

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 17, 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:

- Continued Director evaluations
- Held weekly staff meeting with directors
- Bi-weekly meeting with Fire Chief

Spoke to, attended and/or met with:

- Attended Three Chimneys Open House and historical marker dedication
- Attended Rotary meeting
- Attended Volusia Day in Tallahassee met with Cynthia Lorenzo the interim Director of the Dept. of Economic Opportunity to discuss Ormond Crossings Project
- Attended United Way meeting
- Met with Mayor and Caroline Parker regarding the Housing Authority

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:

- 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 21, 2012, City Commission meeting.
- Staff attended and provided support for the Charter Review Committee meeting on February 13, 2012.

Status of Ongoing Projects

- Elections:
 - Continued working on the 2012 Election Candidate Packets and City Elections webpage.
- Live Streaming Upgrade:
 - Waiting on trial account to be setup with third online streaming provider for internal testing.
- Mobile Phone Applications (iOS and Android):
 - Waiting on the developer to made changes to initial application.
- Paperless Agenda Automation System:
 - Completed second trial run of the Agenda Automation System using the Agenda Packet for the City Commission workshop and meeting on February 21, 2012.

Community Development

- **Planning**
 - Staff has received correspondence from FEMA acknowledging the appeal to the Preliminary Flood Insurance Rate Map for the city. FEMA, through their consultant Taylor Engineering, Inc., will evaluate the issues raised in the City's appeal and if found warranted, FEMA will revise the FIS report and FIRM.
 - The Planning Director participated in the Enterprise Resource System RFP committee and the three responses chosen for demonstrations include: SunGard, Tyler and Innoprise. A subcommittee with members from Engineering, Planning and Building will be invited to the day long demonstrations for each development service system to observe and ask questions regarding features, capability and ease of use.
 - Staff attended the 2nd meeting of the US1 Corridor Improvement Program Study paid for by the VTPO and managed by Kittleson. The purpose of this second workshop was to compare the common projects by various communities with the corridor themes that were developed during the first workshop and discuss possible next steps for Phase 2 for the US1 corridor.

- **Building Inspections, Permitting & Licensing**
 - 46 permits issued with a valuation of \$586,565.00
 - 165 inspections performed.
 - 6 business tax receipts issued.
 - The Building Official issued a violation notice for serious life safety hazards for mobile homes located at 855 S. Nova Road. Due to the seriousness of the violations, the property owner, Mr. George Sebesta, was given 10 days to start correcting the noted violations. Failure to start will require the Building Official to contact FPL to turn off the power to a number of mobile homes which get power from meter banks which are considered a life safety hazard.

- **Downtown CRA Project Update**
 - Resurfacing & Median Construction: 90% plan completion occurred on 1.18.12.
 - Landscape Exemption: Staff is contracting with a design professional to prepare the exemption to permit the planting of Medjool Palms in the medians. Contracting with Billy Hattaway will not be possible since he is currently under contract to FDOT and cannot be utilized for the exemption package.
 - Underground Utilities: Staff from Engineering and Planning field walked the project area with representatives of FPL. The utility plan set is 60% complete.
 - Wayfinding Signage: Don Bell has begun installing the Wayfinding signage.

- **Development Services**
 - A letter was sent to Dr. Mann at the Miro Medical Center at 150 Sage Trail after inquiries by adjacent residents led to a site visit by staff which confirmed that the landscaped buffer was reduced in height below the required 8 foot that is required and noted on the certificate of occupancy. The height of the hedge was reduced to match a section of the hedge that did not get water because the irrigation system was turned off. The letter was a reminder to the property owners of the CO conditions.

Economic Development

Economic Development

Ormond Crossings

- Staff is scheduled to meet next week to finalize their comments regarding 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. A final meeting will be scheduled

with Tomoka Holdings to resolve the remaining items and then 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 Foster Grant. Staff prepared retention strategies with County and State agencies. No formal announcement regarding the status of the company has been received.
- Staff is working with an existing business on a possible plant expansion project.
- Staff is working with Commercial Coating Pros Company, who signed a lease at 6 Aviator Way and will bring 15 full-time employees to the Ormond Beach Business Park. The property has been vacant for the past 6 months. A press release is completed for media distribution.
- Staff is working with Germ Free, located at 11 Aviator Way, on constructing an addition to their plant. The Company has received a new contract to build mobile environmental labs. A ribbon cutting event is planned upon completion.
- 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 in March.
- Staff is working with Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff arranged a meeting last week with some of the business owners and an FPL representative to discuss the power issues. The outcome included FPL preparing plans to clear around the power lines, providing estimates for undergrounding a key portion of the overhead line, and providing plans for the connection to Pineland Trail Road.

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 contacted the property owners of Food Lion along East Granada Boulevard and discussed possible users of the property. A meeting with the local real estate agency is expected next week.
- Staff is working with a start rain water bottling company to locate financing to begin operating at Hull Pointe business complex, located on north US1.
- Staff met with First Green Bank representatives to discuss dates for an opening of the new bank, located at 175 West Granada Boulevard.

Special Economic Development Projects

- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting was scheduled to invite the proposal applicant to provide additional detail. The meeting was held on January 12 at the applicant's request. The Selection Committee 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 and further discussion is expected at the February 21 Commission meeting.

- Staff met with Alin Jacobs to discuss strategies to improve the City's economic development marketing. Additional meetings will be arranged with the City's IT staff.
- Staff attended the Volusia Days events in Tallahassee and met with officials at Enterprise Florida and Department of Economic Opportunity. The focus of the discussion was to update the state officials regarding Ormond Crossings.

Airport Operation and Development

- Staff conducted a site visit this week with a survey crew employed by TowerCom, Inc. regarding a proposal to lease airport property for the purpose of erecting a wireless communications tower. Surveys provided by TowerCom will be incorporated into a ground lease which will be forwarded to the City Commission for review and approval.
- Staff worked with the FAA Eastern Flight Procedures Office in Atlanta, GA to request that an FAA proposal to lower the minimum descent altitude (MDA) for certain approaches to the airport be revised to maintain the current MDA values. Staff asserted that the proposed MDA reduction would negatively impact the airport's efforts to generate revenue by interfering with the project by TowerCom, Inc. to erect a wireless communications tower. Staff also asserted that lowering the MDA could result in greater noise impacts to surrounding communities.
- Staff prepared and submitted the monthly FDOT Active Aviation Grants Status report this week.
- Staff worked with Hoyle, Tanner & Associates to compile and re-submit documents required for the final close-out of FAA grant no. 3-12-0059-014-2009, which provided funding for certain electrical and lighting upgrades at the airport.
- Staff coordinated again this week with crews from the Public Works Department to conduct the final phase of the current project to provide minor clearing operations at the airport, in order to address obstructions of the view of the runways and taxiways from the air traffic control tower. This ongoing effort provides valuable training opportunities for city personnel, while providing an important service and safety enhancement to the airport.
- 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completion of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 36 Journal Entry Batches (# 1652 - 1755).
 - Approved 15 Purchase Requisitions totaling \$87,260.23.
 - Issued 22 Purchase Orders totaling \$79,790.91.
 - Advertised Bid No. 2012-11, Dewatering Pump Station Piping Modifications, in the News-Journal and posted to DemandStar on 02/12/2012.
 - Held Evaluation Committee meeting for RFP No. 2012-08, Enterprise Resource System, on 02/13/2012.
 - Prepared 139 Accounts Payable checks totaling \$293,044.23 and 26 Accounts Payable EFT payments totaling \$328,324.02.
 - Processed 4,015 cash receipts totaling \$861,431.50.

- Processed 1,135 utility bill payments through ACH totaling \$84,008.56.
- Processed and issued 6,134 utility bills with billed consumption of water of 38,857k.
- Issued 1,003 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Commercial Structure Fire (2/11/12)
 - Nova Community Center...More Than Meets the Eye
 - Airport Road Forcemain and Reclaimed Watermain Improvements Project Commencement (one year duration)
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted request for continuation of VOCA funding for FY 2012-2013.
 - Attended quarterly NIAB meeting.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 1
- Hazardous: 0
- EMS: 81
- Motor Vehicle Accidents: 10
- Public Assists: 34

TOTAL CALLS: 130

- Aid provided to other agencies: 10 calls – Volusia County (6), Daytona Beach (4)
- Total staff hours provided to other agencies: 9 hours
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 69

Training Hours

- EMS: 8
- EMT Refresher Modules: 16
- Hose Evolutions: 5
- Ladders: 2
- Preplanning: 3
- Probationary Training: 6
- Reports: 4
- Safety: 16
- Tactics: 4
- Ventilation: 2

TOTAL TRAINING HOURS: 66

Station Activities

- Updated 40 pre-fire plans.

- Conducted 3 fire inspections.

Significant Incidents

- 2/11/12, 6:35 PM: 166 S. Atlantic Ave. – Commercial Structure Fire – upon arriving found smoke showing from eaves of Koin Kleen Laundry – extensive fire found in attic and NW corner of building – no damage to attached convenience store but minimal smoke damage – fire appears to be accidental and electrical in nature – no injuries – State Fire Marshal investigating.
- 2/12/12, 3:45 AM: 175 N. Yonge – Motor Vehicle Accident with Fire – vehicle traveling at high rate of speed collided with sign post in front of Buttlemann Sporting Goods – direct t-bone impact at driver's door – electrical power to sign mixed with fuel ignited vehicle – two occupants in vehicle with one fatality.

Operations

- Attended Fire/EMS Dispatch User's Group meeting.
- Attended contract negotiations between IAFF Local 3499 and the City of Ormond Beach.
- Attended EMS protocol meeting at Volusia County Sheriff's Office.
- Attended computer training at Daytona State Advanced Technology College.

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 web site 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 were 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, FLAGFA web site, the NAFA web site, the Government Fleet 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 were entered on applicant tracking sheet with qualifications and forwarded to department for review.
 - Leisure Services/Casements – PT Custodian advertised on the City web site and closed on 02-03-12. Twelve (12) applications were entered on applicant tracking sheet with qualifications and forwarded to the department for review.
 - Finance Department – Part Time Account Clerk II re-advertised on the City web site and the News Journal on-line with closing date of 02-17-12. Seventy-eight (78) applications have been received currently and entered on applicant tracking sheet with qualifications.
 - Public Works Department/Utilities – Utility Electrician has been advertised on the City web site, the News Journal web site, the Florida Water Resources Journal (FWRJ) web site, the Florida Rural Water Association (FRWA) web site and in house. This position will close on 02-24-12,

- Screening/Interviews Scheduled
 - Public Works Department/Engineering – the Engineering Inspector position closed on 11-18-11. Thirty-four (34) applications were received. Department 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.
- Background/Reference Checks
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk position closed on 01-27-12. Ten (10) applicants have been interviewed and one candidate was selected to begin pre-employment processing.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 1-30-12: 1.23% (excluding retirements)
- Public Records Requests
 - Public records request for the personnel file of former police officer from the Forks Township Police Department. File was copied, redacted and forwarded with invoice.

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.
- QuitSmart [smoking cessation] program is off to a good start with three employees participating and it is anticipated that they will successfully complete the series on 2-28-12 and be smoke free!

Risk Management Projects

- Continued work to update temporary labor/personnel leasing procedure.
- Met with property and casualty insurance broker to discuss market and renewal expectations.
- Attended Claims Committee meeting.
- Met with Finance Director and IT Manager regarding cyber risk exposures.
- Updated forms and PowerPoint presentation for 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 – Evaluation Committee meeting was held Monday 2/13/2012, 3 proposals were selected to proceed to the next phase including full demos to department staff for evaluation.

- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 18 New work - 25 completed - 54 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 22,992 | Inbound E-Mails Blocked | 11,904 |
| Delivered Inbound E-Mails | 11,018 | Quarantined Messages | 70 |
| Percentage Good Email | 47.9% | Virus E-Mails Blocked | 5 |

- Notable Events: Attended the FLGISA winter conference with 102 Municipal IT Directors from around the state for healthy discussion of IT topics including transparency and cloud based services.
- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 2 Corrections: 0
 - Map/Information Requests: 35
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 2
 - Notable Events: Conducted GeoBlade viewer training class for NID and Support Services with nine students attending.

Leisure Services

- Administration

Meetings/Attendance:

- City Manager - weekly staff meeting
- Public Works - weekly staff meeting
- Supervisors - weekly staff meeting
- Park visits
- Met with Joe Nolin, Volusia Co. Coastal Division Director to discuss missing sign, pedestrian beach access
- City of Daytona Beach Shores Recreation Department – Pickleball
- City of Daytona Beach – Special Populations
- Supervisors/Coordinators
- Coordinator one on ones
- Playful City Application
- Facility Inspections of Gymnastics. PAC, Senior Center, SONC
- Yoga Instructor at Birthplace of Speed Park
- Met with janitorial contractor
- Met with painting contractor to discuss handball court at Osceola Elementary
- Held pre-bid meeting with decking contractors at Birthplace of Speed Park, Fortunato Park and Riviera Park
- Reviewed applications for building maintenance foreman
- Met with dock contractor at Cassen Park to discuss repair options of gazebo
- Met with Servello to discuss mowing contract
- Inspected painting of Joint Permit Center and Support Services at City Hall

Attended the following events/activities:

- Challenger Volleyball
- Pole Walking Demonstration Central Park
- Bridge Puzzle Event

- 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 finished up their season this week, with Sr. playoff games, as well as Mid. and Jr. skill contests on Tuesday and Thursday evenings.
 - The Ormond Beach Youth Basketball Association started playoff 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 Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday through Friday from 6pm to 8pm.
 - Calvary Christian Academy Softball continued their spring practices at the Sports Complex, Softball Quad. They practice Monday, Tuesday, Thursday and Friday at 3:30pm. Games are scheduled to start next week.
 - The Ormond Beach Golden Spikes continued practice/game play at both the Nova Fields, as well as the Wendelstedt Fields at the Sports Complex. Ages range from 9 and under to 14 and under.
 - River Bend Academy Baseball continued their practice season this week, Monday through Saturday (excluding Wednesday) at the Sports Complex, Kiwanis Field. They also had their 1st game this Thursday at 6pm.
 - Seabreeze High School Softball hosted their 2nd game of the season on Tuesday evening at 6pm, at the Softball Quad, Sports Complex. Their practices are held at the High School.
 - Seabreeze High School Baseball continued their practices this week on Monday, Tuesday and Thursday, with games on Wednesday evening at 4pm and 7pm on Wendelstedt Fields #1 and #2.
 - The OBYBSA Baseball and Softball Program started practices this week for the recreational level of play at Nova Fields and the Sports Complex Softball Quad. Games are scheduled to begin the first Saturday in March.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center outfield and prepped the infield.
 - Cleaned tennis and basketball courts at the South Ormond Neighborhood Center.
 - Went to Osceola school to tend to the infields, tennis and handball courts.
 - At Nova Park, mowed infields and outfields, cleaned Skateboard Park, and cleaned tennis and handball courts.
 - Picked-up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of the Maintenance Building.
 - Mowed the baseball fields 3 times per week.
 - Continued mowing the soccer and softball fields.
 - Replaced sprinklers as necessary.
 - Cleaned Limitless Playground daily.
 - Finished putting down fertilizer on all fields to try and remedy the brown spots caused by frost damage.
 - Baseball practice has begun for Golden Spikes and high school teams.
 - Softball practice has begun for Lady Renegades, Seabreeze High School, and Calvary Christian Academy.
 - Continued preparing all fields for the upcoming spring season.
 - Fertilized the Rockefeller Gardens lawn.
 - Dropped windscreens on baseball fields at the Sports Complex.
 - Spread shell in low areas of access roads at the Sports Complex.

- Senior Center
 - February classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol meeting was held on Monday from 6:30pm to 9:30pm.
 - Granada Squares dance was held on Tuesday from 7pm to 10pm.
 - Big Band America rehearsal was held on Thursday from 7pm to 9pm.
- Performing Arts Center
 - The Performing Arts Center hosted various classes and rehearsals Monday through Friday, including: Kopy Kats, Show Club, CMT, and Horan Judo.
 - The Performing Arts Center is preparing to host the following events:
 - Florida Gospel Music Association, February 17th, 7pm, \$5 donation.
 - Florida Gospel Music Association, February 18th, 6pm, \$5 donation.
- 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 evenings.
 - Ormond Beach Youth Basketball program continued their games and practices Monday, Wednesday, Friday and Saturday.
 - Jazzercise classes were held Monday and Wednesday at 5:45pm.
- Community Events
 - For 2012 Art in the Park: sent second application mail-out, Call For Artist flyer distribution, continued solicitation for sponsorship, tracking of applications and payments.
 - For Memorial Day: coordinated group contacts and confirmations for participation, interviews for potential speakers, Federal Application Request filled for "Armed Forces Participation in Public Events", and held a meeting with MD Committee chair.
 - For Senior Games: continued venue and location research, tide forecast, cross reference research for 2010 and 2011 participating applicants.
 - Projects in progress: audio/visual inventory organization, storage room cleanup and organization, community events props cleaning and maintenance.
 - Completed weekly administrative tasks, office work and activities.
- Gymnastics
 - The February/March session classes for various age groups and levels were held Monday through Friday.
 - The Cheer Teams entered a competition on Saturday in Gainesville. The older team took 2nd place and the younger team took 1st place in their divisions.
 - Staff worked with the competitive girls' team on skills in preparation for competition this upcoming weekend in Orange City.
- 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.
 - Challenger Volleyball program continued on Tuesday for special needs participants.
 - Special Populations Division and S.P.A.R.C. held a Valentine's dance on Saturday evening in the gymnasium.

- The Casements
 - A wedding ceremony was held in Rockefeller Gardens on Saturday afternoon.
 - Tours continued from 10am to 4pm Monday through Friday and also on Saturday from 10am to 11:30am.
 - Classes met this week including: Art Class, Pilates, Teeny Tiny Yoga, Yoga, and Zumba.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - The Casements' Coordinator conducted interviews for a part-time custodial position on Monday and Tuesday afternoons.
 - The Casements Guild held a Board meeting Monday from 10am to 12 noon.
 - The Casements Coordinator had 3 wedding consultations, on Monday Wednesday and Thursday.
 - An NIAB meeting was held in the gallery on Thursday from 7pm to 9pm.
 - Set up for the Ormond Beach Bridge Puzzle event scheduled for February 18th took place on Friday.
 - Staff began planning and preparation for Enviro Camp 2012.
 - The Foxfire Exhibit "Six Artists/Six Views" is on display in the gallery through February 24th.

- Parks and Irrigation
 - Ran zone 3 on Granada Blvd. streetscape, worked on nozzles, and tested zone.
 - Replaced 2 spray heads on zone 1 streetscape.
 - Repaired damaged zone line, hit by contractor at City Hall library.
 - Repaired broken zone line at McDonald House.
 - Dug up valve box, rewired zone wires to solenoid, changed from DC to AC, repaired broken zone line at the Senior Center.
 - Capped broken head at Central Park II.
 - Marked mainline and inspected bore at Williamson median.
 - Dug up broken valve box and 2 damaged valves and mainline, repaired, installed new valves and box. Tested and backfilled hole.
 - Ran 3 zones at Nova Community Center, replaced one swing line, 2 rotors, and adjusted heads.
 - Ran zones at Riviera Park, replaced 2 damaged heads and nozzles.

- Building Maintenance
 - Started replacement of Bailey Park dock lights and poles.
 - Repaired two VAVs for the HVAC system at the Police Dept.
 - Replaced ballast at Wastewater Treatment Plant.
 - Replaced the water heater at Fire station #91.
 - Put up signage for security cameras at the Airport Sports Complex and Nova Rec. Center.
 - Installed a receptacle in the training room ceiling for new projector, and added a VGA cable.
 - Repaired the back door at PAL house.
 - Replaced hinges on a door at the Gymnastics Center.
 - Put up trophies at the Gymnastics Center.
 - Assisted painters with ventilation of City Hall due to paint fumes.
 - Replaced outside GFCI for speed limit sign at the Police Dept.
 - Installed new dew hoods for photo eyes on electric gate openers.
 - Repaired a door at the Performing Arts Center.
 - Repaired gate# 9 at Ormond Municipal Airport.
 - Greased motors and gear drives for the Police Dept. chiller.
 - Replaced light base and head on a light pole that was hit by a vehicle on Nova Road Sunday night. Placed repaired pole back up Tuesday morning.

Police Department

- **Administrative Services**
 - Participated in contract negotiations between the City and the Fraternal Order of Police.
 - Attended the DARE graduation at Osceola Elementary School.
 - Attended the Southern Police Institute graduation ceremony that included two OBPD sergeants who recently completed the 12 week long training program.
 - Attended bi-weekly meeting with the City Manager.
 - Attended the Citizens Law Enforcement Advisory board meeting.
 - Met with members of the American Legion regarding activity around their property.
 - Attended weekly PD and Department Head staff meetings.

- **Community Outreach**
 - Practice for the 10U, 12U and 14U boy's basketball teams continued after school at the South Ormond Neighborhood Center. 30 youths are participating in the program.
 - The READ program continues. Currently 22 youths are enrolled.
 - The OBMS Science on Patrol program continues. Currently 27 youths are enrolled.
 - Tutors R Us was held at the SONC. Currently 20 youths are enrolled.
 - Do the Right Thing was held at the PD. 15 youths were honored in the luncheon with the Chief held on Thursday.

- **Community Services & Animal Control**
 - Animal calls responded to : 42
 - Animal Reports: 3
 - Animal Traps : 2
 - Animals to FHS: 2
 - 1 dog
 - 1 cat
 - 1-17 yr old dog returned to owner
 - Extra Patrol in all city parks for Animal Ordinance Violation 5-10 (5) – leash law.
 - CSO's attended Career Day at Tomoka Elementary.
 - Low Cost Shot Clinic provided at OBPD

- **Criminal Investigations**
 - Cases Assigned: 15
 - Cases Cleared by Arrest/Complaint Affidavit: 8
 - Cases Exceptionally Cleared: 4
 - Inactive: 3
 - Fraud: 4
 - Burglary Business: 1
 - Burglary Residential: 1
 - Larceny Car break: 4
 - Grand Theft: 2
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 1
 - Missing Persons: 1
 - Robbery: 0
 - Assaults: 0

- Narcotics:
 - Two Search warrants
 - Two Buy-Walks
 - Three Buy-Walk Attempts

Comments:

- Grand Theft: Approximately \$20,000.00 worth of jewelry was stolen from an Ormond Beach residence. Further investigation revealed that the homeowner's granddaughter and friend were responsible for the theft. Investigation continues and numerous items have been located.
- Grand Theft: A lap top computer was discovered missing from an Ormond residence. Investigators located the item at a Daytona pawn shop and the subject who pawned the item is unknown to the victim. Investigation continues.

- Records

- Walk - Ins / Window 160
- Phone Calls 197
- Arrest / NTA'S 15
- Citations Issued 182
- Citations Entered 151
- Reports Generated 111
- Reports Entered 103
- Mail / Faxes / Request 83

- Patrol

- Total Calls 1,703
- Total Traffic Stops 252

- Operations

02/08/12 Well Being Check – Dix Avenue – call received through victim advocate hotline advising adult male called to say he was depressed and took three Xanax. Contact was made with subject via cell phone who would not divulge his location but said he was not suicidal. Search of area for subject was negative. Phone ping was negative. BOLO issued for well being check.

02/08/12 Burglary/Vehicle – N Beach Street/Bailey's Riverbridge Garden – forced entry through passenger window – black purse taken and contents stolen.

02/08/12 Fight – S Nova Road/Tomoka Plaza – called in as a four-man fight – three against one – investigation revealed fight was over one of the males burglarizing a shed, stealing some X-box items and trying to sell them – the lone male was riding a stolen bicycle that was taken back in January during a car burglary. Adult male arrested for the car break and two juvenile males arrested for disorderly conduct.

02/09/12 Suspicious incident – Curved Creek Way – originally reported as a burglary in progress - two female residents noticed a silhouette by the back door of the residence – search of the area was negative for anyone in the area or signs of entry or attempted entry into the residence.

02/09/12 Narcotics Arrest – Division Avenue – adult female arrested for possession of cocaine and paraphernalia.

02/09/12 Criminal Mischief – Rockin Ranch – adult male arrested for disorderly intoxication and resisting arrest.

02/10/12 Shoplifting – Wal-Mart – Fraudulent use of coupons in the self checkout lines for items not purchased. Female shopper was able to take \$53.00 off total purchase price by scanning coupons for items she did not have.

02/10/12 Fraud – Queen Anne Court – reporting party came to the Police Department to report an identity theft. Someone obtained their identity and fraudulently filed for their income tax return – the IRS is investigating the fraud of the tax return in Miami.

02/10/12 Car break – St James Church – reportee locked her vehicle in the parking lot at approximately 4:00 PM. Found the window broken at 4:15 PM and her purse missing – witness described a suspicious adult male with dreadlocks standing near the victim's vehicle in the parking lot just prior to the theft.

02/10/12 DUI arrest – W Granada Blvd – adult male suspect crashed into three vehicles that were parked in front of Caffeine's. During investigation the subject grabbed the officer and was arrested for battery on a law enforcement officer and DUI.

02/11/12 Found property – Oak Brook Circle – handgun found in a leather motorcycle case lying in the middle of the road.

02/11/12 Fraud – Hickory Hills Circle – a counterfeit \$100 bill was passed at a yard sale.

02/11/12 Agency assist – Robbery at Loves Truck Stop – assisted VCSO – turned out to be part of a Three Card Monte scam.

02/11/12 Hit & Run crash – US Hwy 1/Wilmette Ave – Reporting party stated she ran into the back of a semi tractor trailer, however, the tractor trailer never stopped.

02/11/12 Battery/Domestic Violence – Nova Rd/SR40 – Adult male arrested and charged with domestic violence battery for kicking/slapping and hitting his ex-girlfriend with children in common.

02/11/12 Traffic Homicide – N US Hwy 1/Woodlands Ave – speeding Lamborghini traveling south bound on US1 in excess of 100 mph lost control and struck a power pole, immediately catching fire. The driver was trapped inside the vehicle and was pronounced dead on scene.

02/11/12 PD Traffic Assist – S Atlantic Avenue – structure fire at a coin laundry.

02/12/12 Baker Act – Wilmette Ave – family members reported their female relative wanted to kill herself – her residence was found in disarray/unkempt and female subject was in poor health condition and unable to care for herself. Subject was transported to Halifax Hospital by EVAC.

02/12/12 Stolen Vehicle – Big Bear Path – elderly chemo patient advised her daughter who is a drug addict stole her vehicle. Victim advised that she allowed her daughter to move in with her to provide her with home care – she has attempted to make contact but her daughter is not answering her cell phone – the vehicle owner refused to pursue charges against her daughter for the theft of her vehicle.

02/12/12 Retail Theft – W Granada Blvd/Wal-Mart – female arrested for shoplifting.

02/12/12 Trespassing – W Granada Blvd/Wal-Mart – female trespassed from store by management.

02/12/12 Retail Theft – W Granada Blvd/Wal-Mart – juvenile male arrested for shoplifting from Wal-Mart – released to his mother.

02/12/12 Warrant arrest – W Granada Blvd/Wal-Mart – male subject found to have an open warrant for failure to appear for driving with license suspended.

02/12/12 Alzheimer patient missing – Indian Trail – adult 91 year old male went for a walk, got too cold and was unaware of his location – took refuge in an unlocked vehicle to stay warm - after approximately one hour he noticed police and came out of the vehicle and was spotted by an officer – returned home safely – Search included Air1, multiple OBPD and VCSO units.

02/13/12 Burglary/Business – Domicilio/Ormond Beach Middle School – two juvenile males jumped the fence and smeared what appeared to be animal blood all over the campus. Investigation is continuing.

02/13/12 Missing Person recovery – Dawn Drive – subject that had been reported missing was found and recovered. Family members notified.

02/13/12 Vandalism – Cardinal Drive – mailbox key hole was drilled out but entry to the mailbox was not made.

02/13/12 Animal Complaint – Bostrom Lane – lost dog found by homeowner and taken into custody – the dog was held at the police department for CSO's to make contact with owner the following day to reclaim their pet.

02/14/12 Battery/Domestic Violence – Mainsail Circle – adult female arrested for domestic violence battery.

02/14/12 Burglary/Residence – Manderly Ln – Forced entry made through victim's enclosed porch – victim saw subject on the porch with flashlight and yelled at them.

Burglar(s) ran away. A pillowcase with a Bose sound device and a new-in-the-box adult toy that was dropped by the suspect was recovered at the scene.

Crime Opportunity Reporting Forms handed out: 231

- Traffic Unit
 - 12-02-00154, Crash w/Injuries, SR A1A / Riverbeach Drive. Eastbound vehicle attempted to cross all lanes of SRA1A to access the beach approach. While doing so, it crossed into the path of a northbound vehicle, destroying both of them. Minor injuries. SRA1A northbound was shut down for about 30 minutes. At-fault driver cited.
 - 12-02-00192, Crash / School Bus, Airport Road / Forest Quest. School bus pulled into Forest Quest and immediately started to back up to make a three-point turn back onto Airport Road. While doing so, it backed into a Mercedes. Five students on the bus. No injuries. School Board and parents notified. Bus driver cited for improper backing.
 - 12-02-00200, DUI Crash, SR40 near Beach Street. Intoxicated motorist heading westbound from the Granada Bridge rear ended three vehicles parallel parked in front of the businesses at the 00 block. Caused major damage to all vehicles. All parked vehicles were legally parked and unoccupied. SR40 westbound was blocked for about an hour. Driver became hostile toward officers and kept grabbing an officer after warnings to stop. Arrested for DUI/Battery on a law enforcement officer.
 - 12-02-00210, Crash / Fatal, US1 / Woodland Blvd. Lamborghini was southbound on US 1 at well over 100 MPH. It lost control while entering the curve between Wilmette Avenue and Hernandez Avenue. It traversed a median break sideways at Hernandez Avenue and crossed both northbound traffic lanes. It then left the roadway completely and impacted the business sign in front of Buttleman Sporting Goods. It exploded and became engulfed in flames immediately upon impact. Driver pronounced deceased on scene. Passenger sustained minor injuries.
 - SMART speed survey complete at the 400 BLK of N. Yonge Street. Average speed 24.3 MPH, 6672 vehicles, 48 hours.
 - Assisted IT and Engineering with backup power test of traffic signal at SR40 and US 1. Test successful.
 - Traffic Citations 138
 - Parking Citations 0
 - Crash - No Inj. 19
 - Crash - Injury 3
 - Crash - Fatal 1
 - 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
 - 1500 BLK N. Beach Street
 - OBMS School Zone
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - 400 BLK N. Yonge Street
 - 700 BLK Fleming Avenue
 - Riverside Drive
 - Old Kings Road
 - Pathways School Zone

- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 6 Case initiated
- 15 tree removal permit requests
- 15 signs either removed or sign cases created.
- Administrative staff assisted with two walk-in and twenty-seven (27) 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) 596 A Robin Road – Received a complaint about a derelict vehicle parked on site. A white 4 door Geo Prizm (Chevrolet) is parked w/in the driveway (backed in). Contact was made with the property owner, Jonathan Murbach, regarding the nature of the complaint. Mr. Murbach has received the notice of violation as of Saturday, February 11th. He has ten days from the 11th to either correct the violation or write a letter of appeal. He has indicated that he may or may not appeal the notice but staff has not yet received a letter to that affect. Staff is waiting the ten days before further action can be taken.

Public Works

- Engineering

Construction Projects:

- Alcazar-Buena Vista Drainage Area Improvements - Project is substantially complete with minor cleanup items to be addressed.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Met with administration of the Pathways Elementary School to discuss proposed utility work within the right-of-way near the school along with the contractor and design consultant. First set of shop drawing submittals have been reviewed. Arranged staging area for use by the contractor, south of the airport, which will keep the stockpile of equipment and materials mostly out of plain sight.
- Transfer Station Pump Station- Disposition Item was presented to Commission for bidding approval.
- Rima Ridge Well 41- FPL was contacted for inspection order to investigate the power supply at the well site to determine if it is causing the electrical problems with the equipment.
- Downtown Way Finding Signage- The contractor completed the installation of three signs near City Hall. Six new locations surrounding City Hall will be dug for the Building Department to inspect on Tuesday. After the holes pass inspection the contractor will install the signs and the concrete will be poured.
- SR40 Sidewalk / Trail Phase III- Processed the signed contract and collected forms for submittal to FDOT preconstruction paperwork.
- Tomoka State Park- Processed the signed contract and collected forms for submittal to FDOT preconstruction paperwork.
- SR40 Nova to A1A Interconnect- Completed all splicing. Installed switches and program network switch and CCTV. Connected to the system. Reviewed invoice. Summarized MOT forms for submittal to FDOT. Prepared and submitted a final changer order for this project.
- Cassen Park Fishing Pier Repair- Work along the north side of the pier is complete. The contractor is working to the split guard rail post along the southeast side of the bridge.
- Cassen Park Fishing Pier Lighting – The contractor completed the installation of four (4) new poles and fixtures.

- 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, internal recycle pump station, Acetic Acid feed station, and the main electrical building.

Design Projects:

- Andy Romano Beachfront Park – The City Commission was presented with a 3-D video of the park at the Feb. 7th CC meeting and the first reading of the PBD was approved by the City Commission. The consultant is continuing to coordinate the various permit submittals and preparation of final design documents.
- Granada Utilities Underground- Prepared summary for MainStreet of work status.
- Ormond Scenic Loop- Sent information to Volusia County Roads and Bridges section.
- 2" Water Main Replacement- Negotiated scope of work and fees for proceeding with recommendation for approval of work authorizations at the March 6th CC meeting. City Attorney is reviewing.
- Audible Pedestrian Signals- Obtained approval from City Commission. Sent contract for execution by consultant.
- SR40 Washington to Beach St. - Entered comments to ERC for FDOT project.
- Central Park Paving – Design plans are 75% complete and have been reviewed by SJRWMD requiring some plan modifications.
- Tymber Creek Phase I & II – JPA is being reviewed.
- Roadway Resurfacing- Completed bidding documents for capital improvement project.
- 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.
- N. Halifax Dr. Improvements- Horizontal Directional Drill plans for extension of the reclaimed watermain were submitted to FDOT for crossing SR40.
- Side Street Lighting Conversion- Staff is currently preparing 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 22nd 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 29th. 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 (3&4, and 4&5) on the north and south side of Hand Avenue. The City Commission was presented the project for disposition approval prior to advertising the project.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central park lakes 1&2 and 2&3. Consultant met with SJRWMD and is preparing permit submittal based on meeting discussion.
- 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:

- Inspected the installation of the automatic transfer switch at US1 and SR40. It is operational. If power is lost from FPL then the power will come from PD. No generator will be needed and signal will reset itself.
- Responded to FDOT on their project on A1A and Lynnhurst.
- Processed project invoices/pay requests totaling \$81,957
- Prepared work authorization's totaling \$432,291

Meetings:

- Meeting regarding Granada Lighting Plan review and comments on plans.
- Met with representatives from the County and franchise utilities to coordinate upcoming projects.

Customer Service:

- Investigated a loading zone request for S. Halifax and SR40.
- Investigated a request for Robin Ct. for a Children at Play sign.
- Located and created PDF's of the Dollar General Site as-builts per realtor's request.

Other:

- Responded to reporter on audible pedestrian signals.
- Completed all sketch and legal descriptions for the (Group 1) N US1 property annexations per Planning Department request.
- Began the sketch and legal descriptions for the (Group 2) N US1 annexations per the Planning Department request.
- Completed site plan drawing of the Nova Rec. basketball/racquetball area.
- Updated the 2" watermain replacement maps.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Pulled forms on Seminole, and on N. Yonge St.
- Repaired concrete on N. Nova Rd,
- Pulled forms on gutter at Royal Dunes
- Poured a concrete slab on S. Halifax Dr.
- Checked a sidewalk for the Water Department in Hunter's Ridge
- Cut out a sidewalk on Cordova Ave.
- Formed a sidewalk in Hunter's Ridge
- Removed a sidewalk on Cordova Ave.

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed trees around the Airport, and on Mound Ave.
- Removed stumps at various citywide locations
- Removed a tree on Santa Fe Ave.

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
- DOT weed control on Granada Blvd., and on Orchard, west to the Tomoka River
- Assisted Ballfield Maintenance with the loader on the ballfields at Airport Sports

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Moreland Blvd. & Forest Hills, straightened a stop sign post
 - Highland Ave. & N. Ridgewood Ave., straightened a stop sign post
 - Lincoln Ave. & N. Beach St., installed a delineator to protect a water valve cover from being run over by vehicles
 - Woodland Ave. & N. Yonge St., replaced a post, Stop sign, street names & Right Turn Only signs as the result of a vehicle accident
 - New Britain Ave. & N. Beach St., replaced the missing street names
 - Lindenwood Cir. E. & N., straightened the sign post
 - N. Osceola Ave. in front of Osceola Ave. at the request of the Ormond Beach Police Department, installed (7) No Parking Anytime signs
 - S. Halifax Dr. just south of E. Granada Blvd., installed a sign anchor in the concrete (assistance by the concrete crew), next week a No Parking, Loading Zone Monday to Friday from 10:00 a.m. to 6:00 p.m. sign will be installed

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basins Cleaned – Zones 1, 2 & 3
- System Inspection – Arroyo Parkway
- Vacon – excavation on pipe and 340' of line cleaning at Hull Trail and Hull Road, 431' line cleaning and basin cleaning at Parque Drive (5 basins), and 220 River Bluff (3 basins & 236' of line cleaned)
- Sprayed FDOT ponds on Nova Road
- FDOT pond inspection
- FDOT Ditch Maintenance – Delittered US1 from I-95 south to Nova Road, approximately (30) bags of trash and debris removed

Street Sweeping/Streetsweeper

- 120.5 miles of road cleaned
- 37.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

28,391

PM Services completed for the week:

Emergency—Vehicles and Equipment

20

Non-Emergency Vehicles and Equipment

19

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 11,000 gallons of unleaded and 3,070 gallons of diesel fuel on hand.
- Fleet completed 66 work orders this week.

• Utilities

- City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD. City received District staff response that future water use tables provided to District to include 2nd half 2011 annual period raw water usage data were found in order. Finalizing additional considerations for wellfield allocation scenarios with staff for future demands. Staff providing District waiver for additional time for performing model runs and preparing staff report. CUP renewal anticipated for consideration by District Board in May 2012.
- Prepared 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 and sent review comments back to the consultant. Received feedback from consultant this week.
- 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 was approved at the February 7th City Commission meeting. The legal advertisement was prepared.
- 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. Currently workshop is scheduled with CC in early April.
- 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 and staff comments provided. Funding agreement @ 40% of project cost will be approximately \$1.3 million. Construction will begin in February. Awaiting final draft of agreement for CC agenda preparation.
- Fire Hydrant Replacement Program – The project is approximately 40% complete. The contractor (R&M Services) replaced hydrants in Pine Valley Circle and will be replacing fire hydrants at N. Saint Andrews Drive, Willow Run and Woodmere Cr. next week.
- Hand Avenue Extension – Addendum #1 was issued. The project will be bid on 2-29-12. Water and wastewater supervisors attended pre-bid meeting.
- 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 provided pump data for operating speeds and flows to determine if lower operating speeds contribute to rag build up over the last several weeks. CDM (Consultant), upon review of reports, recommends that the Contractor move forward with the pump manufacturer's phase 2 solution to retrofit the current impellers with a semi-open configuration.
- 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. Clarifier #4 was placed into service. Dewatering has begun around Clarifier #1 prior to draining the tank for

- cleaning and rehabilitation. Fermentation and 1st Anoxic tank draining and debris removal completed for tank #2 with equipment installation 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 were prepared for project scheduling. The root control began 2-13-12.
 - 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. Reviewed plans for Ten North project located on Oceanshore Boulevard. Discussed Village Business Centre. The developer plans to construct all of the site improvements except for the building. Discussed the Floridian Dune Walk Over and the Ivy League Landscape Center.
 - Transfer Station Lift Station Upgrades – The project was approved for bidding at the February 7th City Commission meeting
 - Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
 - WWTP Sludge Conveyor System Replacement – The rollers and belt need to be replaced. The structure is in good working order. The conveyor system's manufacturer's representative is assembling a list of items needed to refurbish the system.
 - 1701 N. US1 Forcemain Valve and Air Release Valve Installation – Sod needs to be replaced and the air release valve box lowered before final clearance is obtained from FDOT.
 - 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 prepared by staff and forwarded to FDEP to request a consent agreement for establishing interim limits desired to maintain compliance during construction and to address reduction of penalties based upon additional plant records and justifications. Requested fee proposal for model development and assistance from CDM for collaboration of appropriate interim limits. Forwarded proposed project abstract and schematic to FDEP for Pollution Prevention (P2) Project for program acceptance.
 - Attended career day at Tomoka Elementary School with discussion on Water Conservation Topic.
- Water Distribution
 - Exchanged 7 residential water meters, assisted 1 customer with a water issue
 - Responded to and/or repaired 9 water service leaks
 - Replaced 4 water services and 11 meter boxes
 - Flushed 5 cloudy water complaints and 4 low pressure complaints
 - Meter Testing: 2-2" meters from the high user list
 - Valve Maintenance: located and exercised 33 valves for fire hydrant replacement, future Hand Ave shutdowns and main leaks. Repaired a 2" valve leak on Shadow Lakes Blvd
 - Connected 6" and 8" water main on Hunter's Ridge Blvd located at the Volusia/ Flagler County line. Installed a new isolation valve and 25' of 6" pipe

- Water main Breaks: 2" GSP on Highwood Ridge Trail, and 2-6" main leaks on Essex Dr/Ocean Shore Blvd and Rockefeller Dr
- Water main flushing: Creekside Sub, Broadwater Sub, N Yonge St, Hunters Ridge Blvd, S Center St, Highwood Ridge Trail.
- Performed Maintenance on 24 automatic flushing devices, changed timing of operation and replaced batteries
- Tested 6 and repaired 1 city owned backflow preventers,
- 2012 fire hydrant replacement program: hydrants located at 355 S Center St, 35 and 55 Pine Valley Cir, customers were given advance notice and shutdowns began and ended on time.
- Repaired 3 fire hydrants, delivered 2 hydrant barrels/bonnets to shop for sand blasting and powder coating
- Assisted Lou's Plumbing with shutdown for replacement on backflow device
- Assisted Master Craft Plumbing with shutdown at the Aquarius Condominiums
- Utility locate service for Water/wastewater/reuse: 92 regular and 6 emergency locate have been completed
- Backfill/compact/Sod excavations: Marsh Ridge Watch, Highwood Ridge Trail, Rockefeller Dr.
- Rescinded boil water alerts: N Yonge St, S Center St, Highwood Ridge Trail
- Cleaned and organized all storage areas and service trucks
- Water Treatment
 - Delivered to the City 35.222 million gallons for the week ending Feb. 12, 2012 (5.032 MGD)
 - Backwashed 14 filters for a total of 599,000 gallons backwash water.
 - Produced and hauled 40.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.
 - Completed claricone maintenance in preparation for two cones operational to meet increased demand for upcoming summer months.
- Waste Water Collection - Reuse
 - Crews responded to four trouble calls out west Breakaway/Hunter's Ridge. area and six in town.
 - Started Sewer Root Control Project with Municipal Sales Inc. this week.
 - Televised four sewer laterals.
 - Blow off 6" force main on US-1 twice a day.
 - Started interviews this week for two MW II positions.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.
 - Cleaned all building and fueled all equipment for the weekend.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 26.25 Million Gallons.
 - Produced 15.05 Million Gallons of Reuse.
 - Produced 11.2 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.75 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 59.0 (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
 - Cleaned out the grit valve on cone #2

- Assisted W.W.T.P. Maintenance crew with gear box on the sand filter.
- Assisted operations with hypochlorite generator repair.
- Found the pressure switch on H.S.P. #1 bad causing secondary transformer fuse to blow. Located part, ordered and replaced
- Repaired leak on Bermad valve on well 32H.
- Cleaned out the street drains from the lime slurry room
- Cleaned out the lime injection port on cone #1
- Replaced the 4" valve at well 10D and installed blind flange.
- Reset the blow down valve on Claricone #2
- Went to Ormond Mall lift station and found the potable pressure transducer is bad , replaced
- Barneys Pumps - Riverview Booster pump for evaluation and repair
- Constructing work bench in the electrical shop at W.T.P.
- Continued clean up of electrical shop for reorganization.
- 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 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.
- Attended weekly staff meeting.

Wastewater Plant – Lift Stations – Reuse System

- Replaced 7.5 HP inboard submersible aerator.
- Sandfilter #1 gear drive box failed. Pulled apart and replaced bearings. Also replaced east drive shaft and roller. Cut west side shaft to help in removal and fabricated coupler for reinstallation. Placed order for spare gear box and shafts.
- Post Anoxic #2-1 – retightened mounting hardware
- Adjusted drive belts on Screw pump #2
- 5M - finish installation of new controller with vendor – on line using new controller
- Deragged Influent pumps daily as per project manager specifications
- SCADA liftstation repair to 11 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves daily on clarifiers.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Master Liftstations – pump down & washed 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 1 liftstation (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 61 work orders as reported in MP2 computerized maintenance management system, of which 48 were PM work requests and 13 were repair work orders.