

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 24, 2012

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, City Clerk and HR Director.
- Weekly staff meeting with Directors
- Bi-weekly meetings with I/T Manager, and Economic Development Director
- Completed evaluations
- Budget update meeting with Finance Director and Assistant City Manager

Spoke to, attended and/or met with:

- Attended City Commission workshop on Downtown Stormwater
- Attended monthly City/County Managers meeting
- Attended John Anderson Drive community meeting at The Casements

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.
- Attended and provided support for the City Commission workshop and meeting on February 21, 2012.
- Agenda packet preparation for the March 6, 2012, City Commission meeting.

Status of Ongoing Projects

- Elections:
 - Staff continued working on the 2012 Election Candidate Packets and City Elections webpage.
- Live Streaming Upgrade:
 - Staff submitted an application for YouTube's Partnership Program in order to test out their Live Streaming services.
- Mobile Phone Applications (iOS and Android):
 - Waiting on the developer to make requested changes.
- Agenda Automation System:
 - Cancelled our agreement with Novusolutions within the 90 day cancellation period, due to feedback we have received from various City Departments during the testing phase.

- Met with the second agenda automation system vendor, IQM2 in order to setup a 60 day trial account for staff to evaluate their system.
- Created user accounts for the Agenda Automation System Pilot users.
- Created the necessary workflows for approval of Commission meeting agenda items.
- Started creating the City Manager and City Attorney memorandum templates.

Community Development

• Planning

- The Planning Director attended MainStreet's board meeting. It was reported that the organization's CPA indicated MainStreet no longer will be able to file the short tax form because last year they exceed \$200,000 in gross revenue. This should not be confused with net revenue after expenses are paid. A consequence of this action required MainStreet to have a Conflict of Interest Statement which was reviewed by the board members, signed, and filed with the organization. Should the organization gross revenue fall below the \$200,000 trigger, then the organization can file on the short tax form once again. MainStreet continues to progress from a loosely knit organization of volunteers to a well organized and professional nonprofit organization with committed volunteers.
- Staff attended the TCC meeting of the Volusia County TPO. The TCC voted down (Vote: 8-8) a suggested policy addition that would require local governments to prepare a signal warrant study when requesting XU Traffic Operations/ITS/Safety Project funds to upgrade a signalized intersection from span wires to mast poles. Also the TCC recommended no action be taken (vote: 10-9) on Resolution 2012-07 Supporting Florida Housing of Representatives Bill 405 and Florida Senate Bill 1192.
- Staff is meeting today with Volusia County staff concerning the Interlocal Agreement for services which was a County response to the City's Interlocal Boundary Agreement. .
- Research was concluded on two groups of annexations of which 50% have indentures, annexation agreements, or covenants while the rest received water or sewer service after the 1991 Agreement but no annexation documents exist. All site plan files from Volusia County and City utility permits have been examined. A meeting with the City Attorney's Office to review the information contained in the files has been established for next week.

• Building Inspections, Permitting & Licensing

- 64 permits issued with a valuation of \$644,985.00
- 140 inspections performed.
- 6 business tax receipts issued.
- It was reported in last week's report that 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 from 2/14/12. The property owner hired an electrician who made some of the required corrections this week; the remaining violations should be corrected on 2/27/12. The tenants and business owners have been made aware that the power will remain on.

• Development Services

- Two variance staff reports for 325 S. Atlantic and 26 Chippenwood Lane were prepared for the March 7 Board of Adjustment meeting.

Economic Development

Economic Development

Ormond Crossings

- Staff met this 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 met with an existing business to discuss building on Lot 2 along West Tower Circle.
- 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. The press release was provided to the media this week.
- 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.
- 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.

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 the Food Lion along East Granada Boulevard and discussed possible users of the property. A meeting with the local real estate agency is being arranged.
- Staff is working with a start up 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. The open house is scheduled for clients and invited guests on May 3 and a public opening on May 12.

Special Economic Development Projects

- 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 is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

Airport Operation and Development

- Survey crews employed by TowerCom, Inc. conducted a ground survey of the CAP property as part of 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 was advised by Mr. Richard Owen of the FAA Airports District Office (ADO) in Orlando that the FAA will begin programming Airport Improvement Program (AIP) grants next week, including a grant for the Taxiway Alpha Relocation and General Airfield Improvements Project. Mr. Owen indicated that the ADO will not be able to provide federal funding for all aspects of the project, in an apparent contradiction of previous funding assurances from the ADO. At risk are all elements of the project except the relocation of Taxiway Alpha. Staff composed a letter from Mayor Kelly to the ADO requesting that the FAA provide the full federal share for all elements of the project.
- Staff continued to work with the FAA Eastern Flight Procedures Office in Atlanta, GA to address the City's 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 conducted a site visit with an engineer from CTBX Aviation regarding efforts to upgrade critical communications and meteorological equipment at the air traffic control tower. Much of this equipment at the control tower is outdated and is approaching or has exceeded useful operational life.
- Staff conducted a site visit at the airport with executives from the home office of Hoyle, Tanner & Associates (HTA) this week. Staff briefed the HTA executives on current and proposed projects at the airport, and received valuable insights from HTA regarding developing technologies designed to serve general aviation airports.
- Staff has received a verbal response to staff's request for a "Letter of Technical Advice" from the Florida Department of Revenue (DOR) 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. The DOR has found that sales tax is collectable on the fuel flowage fee. The City will receive a formal letter from the DOR following a review by their legal counsel.
- 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 35 Journal Entry Batches (# 1765 - 1853).
 - Approved 27 Purchase Requisitions totaling \$180,452.12.
 - Issued 25 Purchase Orders totaling \$152,048.51.

- Prepared 163 Accounts Payable checks totaling \$297,293.45 and 39 Accounts Payable EFT payments totaling \$340,879.85.
- Prepared 44 Payroll checks totaling \$37,075.34 and 313 Direct Deposits totaling \$359,108.49.
- Transferred IRS 941 payment of \$129,494.42.
- Processed 3,403 cash receipts totaling \$504,545.02.
- Processed 835 utility bill payments through ACH totaling \$55,234.29.
- Processed and issued 6,186 utility bills with billed consumption of water of 49,702k.
- Issued 425 past due notices on utility accounts.

- Public Information
 - Press Releases
 - March City Commission Meetings
 - Nova Community Center...More Than Meets the Eye (weekly)
 - Shining S.T.A.R.S. Pageant and Fashion Show (3/2)
 - Jazz Tribute to Louis Armstrong, Ella Fitzgerald, Duke Ellington, and Billie Holiday (2/25)
 - Residential Structure Fire - 10 Sunset Falls Drive (2/23)
 - Florida Fire Chief's Association Paramedic of the Year 2011 and Fire Service Instructor of the Year 2011

 - Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Volusia County ECHO Grant Review and Ranking Meeting for the City's Skateboard Park Expansion project.
 - Submitted the City's nominations to the Volusia League of Cities for Citizen of the Year and Employee of the Year.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 4
- Hazardous: 3
- EMS: 85
- Motor Vehicle Accidents: 5
- Public Assists: 27

TOTAL CALLS: 127

- Aid provided to other agencies: 15 calls – Volusia County (8), Daytona Beach (6), Holly Hill (1)
- Total staff hours provided to other agencies: 23 hours
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 69

Training Hours

- EMS: 5
- EMT Refresher Modules: 9

- Safety: 13
 - Technical Rescue: 15
- TOTAL TRAINING HOURS: 42

Station Activities

- Updated 15 pre-fire plans.
- Conducted 4 fire inspections.
- Participated in Career Day at Tomoka Elementary.

Significant Incidents

- 2/16/12, 1:17 AM: 2735 N. Atlantic Ave. – Commercial Structure Fire – Provided automatic aid to Daytona Beach for a single story fire at Giovanni's Restaurant – fire located in attic area.

Operations

- Attended quarterly Medical Director's in-service training at Daytona State Advanced Technology College.
- Worked on private hydrant program.
- Worked on higher class process documents.
- Established new electronic procedure for crews to access Tier II chemical inventories.

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 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.
 - 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. Ninety-five (95) applications have been received and entered on applicant tracking sheet with qualifications.
 - Public Works Department/Utilities – Utility Electrician has been advertised on the City web site, News-Journal web site, Florida Water Resources Journal (FWRJ) web site, 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.
- 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. Interviews are in progress.
 - 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. Interviews are in progress.

 - Background/Reference Checks
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk position closed on 01-27-12. Ten (10) applicants were interviewed and one candidate was selected to begin pre-employment processing. This candidate declined the position.

 - Job Offers
 - Leisure Services/Casements – PT Custodian candidate was selected and began pre-employment processing on 02-22-12.

 - 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 January 2012 monthly report reflects savings of \$66,855.16 for City residents during the nineteen months that the program has been in effect in Ormond Beach. Over 1,464 residents have utilized the program during that time.
- 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!
- As part of the Wellness Cove program, a Lunch and Learn presentation is being planned for mid March. The topic for the first Lunch and Learn will be on *NUTRITION*.

Risk Management Projects

- Continued work to update temporary labor/personnel leasing procedure.
- Attended Fire Department Safety Committee meeting.
- Updated forms and PowerPoint presentation for New Employee Orientation Program.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
- Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
- City Clerk – Agenda Preparation application – assisting with trials of additional vendors
- 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 – Finance is scheduling demos from the shortlist of vendors for review by the City's user base for evaluation.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 19 New work - 26 completed - 55 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	27,175	Inbound E-Mails Blocked	17,875
Delivered Inbound E-Mails	9,107	Quarantined Messages	193
Percentage Good Email	33.5%	Virus E-Mails Blocked	29

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 2
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration

Meetings/Attendance:

 - City Manager - weekly staff meeting
 - Public Works - weekly staff meeting
 - Supervisors - weekly staff meeting
 - ECHO Review Panel meeting in DeLand
 - Met with MainStreet representatives to discuss events
 - HHI Nova Master Plan Update Kick-off Field Meeting
 - Dog Park visit in DeLand
 - Ormond Beach park visits
 - Playful City application preparation
 - Met with painting contractor and City Engineer at Ames House to discuss water proofing and painting of Ames House.
 - Met with resident at Calle Grande medians to discuss landscaping.
 - Met with painting contractor to discuss splash pad re-color coating.
 - Conducted 7 interviews for Building Maintenance Foreman Position.
 - Reviewed quotes from vendors for decking projects.
 - Held a pre-bid meeting with cabinet vendors at City Hall.
 - Met with Fleet maintenance to discuss Facilities Maintenance vehicle requests for budget.
 - Reviewed R&R budget.
 - Met with Servello Rep to discuss landscaping contract.
- 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. skill contests on Tuesday and Thursday evenings.
 - The Ormond Beach Youth Basketball Association finished their playoff games Monday through Friday at Nova and South Ormond gyms.
 - 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. This week's games were Tuesday and Thursday at 6pm.
- 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 held games on Tuesday and Thursday at 6pm.
- Seabreeze High School Softball had games on Wednesday at 5pm and 7pm, JV and Varsity 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, Wednesday and Thursday, with games on Wednesday at 6pm and Friday at 4pm and 7pm on Wendelstedt Fields #1 and #2.
- The OBYBSA Baseball and Softball Program continued 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.
 - 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.
 - Dropped windscreens on baseball fields at Sports Complex.
 - Began repairing the baseball dugout entrances, new concrete.
 - Prepared fields for recreational softball, baseball and T-ball practices.
- 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 on stage rehearsals Monday through Friday, including: Kopy Kats, Show Club, CMT, and Horan Judo.
 - The Performing Arts Center is preparing to host the following events:
 - WyoTech Institute graduation Ceremony, Friday, February 24, 4:30pm.
 - Jazz Tribute to Louis Armstrong, Ella Fitzgerald, Billie Holiday and Duke Ellington, Saturday, February 25th, 3pm, \$60/\$40.

- South Ormond Neighborhood Center
 - United Hands Meeting was held Monday at 6pm.
 - Youth baseball machine pitch practice was held Tuesday and Thursday at 5pm.
 - 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
 - Continued 2012 Art in the Park preparations: application mail-outs, Call for Artist flyer distribution, solicitation for sponsorship, tracking of applications and payments, and researching entertainment and food vendors.
 - Continued 2012 Memorial Remembrance Service preparations: coordinating group contacts and confirmations for participation, interviews for potential speakers, and second committee meeting.
 - 2012 Senior Games preparations: continued venue and location research, cross reference research for 2010 and 2011 participating applicants, assisted board with finding new committee members and volunteers.
 - CE technician assisted with PAC show, Friday, February 17th.
 - Assisted with City Commission workshop (hospitality set up), Tuesday, February 21st.
 - Projects ongoing/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.
 - Prepared gymnastics program flyers for distribution at St. Brendan School.
 - Level 2 and Level 4 girls competed in the 2nd qualifier on Saturday, all scoring high enough to enter State competition in April at the Daytona Ocean Center.
 - Boys prepared this week for upcoming competition scheduled for March 3rd in St. Pete.

- 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.
 - Continued preparations for upcoming STARS Pageant to be held in March.

- The Casements
 - The Ormond Beach Bridge Puzzle Challenge took place on Saturday from 9am to noon.
 - The Seaside Herb Society met at Bailey Riverbridge on Saturday morning.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
 - Classes met this week including: Pilates, Teeny Tiny Yoga, Yoga, Zumba.
 - The Casements Coordinator had a bridal consultation on Monday morning.
 - A group on a bus tour from Canada toured The Casements on Monday morning.
 - The Guild held a meeting in the gallery on Wednesday morning.

- The Memorial Remembrance Committee met in the Preservation Room from 11:30am to 1pm on Wednesday.
- The John Anderson Drive Improvement Project Public Community Meeting was held in the gallery from 5:30pm to 7:30pm on Wednesday.
- Staff assisted with the weekly Farmers' Market on Thursday.
- The Casements Camera Club met at Bailey Riverbridge on Thursday from 7pm to 9pm.
- The strike of the Foxfire Exhibit "Six Artists/Six Views" took place on Friday.

- Parks and Irrigation
 - Brought the system back online at Williamson Blvd.
 - Filled in hole at the Nova Community Center.
 - Moved entire tool room to rear of Building Maintenance Dept.
 - Turned off system at Bailey Riverbridge Gardens.
 - Installed a new timer at the Buena Vista/Seville median.
 - Installed 2 new timers on W. Granada Blvd. median #7 and tested.
 - Dug up and repaired damaged mainline and zone line at the Police Dept.
 - Ran zones 1 through 5 at Central Park III, replaced 1 rotor, scheduled for broken zone line repair and valve replacement.
 - Ran zone 10 at City Hall and flagged broken zone line hit by a sign contractor.

- Building Maintenance
 - Repaired UV lights in air handler at Fire Station #91.
 - Repaired VAVs for the HVAC system at the Police Dept. offices.
 - Repaired gym lights at the Nova Rec. Center.
 - Continued light replacement on Cassen fishing pier.
 - Repaired runway lights at Ormond Municipal Airport.
 - Addressed ongoing odor problems in the Commission Chambers.
 - Prepped brackets for US1 bridge railing.
 - Repaired lights in Rivera Park.
 - Replaced ballasts at the Ames House.
 - Patched office walls in the Police Dept.
 - Repaired street lights on New Britain Avenue.
 - Cleaned AWOS lenses at Ormond Municipal Airport.
 - Repaired lights for fountain at the Performing Arts Center.
 - Repaired light switches in the Nova gymnasium.
 - Repaired ceiling fan in the Performing Arts Center auditorium.
 - Assisted with new art display at the Memorial Art Museum.

Police Department

- Administrative Services
 - Attended Ormond Beach Middle School Do-The-Right-Thing luncheon.
 - Attended FBINA re-trainer meeting.
 - Attended weekly PD staff meeting, weekly Department Head meeting and commission meeting.
 - PD Accreditation Team and staff members attending re-accreditation conference.
 - PD staff participated in Tomoka Elementary School career day.

- Community Outreach
 - 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.
 - The 14U boys and 10U basketball teams participated in the Regional Basketball Tournament held in NSB this past weekend. Both teams advanced to the championship

round. The 14U team won for their division and will be playing the State of Florida Association of Police Athletic Leagues tournament in April.

- Nine members of the Youth Director Council volunteered at the Regional Tournament to assist with the tournament set up.

- Community Services & Animal Control
 - Animal calls responded to : 54
 - Animal Reports: 6
 - Animal Bites: 1
 - Animal Traps: 3
 - Animals to FHS: 7
 - Dogs: 2
 - Cats: 5
 - Wildlife to Ponce Inlet: 1
 - Animal N.O.V. 2

- Criminal Investigations
 - Cases Assigned: 23
 - Cases Cleared by Arrest/Complaint Affidavit: 4
 - Cases Exceptionally Cleared: 4
 - Inactive: 8
 - Fraud: 5
 - Burglary Business: 2
 - Burglary Residential: 3
 - Larceny Car break: 6
 - Grand Theft: 4
 - Auto Theft: 1 (carjacking)
 - Offense Against Family/DCF Reports: 1
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Assaults: 0
 - Suicide: 1

Narcotics:

- Six Buy-Walks
- One Search Warrant

Comments:

- Grand Theft: Elderly woman who resides in The Falls discovered approximately \$20,000.00 worth of jewelry missing from her residence. Investigators found 14 separate pawn transactions from the victim's granddaughter at several pawn shop locations. The granddaughter was interviewed and confessed to the theft. The granddaughter was arrested for grand theft and dealing in stolen property.
- Auto Theft: Victim got out of his vehicle on S. Atlantic Ave. to get a newspaper out of a newspaper box. A male jumped into the vehicle and locked the doors. The victim tried to stop the subject from driving off and suffered minor injuries. The vehicle was found several days later abandoned in Daytona Beach. Ormond Beach crime scene technicians are processing the vehicle for evidence.
- Investigators identified a subject responsible for a residential burglary on Northbrook Dr. The subject went into the residence and broke open a safe removing prescription pain medication. Subject was identified through a prepared photo-line-up. Charging affidavit filed.

- Charging affidavits for burglary have been filed against a father and son who are responsible for several beachside residential burglaries.
- Records
 - Walk - Ins / Window 155
 - Phone Calls 174
 - Arrest / NTA'S 16
 - Citations Issued 146
 - Citations Entered 145
 - Reports Generated 144
 - Reports Entered 140
 - Mail / Faxes / Request 55
- Patrol
 - Total Calls 1,620
 - Total Traffic Stops 195
- Operations
 - 02/15/12 Burglary/Residence** – Manderly Drive – rear porch screened area cut and entered – no property taken.
 - 02/15/12 Burglary/Vehicle** – Tower Circle – Mirror motor stolen off of vehicle.
 - 02/15/12 Domestic Violence** – Bryant Street – started as an escort to secure property – suspect called to get items from house he previously shared with ex-girlfriend – at residence, female subject alleged that the suspect struck her with an open hand across her face – no marks on either – no witnesses – no evidence – conflicting stories – suspect retrieved personal property without incident – complaint affidavit filed.
 - 02/15/12 Warrant arrest** – Wye Drive – female suspect showed up at her aunt’s house under the influence of narcotics – officer arriving on scene observed the suspect push her way into the residence knocking over the aunt – suspect female was secured and found to have an open warrant – suspect became combative and started kicking the inside of the police car and attempted to kick several officers – suspect was charged with resisting arrest along with open warrant
 - 02/16/12 Battery/DV** – Greenwood Avenue – on going problem – juvenile female arrested for battery/domestic violence.
 - 02/16/12 Battery/DV** – Ramsey Terrace – adult male arrested for battery/domestic violence.
 - 02/16/12 Suspicious incident** – N Beach Street – homeowner noticed two males in his driveway by his car – when they saw him, they ran southbound – while checking the area, neighbor’s interior garage door was found unlocked and open – the homeowner was found all dressed in black crouched behind his sofa. Believing he was a suspect burglar, he was taken into custody for investigation – turns out he thought officers were there to arrest him regarding an incident with his girlfriend in Port Orange. He was released – area check could not locate original subjects.
 - 02/16/12 Missing person** – mother found out her 14 year old daughter left school to get high – did not initially want to list her as missing – because of possible drug issue it was recommended that she did file her as missing – mother has no idea where her daughter could be or where she was going – this is a repeat occurrence.
 - 02/16/12 Missing Person** – Marvin Road – 15 year old son ran away over night because he did not want to go to a program for delinquent youths – his regular hangouts were checked with negative results in locating him – entered as missing.
 - 02/16/12 Carbreak** – Poplar Drive – reporting party had approximately five CD’s taken from his vehicle – garage door opener found near vehicle – unable to locate owner of the garage opener – turned into evidence.

02/16/12 Suspicious Vehicle – Meadow Ridge View – resident called regarding a truck that did not belong in the neighborhood – officers arrived and located driver passed out and hanging out of vehicle with keys in his pocket – driver was subsequently taken into protective custody under Meyers Act.

02/17/12 Fraud – N Beach Street – reporting party stated he received notice from bank that his account was overdrawn – victim had never opened an account at that bank – bank fraud department notified.

02/19/12 Missing person located – Marjorie Trail – suicidal subject from previous shift located and Baker acted.

02/19/12 Strong Armed Robbery – Central Park/Fleming – juvenile was robbed of his bicycle – suspect later contacted the victim's parents and returned the bike – parents did not want to take any further action.

02/19/12 Burglary/Residence – Shadow Lakes – game console taken.

02/19/12 Battery/DV – S Nova Road – adult male arrested for battery/domestic violence.

02/19/12 Burglary/Business – S Halifax Drive/FUMC – food items and video games taken from the social room – no signs of forced entry.

02/19/12 Suicide – Oak Forest Drive – elderly male took his life via self-inflicted gunshot wound.

02/19/12 Vandalism – S Halifax Drive – house vandalized.

02/19/12 Vandalism – Rio Pinar Drive – vehicle egged.

02/19/12 Party – Emerald Oaks Lane – underage house party – 15 year old took advantage of her grandparents being away and hosted a party – most patrons left prior to officer arrival – stragglers found hiding in attic. Parents notified.

02/19/12 Prowler – N St Andrews Drive – Reporting party noticed someone between houses with a flashlight – officers entered area on foot and spotted a subject between the houses who took flight upon spotting the officers – headed east along railroad tracks in area behind Kickstart Saloon – search of area included Air 1 – an OBPD officer spotted an adult male walking northbound on US1 – subject was a known area burglar whose girlfriend works at Kickstart and he stated he was on his way there to meet her – fresh scratches on his arms and head, blood on pants were signs of possibly running through thick brush but he claimed they were from working earlier in the day for a tree service company.

02/19/12 Domestic violence – intoxicated juvenile female from party previously mentioned battered her mother and fled the scene – juvenile was eventually found hiding in a yard down the street and arrested – Division of Juvenile Justice processed her and she was turned back over to her mother.

02/20/12 Domestic Disturbance – Victoria Circle – affidavit completed on juvenile daughter for striking father in the back after an argument.

02/20/12 Burglary/Vehicle – Hand Avenue – unlocked vehicle – backpack and laptop computer (MacBook) stolen.

02/21/12 Burglary/Business – S Yonge Street – Patton Real Estate – door pried open approximately three weeks ago – business was entered – nothing missing.

02/21/12 Burglary/Residence – Fiesta Drive – Back door kicked in.

02/21/12 Shoplifting – Wal-Mart – extensive investigation surrounding claim that the defendant's brother used his ID during the arrest – charges filed.

02/21/12 Theft – E Granada Blvd/Hershey's Ice Cream – 5x8 open trailer, lock and chain stolen from behind business.

02/21/12 Carbreak – LaJoila Ct – victim saw a known adult male inside her car – subject was later arrested on probable cause after identified by the victim.

02/21/12 Missing Person – Wedgewood Cir – 79 year old Alzheimer's female wandered off from residence after an argument with her husband – call received about an hour after she went missing – female was located by a citizen in Daytona Beach on Ridgewood – Citizen had heard about her (possibly reverse 911-Missing). Female subject had no idea how she got there, was checked by EMS and returned to her family.

02/21/12 Battery/DV – Tomoka Meadows Blvd – adult female arrested for domestic violence battery.

02/21/12 Shoplifting – Bealls – adult male stole a kitchen item and shoes – both items recovered by loss prevention – male suspect given notice to appear for retail theft.

02/21/12 Trespassing – Publix/Ormond Town Square – Publix Manager flagged down Ormond Beach Officer and advised that a black Ford F150 with a male and two females left the parking lot and were suspects in an attempted theft – vehicle was spotted and contacted – a female occupant stated that her sister had been stealing baby products from several Publix stores – manager believes the subjects in the vehicle are actually the suspects.

Crime Opportunity Reporting Forms distributed: 339

- Traffic Unit
 - 12-02-00364, Crash w/ Injuries, 790 W. Granada Blvd. Vehicle exiting the business did not see a person travelling along the sidewalk on SR40 in a motorized wheelchair. As the vehicle exited, it struck the wheelchair and knocked its occupant to the pavement. Injuries were non-life-threatening. Vehicle driver cited for failure to yield.
 - Stealth survey in progress for Woodlands Boulevard and Heather Lane.
 - SMART Trailer deployed on S. St. Andrews Drive. Survey in progress.
 - Race Week operational plan complete and will be initiated Thursday, Saturday, and Sunday this week.
 - Traffic Citations 105
 - Parking Citations 0
 - Crash - No Inj. 16
 - Crash - Injury 9
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - Breakaway Trails
 - 600 BLK Division Avenue
 - 200 BLK Main Trail
 - 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: 17 Cases Initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 0 Case initiated
 - 4 signs either removed or sign cases created
 - 16 tree removal permit requests
 - Administrative staff assisted with thirty-three (33) 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 1:

- 1) 1121 (reported as 1321) Parkside Drive – The complainant indicated that the elderly parents are both deceased and the disabled son has moved out to parts unknown. The house was cleaned out and the debris was left placed on the entire length of the driveway out to the roadway. A site maintenance case has been initiated. The property was posted with the notice of violation on February 15th. The city can then have the site cleaned by the city's lot cleaning contractor the week of February 27th if not already cleaned by the owner.

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. Mr. Murbach has appealed to the special magistrate stating that he does not believe his vehicle violates the Code of Ordinances. The hearing is scheduled for Monday, February 27, 2012. If the special magistrate favors on the side of the respondent, the case will be closed. If the special magistrate favors on the side of the city, the respondent will have five days from the date of hearing to correct the violation.

Public Works

• Engineering

Construction Projects:

- Alcazar-Buena Vista Drainage Area Improvements - Project is substantially complete with minor cleanup items to be addressed.
- 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.
- Roadway Resurfacing- Project bidding documents were completed and scheduled for disposition item on March 6.
- Downtown Way Finding Signage- The contractor completed the installation of six more signs surrounding City Hall for Building Department inspection. The work is 25% complete.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Directional boring of the forcemain began near the Pathways Middle School. Contractor will be working south to north to complete the forcemain route along Airport Rd.
- Transfer Station Pump Station- Project bidding advertisement has been set for February 26, bids will be received on March 28 and pre-bid conference will be held on March 14.
- SR40 Sidewalk/Trail Phase III- Compiled all material to send to FDOT for a Notice to Proceed.
- Tomoka State Park- Compiled all material to send to FDOT for a Notice to Proceed.
- SR40 Nova to A1A Interconnect- Conducting sub system testing of system. Final invoice. CC memo on Final Change Order.
- Cassen Park Fishing Pier Repair- The contractor is working along the southeast side of the bridge by replacing guard rail posts and decking. The work is 80% complete.
- Cassen Park Fishing Pier Lighting – The contractor is working to remove and replace existing lighting with new poles and fixtures. The work is 20% complete.
- 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. The second reading of the PBD was approved by the City Commission. Staff is planning to present the final bidding documents to the City Commission on March 6th to receive approval to bid the project.
- Granada Utilities Underground- Street lighting plans were reviewed and comments submitted. FPL meeting was held to address street lights away from Granada Blvd. that the aerial service is being taken down. Relocated transformer pad by Police Department. Walked area around Washington for temporary services.
- Nova Community Park Master Plan- Set up kick off meeting.
- Ormond Scenic Loop- Responded to questions from MainStreet related to OSL signs.
- South Peninsula 2" Water Main Replacement- Negotiated with continuing contract consultant on scope of work for replacement of water mains within the south peninsula. This will be presented to the City Commission on March 6th for approval.
- Mainland 2-inch watermain - Negotiated with continuing contract consultant on scope of work for replacement of water mains within the south peninsula. This will be presented to the City Commission on March 6th for approval.
- North Peninsula 2" Water Main Replacement- Negotiated with continuing contract consultant on scope of work for replacement of water mains within the north peninsula. This will be presented to the City Commission on March 6th for approval.
- SR40 Washington to Beach St.- Responded to FDOT on right-of-way for Lewis St.
- Central Park Paving – Design plans are 80% and have been modified per SJRWMD requirements and are being resubmitted for approval.
- Tymber Creek Phase I & II – JPA is being reviewed.
- 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 submittal to the 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 was held on 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 2009 storm event. Sent final plans to FEMA for approval. FEMA is reviewing prior to approval of Phase 2 (construction).

Department Activities

Administration:

- Contacted TECO regarding restoration on Hull Rd. pipe installation.
- Researched Lewis St. right of way to send to FDOT.
- Assisted Volusia County in bringing on line 4 cameras, switched out controller at SR40 and Orchard St.
- Staff and Environmental Consultant are working with FDEP to research and determine potential offsite contaminates which may be originated from the closed Nova Road landfill.
- Staff is working with the VCEM to conclude groundwater monitoring requirements which were implemented several years ago for underground fuel tank removal.

Meetings:

- SR 40 Interconnect fiber optic project substantial completion meeting.
- Meeting with FPL on temporary underground at Washington and SR40 commercial site.
- Met with the City's continuing contractor, Kathy Harper Painting & Waterproofing, to discuss water intrusion at Ames House. Received a proposal for associated work and will present this to the City Commission as a disposition item before authorizing the work.

Customer Service:

- Responded to walk in resident regarding right turn lane only on Nova Rd. at Hand Ave.
- On site meeting with the homeowners at 1000 John Anderson Dr. to determine dead tree ownership and responsibilities.

Other:

- Updated and provided PDF's of all sketch and legal descriptions for the (Group 1) N US1 property annexations per Planning Dept. request.
- Continued the sketch and legal descriptions for the (Group 2) N US 1 Annexations per the planning Dept. request.
- Completed sketch and legal descriptions of the Tomoka Holdings sub-divided property per the Planning Dept. request.
- Tree locate at 70 Highland Ave per Neighborhood Improvement Division request.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Ground down and formed a sidewalk at 795 Cordova Ave.
- Ground down sidewalks on Fernery Trail and at Spring Meadows
- Formed a sidewalk at Hunter's Ridge
- Pulled forms on Royal Dunes
- Patched areas with concrete on Arroyo Parkway and on Collins St.

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 S. Ridgewood Ave.
- Flagged for and removed stumps at various locations

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 with putting up and taking down holiday flags on the Granada Bridge
- Assisted the concrete crew on Cordova Ave. and in Hunter's Ridge
- ROW trimming at various citywide locations

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Bermuda Estates Dr., replaced a broken stop sign post
 - Seville St. & Buena Vista Ave., relocated the "No Parking" sign & replaced bent post
 - NE N. Halifax Dr. & John Anderson Dr., replaced the missing 3-way sign
 - 963 Village Dr., reinstalled a "Keep Right" sign hit by a vehicle
 - SE John Anderson Dr. & N. Halifax Dr., replaced a post & stop sign hit by a vehicle
 - Cassen Park relocated "Park Hours," "Dog Regulation," and "Lock Your Vehicle" signs
 - Inverray Ct. & Ocean Pines Dr., reinstalled the street names that fell off the post
 - Village Dr., installed (2) reflective strips on the sign post of a "Keep Right" sign to make it more visible to residents backing their cars out of driveways
 - S. Halifax Dr. just south of E. Granada Blvd., installed a "No Parking Loading Zone" sign & a separate sign below, which reads: Mon.-Fri., 10 AM – 6 PM
 - Palmetto Ave. & Marvin Rd., installed high intensity prismatic (HIP) street names
 - N. Ridgewood Ave. north of W. Granada Blvd., replaced a school crossing sign post hit by a vehicle
 - Loyola Dr. & Peninsula Dr., straightened a stop sign post
 - Palmetto Ave. & Benjamin Dr., straightened a stop sign post
 - Riverside Dr. & Casements Dr., reinstalled a "Parking" sign found hanging upside down

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Reachout Mower – US1
- Delittered on US1
- Vacon – Hull Rd. & Hull Trl., assisted with pipe repair, Andalusia & Fleming – (3) basins, 290' of pipe, 8 Twelve Oaks Trl. – 270' of pipe, and 46 S. St. Andrews – (3) basins, 110' of pipe
- Installed a 10' pipe at Hull Rd. and Hull Trl.
- Sprayed FDOT pond on Nova Road
- FDOT pond inspection – citywide
- Ditch inspection – citywide
- Picked up sandbags at The Casements
- Cleaned basins - citywide

Street Sweeping/Streetsweeper

- 151.6 miles of road cleaned
- 47.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
30,257

PM Services completed for the week:

Emergency—Vehicles and Equipment
13

Non-Emergency Vehicles and Equipment
22

Road Calls for the week:

2

Quick Fleet Facts:

Fleet has 8,240 gallons of unleaded and 9,863 gallons of diesel fuel on hand.

Fleet completed 60 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.
- Concentrate Disposal Study – Received feedback on staff review comments on the final report from consultant this week. Permit applications are being prepared.
- 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. The modeling portion of the proposal was revised so McKim and Creed would utilize their own model to size the pipe and determine mass balances for chlorides and any potential effects on the concentrate production.
- WWTP Dewatering Station Bypass Project – The project is presently advertised for scheduled bid receipt on 3/15/12.
- 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/ Reuse Main Extension – Construction is now underway by Masci Construction. 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. The final draft Grant Agreement was received from District incorporating staff comments for final review and eventual CC consideration. Funding agreement at 40% of project cost will be approximately \$1.3 Million.
- Fire Hydrant Replacement Program – The project is approximately 50% complete. The contractor (R&M Services) is replacing fire hydrants on Willow Run, Old Mill Run, Quail Circle and Parkwood Drive this week.
- Hand Avenue Extension – The project is advertised for 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. CDM (Consultant) requested the Contractor move forward with the pump manufacturer's phase 2 solutions to retrofit the current impellers with a semi-open configuration. 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. Warranty work was performed on the influent pump station switch board.
- 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 #1 is being cleaned and rehabilitated. Filter #3 structure is being leak tested.
- Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (contractor) decides to accept final payment.
- Root Control Services – Root control is underway and expected to be completed in a couple of weeks.
- Town Square and Lift Station 4M1 Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Engineering is preparing base plans for these stations for design purposes.
- 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: Reviewed plans for Chase Bank which will be located at the south east corner of the Ormond Mall parcel. Received and processed permit applications for Alfie's Restaurant. A final walk through is scheduled for Chase Bank on Shadow Lakes Boulevard next week.
- Transfer Station Lift Station Upgrades – The project was approved for bidding at the February 7th City Commission meeting. The project is presently advertised for scheduled bid receipt on 3/28/12.
- 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 provided a list of items needed to refurbish the system. Parts cost approximately \$47,000. Parts are intended to be purchased from the vendor and quotes will be obtained from contractors for installation activities.
- 1701 N. US1 Forcemain Valve and Air Release Valve Installation – Sod was replaced and final clearance was requested 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 fee proposal for model development and assistance from CDM was received for collaboration of appropriate total nitrogen interim limits. The cost for the modeling is \$3,200. The model will use a flow of 6.0 mgd and the nitrogen loading used for design of the wastewater treatment plant expansion project. Forwarded proposed project abstract and schematic to FDEP for Pollution Prevention (P2) Project for program acceptance.
- Attended presentation by Utility Metering Solutions and Neptune Meter for discussing potential unaccounted for water programming solutions to include meter replacement activities.

- Water Distribution
 - Exchanged 17 residential water meters
 - Responded to and/or repaired 7 water service leaks
 - Replaced 5 (3 bores under the road) water services
 - Flushed 7 low pressure complaints
 - Meter Testing: Scheduled two at 3" and larger water meters for testing, Rebuilt 4" water meter. Delivered large meter test device for the yearly calibration to Mars Company in Ocala.
 - Valve Maintenance: located and exercised 20 valves for fire hydrant replacement, future Hand Ave shutdowns and main leaks.
 - Water main breaks: 2" GSP on Riverside Dr, and a 6" main leak on McIntosh Dr
 - Water main flushing: Southern Pines sub, Pine Valley Cir, Willow Run, N Saint Andrews Dr
 - Performed maintenance on 2 automatic flushing devices, changed timing of operation and replaced batteries
 - Tested 2 / Repaired 1 city owned backflow preventers
 - 2012 fire hydrant replacement program: hydrants located at 49 N St. Andrews, 925 Willow Run, 902 Woodmere Cir, customers were given advanced notice and shutdowns started and ended on time.
 - Repaired 2 fire hydrants with operational issues
 - Utility locate service for Water/wastewater/reuse: 101 regular and 2 emergency locates have been completed
 - Rescinded boil water alerts: Pine Valley Cir, Highwood Ridge Trail S Center St, N St. Andrews Dr
 - Cleaned and organized all storage areas and service trucks
- Water Treatment
 - Delivered to the City 35.895 million gallons for the week ending Feb. 19, 2012 (5.128 MGD)
 - Backwashed 14 filters for a total of 605,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded four Precautionary Boil Water notices.
- Waste Water Collection - Reuse
 - Crews responded to two trouble calls in town.
 - Main sewer line root control annual project Municipal Sales Inc.: twenty thousand feet completed and thirteen thousand remain for completion at various locations throughout City's WW collection system.
 - Installed new 4" sewer service at 122 Bonita Pl.
 - Replaced sewer clean out cap at 136 Putnam Ave.
 - Televised four sewer laterals.
 - Blow off 6" force main on US1 twice a day – operating manual air relief valves – coordinating with utilities maintenance and engineering for eventual additional corrective measures.
 - Installed new PEPSystem at 28 Fox Field Look
 - Completed interviews this week for two MW II positions.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunter's Ridge.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 26.42 Million Gallons.
 - Produced 12.37 Million Gallons of Reuse.

- Produced 14.05 Million Gallons of Surface Water Discharge.
- Influent flows average for week is 3.77 MGD, plant designed for 6 MGD
- Hauled tons of sludge 119.10 (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
 - Repaired leak on the pressure gauge at well 23H
 - Installed rebuilt 25 HP motor on the #1 scrubber blower
 - Wired 100 HP Digester blower motor for wastewater maintenance.
 - Replaced the wash down hose nozzle at Leeway elevated tank
 - Painted south wall in Aerator pump room.
 - Painted piping along South pit to prevent sun damage to piping.
 - Plumbed new sink in the electrical shop.
 - Test well 41R w/ FPL assist, pump inoperable. Informed project manager.
 - Repaired well 33H Bermad valve. It was not opening properly
 - Replaced sump pump at Nova Booster station and ran weed eater
 - Installed hose rack and faucet at State Park Booster for cleaning purposes
 - State Park booster station #2 pump motor coupling failed, replaced
 - Installed new bench grinder in shop.
 - Completed 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, SR40 and Hudson well fields.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Replaced submersible pressure transmitter to Shadow Crossings tank.
- Checked Ormond Mall lift station motor heaters and found they were the wrong size. Replaced with correct size.
- Replaced 7.5 HP submersible aerator, equipment sent to vendor for evaluation and repair.
- Installed absorbent blanket under Sandfilter #1 gearbox.
- Completed Digester blower mechanical installation and tested.
- CP Lift Station: assisted resolution of force main pressure issue at Microflex.
- Replaced phase monitor at Shadow Lakes lift station
- SCADA lift station repair to 19 stations
- Assisted contractors with tele-valve equipment for new install at clarifiers.
- Performed PM Service to all plant equipment.
- Master Lift stations – pump down, wash & broke up scum layer in wet wells
- Monthly PM's to 28 lift stations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 lift stations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 94 work orders as reported in MP2 computerized maintenance management system, of which 78 were PM work requests and 16 were repair work orders.