

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 3, 2012

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Held weekly staff meeting with directors
- Weekly meeting with City Attorney
- Met with Assistant City Manager and Utilities staff on waste water consent decree
- Received training on City's new electronic agenda submittal system

Spoke to, attended and/or met with:

- Attended Rotary meeting
- With Mayor, interviewed on Marc Bernier show regarding City projects
- Attended Mainstreet Annual Meeting
- Reviewed GOA vacant housing report
- Attended FCCMA Winter Institute on February 1<sup>st</sup> through February 3<sup>rd</sup> in Winter Haven

### **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 Quality of Life Advisory Board meeting on February 2, 2012.
- Agenda packet preparation for the February 7, 2012, City Commission meeting.

### **Status of Ongoing Projects**

- Elections: Continued working on the 2012 Election Candidate Packets and City Elections webpage.
- Live Streaming Upgrade: Requested a trial account to be setup with a third online streaming provider for testing.
- Mobile Phone Applications (iOS and Android): Reviewed initial version of the City Mobile Application, and prepared notes to be submitted to the developer.
- Website: Added an Online Virtual Tour of the Andy Romano Beachfront Park to the website.
- Paperless Agenda Automation System: Conducted a trial run of the Agenda Automation System using the Agenda Packet for the City Commission meeting on February 7, 2012.

### **Community Development**

- Planning
  - Staff held a 2-hour open house on Tuesday, from 5:30 to 7:30 pm, in Commission Chambers for residents whose properties are affected by the new Digital Flood Insurance Rate Maps (DFIRM). Approximately 75 people attended. Staff had two computers with GIS capability along with several ½ section maps posted throughout the Commission Chambers to assist residents in finding their property as it related to the revised maps.
  - Staff received from Volusia County a draft Interlocal Agreement (ILA) in response to the City's all encompassing Interlocal Boundary Agreement. Staff was contacted by Volusia County staff regarding the ILA but since review is underway the conversation focused on general areas of the agreement. Staff should complete the review of the agreement by next week.
  - Staff attended the Mainstreet annual meeting at the Arts Museum. It was well attended. New by-laws were approved which provides Mainstreet with more flexibility regarding the scope of activities they can work on. Several new board members were installed.
- Building Inspections, Permitting & Licensing
  - 60 permits issued with a valuation of \$228,468.00
  - 180 inspections performed.
  - 8 business tax receipts issued.
  - Bright Beginnings, a school and day care facility at 499 S. Nova Road was noticed that they had 48 hours from January 30<sup>th</sup> to provide fire alarm monitoring service. Failure to provide the service would require the facility to be closed down pursuant to the Life Safety Code. An outstanding BTR invoice was also found for this property.
- Development Services
  - Staff was notified by Beneficial Communities that they intend to construct the retaining wall between lot 1 and lot 2. Consequently, a CO was issued on 1/31/12 with a notation requiring a retaining wall to be constructed in accordance with the approved plans no later than April 30, 2012. After that date, the CO would be found invalid and revoked. Occupancy in Building 4 will be required to cease until compliance occurs.
  - SPRC reviewed the following applications:
    - Utility connection for Chase Bank which is to be located in Ormond by the Sea
    - Proposed dune walkover from Royal Floridian.

### **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.

- Commercial Coating Pros has signed a lease at 6 Aviator Way and brings 15 full-time employees to the Ormond Beach Business Park. The property has been vacant for the past 6 months.
- Germ Free, located at 11 Aviator Way, has received a new contract to build mobile environmental labs and is working with staff on constructing an addition to their plant. A ribbon cutting event is planned upon completion.

#### 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.
- Commissioner Stowers and staff met with representatives of Volusia County Veterans Administration to discuss the availability of the Memorial Hospital property.
- Staff continues discussions with Energizer regarding their interest in waste water treatment options, which could result in additional capital investment.
- Staff contacted the property owner of the Food Lion to discuss possible users of the property. The owner is expected to provide the contact information of the property leasing agent to coordinate recruitment efforts.

#### 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 was held with some of the business owners and an FPL representative to discuss power issues. The outcome included FPL plans to clear around the power lines, provide estimates for undergrounding a key portion of the overhead line, and providing plans for the connection to Pineland Trail.

#### Airport Operation and Development

- The first meeting of the Aviation Advisory Board for 2012 was held this week on Monday, January 30th. The members of the AAB elected Mr. Larry Volenec to serve as chairman and Mr. Keith Riger to serve as vice-chairman for the current term.
- The FAA-required quarterly inspection of the Automated Weather Observation Station (AWOS) was successfully conducted this week. Minor repairs and adjustments were made, and the AWOS has been returned to service.
- Staff coordinated with crews from the Public Works Department to conduct minor clearing operations at the airport to address obstructions of the view of the runways and taxiways from the air traffic control tower.

- Staff worked this week to compile and submit data in response to a request from the Finance Department regarding information needed for the "Operating Indicators by Function/Program" report. Staff submitted current data on the number of fixed base operators, flight schools, based aircraft, and flight operations for the FYE 09/30/11.
- Staff conducted a meeting with representatives from the U.S. Department of Homeland Security this week in order to arrange airport access for inspectors from the Transportation Security Administration.
- Staff conducted a meeting with representatives of AVCON, Inc. to discuss a project to design Taxiway "G," which will be constructed parallel to Runway 17/35 and provide airside access to the southwest and northwest quadrants of the airport.
- Staff conducted a meeting with a representative from TowerCom, Inc. regarding a proposal to lease airport property for the purpose of erecting a wireless communications tower.
- Staff continued to work 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 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 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 34 Journal Entry Batches (# 1453 - 1541).
  - Approved 24 Purchase Requisitions totaling \$126,219.06.
  - Issued 21 Purchase Orders totaling \$125,193.95.
  - Held mandatory pre-bid conference for Bid No. 2012-07, Hand Avenue Collector Road Upgrade, on 02/01/2012.
  - Prepared 151 Accounts Payable checks totaling \$418,748.01 and 30 Accounts Payable EFT payments totaling \$366,739.11.
  - Processed 4,155 cash receipts totaling \$602,773.07.
  - Processed 947 utility bill payments through ACH totaling \$56,107.02.
  - Processed and issued 2,003 utility bills with billed consumption of water of 8,109k.
  - Issued 542 past due notices on utility accounts.
- Public Information
  - Press Releases
    - Movies on the Halifax – Cannonball Run II (2/3)
    - Walking with the Manager (2/10)
    - "Blast from the Past" Concert (2/10)
    - Ormond Beach's Andy Romano Beachfront Park – Design 90% Complete – Update at the City Commission Meeting of February 7, 2012

- Other
  - Citizen Contacts
  - Media Contacts
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Completed Employee Newsletter for February

### **Fire Department**

#### **Weekly Statistics**

- Fires: 3
- Fire Alarms: 1
- Hazardous: 3
- EMS: 72
- Motor Vehicle Accidents: 9
- Public Assists: 27

**TOTAL CALLS: 115**

- Aid provided to other agencies: 12 calls – Volusia County (3), Daytona Beach (9)
- Aid received from other agencies: 5 calls – Volusia County (3), Daytona Beach (2)
- Total staff hours provided to other agencies: 16 hours
- Total staff hours received from other agencies: 1 hour
- # of overlapping calls: 15
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 64

#### **Training Hours**

- ACLS: 3
- Fitness Program: 5
- Hydraulics: 3
- Policy Review: 2
- Probationary Training: 9
- Safety: 4
- Technical Rescue: 30

**TOTAL TRAINING HOURS: 56**

#### **Station Activities**

- Updated 14 pre-fire plans.
- Conducted 4 fire inspections.
- Conducted 2 hydrant flow tests.
- Participated in Kids and Teen Day at Wells Fargo Bank.

#### **Operations**

- Attended monthly Volusia County Fire Chief's Association meeting.
- Attended training at Volusia County Sheriff's Office on CAD dispatch reports.
- Attended meeting hosted by Volusia County Department of Public Protection to discuss upcoming wildfire season.

### **Human Resources**

#### **Staffing Update**

- Job Requisitions
  - Public Works/Utilities – Water Quality Control Technician

- Approved/Active Recruitment
  - Police Department – Police Officer was advertised on the Florida Police Chief’s website and the City web site and closed on 01-13-12. Sixty-two (62) applications were received and 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. Forty-four (44) applications were entered on applicant tracking sheet with qualifications, copied and forwarded to department for review.
  - Leisure Services Department/Building Maintenance – Maintenance Foreman was advertised on the City web site and in-house. Position closed on 01-20-12. Thirty-four (34) applications will be entered on applicant tracking sheet with qualifications and forwarded to department for review.
  - 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. Seventy-three (73) applications are being entered on applicant tracking sheet with qualifications prior to being forwarded to department for review.
  - 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. Eighteen (18) applications were received and will be entered on applicant tracking sheet with qualifications prior to being forwarded to department for review.
  - Finance Department/Part Time Account Clerk II re-advertised on the City web site and the News-Journal online to close on 02-17-12.
  - Leisure Services/Casements – PT Custodian advertised on the City web site and will close on 02-03-12.
  - Public Works Department/Utilities – Utility Electrician has been advertised on the City web site and in house. This position will close on 02-24-12.
- 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.
  - Public Works/WW Collections/Reuse – Maintenance Worker II has resigned effective 02-03-12.

- Promotions
  - Public Works/Utilities – Water Quality Control Technician applied for the Environmental Regulatory Compliance Coordinator position and was selected over other candidates. Promotion 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

- Continued work to update temporary labor/personnel leasing procedure.
- Transferred all Exposure Incident files from Police Department to HR.

#### 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: - Microsoft updates cycle being performed on all servers.
- Networking System: - Network restructuring in preparation for the Firewall upgrade.
- Work Orders: - 32 New work - 48 completed - 54 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,494	Inbound E-Mails Blocked	12,809
Delivered Inbound E-Mails	9,702	Quarantined Messages	66
Percentage Good Email	43.0%	Virus E-Mails Blocked	182

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 0 Corrections: 0
  - Map/Information Requests: 34
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Notable Events: Public review of FEMA FIRM maps.

#### Leisure Services

##### Administration

- Meetings/Attendance:
  - City Manager - weekly staff meeting
  - Public Works - weekly staff meeting
  - Supervisors - weekly staff meeting
  - Grants Coordinator - ECHO Grant Panel Review for Skatepark Expansion
  - Staff - Playful City USA distinction

- Engineering - Beachfront Park meeting
- Citizens (Park Adopters), Landscape Architect - Sanchez Park Playground
- Coordinators – one on one weekly meetings
- Senior Sneakers representative for possible programming
- Bethune Cookman College for possible intern/volunteers
- Community Events staff – Groundbreaking/Grand Opening Romano Park planning
- Phone conference: Mr. Joseph, USA Volleyball, regarding weekend tournament
- Movies on the Halifax
  
- Facilities/Parks Inspections
  - Janitorial Contract
  - Servello Contract
  - Fleet – Contractor pouring concrete
  - City Hall – Discussed Painting with contractor
  - Sports Complex & Nova Community Park – Discussed lighting with Economy Electric
  - R & R Projects reviews
  
- 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 Monday through Friday. Ten (10) games are played weekly, at 6pm, 7pm, and/or 8pm, as well as 1pm 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 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 program continued Regional Play, as they won the District Championship. Games are to be announced this week at the Championship Field, Sports Complex. The Boys' Soccer Team was eliminated from District Play by the #1 seed.
  - Calvary Christian Academy Softball started their spring practices at the Sports Complex, Softball Quad. They practice Monday, Tuesday, Thursday and Friday at 3:30pm. Games are scheduled to start in a few weeks.
  - The Ormond Beach Golden Spikes have started game play at the Nova Fields, as well as the Wendelstedt Fields at the Sports Complex. Ages range from 9 and under to 14 and under.
  
- 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 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.
- Put down fertilizer on all fields in an attempt to remedy the brown spots caused by frost damage.
- Baseball practice began for Golden Spikes and high school teams.
- Softball practice began for Lady Renegades.
- Removed all bleachers from Casements and returned them to the Sports Complex.
- Applied fertilizer and over seeded with rye grass at Rockefeller Gardens.
- Senior Center
  - January classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Attended site inspection with Airport Manager for possible usage of Senior Center Ballroom for Civil Air Patrol meetings.
  - Granada Squares Dance was held on Tuesday.
  - Big Band America rehearsal was held on Thursday.
  - Voting was held in the Ballroom on Tuesday.
- 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, Green Dance, and Police Explorers.
  - The Performing Arts Center is preparing to host the following events:
    - The Long Run, Eagles Tribute, Friday 7:30pm to 9:30pm, \$20
    - Simply Streisand, Back To Broadway, Saturday 7pm to 9pm, \$20
- South Ormond Neighborhood Center
  - United Hands Meeting was held on Monday.
  - 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 Monday, Wednesday, Friday and Saturday.
  - Jazzercise classes were held Monday and Wednesday.
- Community Events
  - Continued developing applications, sponsorship flyers, "Call For Artists" flyers, sponsor packets, and contacted past sponsors for 2012 Art in the Park event.
  - Completed weekly administrative tasks, office work and activities.
  - Attended Art in the Park sponsor meeting with Jan Gage of Ormond Magazine.
  - Updated the Art in the Park layout, adding 11 potential vendor spots.
  - Worked on Memorial Day group contacts and confirmations for participation.
  - Continued projects in progress: audio/visual inventory organization, podium clean up and bridge sign maintenance.
  - Attended quarterly report meeting with Jenna Gerken, Recreation Program Specialist.
- Gymnastics
  - Began a new session of classes for February/March, with classes for various age groups and levels held Monday through Friday.

- The Cheer Teams entered a competition in Tampa on Saturday, and both teams won first place in their divisions.
- Staff worked with Cheer Teams on skills and routines in preparation for another upcoming competition this weekend.
- Staff worked with the boys' team in preparation for an upcoming competition this weekend.
  
- 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.
  - Voting was held in the Nova gym on Tuesday.
  
- The Casements
  - A memorial service was held on Friday in Rockefeller Gardens and a reception of family and friends followed in The Casements gallery.
  - David Axelrod held his poetry reading and book signing for his work entitled "The Speed Way" on Sunday afternoon.
  - Tours continued from 10am to 4pm Monday, Tuesday, Thursday, and Friday and also on Saturday from 10am to 11:30am.
  - Classes met this week including: Art Class, Pilates, Tai Chi, Teeny Tiny Yoga, Yoga, Zumba.
  - The strike of The Casements Camera Club exhibit "People" was held on Monday.
  - Voting equipment was delivered on Monday and voting was held on Tuesday.
  - Set up for the Ormond Beach Garden Club's Sweetheart Tea was done on Tuesday afternoon and Wednesday morning. The Tea was held Wednesday from 12:30pm to 3pm.
  - The Casements Coordinator met with Mr. Sawgrass for a final wrap-up and review of the Native American Festival.
  - The Foxfire Gallery exhibit hang took place on Wednesday for the opening reception to be held Friday evening from 5pm to 7pm.
  - Staff assisted with the weekly Farmers' Market on Thursday.
  - The Casements Coordinator met with artist Larry Beck on Thursday.
  - The Casements Coordinator held a wedding consultation with a future bride and her family on Thursday.
  - Staff prepared for "Movies on the Halifax", scheduled for Friday evening at 6pm with the feature presentation being Cannonball Run II, rated PG.
  
- Parks and Irrigation
  - Dug up and repaired a broken mainline on A1A median, marked all valves on curb with paint, turned on water, tested zones, and replaced 4 damaged spray heads.
  - Dug up meter box and mainline break, chopped out roots, installed new meter and backflow preventer valve, backfilled hole, and ran zones.
  - Replaced 2 damaged heads and reset timers on Forest Hills median #1.
  - Inspected irrigation installation at the Nova playground.
  - Dug up and replaced the 1-1/2" backflow preventer valve and PVC pipe at the Senior Center.
  - Reset timers at Rockefeller Gardens and The Casements for reseeding of grass, ran rotor zones, checked and adjusted rotors.
  - Repaired a broken swing line and tee at the Senior Center.

- Ran zones on A1A median #5, replaced solenoid and damaged heads, flushed lines, and installed new nozzles.
- Marked all valves at Cassen Park with reuse purple paint.
- Replaced 3 damaged heads at the Wastewater Plant.
- Building Maintenance
  - Replaced soap dispensers at City Hall.
  - Continued A/C maintenance city wide.
  - Repaired gate #9 at Ormond Beach Municipal Airport.
  - Repaired a door window at the Senior Center.
  - Installed blinds in the Senior Center art room.
  - Repaired return grill at the PAL house.
  - Trimmed palm trees at Central Park IV.
  - Replaced a motion sensor at Central Park II.
  - Repaired carpet on the Performing Arts Center auditorium steps.
  - Repaired panic bar in the Performing Arts Center auditorium.
  - Repaired 2 gym lights at the South Ormond Neighborhood Center.
  - Replaced a high voltage fuse at Nova Recreation Center.
  - Repaired the pyramid roof at Magic Forest Playground
  - Repainted 2 doors in jail cells at the Police Department.
  - Repaired an exhaust fan at the Police Department pistol range.
  - Repaired a low voltage issue at the Police Department.

### **Police Department**

#### **Administrative Services**

- Chief Osterkamp attended the Florida Police Chief's Conference in St. Augustine.
- Lt. Hayes and Lt. Godfrey attended the VC Communications User's Group Meeting at the Volusia County Sheriff's Training Center.

#### **Community Outreach**

- Practice for the 10U, 12U and 14U boys' basketball teams continued after school at the South Ormond Neighborhood Center. 30 youths are participating in the program.
- Collection of student applications for the 3<sup>rd</sup> and 4<sup>th</sup> grade read program were collected. More applications are pending. Currently 15 students are scheduled to participate in READ. The program begins February 6<sup>th</sup>.
- Collection of student applications for the 2<sup>nd</sup> grade READ program began. The program will begin February 15<sup>th</sup>. We are anticipating 12 youths in the program.
- Collection of applications for the OBMS Science on Patrol program began.
- Members of the Youth Directors Council held a planning meeting on Wednesday, January 25<sup>th</sup>, to review upcoming community service projects.

#### **Community Service/Animal Service**

- Animal calls responded to : 48
- Animal Reports: 10
- Animals to FHS: 15
- 4 Dogs (2 HBC) 11 Cats
- Animal Traps: 3
- 1 Monitor Lizard to Scales and Tales
- Animal Licenses: 3
- NOV Animal : 1
- Solicitor Permits: 2
- All CSO's watched training video on S.A.F.E. Stops.

Criminal Investigations

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 9
- Inactive: 8
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 6
- Grand Theft: 1
- Auto Theft: 1
- Offense Against Family/DCF Reports: 2

Narcotics:

- Two Buy-Walks
- One Buy Walk Attempt
- Several Court Cases

Comments:

- Investigators continue to uncover evidence linking two subjects to several recent residential daytime burglaries. The daytime burglaries have stopped since the subjects were questioned and charges are expected.
- A vehicle that was recently stolen from Clyde Morris and SR40 was stopped by the Sheriff's Dept. with stop sticks after it fled. The occupants fled on foot and were captured. The driver was charged with the auto theft and the occupants were charged with resisting arrest and L&P.
- A business van was broken into on John Anderson Dr. and numerous power tools were stolen. Investigators located the stolen property at a Daytona pawn shop. The subject that pawned the items is an ex-employee. Charges are pending.

Crime Trends: None noted at this time.

Records

- Walk - Ins / Window 196
- Phone Calls 224
- Arrest / NTA'S 24
- Citations Issued 127
- Citations Entered 164
- Reports Generated 140
- Reports Entered 163
- Mail / Faxes / Request 92

Operations

- 01/25/12 Burglary/Vehicle** – Greenwood Ave – sunglasses & IPod taken – no suspects
- 01/25/12 Burglary/Vehicle** – Greenwood Avenue – wallet taken from unlocked truck
- 01/25/12 Shoplifting** – Granada Blvd at Wal-Mart – adult female arrested
- 01/25/12 Burglary/Vehicle** – Sanchez Avenue – two unlocked vehicles – electronics and loose change taken
- 01/25/12 Burglary/Vehicle** – Wilmette Avenue – unlocked vehicle – loose change taken
- 01/25/12 Burglary/Vehicle** – Victoria Circle – adult male attempted to steal a bicycle from garage – suspect fled but was later caught on S Nova Road – identified and arrested
- 01/26/12 Stolen Property** – Ormond in the Pines - \$1,800 popcorn machine taken from Ormond in the Pines located at Spruce Creek High School, suspects identified.

**01/26/12 Burglary/Business** – Motel 6 – unknown suspect entered office through an old AC unit – removed money from manager’s office – dropped the money at point of exit – desk clerk heard noises but didn’t report it to the manager until later.

**01/26/12 Theft** – Division Avenue – mailbox stolen during the night

**01/26/12 Burglary/Residence** – N Halifax Drive – sometime over the past week – vacant house – appliances taken

**01/26/12 Fleeing vehicle** – S Atlantic Avenue – K9 units watching a suspicious person near a vehicle – identified the suspected occupants – vehicle left and a traffic stop was initiated – driver fled south on A1A into Daytona – no pursuit initiated

**01/26/12 DUI Crash** – S Nova Rd. at Village Drive – vehicle hit power pole – caused a power outage at SR40 and Nova - pole had to be replaced – adult female arrested for DUI and transported to hospital

**01/27/12 Narcotics** – adult male arrested after traffic stop – given a notice to appear

**01/27/12 Retail Theft** – N Nova Road/Publix – subject resisted and officer took him to the ground to secure – officer received small laceration to left arm that was treated on scene – Use of Force completed. First Report of Injury completed. Risk Management notified

**01/28/12 Warrant arrest** – N Nova Road – adult female arrested

**01/28/12 Warrant arrest** – Fox Hollow – adult male arrested

**01/28/12 City Ordinance Violation** – two adult females arrested by CID

**01/28/12 Stolen Vehicle** – Barbara Court – 2009 Nissan taken from driveway.

**01/28/12 Warrant arrest** – Granada Plaza – adult male arrested

**01/29/12 Battery/Domestic Violence** – S Atlantic Avenue/Comfort Inn – cross complaints – female trespassed from property

**01/29/12 Trespass** – N US 1/Kangaroo – adult male trespassed from property after giving clerk a hard time

**01/29/12 Theft** – Williamson Blvd/Sleep Inn – necklace stolen

**01/29/12 Warrant arrest** – Black Creek Way – adult male arrested on two VC warrants for failure to appear on driving with license suspended

**01/30/12 Possible Assault/Sexual Battery** – N Kings Road/Avante – between two patients – after investigation – downgraded to suspicious incident

**01/30/12 Mutual Aid request** – Hand Avenue – assisted VCSO – suicidal subject barricaded himself in trailer – OBPD/VCSO officers secured subject and subject was baker acted.

**01/30/12 Death/Natural** – S Clyde Morris/Ormond in the Pines – doctor will sign – next of kin in Tennessee sent teletype notification

**01/30/12 Retail Theft** – W Granada Blvd/Wal-Mart – adult and juvenile arrested for theft – adult was given notice to appear – juvenile turned over to mother who was shopping in Wal-Mart

**01/31/12 Battery/Domestic Violence** – Live Oak – juvenile female arrested – turned over to father per DJJ

**01/31/12 Burglary/Residence** – N Nova Road – unknown suspect made entry through the front kitchen window – suspect was caught on surveillance video and seen wearing the victim’s clothing – suspect unknown at this time

**Crime Opportunity Reporting Forms distributed: 311**

Traffic Unit:

- 12-01-00499, Rollover Crash, 700 BLK N US1. Landscaping crew northbound with an SUV towing a loaded trailer. Trailer began to lose traction and fishtail. Driver overcorrected the issue and went into the median. Both the truck and trailer rolled over and were totaled. Northbound US1 was shut down intermittently to permit towing crews to separate vehicles and remove them from the area. No injuries.
- 12-01-00507, DUI Crash w/Injuries, 175 N. Nova Road. Northbound motorist lost control of her vehicle and began swerving across all lanes of Nova Road. After bouncing off both sides of the roadway, the vehicle went over the east curb and struck an FPL pole. Power was interrupted in the area. The driver was hospitalized and a DUI investigation was initiated. Driver was arrested.

- 12-01-00534, DUI, SR40/US1. Vehicle was stopped in the middle of the intersection. Driver was impaired and refused a breath test. Arrest made.
- 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.
- Assisted NID/Water Department with the removal of a vehicle blocking a water meter that needed to be shut off.
- SMART speed survey conducted at 26 Abacus Avenue. Average speed 23.6 MPH, 258 vehicles, 48 hours (about 5 vehicles per hour).
- Traffic Citations 84
- Crash - No Inj. 12
- Crash - Injury 3
- 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. US1
    - 1500 BLK N. Beach St.
    - Breakaway Trails.
- Enforced Complaints:
  - Clyde Morris Blvd.
  - 700 BLK Fleming Av.
  - Riverside Drive
  - Old Kings Road
- Neighborhood Improvement  
Weekly inspection statistics by Commissioner Zones
  - Zone 1: 12 Cases Initiated
  - Zone 2: 5 Cases initiated
  - Zone 3: 1 Cases initiated
  - Zone 4: 4 Case initiated
  - 18 tree removal permit requests
  - 7 signs either removed or sign cases created.
  - Administrative staff assisted with one walk-in and thirty-six (36) 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. The sign has been removed. No further action is required.

## **Public Works**

- **Engineering**

- **Construction Projects:**

- **Alcazar-Buena Vista Drainage Area Improvements** - All project utilities and storm drain are complete. Arroyo Pkwy scheduled for resurfacing this week. Site restoration is approximately 90% complete.
- **Airport Rd. Forcemain Ext./Reclaimed Water Ext** - Conducted pre-construction conference. Contractor to begin mobilization on February 6.
- **A1A-Harvard Dr.**- Submitted closeout forms for FDOT. Prepared Disposition Item for procured contract services. Contractor sodded site for restoration.
- **Downtown Way Finding Signage**- All the signs have been fabricated.
- **Nova Road Tree Relocation**- Work began as scheduled. Three separate wet taps of the existing reuse water main have been completed by staff. The contractor completed installing three separate irrigation systems, renovated existing parking islands behind the gym building and installed all thirty (30), 5"-6" caliper Live Oak trees throughout the park.
- **Cassen Park Fishing Pier Repair**- Work along the north side of the pier began as scheduled. Approximately 50% of decking along the north pier has been replaced and the hardware attaching the guard rail posts have been tightened.
- **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**- Inspected splicing. TCD sublet the splicing to PCS. Prepare the EEO/AA, DBE, sublet form and review contract for compliance with FHWA 1273. Submitted package to FDOT for concurrence
- **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 submitted to FDOT for crossing SR40.
- **Granada Utilities Underground**- Reviewed scope and man hours from electrical side, sent comments to consultant.
- **Nova Community Park Racquetball Court**- Discussed proposal and intent.
- **Nova Community Park Master Plan**- Prepared disposition item for February 7 meeting.
- **N. Peninsula 2" Water Main Replacement**- Prepared a final scope of work and a breakdown for man hours estimate for each individual task. Submitted to consultant.
- **Central Park Paving** – Design plans are 75% complete. Plans have been reviewed by SJRWMD requiring some plan modifications.
- **Transfer Station Pump Station** - Prepared disposition item memo for project bidding.
- **Tymer Creek Phase I & II** – County has submitted JPA for review.
- **Roadway Resurfacing**- Revised resurfacing list to defer scheduled roads within the vicinity of N. Halifax Drive to be resurfaced during that project in order to reduce the inconvenience to residents.
- **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 replacement LED fixtures.

- John Anderson Drive – ZCA has distributed a sidewalk survey to the residents as part of the public involvement process for determining whether or not a sidewalk is desired to be included in the project. A public meeting is scheduled for February 22<sup>nd</sup> at The Casements from 6:30 to 8:00 pm for residents wanting to attend to discuss the sidewalk.
- Hand Avenue –The project has been advertised for bidding. A pre-bid meeting was held and the project and bidding requirements were discussed. Bids are due February 29<sup>th</sup>. 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.
- 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)

#### Department Activities

##### Administration:

- Solicited consultant with design scope of work for replacement of multiple areas on the city mainland in need of 2-inch watermain replacement.
- Attended Agenda Automation training workshop.
- Met Street crews at Pathways Elementary for the installation of no parking signs causing view obstruction on gate entrance to Airport Road.
- Obtained three quotes for CCTVs for Airport Complex.
- Cross checked and verified addresses on the section of John Anderson Dr slated for upgrade and created maps relating to the same.
- Prepared work authorizations totaling \$333,210
- Prepared work authorizations totaling \$44,054
- Prepared requisitions/PO's totaling \$177

##### Meetings:

- VCTE for SR40 interconnect configuration and implementation to existing system.
- EVCTSC on safety issues – submitted request for relocation of bus stop on A1A and SR40 NE location to the SE corner.

##### Customer Service:

- Responded to resident request for traffic signal Harvard and A1A – prepared request and forwarded to FDOT for evaluation.
- Reviewed TECO permit and sent to Utilities.
- Provided information regarding the Magnolia wall to homeowner at 146 Magnolia.

##### Other:

- Completed the ten (Group 1) sketch and legal descriptions related to the upcoming N US1 property annexations per Planning Department request.
- Began compiling information relating to the (Group 2) N US1 Annexations per the planning Division request.
- Located and provided as-built drawings for stormwater improvements at the OBMA per Assistant City Manager request.
- Began compiling information on Pineland Trail for Streets Division to determine maintenance responsibilities.

- Environment Management

- Street Maintenance

- Asphalt/Concrete

- Removed lime rock in driveway on Riverbreeze Blvd.
- Removed lime rock at Nova Recreation
- Removed broken concrete and form and lime rock base from Fernery Trl and Nova Rd.
- Removed broken concrete and form from SR40 near Wal-Mart.
- Identified cracks in concrete sidewalks on US1, from Wilmette Ave to Division Ave.
- Assisted Wastewater Collections in the fabrication and pouring of a sinking manhole on Nova Rd.
- Asphalt patch – 109 Rio Pinar Dr

- Tree Crew

- Hauled away tree debris from Nova Rd.
- 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 on Hickory Hills Cir.

- Maintenance Crew

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted concrete crew at Fernery Trl.
- DOT Weed Control
- Tree removal on Tomoka Ave
- Tree stump removal – Citywide

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - Fred Gamble Way and Hand Ave, replaced a stop sign
  - Northeast Tomoka Ave and S Washington St, replaced a stop sign
  - Mound Ave and S Ridgewood Ave, replaced a stop sign
  - Northeast New Britain Ave and N Washington St, replaced a stop sign
  - Dix Ave and N Ridgewood Ave, replaced a stop sign
  - Rosewood Ave and N Yonge St, replaced a stop sign
  - Rosewood Ave and McIntosh Rd, Replaced a stop sign
  - Airport Sports Complex, replaced a stop sign and post on the north side
- Started the fabrication of High Intensity Prismatic street names for 25 intersections City-wide
- Received Purchase Order for a variety of traffic signs and have placed the order with the vendor

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide

- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Property inspection at 461 Parque Drive – customer concern
- System inspection at Ponce De Leon Dr – flooding concern
- System inspection at Seville St, Arroyo Pkwy
- Tractor Maintenance
- Reachout Mowing on SR40
- Cleaned 6 basins at W River Oak Dr and Ormond Green Blvd.
- Ditch maintenance on SR40 near Chik-Filet.
- Outfall maintenance at Willis Dr.
- Weeded pond at South Ormond Recreation Center.
- Provided information to Hunters Ridge HOA regarding cleaning and digging ditches and swales.
- Vacon - cleaned open throats on Mayfield, S Old Kings Rd, and Division Ave.; 2 Mayfield Ter 2 basins 255-ft line; Oleander Place 3 basins 183-ft line; Hull Rd 180-ft line
- Vehicle maintenance
- Chemical Treatments – US1 ditches, SR40 ditches, ABC Pond, South Ormond Recreational Center, SR40 FDOT pond

Street Sweeping/Streetsweeper

- 86.6 miles of road cleaned
- 24 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

29,418

PM Services completed for the week:

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

17

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 7,438 gallons of unleaded and 4,673 gallons of diesel fuel on hand.
- Fleet completed 39 work orders this week.

• Utilities

- Response to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD. City forwarded District 2<sup>nd</sup> 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.
- Preparing the irrigation report for the Breakaway Trails area as required by Conditions 17 and 36 of the Consumptive Use Permit.
- Concentrate Disposal Study – Staff reviewed the final report from QLH Associates 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 Project – The disposition is scheduled on the February 7<sup>th</sup> City Commission meeting for presentation of in-house prepared bid documents.

- 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. Draft scope of work and Grant Agreement received from District. Funding agreement @ 40% of project cost will be approximately \$1.3 Million. Construction will begin in February.
- Fire Hydrant Replacement Program – The project is approximately 40% complete. The contractor (R&M Services) is replacing fire hydrants at 618 N Ridgewood Ave, 120 Putnam Ave and 478 Jeanette Ave this week.
- Hand Avenue Extension – Attended the pre-bid meeting. The project will be bid on 2-29-12.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pump #3 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 but ragging persists. The Contractor will work with the programmer to install a control system to alternate the pumps. A 2<sup>nd</sup> 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 was installed at new Filter #3. Filter #3 is under construction. Fermentation and 1<sup>st</sup> 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 – Location maps for sewers requiring root control and a notification letter is being prepared to be sent to the contractor for project scheduling.
- Town Square and Lift Station 4M1 Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Plans will be prepared to incorporate items determined to require rehabilitation.
- 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: Discussed plans for Chase Bank which will be located at the south east corner of the Ormond Mall parcel and the Ten North project located on Oceanshore Boulevard. Met with the developer's engineer to discuss replatting Deerfield Estates from 14 lots to 9 lots. Met with Energizer to review their operating procedure for final cleaning of the product tanks in response to their request to discharge rinse water into the sanitary sewer system.
- Transfer Station Lift Station Upgrades – A disposition memo was prepared for the February 7<sup>th</sup> 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 – 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.
- A meeting was held with FDEP Central District Orlando on Thursday Jan 26 to develop a further understanding of recent annual wastewater facility inspection findings. A consent order process was discussed for allowing an interim total nitrogen concentration value to be placed in force until such time the plant construction project is completed. A letter was requested from FDEP within 10 days after the meeting to request the interim limits desired to maintain compliance during construction.
- Water Distribution
  - Exchanged 18 residential and 1-2” commercial water meters, installed 1 new water service
  - Responded to and/or repaired 12 water service leaks
  - Replaced 9 water services and 6 meter boxes
  - Flushed 10 cloudy water complaints and 2 low pressure complaints, assisted 1 customer with misc. water issue
  - Meter Testing: 2 residential meters due to high billing complaints, 3-2” meters from the high user list, scheduled 4 commercial meters for testing
  - Valve Maintenance: located and exercised 15 valves
  - Water main Breaks: 2” GSP on Silk Oaks Dr and an 8” PVC on N. Nova Rd
  - Water main flushing: Tymber Crossings sub, Saddlers Run sub, River Beach Dr, Hernandez Ave, N Ridgewood Ave
  - Tested 9 and installed 2 city owned backflow preventers
  - 2012 fire hydrant replacement program: hydrants located at 618 N Ridgewood Ave, 120 Putnam Ave and 478 Jeanette Ave
  - Utility locate service for water/wastewater/reuse: 101 regular and 4 emergency locates completed this weekly period.
  - Backfill/compact/sod excavations: US1 Hwy, Riverbreeze Dr, N Nova Rd
  - Rescinded boil water alerts: River Beach Dr, S Yonge St, Hernandez Ave
- Water Treatment
  - Delivered City 35.577 million gallons week ending Jan 29 (5.082 MGD)
  - Backwashed 14 filters for a total of 774,000 gallons backwash water.
  - Produced and hauled 108 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded three Precautionary Boil Water notices.
  - Discussed with Dr. Kenzik a flushing plan for his staff to temporarily improve water quality. Will retest in two weeks to determine long term solution.
- Waste Water Collection - Reuse
  - Crews responded to one trouble call out west Breakaway/Hunters Ridge area and two in town.
  - Cleaned nine sewer laterals.
  - Root controlled seven sewer laterals.
  - Televised ten sewer laterals.
  - Cleaned and televised 932 Village Dr. for Mr. Baris. Found roots in two joints - cleared. Will be put on root control.

- Installed (2) two inch reuse taps for new trees at Nova Fields.
- Replaced control wires and conduit for pep tank at 14 Shadow Creek.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Checked irrigation system at Breakaway and Hunters Ridge.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 26.54 Million Gallons.
  - Produced 16.95 Million Gallons of Reuse.
  - Produced 9.59 Million Gallons of Surface Water Discharge.
  - Influent flows average for week - 3.79 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 73.28 (14%-18% Solids).
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Checked Riverview booster station - found #2 pump has a bad bearing
    - Installed new hydraulic assist closure 12" check valve on HSPump #1.
    - Prepped and painted containment area for storage tank installation.
    - Replaced cooling lines at #2 Standish booster station.
    - Exercised diesel pump at Standish – not running properly. Contacted Fleet and determined fuel tank corrosion was cause - scheduled replacement.
    - Fire at well 12D on main entrance service feed at meter can. Isolated feed and called FPL and Economy Electric to replace service.
    - Checked and greased lime slurry pumps.
    - Ongoing painting and rehab work to Hudson wellfield.
    - Checked all Irrigation wells for proper operation - all good
    - Performed PM's to Rima, Division, SR 40 and Hudson wellfields.
    - Performed PM's to LPRO and Lime Softening Plant equipment.
    - Performed Booster Station PM's.
    - Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Assisted new wire installation to PEP system at 14 Shadow Creek Way.
- Installed new motor starter heaters on pump 2 and 3 at dewatering station submersible pumps.
- Completed work on 5M new control panel installation - start up scheduled for next week.
- Repaired blower switch at Wastewater plant.
- Influent crew assisted contractors with installation of repaired motor for pump #3 and start up. Pump ran briefly & ragged until it seized– deragged pump – restarted – ran overnight until deragged in morning found cracked impeller - now out of service.
- 4M – remove spare pump – installed repaired pump at #1 – cleaned spare pump and placed in inventory
- Installed new dosage point for Sodium Hypochlorite
- Relocated suction point for Chlorine Residual Meter
- Chlorine Dosage Meter – replaced pump
- Deragged influent pumps daily as per project manager specifications
- 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.

Honorable Mayor and City Commissioners

February 3, 2012

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- Monthly PM's to 13 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 70 work orders as reported in MP2 computerized maintenance management system, of which 53 were PM work requests and 17 were repair work orders.