replaced a damaged 12" spray head and nozzle at City Hall.
 - Ran zones 1 and 2 at Cassen Park, replaced one broken 2" spray head, flushed zones, and installed 4 new nozzles.
 - Ran zones on S. Beach St. medians, replaced a broken swing line and spray head.
 - Changed out the reuse filter at Bailey Riverbridge, ran zone, and replaced 2 damaged heads and nozzles.
 - Dug up a mainline break at Central Park II, cut out oak tree roots, installed new section of 2½" main and zone line, and spliced in 3 new zone wires.
 - Ran zones 5, 8 and 9, replaced five damaged heads, and replaced the TBOS timer and solenoid.
 - Marked all valves on the curb at Central Park II and III.

- Building Maintenance
 - Replaced door at Ames summer house.
 - Installed new ice machine in the PAC kitchen.
 - Relocated receptacles for water coolers citywide.
 - Did locates for Granada traffic signal replacement.
 - Framed wall and installed door in the Nova gym office.
 - Installed shelves under desks for computers in Joint Permitting offices.
 - Completed office renovation at the Senior Center.
 - Repaired air handler at the Police Dept.
 - Repaired sign light at the Ormond Municipal Airport.
 - Assisted with sprinkler inspections at City Hall and the Police Dept.
 - Installed occupancy sensors Public Works administrative office.
 - Replaced boards on the Cassen Park dock.

- Repaired a hand dryer at Cassen Park bathroom.
- Replaced kitchen faucet at Fire station 91.
- Repaired GFCI receptacles in Rockefeller Gardens.
- Started quarterly AC maintenance.

Police Department

- Administrative Services
 - Staff member assisted South Daytona PD with sergeant promotional process.
 - Meeting with the FBI and Sheriff's Office in preparation for upcoming special events.
 - FBINA Retraining committee meeting.
 - Weekly department head staff meeting and PD staff meeting.
 - Communication users group meeting at Sheriff's Office.
- Community Outreach
 - Applications for a second grade reader's theater program were delivered to Ormond Beach Elementary School. The program will begin the second week of February.
 - Practice for the 10U, 12U and 14U boy's basketball teams continued after school at the South Ormond Neighborhood Center.
 - Applications for the State of Florida Association of Police Athletic Leagues Regional Basketball tournament were submitted to SFAPAL for the PAL tournament which will be held in New Smyrna Beach on February 18th.
 - Applications for the Ormond Beach Middle School Science on Patrol program were distributed. The program is targeted to begin the first week of February.
 - Collection of student applications for the 3rd and 4th grade READ program were collected. More applications are pending.
- Community Services & Animal Control
 - Animal calls responded to : 39
 - Animal Reports: 6
 - Animal Bites: 1
 - Animals to Flagler Humane Society: 4 cats
 - Animals Reclaimed: 1 cat
 - Sick Wildlife to Tomoka: Vet 1
 - Injured Bird to Ponce Inlet: 1
 - Cat Traps issued : 2
 - Ferret Adopted from PD
 - Animal Citations: 1
 - Animal Notice of Violation: 2
 - Animal Licenses issued: 2
- Criminal Investigations
 - Cases Assigned: 31
 - Cases Cleared by Arrest/Complaint Affidavit: 16
 - Cases Exceptionally Cleared: 7
 - Inactive: 13
 - Fraud: 5
 - Burglary Business: 2
 - Burglary Residential: 9
 - Larceny Car break: 4
 - Grand Theft: 7
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 1
 - Sex Offense/Rape: 1

- Robbery: 0
- Assaults: 0
- Suspicious Incident: 1

Narcotics:

- One Search Warrant
- One Buy-Walk
- Six Knock and Talk Interviews

- Records

- Walk - Ins / Window 204
- Phone Calls 259
- Arrest / NTA'S 23
- Citations Issued 93
- Citations Entered 180
- Reports Generated 141
- Reports Entered 180
- Mail / Faxes / Request 78

- Patrol

- Total Calls 1,552
- Total Traffic Stops 141

- Operations

01/18/12 Fraud – S Yonge Street – Cat Clinic

01/18/12 Battery/Domestic Violence – Chardon Road – two adult sisters in physical altercation over one sister reading the other sister's journal – adult female arrested for domestic violence battery.

01/18/12 Auto theft/Bank cards – Wellington Station – suspect is ex-wife.

01/19/12 Stolen Vehicle/Recovered – Wellington Station - located in New Smyrna Beach – wife texted husband with information on vehicle's location.

01/19/12 Battery – N Yonge St – male assaulted by neighbor – suspect upset because 48 year old victim is trying to date victim's 21 year old sister – victim was also charged with burglary for entering suspect's residence uninvited.

01/19/12 Grand Theft – W Granada Boulevard – Caffeine - \$2,000 painting removed from wall within the bar – officers developed possible suspect and attempting to make contact.

01/19/12 Agency assist – VCSO requested road closure assistance west of Breakaway due to smoke from fire in area - two units tied up for an hour until arrival of DOT with barricades.

01/20/12 Stolen Vehicle – Parque – customer left a vehicle for repairs – former business partner thought to be suspect in theft.

01/20/12 Fraud – West Granada/Holub Construction – wired \$1 million to purchase property up north – determined the business they were dealing with defrauded them. Investigation continuing.

01/20/12 Fugitive Arrest – panhandler – subject stopped by officers and found to have an open arrest warrant.

01/20/12 Missing juvenile – found on S Atlantic Avenue – mother located her daughter and got her into her vehicle. As she was attempting to leave with her, the daughter exited the vehicle and ran off again – the juvenile was later located in Port Orange.

01/20/12 Suspicious Vehicle – Tomoka Plaza – officer observed a male driving around the parking lot looking into parked vehicles. Officers made contact with the subject and found he was in possession of a controlled substance (pills) without a prescription and was arrested.

- 01/20/12 Domestic Disturbance** – Virginia Terrace – father and son involved in physical altercation – the son left the scene prior to officer’s arrival – the father was found to have an open warrant and was arrested based on same.
- 01/21/12 Death** – Woodgate – subject found deceased of apparent natural causes.
- 01/21/12 Domestic Violence** – Benjamin – adult male arrested on charges of domestic violence battery following a physical altercation with a family member.
- 01/21/12 Suspicious Incident** – Lowes – original report of two vehicles crashing into one another – one party located by VCSO on W SR 40 – other party gone on arrival.
- 01/21/12 Stolen property** – vehicle stopped for speeding – occupants in possession of several stolen GPS units from VCSO jurisdiction – subjects, property and vehicle turned over to VCSO.
- 01/21/12 Narcotics** – traffic stop resulted in driver found in possession of small amount of cannabis – subject was charged/notice to appear issued.
- 01/22/12 Burglary/Business** – Riverside Drive/Native American Festival – (two separate incidents) vendors’ tents were entered and property taken – on site security did not hear or observe any individuals in the area during the night.
- 01/22/12 Burglary/Residence** – Pergola Place – time lapse one week – victim found the screen of a bedroom window removed and the window slightly open – did not initially report the incident to the police – reported the incident after finding several items to be missing from the residence.
- 01/22/12 Carbreak** – Timberline Trail – Bicycle stolen out of bed of truck.
- 01/22/12 Shoplifting** – WalMart – adult female stopped for shoplifting by store security – charged with retail theft and issued a notice to appear.
- 01/22/12 Burglary/Residence** – Cuadro Place – bicycle taken from open garage.
- 01/23/12 Burglary/Vehicle** – Bosarvey Drive – unlocked vehicle – change stolen from console.
- 01/23/12 Burglary/Business** – W Granada Blvd – vacant Texaco Station entered.
- 01/23/12 Burglary/Vehicle** – N Beach Street – unlocked vehicle – GPS, check book and antenna stolen.
- 01/23/12 Burglary/Vehicle** – S Ridgewood Avenue/Church of the Living God – unlocked vehicle - Kindle taken.
- 01/23/12 Burglary/Residence** – Pinion Circle – Smith & Wesson 15-22 .22 caliber rifle stolen from residence – unknown method of entry.
- 01/23/12 Domestic Disturbance** – Colina – cross complaints filed – mother/daughter involved in a domestic altercation - no signs of injury to either subject and primary aggressor could not be determined.
- 01/23/12 Trespass** – Birthplace of Speed Park – transients trespassed from the park after they were found on property after the park had closed.
- 01/23/12 DUI Arrest** – S Atlantic Avenue – adult male subject arrested for DUI following a traffic stop.
- 01/24/12 Domestic Violence/Battery** – Fleming Avenue – adult brother assaulted adult sister during an argument – charged with domestic violence battery.
- 01/24/12 Burglary/Residence** – Tomoka Avenue

Crime Opportunity Reporting Forms distributed: 265

- Traffic Unit
 - 12-01-00306, Traffic Assist / Structure Fire, 1284 Fernway Drive. Shut down traffic to the street for emergency personnel only.
 - 12-01-00345, Crash w/Injuries, SR 40 / FEC Railway. One eastbound car rear-ended another stopped in traffic, causing a chain reaction resulting in a total of four cars being damaged. One eastbound lane shut down for about fifteen minutes. At-fault driver cited.
 - Officer Borzner will be working with OB Streets Division to arrange installation of No Parking signage around Osceola Elementary.

- Officer Sanders arranged to have all patrol vehicles recertified for speedometers and radar units.
- Traffic Citations 67
- Parking Citations 1
- Crash - No Inj. 14
- Crash - Injury 2
- 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
 - Breakaway Trails
 - 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: 1 Cases initiated
 - Zone 3: 1 Cases initiated
 - Zone 4: 1 Case initiated
 - 9 tree removal permit requests
 - 20 signs either removed or sign cases created.
 - Administrative staff assisted with twenty-five (25) 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 2:

1) 234 W. Granada Blvd. – Pep Boys Auto – The business has repeatedly displayed a prohibited inflatable sign. The inflatable is placed in the bed of a truck which is parked to make the sign visible to traffic on Granada Blvd. and Yonge Street. This case was initiated on January 19, 2012. Contact was made with the business staff that was advised of the code. The sign was removed but has reappeared. A notice of violation was hand delivered on January 24, 2012. The owner will have one day from receipt of the notice to correct the violation or a citation will be issued. It should be noted that while the notice was hand delivered to the business staff, it will be necessary to also receive verification of service of notice from the actual owner whose address is in Philadelphia, PA. Should the business manager choose not to take action and remove the inflatable, staff will have to wait for the green card from the owner before further code enforcement action can be taken.

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 - Pre-Construction conference was held on January 24.

- A1A-Harvard Dr. - The stormdrain replacement along Harvard Dr. near A1A was completed. The contractor is proceeding to restore the site.
- Downtown Way Finding Signage- All the signs have been fabricated and scheduled for installation on January 31st.
- SR40 Mast Arm Replacement- Began work on the drill shaft. This is scheduled for night work.
- Tomoka State Park- Compiled pre-construction agenda and EEO and DBE files.
- Nova Road Tree Relocation- Work began as scheduled.
- Cassen Park Fishing Pier Repair- Work along the north side of the pier began as scheduled.
- Cassen Park Fishing Pier Lighting – Work is scheduled to begin after the contractor finishes the north side of the pier.
- SR40- Nova to A1A Interconnect- Reviewed invoice and quantities. Inspected cameras and terminations, verify terminations.
- 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 FDOT for crossing SR40.
- Granada Utilities Underground- Contacted Utilities for schedule of their design plans.
- Nova Community Park Renovations- Reviewed scope with Leisure Svices. Attended meeting with racquetball club members.
- Nova Community Park Master Plan- Reviewed scope for Master Plan met with Leisure Svices.
- SR40- Washington to Beach St.- Distributed to Main Street the 90% plans from FDOT.
- N. Peninsula 2" Water Main Replacement- Reviewed scope of work and made comments
- Central Park Paving – Design plans are 75% complete and have been reviewed by SJRWMD requiring some plan modifications.
- Audible Pedestrian Signals - Responded to Legal on FHWA terminology that is part of the contract.
- Transfer Station Pump Station - Prepared Disposition Item memo for project bidding.
- Tymer Creek Phase I & II – County has submitted JPA for review.
- 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 received funding authorization from the County and is working on the bid documents to purchase the fixtures.
- John Anderson Drive – ZCA 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 has been advertised for bidding. Bids are due February 29th.
- 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 storm event. Sent final plans to FEMA for approval. FEMA is reviewing prior to approval of Phase 2 (Construction)

Department Activities

Administration:

- Prepared work authorizations totaling \$589,815
- Prepared work authorizations totaling \$6,437
- Prepared requisitions/PO's totaling \$22,475
- Updated 2-inch watermain replacement map to reflect recently added street sections.
- Continued developing the ten (Group 1) sketch and legal descriptions related to the upcoming N US1 property annexations per Planning Dept. request.
- Received information from FDOT regarding lane closures on SR40.

Meetings:

- Onsite visit to Ormond Lakes (Emerald Oaks) to meet with HOA and Streets Div. to assist in determining maintenance responsibilities.
- Attended meeting with staff to revise the consultant scope for Master Plan, racquetball courts and basketball court.
- Attended weekly design coordination meeting with consultant for the Andy Romano Beachfront Park.

Customer Service:

- Tree locate at 55 Arroyo Pkwy for N.I.D. Division.
- 1040 N. Beach St. tree locate for Streets Div.
- Responded to property owner regarding TECO contractor parking on their property.
- Responded to a resident's request on the status of the Tomoka State Park sidewalk.
- Investigated complaint from Assistant Principal at Pathways Elementary of vehicles blocking sight distance.

Other:

- 8 projects were inspected.
 - At Rima Ridge Well 41 the contractor reassembled the well pump assembly and pump out plumbing. The well was restarted; however, system vibration was encountered again. Staff will meet with the contractor to reinvestigate potential cause.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Pulled forms at N. Ridgewood and Melrose
 - Installed bollards at the entrance to Fleet
 - Pulled forms & backfilled at Brookwood & Mayfield Circle
 - Dug out for slab at the Wastewater Treatment Plant
 - Installed car stops on generator pad at the Wastewater Treatment Plant
 - Asphalted a patch at Jamestown & Peninsula
 - Wet down the recycled concrete at the Wastewater Treatment Plant

- Put down a concrete slab for the “alligator” at Ames Park

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
- Removed diseased oaks on Andalusia, and on Wilmette behind Public Works
- Trimmed trees in the Spring Meadows Subdivision
- Removed a palm tree at Ames Park

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
- Spread shell at Nova Recreation Tennis Courts
- Weed control on US1 and on A1A
- Assisted Building Maintenance with the washout at Bailey’s Riverbridge Gardens
- Cleaned the sidewalk ROW area (edged and trimmed) on N. Ridgewood between Hernandez and Woodland

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Rogers Park Dr. & Sylvania, replaced a stop sign
 - Rogers Park Dr. & S. Ridgewood Ave., replaced a stop sign
 - S. Capri & S. Ridgewood Ave., replaced a stop sign
 - Central Ave. & S. Beach St., replaced a stop sign
 - Central Ave. & S. Yonge St., replaced a stop sign
 - Central Ave. & S. Washington St., replaced a stop sign
 - Fortunato Park, straightened a bent “No Parking” sign post
 - Airport Rd. & Pathways Elementary, fabricated and installed (6) “No Parking” signs
 - Airport Rd. & Leeway Trl., replaced school pedestrian crosswalk sign
 - Various Locations – Checked and repaired signs
- Delivered “closed,” “no outlet” & “detour” signs to the fishing pier behind Riverbridge Gardens to advise walkers, etc. that parts of the pier will be closed for repair
- The Sign Shop has received quotes for a variety of finished signs & aluminum blanks. A Purchase Order has been requested to purchase the sign supplies

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Chemical Spraying – Division Recreation pond, N. Nova Rd. pond, ABC pond, Central Park IV boat launch and Old Kings Road pond
- Investigated a sinkhole on Brookside Circle

- Made manhole repairs at Ridgewood and Hernandez
- Removed tires from Central Park IV boat launch
- Reachout Mowing – SR40 ponds and ditches
- Inspected drains at 52 Ponce de Leon
- Delivered (75) sandbags to the Casements for Native American Festival
- Opened throats on Division and Old Kings
- Vacon – cleaned basin on Manderly behind the brick wall

Street Sweeping/Streetsweeper

- 115.0 miles of road cleaned
- 33.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
32,370

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 9,997 gallons of unleaded and 5,405 gallons of diesel fuel on hand.
- Fleet completed 48 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. Finalizing additional account categorical use information for historic and future project use to accompany EN-50 report data for forwarding to District.
- Concentrate Disposal Study – Meeting set up for staff review of final report from QLH Associates this week for request of operating protocol modifications.
- A revised proposal 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 is being reviewed.
- WWTP Dewatering Station Bypass – A disposition memo was prepared for the February 7th City Commission meeting. Plans and specifications were 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 was held on Wednesday, January 25th.
- Fire Hydrant Replacement Program – The project is approximately 30% complete. The contractor (R&M Services) is replacing fire hydrants on Hernandez, North Beach and North Ridgewood this week.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. The motor and VFD was replaced on Pump 3. The pump impeller is broken and the pump remains out of service. 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. Work is proceeding to install RAS and WAS pumps. Drain line 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 February 2012. Staff 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. A field visit was performed at the end of last 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. Met with Emerson (SCADA Provider) to discuss City's needs in this area.
- SPRC: Reviewed plans for connecting Alfie's Restaurant to the wastewater collection system. Met with the design engineer to present comments that need to be addressed. Received plans for Chase Bank which will be located at the southeast corner of the Ormond Mall parcel. Received plans for Ten North project located on Oceanshore Boulevard. A preconstruction meeting was held prior to beginning work at 1001 Old Tomoka Road.
- Transfer Station Lift Station Upgrades – A disposition memo is being prepared for the February 7th City Commission meeting for the presentation of proposed bid documents.
- 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 – 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 10D 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.

- A meeting was held with FDEP Central District in Orlando on Thursday Jan 26 to develop a further understanding of recent annual wastewater facility inspection findings. Utilities staff provided DEP with sound basis and reasoning for the identified non-compliant items of concern. Periodic total nitrogen concentration exceedances were noted during the previous year and are anticipated to occur until treatment facility rehabilitation and expansion project activities are completed. A consent order process was discussed for allowing an interim total nitrogen concentration value to be placed in force until such time the plant project is completed.

Water Distribution

- Exchanged 21 residential and 2 commercial water meters, Rebuilt and placed in stock the 4" meter removed from BAT
- Responded to and/or repaired 8 water service leaks
- Replaced 3 (2 under pavement) water services and 13 meter boxes, disconnected 1 water service
- Flushed 5 cloudy water complaints and 1 low pressure complaint, assisted 2 customers with misc. water issues
- Valve Maintenance: located and exercised 13 valves
- Water main Breaks: 6" ACP at Ocean Shore Blvd and Neptune Ave
- Water main flushing: S Ridgewood Ave, Replaced the timer and battery on the Aberdeen Flushing device
- Tested 11 and installed 1 city owned backflow preventers
- 2012 fire hydrant replacement program: hydrants located at 218 River Beach Dr, 835 S Yonge St, 49 Hernandez Ave
- Performed repairs to 4 city owned fire hydrants
- Repaired a leaking 2" valve on Harvard Dr and Peninsula Dr
- Utility locate service for Water/wastewater/reuse: 89 regular and 1 emergency locates completed this weekly period
- Rescinded the boil water for S Ridgewood Ave and River Beach Dr
- Cleaned and organized all storage areas and service trucks

Water Treatment

- Delivered City 36.036 million gallons for the week ending Jan. 22, 2011 (5.148 MGD)
- Backwashed 15 filters for a total of 624,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded four Precautionary Boil Water notices.
- Met with Dr. Kenzik to discuss water quality issues and develop sample plan for identifying possible solutions.

Waste Water Collection - Reuse

- Crews responded to five trouble calls out west Breakaway/Hunter's Ridge area and one in town.
- Cleaned nine sewer laterals.
- Root controlled seven sewer laterals.
- Televised seventeen sewer laterals.
- Repair of eight inch sewer main on North Perrot Dr has been completed by JD Webber Construction Co.
- Completed area maps for root control program for this annual period.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Checked irrigation system at Breakaway and Hunter's Ridge.
- Cleaned all building and fueled all equipment for the weekend.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 25.88 Million Gallons.
- Produced 16.89 Million Gallons of Reuse.
- Produced 8.99 Million Gallons of Surface Water Discharge.
- Influent flows average for the week is 3.70 MGD, plant designed for 6 MGD
- Hauled tons of sludge 95.28 (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

- Worked on the north pit pump float operation controls.
- Replaced well pump and Motor at 10D upon FPL deactivation.
- Changed out the sample valve at well 25 H
- Replaced the tube on #3 lime slurry pump
- Replaced the packing on the #1 clear well pump
- Cleaned out the Lime slurry injection port on Claricone #1
- Helped electrician set new control panel at 5M.
- Exercised interconnect valve at Holly Hill.
- Ongoing painting and rehab work to Hudson wellfield.
- 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.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Replace bad float at steam cleaner supply valve
- Assist water plant crew at Division Avenue Well Field – traffic control
- Rebuilt automatic air release to be used on Influent #3
- Ormond Mall – pulled pump #2 – inspected volute for blockage – found nothing wrong – pulled check valve #2 – deragged as needed
- Bar Screens – washed down drop chutes
- CP Foods – grounds keeping work around station – filled Wet Well and Flush
- Removed old control cabinet from 5M liftstation installed new FLYGT.
- 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.
- 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 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 68 work orders as reported in MP2 computerized maintenance management system, of which 48 were PM work requests and 20 were repair work orders.