

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 2, 2012

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

City Manager

Reviewed and prepared with staff as follows:

- Held weekly staff meeting with directors
- Held weekly meetings with City Clerk, and HR Director
- Quarterly meeting with Employee of the Quarter committee
- Phone call with City Attorney and Deputy City Attorney on a local business' tax receipt revocation of massage parlor
- Bi-weekly meeting with Fire Chief

Spoke to, attended and/or met with:

- Attended Charter Review Committee meeting
- Participated in FCCMA annual conference, conference call
- Attended Budget Advisory Board committee
- Attended FCCMA nominating committee meeting in Orlando

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.
- Attended and provided support for the Charter Review Committee Meeting on February 27.
- Attended and provided support for the Budget Advisory Board Meeting on February 29.
- Attended and provided support for the Public Works Advisory Board Meeting on March 1.
- Attended and provided support for the Quality of Life Advisory Board Meeting on March 1.
- Agenda packet preparation and creation for the March 6, City Commission meeting.

Status of Ongoing Projects

- Agenda Automation System:
 - Staff cancelled the agreement with Novusolutions, the current Agenda Automation System Provider based on feedback received from pilot users.
 - Staff negotiated an agreement with the IQM2, the second Agenda Automation System Provider, and started a 60 day trial account to begin testing the new system for the City Commission meeting on March 6, 2012.
 - Staff created the necessary workflows for approval of Commission meeting agenda items.
 - Staff customized the Agenda layout and templates for the City Manager and City Attorney memorandum templates for all City Commission meetings

- Staff began training pilot users on how to create, review and approve agenda items.
- City Stationary and Business Card Services
 - Complete the bid tabulation and letter of intent for the City Business Card and Stationary Services – Request for Quotations.
 - Sent bid tabulation and letter of intent to the Purchasing Department for processing.
- Elections:
 - Staff continued working on the 2012 Election Candidate Packets and City Elections webpage and plans to have the packets available in March 2012.
- Live Streaming Upgrade:
 - Staff is currently evaluating the live streaming and archiving service that is available through the new cloud-based agenda automation system provider, IQM2, called MediaTraq. The MediaTraq system would provide staff the ability to easily live stream all public meetings (e.g. City Commission meetings, workshops, Board and Committee meetings, Budget Town Hall meetings, etc.) through the use of a portable encoder that is provided with the system. In addition, the system will allow staff to index all meeting recordings by agenda item, and upload them to the new public meeting portal.
- Mobile Phone Applications (iOS and Android):
 - Waiting on the developer to make requested changes.
- Website:
 - Green Ormond Beach (www.ormondbeach.org/gogreen)
 - Researched and received quotes from vendors for Video Equipment that will be purchased as part of the Department of Energy grant and will be used for the Green Ormond Beach Educational Programming.
 - Submitted requisition to the Finance Department in order for them to issue a purchase order.

Community Development

- Planning
 - Staff met with Volusia County Growth Management Director Kelli McGee, Assistant County Attorney McAteer, Planning Manager Becky Mendez and Palmer Panton concerning the Interlocal Agreement (ILA) for services which was a County response to the City's Interlocal Service Boundary Agreement (ISBA). Ormond Beach representatives included City Attorney Randy Hayes, Planning Director Ric Goss and Sr. Planner Becky Weedo. The County is willing to support in an ILA the City making changes to land use and zoning for unincorporated Volusia County property reflecting the City's land use and zoning categories. They also are willing to provide the City the ability to enforce its development regulations as it pertains to the LDC, Building Code, City Code of Ordinances as it relates to adult uses, internet cafés and other land uses, and permit code enforcement to enforce such codes in unincorporated Volusia County. The unknown part is the County's insistence that the City's waste stream collected by Waste Management must go to the County's landfill when the City renegotiates its contract. The second part of this effort will include the ISBA that will provide Ormond Beach an alternative annexation process, a streamlined land use plan amendment process related to annexation, and a phased annexation of VC unincorporated area over a period of years.

It was not clear that the County attorney's office and the Growth Management office were entirely on the same page. While Growth Management had the opinion both of these agreements could go in tandem with each other, the County Attorney's Office was of the

opinion that one would need to follow the other. Estimated time lag between the two is unknown. As such, staff is revising the ILA for re-submittal based upon our understanding of what Volusia County staff will support. Staff also prepared a revised ISBA which provides for an alternative annexation process that would permit the City to create enclaves, annex non-contiguous parcels, and phased annexation based upon projected costs and revenues for service provision.

- Building Inspections, Permitting & Licensing
 - 56 permits issued with a valuation of \$271,878.00
 - 116 inspections performed.
 - 1 business tax receipts issued.
 - Permits for 855 S. Nova Road have been picked up by the owner's representative to correct the life safety violations reported in last weeks report.

- Development Services
 - Two variances have been filed, reports written, and supported by the Department for the March BOA:
 - 325 S. Atlantic Avenue – front and side yard setback variances
 - 26 Chippingwood Lane – rear yard setback
 - A noise study which staff intends to attend will be conducted at Caffeines on Friday night as part of the Special Exception requirements for outdoor music.
 - SPRC Engineer and Landscape Architect met with Wal-Mart's landscaping contractor to finally close out the project. The City has withheld approval of the site for over 12 months until the landscaping is completed according to the approved plans. It appears that the contractor is now interested in getting paid by Wal-Mart but the contractor can not produce a City final approval for the site.
 - A Certificate of Occupancy for Chase Bank on N. Nova is expected to be issued by the end of this week.

Economic Development

- Economic Development
 - Ormond Crossings
 - Staff transmitted their comments to Tomoka Holdings this week regarding the draft Master Development Plan and design standards documents. 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 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 monthly 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 and any assistance the City can provide to attract a replacement grocery store at that location. Staff also spoke to the real estate agency representing the property owner and a meeting is trying to be arranged for next week.
- 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 US 1.
- 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 is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

• Airport Operation and Development

- Staff worked with representatives from Airport Power Solutions (APS) this week regarding a proposal to lease approximately 2.5 acres of airport property for the purpose of installing a solar photovoltaic array to generate electrical power. APS has also proposed installing solar systems on the roofs of buildings in the Airport Sports Complex. The GIS Department has provided APS with maps of the proposed lease area and the sports complex, which APS will use to conduct feasibility studies for this proposal. If successful, this project could significantly reduce the need to purchase power from outside utilities for the airport and the sports complex.
- Staff worked with a representative from SRD Engineers regarding potential airport impacts resulting from a project expected to begin in November of this year to mill and resurface portions of SR40 in downtown Ormond Beach. The project area is within the Airport Traffic Area and is scheduled to take place mostly at night, so consideration must be given to the potential for smoke and high-intensity lighting to affect air traffic. Upon analysis of the project details and consultation with the air traffic control tower, staff has determined that this project will likely have no impact on air traffic or airport operations.
- Staff continues 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 continues to work with the FAA Airports District Office in Orlando regarding airport grant programming for the current fiscal year. Staff expects the City will soon receive an FAA grant

offer to fund the Taxiway Alpha Relocation and General Airfield Improvements Project. Staff endeavors to ensure that all phases of this project will receive funding from FAA.

- Staff worked this week to install and configure updated software designed to provide access to the airport surveillance system from other locations on the city network.
- Staff worked this week to arrange for an updated survey of FBO Area 1 at the airport, as part of a proposed amended and restated lease agreement for that parcel of airport property.
- 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

- Completed Projects - Weekly

- Processed 51 Journal Entry Batches (# 1859 - 1972).
- Approved 16 Purchase Requisitions totaling \$49,733.72.
- Issued 15 Purchase Orders totaling \$85,831.06.
- Advertised Bid No. 2012-02, Transfer Station Lift Station Upgrades Project, in the News Journal and posted to DemandStar on 02/26/2012.
- Held opening for Bid No. 2012-07, Hand Avenue Collector Road Upgrade, on 2/29/2012. Four (4) bids were submitted.
- Prepared 137 Accounts Payable checks totaling \$414,329.71 and 28 Accounts Payable EFT payments totaling \$573,455.64.
- Processed 3,766 cash receipts totaling \$696,927.46.
- Processed 724 utility bill payments through ACH totaling \$53,142.75.
- Processed and issued 4,996 utility bills with billed consumption of water of 18,524k.
- Issued 544 past due notices on utility accounts.

Grants/PIO

- Public Information

- Press Releases

- Nova Community Center...More Than Meets the Eye (weekly)
- Ormond Scenic Loop and MainStreet Signage Workshop (3/5)
- South Beach Dance Academy Competition Team to Perform Benefit Show for Star Family Center (3/11)

- Other

- Citizen Contacts
- Media Contacts
- Completed March 2012 Employee Newsletter

- Grants

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

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 11
- Hazardous: 2
- EMS: 69
- Motor Vehicle Accidents: 12
- Public Assists: 37

TOTAL CALLS: 136

- Aid provided to other agencies: 15 calls – Volusia County (11), Daytona Beach (4)
- Total staff hours provided to other agencies: 11 hours
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 66

Training Hours

- Building Construction: 3
- EMT Refresher Modules: 15
- Paramedic: 2
- Preplanning: 3
- Probationary Training: 8
- Safety: 7
- Tactics: 8
- Technical Rescue: 10

TOTAL TRAINING HOURS: 56

Station Activities

- Updated 34 pre-fire plans.
- Conducted 4 fire inspections.

Significant Incidents

- 2/23/12, 3:31 AM: Sunset Falls Dr. – Residential Structure Fire - Upon arrival found residence 50% involved with flames through roof – single resident occupancy with fatality – structure was complete loss – no other structures damaged - State Fire Marshal investigating.
- 2/25/12, 6:48 PM: 750 W. Granada Blvd. – Brush Fire – Fast moving fire in heavy fuel – 1,500 gallons of water and foam utilized – cause undetermined – no damage sustained to nearby structure approximately 150' away.

Operations

- Attended Volusia County Fire Chief's Association monthly meeting.
- Continued working on private hydrant program.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/Recreation (Sports)-Part Time Recreation Leader
- 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. Twenty-four (24) candidates were selected to continue in the process and have been invited to interviews to be held on 03-21-12 and 03-22-12.
- Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled.
 - Public Works Department/Fleet Operations – Fleet Operations Manager advertised on City web site, FLAGFA web site, the NAFA web site, and the Government Fleet web site and will remain open until filled.
 - 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. One hundred fourteen (114) applications were received and entered on applicant tracking sheet with qualifications which were forwarded to the department for review.
 - 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, Florida Rural Water Association (FRWA) web site and in-house. This position closed on 02-24-12 and nineteen (19) applications were received from qualified applicants which will be entered on applicant tracking sheet.
 - Public Works/Utilities – Water Quality Control Technician advertised on the City web site, Florida Water Pollution Control Operators Association (FWPCOA) web site, Florida Rural Water Association (FRWA) web site, Southeast Desalting Association (SEDA) web site, American Water Works Association (AWWA) web site and in-house with a closing date of 03-16-12.
- 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 have begun the interview process.
 - 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. Twelve (12) interviews have been conducted and selection is pending.
 - Background/Reference Checks
 - 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 have been conducted. Two (2) candidates have been selected to begin pre-employment processing.
 - 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 have been conducted and a candidate has been selected to begin the pre-employment processing.
 - Job Offers
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk position closed on 01-27-12. Ten (10) applicants have been interviewed and one candidate will begin pre-employment processing on 03-06-12.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 1-30-12: 1.23% (excluding retirements)
 - Promotions
 - Leisure Services Department – Recreation Center Coordinator position, interviews were conducted and an in-house applicant was selected.

- 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 2011 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. Public Information news release sent out on 01-18-12 to re-notify citizens about this benefit.
- QuitSmart [smoking cessation] program ended; three employees successfully completed the program!
- 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

- Implemented updated temporary labor/personnel leasing procedure. Anticipate RFP for the same will be released later in March.
- Distributed timely safety training material to committees.
- Continued to polish the draft PowerPoint presentation for New Employee Orientation.

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, software is being installed on computers for user testing.
 - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected. A vendor demo of FileNexus is scheduled for 3/13/2012.
 - 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: - Large number of Microsoft updates to be applied to all servers.
 - Networking System: - Cisco firewall upgrade completed, redundant appliance put back in-service.
 - Work Orders: - 21 New work - 19 completed - 64 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,141	Inbound E-Mails Blocked	10,391
Delivered Inbound E-Mails	10,690	Quarantined Messages	60
Percentage Good Email	50.6%	Virus E-Mails Blocked	132

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 0 Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- **Administration**

Meetings/Attendance:

- Supervisory Staff meeting
- Public Works weekly meeting
- City Manager weekly meeting
- Summer camp meeting
- VCRDA meeting
- Radio Control Club meeting
- Public Works Advisory Board meeting
- Quality of Life Advisory Board meeting
- Met with Servello to discuss landscaping contract
- Met with janitorial contractor to discuss issues at Police Dept.
- Met with staff at Bailey Riverbridge Park to discuss kitchen renovation that is in R&R budget
- Met with painter to discuss South Ormond Neighborhood Center splash pad color coating that is in the R&R budget
- Answered citizen request for information about turf care at Nova and Rockefeller Gardens
- Designed scope of work for crack repairs and color coating of basketball courts at Osceola Elementary, South Ormond Neighborhood Center and Central Park II; projects included in the R & R budget
- Met with Risk Manager at Cassen Park to discuss maintenance
- Entered requisitions for dock repairs at Riviera Park, Fortunato Park and Birthplace of Speed Park
- City of New Smyrna Beach – Skate park visit
- Supervisors/Coordinators meeting
- Coordinator one on one meetings
- Playful City Application
- Gold Medal Application
- Project Romp
- Events/Activities attended:
 - Challenger Volleyball
 - Movie Night - Nanny McPhee
 - Shining Stars Pageant
 - Opening Day Baseball

- **Athletics**

- The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
- 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 held on Tuesday at 7pm.
- 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 a game Friday at 6pm.

- Seabreeze High School Softball had games on Tuesday at 4:30pm and 6:30pm, 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 Tuesday, Wednesday and Thursday, with games on 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. Opening day games will be held this Saturday at both the Nova fields and the Softball Quad and T-Ball fields at the Sports Complex.
- The College Baseball Jamboree is once again upon us as games begin Saturday, March 3rd at the Wendelstedt Fields at the Sports Complex. Nine (9) Games are scheduled for this weekend, and the Jamboree games will continue through March 20th.
- Father Lopez High School Baseball held games this week on Tuesday, Thursday, and Saturday at the Sports Complex. Games were played at Wendelstedt Field #1, as well as the Kiwanis Field.

- 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, 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 practices continued for Golden Spikes and high school teams.
 - Softball practices continued for Lady Renegades, Seabreeze High School, and Calvary Christian Academy.
 - Continued preparing all fields for the upcoming spring season.
 - Dropped batter eyes screens on baseball fields at the Sports Complex.
 - Began repairing the baseball dugout entrances, new concrete.
 - Prepared fields for recreational softball, baseball and T-ball practices.
 - Removed rusted benches from Limitless Park and brought in temporary benches until new ones arrive. All benches were shrink-wrapped and loaded onto a freight truck to return to manufacturer.
 - Laid out and painted 11 more soccer fields for the upcoming recreational season.
 - Began to spread pre-emergent fertilizer for spring sod treatment.

- 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.
 - On Friday, February 17th, Wyotech Institute graduation ceremony was held in the PAC Auditorium.

- The Performing Arts Center is preparing to host the following event:
 - Shining STARS Pageant and Fashion Show, Saturday, March 3rd. 1:30pm, \$4.
- South Ormond Neighborhood Center
 - United Hands Meeting was held Monday at 6pm.
 - Youth baseball machine pitch practice was held Tuesday and Thursday at 5pm.
 - Park maintenance project including splash pad painting.
 - 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 through Thursday and on Saturday.
 - Jazzercise classes were held Monday and Wednesday at 5:45pm.
- Community Events
 - Continued 2012 Art in the Park preparations: Call For Artist flyer distribution, solicitation for sponsorship, tracking of applications and payments, scheduling entertainment and food vendors.
 - Continued 2012 Memorial Remembrance Service preparations: coordinating group contacts and confirmations for participation, interviews for potential speakers.
 - 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, attended Senior Games Committee meeting.
 - CE technician assisted at the Casements on Wednesday.
 - 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.
 - Attended volunteer procedure meeting.
- Gymnastics
 - The February/March session classes for various age groups and levels were held Monday through Friday.
 - Distributed gymnastics program flyers to 3 area schools.
 - Boys prepared this week for upcoming competition scheduled for March 3rd in St. Petersburg.
- 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
 - A Greek cooking class was held on Saturday morning.
 - The Casements Camera club hung their exhibit entitled "Ebony and Ivory Show" on Tuesday for judging which took place on Thursday. The opening reception was held on Friday from 5-8pm.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - 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, Zumba.
- The Casements Coordinator met with Mr. Sawgrass on Wednesday regarding planning for the next Native American Festival.
- Staff assisted with the weekly Farmers' Market on Thursday.
- The Casements Coordinator had a bridal consultation on Thursday morning.
- The Quality of Life Board met on Thursday evening at Bailey Riverbridge.
- A wedding rehearsal was held at Ormond Memorial Gardens from 4pm to 5pm on Friday.
- A wedding rehearsal was held on the stage in Rockefeller Gardens from 4:30pm to 5pm on Friday.
- "Movies on the Halifax" was held on Friday night with the feature presentation being "Nanny McPhee", rated PG.

- Parks and Irrigation
 - Blew off walkways at Memorial Gardens.
 - Removed graffiti at Birthplace of Speed Park.
 - Removed broken rocking snail playground equipment at Central Park I.
 - Treated for insects at Rockefeller Gardens.
 - Installed two new seats for swing set at Fortunato Park.
 - Blew off sidewalk from Hand Ave. to Division Ave.
 - Re-installed two benches at Bailey Riverbridge Gardens.
 - Repaired signage at Ames Park.
 - Relocated portable basketball goal from Nova Rec. to S.O.N.C.
 - Trimmed overhanging branches along Central Park boardwalk.
 - Conducted citywide safety inspections of parks and equipment.
 - Dug up and replaced 2 zone valves and repaired broken PVC line.
 - Replaced solenoid on valve on W. Granada Blvd. and tested zone line repair.
 - Met with contractor on Williamson Blvd. and tested zone line repair.
 - Marked out zone line damage at City Hall which was hit by sign contractor.
 - Marked mainline, zone line and zone wires at Cassen Park for trenching by contractor.
 - Repaired zone line and mainline damage at Police Station, hit by sign contractor.
 - Ran zones at American Legion and replaced two damaged 12" spray heads.
 - Ran zones at Riviera Park, replaced 1 damaged spray head and 1 damaged rotor.

- Building Maintenance
 - Installed a new water cooler at fire station 91 for playground.
 - Ran dedicated circuit for new water cooler.
 - Repaired a gate at the Water Plant.
 - Performed AC services city wide.
 - Repaired flooring at the Nova gym.
 - Repaired a toilet at City Hall.
 - Repaired toilets at the Gymnastics Center.
 - Repaired kitchen faucet at fire station 91.
 - Replaced a lock at fire station 91
 - Repaired lights on Washington St.
 - Repaired lights on Palm Pl.
 - Painted light poles at fire station 94.
 - Repaired lights on Lincoln Ave.
 - Replaced control tower lights.
 - Replaced ballast for gym lights at the Nova gym.
 - Continued light replacement on the fishing pier at Cassen Park.
 - Repaired outdoor receptacles at the Performing Arts Center.

Police Department

- Administrative Services
 - Attended monthly Volusia/Flagler Police Chiefs meeting.
 - Attended weekly police department and department head staff meetings.

- 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.
 - Members of the 14U basketball team began playing games against area teams in preparation for the State of Florida Association of PAL basketball tournament to be held in New Smyrna Beach in April.
 - Practice for the 10U boys' team was held at the South Ormond Neighborhood Center.

- Community Services & Animal Control
 - Animal calls responded to: 52
 - Animal Bites: 1
 - Animal Traps : 3
 - Animals to FHS: 8
 - 4 cats
 - 3 dogs
 - 1 Iguana
 - Wildlife (birds) to Ponce Inlet : 1
 - Dogs Reclaimed: 1
 - Animal NOV: 2
 - Solicitor Permits: 4
 - CSO's assisted motors in traffic control during the NASCAR Race week events
 - The O.B.P.D. will be hosting a Low Cost Pet Shot Clinic March 4, 2012, 9 a.m. to 12p.m. in the front parking lot of the P.D. For Information call 676-3262 or 316-8105

- Criminal Investigations
 - Cases Assigned: 31
 - Cases Cleared by Arrest/Complaint Affidavit: 4
 - Cases Exceptionally Cleared: 10
 - Inactive: 11
 - Fraud: 5
 - Burglary Business: 0
 - Burglary Residential: 3
 - Larceny Car break: 12
 - Grand Theft: 5
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 1
 - Missing Persons: 2
 - Recovered Missing Persons: 2
 - Sex Offense/Rape: 0
 - Robbery: 0
 - Home Invasion Burglary: 1
 - Death by Fire: 1

Comments:

- Church Burglary: Suspects have been identified in the recent burglary of the First United Church on S. Halifax. Dr. Approximately \$1,000 worth of property was taken

during the burglary. Some of the property has been recovered. Investigation continues and criminal charges are pending.

- Investigators submitted a ball cap worn by a subject who robbed a man staying at the Motel 6 during last year's Biketoberfest event. The investigators had the cap examined for DNA evidence and a suspect has been identified. The suspect resides in Kentucky but is known to have been in the local area during Biketoberfest. The investigation is continuing.

- Records

- Walk - Ins / Window 139
- Phone Calls 219
- Arrest / NTA'S 33
- Citations Issued 119
- Citations Entered 119
- Reports Generated 129
- Reports Entered 139
- Mail / Faxes / Request 56

- Patrol

- Total Calls 1,587
- Total Traffic Stops 191

- Operations

02/23/12 Narcotics – Poplar Drive – bike units issued notice to appear to two adults for marijuana use.

02/23/12 Home Invasion – Magnolia – two males with masks entered the residence and threatened homeowner with a firearm demanding money – took a laptop and several credit cards – victim's son and friends are possible suspects – investigation is continuing.

02/24/12 Fraud – Sweetmeadow Ct – elderly female scammed out of \$14,000 to pay for the taxes on \$2,000,000 she was told she had won from Publisher's Clearing House. The suspects advised her that her winnings were to be delivered to her by armored truck.

02/24/12 Agency Assist – S Center Street – assisted Daytona Beach PD with the collection of remaining parts of a stolen boat motor – all property turned over to Daytona Beach PD.

02/25/12 Fire/Suspicious Incident – W Granada/McDonalds – male subject handed a note to a McDonald's employee stating his business was on fire. A small brush fire was found burning behind the subject's business – no damage to the business structure. Investigation is continuing.

02/25/12 Traffic stop arrest – Lincoln – adult male charged with driving with a suspended/revoked driver license. The subject's license had been suspended for being a habitual traffic offender.

02/25/12 Suspicious Incident – Casa Del Mar – two females reported a robbery by two males – their individual accounts of events differed from each other and from the on-duty security guard's account of activity on the property that evening – the females changed their mind about wanting to file a report.

02/25/12 Crash – Williamson/Granada – single vehicle left the roadway and crashed into a tree – the two occupants of the car suffered injuries and were transported to the hospital via EVAC as trauma alerts. Investigation is continuing.

02/25/12 Agency assist – assisted Holly Hill with breath test during DUI investigation – arrestee became resistant and had to be restrained in the Sally Port. They were then processed without further incident.

02/26/12 Retail Theft – W Granada Boulevard/Beall's – adult male issued notice to appear for retail theft/shoplifting.

02/26/12 Stolen Vehicle – Oak Forest Drive – victim loaned his vehicle to two females he had just befriended. The females took the car and did not return it at the agreed upon time. Vehicle has fled from police in several local agencies when traffic stops were attempted.

02/26/12 Retail Theft – N Nova Road/CVS – suspect took six cases of beer and fled the area prior to officer's arrival on scene.

02/26/12 Violation of Probation – adult female arrested on open county warrant for violation of probation for prostitution.

02/26/12 Attempted Carbreak – Laurel Dr/Greenfern – reporting party spotted three males checking car doors – multi unit response – officer spotted the three at Trina St/Aaron Circle – they took off running – one suspect was caught – others were not located – backpack and laptop were discovered in the street on Greenfern. Apprehended suspect also had 500 coins and Oakley sunglasses and was interviewed by investigators. Suspect confessed to taking the backpack and laptop from a car burglary.

02/26/12 Warrant arrest – Cardinal Dr - adult female arrested on a county warrant for failure to appear on a driving with a suspended/revoked license.

02/26/12 Burglary/Vehicle – Arroyo Parkway – unlocked vehicle – laptop, GPS and tools stolen.

02/26/12 Burglary/Vehicle – Arroyo Parkway – unlocked vehicle – wallet stolen.

02/26/12 Attempted suicide – Glen Arbor – female slashed her wrist with a pocket knife and then fled on her bicycle – she was located by officers on Wilmette, treated on scene by EVAC and then transported Halifax Hospital under Baker Act.

02/27/12 Battery / DV – W Victoria Circle – adult male arrested for domestic violence battery.

02/27/12 Fleeing and Eluding – Cardinal Dr/Flamingo – driver of pickup took off during attempted traffic stop – bailed from truck and a foot pursuit was initiated. – VCSO K9 assisted in search however the suspect could not be located.

02/27/12 Marchman Act – Wilmette and McIntosh – adult male transient taken into custody under the Marchman Act and transported to the county jail.

02/27/12 Domestic Violence/False Imprisonment – Oak Brook – son of victim would not let his mother leave her residence unless she gave him \$8.00 so he could purchase and smoke some incense. Son was arrested.

02/28/12 Traffic Stop – Valencia Dr/S Halifax Dr – driver charged with a criminal violation for driving with a suspended/revoked license.

02/28/12 Burglary/Residence – Parkwood Dr – forced entry to the front door – house ransacked – appears suspect was looking for jewelry and money and was in the residence for a while.

02/28/12 Domestic Violence – Military Blvd - alleged domestic violence between siblings – lack of probable cause to establish intent – cross complaints between parties filed.

02/28/12 Violation of Injunction – Granada Blvd – petitioner was on a Votran Bus when the respondent got on – respondent failed to immediately get back off of the bus but sat at the front of the bus while the petitioner sat at the back of the bus – no violence occurred – complaint affidavit filed.

02/28/12 Theft – W Granada Blvd/Winn Dixie – adult male reported to have shoplifted an unknown quantity of steaks and exit the store – suspect was stopped in the parking lot of his condo a short time later – the subject gave consent to search his vehicle which resulted in finding the jacket and hat he was wearing in the video but no steaks.

Crime Opportunity Reporting Forms distributed: 169

- Traffic Unit
 - 12-02-00419, Crash w/injuries, Nova Road and US-1. Vehicle was stopped at the red light when it was rear ended by another vehicle. At-fault driver suffered a serious, but non-life threatening injury and was transported to the hospital by a family member. Partial road blockage on Nova Road northbound for about 45 minutes.

- 12-02-00437, Crash w/injuries, SR40 and I-95. Eastbound vehicle rear ended a semi truck at approximately 40+ MPH. Driver of the vehicle was hospitalized for serious but non-life-threatening injuries. Partial road blockage of SR40 eastbound for a little over an hour.
- 12-02-00459, Crash, SR40 and Williamson Blvd. Vehicle ran the red light heading northbound on Williamson Blvd. and collided with another vehicle that was traveling westbound on SR40 through the green signal. No injuries, but both vehicles were towed due to damage. Partial road blockage of SR40 westbound for about an hour.
- 12-02-00479, Crash w/ Injuries, SR40 and Williamson Blvd. Single vehicle crashed into a tree after an improper turn southbound onto Williamson Boulevard. Male driver was transported to HHMC as a trauma alert. Female passenger suffered multiple injuries and was also transported to HHMC as a trauma alert. Driver suspected of DUI. Investigation pending blood test results.
- 12-02-00514, Crash w/Injuries, US1 and Hernandez Avenue. Westbound vehicle at stop sign on Hernandez Avenue pulled out in front of a northbound vehicle, which crashed into the other vehicle's driver's door. The at-fault driver stated that fog blocked the sight of the other vehicle. That driver was hospitalized for minor injuries. Partial road blockage of US1 northbound for about an hour.
- Stealth survey complete for Woodlands Boulevard. Average speed 24.8 MPH, 955 vehicles, 24 hours.
- Stealth survey complete for Heather Lane. Average speed 17.2 MPH, 285 vehicles, 24 hours.
- SMART Trailer deployed on S. St. Andrews Drive. Survey complete. Average speed 25.9 MPH, 1,588 vehicles, 24 hours. Enforcement will be conducted in that area.
- Race Week operations and after action report complete.
- Heavy traffic on Thursday afternoon after the Gatorade Duels, as the outbound race traffic combined with our regular traffic at the end of the work day. SR40 westbound, Clyde Morris Boulevard northbound, and Williamson Boulevard northbound experienced heavy traffic congestion between 1730 and 1900 hours. This is typical for that event.
- Traffic was moderate to heavy on Saturday after the Nationwide Series race, but outbound race traffic was cleared from the area without incident.
- Rain postponed the Daytona 500 on Sunday. Moderate outbound race traffic was observed through the city once the race was cancelled for the day.
- The Daytona 500 took place between 1900 and 0100 hours on Monday night / Tuesday morning. Due to very light local traffic at the late hour, outbound race traffic did not have any affect on our city.
- Variable Message Board was deployed at SR40 and Clyde Morris Boulevard to direct outbound race traffic toward Nova Road and US1 as an alternate route to I-95. This process has proven to be effective and helpful with the event, relieving congestion on SR40 westbound.
- Traffic signals lost power at SRA1A and SR40 on Monday from 0830 to 1145 hours. Motors and CSO's were deployed to assist with traffic.
- Night Traffic Unit assisted with the house fire in The Falls subdivision.
- Traffic Citations 74
- Parking Citations 2
- Crash - No Inj. 16
- Crash - Injury 7
- 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
 - 400 BLK N. Yonge Street

- 1500 BLK N. Beach Street
- OBMS School Zone
- Enforced Complaints:
 - Clyde Morris Blvd.
 - 40 BLK S. St. Andrews
 - 700 BLK Fleming Avenue
 - Riverside Drive
 - Pathways School Zone
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases Initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 0 Cases initiated
 - Zone 4: 4 Case initiated
 - 17 signs either removed or sign cases created
 - 10 tree removal permit requests
 - Administrative staff assisted with three walk-in and thirty-two (32) 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:

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 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. The site has been cleaned. No further action is required.

Zone 2:

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. The owner has obtained a current tag for the vehicle and cancelled his appeal to the Special Magistrate. No further action is required.

Zone 4:

Village Subdivision off S. Nova Road – Mayor Kelley received a letter from a resident of the Village Subdivision. The complaints involved primarily the condition of the medians throughout the neighborhood. A street sign had been knocked down by a vehicle and is lying on the ground, irrigation occurring beyond the normal days allowed, trash and debris in the landscape beds, and vegetation that has grown beyond the perimeter of the

beds creating sight obstructions to vehicular traffic. The HOA President was contacted regarding the complaints that had been filed. Mr. Jones indicated that the HOA has a landscape and maintenance contractor. The contractor is cleaning, replanting the beds and fixing the irrigation system where repairs are needed. Public Works has also been notified to schedule installation of the street sign. Mr. Jones further advised that there have been ongoing conflicts between the HOA and the complainant. Based on the information provided, staff has determined that no further action is warranted.

Public Works

- Engineering

- Construction Projects:

- Alcazar-Buena Vista Drainage Area Improvements – Project is substantially complete.
- Rima Ridge Well 41- The power feed was metered for several days and indicated that the power phasing and voltage was good, therefore the system soft starter was replaced and has resolved the problem of the system shutdown.
- Roadway Resurfacing- Project bidding documents were completed and scheduled for disposition item on March 6.
- Downtown Way Finding Signage- The contractor installed signs north of Granada Boulevard and west of Beach Street. The work is 40% complete.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Approximately 2,000 lf of new forcemain pipe was installed from the Pathways Elementary School up to Tymber Creek Rd.
- Transfer Station Pump Station- Project bidding advertisement was 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 and sent to FDOT for a Notice to Proceed.
- SRA1A to Nova Interconnect- Conducting sub system testing of system. Final invoice sent. Prepared City Commission memo on Final Change Order. Assisted Volusia County in the connection of CCTV and switches in the network. Prepared City Commission memo on adding e-verify on agreement.
- Mast Arm Rehab- Met with Volusia County for the work to be done.
- Tomoka State Park- Compiled all material and sent FDOT for a Notice to Proceed.
- Cassen Park Fishing Pier Repair- The project is complete.
- Cassen Park Fishing Pier Lighting – The contractor is removing the existing lighting and installing new poles and fixtures. The work is 35% 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 sent to FDOT for review and comments. FPL submitted the streetlights that are going to be removed for undergrounding. Meeting to address streetlights away from Granada Blvd that the aerial service is being taken down. Submitted information for permit Volusia County.
- Nova Community Park Basketball Court- Reviewed site with consultant and received a fee proposal. Processing work authorization to start design.
- Nova Community Park Racquetball Court- Reviewed site with consultant and received a fee proposal. Processing work authorization to start design.

- Nova Community Park Master Plan- Attended kick off meeting, compiled and provided information requests from consultant.
- Ormond Scenic Loop- Responded to TranSystems questions about OB wayfinding signs and locations.
- South Peninsula 2" Water Main Replacement- Negotiated scope of work for 2-inch water main replacement. Item will be presented to City Commission on March 6th for approval of work authorization.
- Mainland 2-inch watermain- Negotiated scope of work for 2-inch water main replacement. Item will be presented to City Commission on March 6th for approval of work authorization.
- North Peninsula 2" Water Main Replacement- Negotiated scope of work for 2-inch water main replacement. Item will be presented to City Commission on March 6th for approval of work authorization.
- SR40 Washington to Beach St.- Responded to FDOT on right of way for Lewis – sent to Legal.
- 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 – Drafted Commission memo for execution of JPA for utility relocation which will result when the County widens the road.
- 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 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. It is anticipated that the results of the public survey will be presented to the City Commission in April.
- Hand Avenue – Bids were opened for the project and are being reviewed by the engineer. The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. 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:

- Nova Recreation Center Expansion - Met with design consultant to discuss project objectives and challenges in developing the closed landfill area into a recreational park facility.

- Ormond Beach Sports Complex- Revised concept plan and cost estimate for paving the Doug Thomas Way extension.
- Prepared agenda items for the Public Works Advisory Board Meeting.
- Met with TECO regarding restoration on Hull Rd.
- Sent letter to FDOT for Lewis right of way.
- Assisted Volusia County in bringing on line 4 cameras and switching out controller at SR40 and A1A, Halifax and Beach.
- Processed project invoices/pay requests totaling \$389,239
- Prepared work authorizations totaling \$29,971
- Prepared requisitions/PO's totaling \$2,000

Meetings:

- Kick off meeting for Nova CC master plan update.
- Meeting FDOT Central office and District 5 representatives on Nova ADA project.

Customer Service:

- Sent comments to TECO on proposed gas main along Division Ave, prepared permit.
- Issued permit for a bore on 6 Brookside Circle to FPL.
- Researched base flood elevation for Forest Quest subdivision per request of homeowner at 101 Forest Quest.

Other:

- Completed elevation shots on the traffic control pad at S Halifax / Granada Intersection.
 - Identified the right of way at Lewis St / Granada Blvd intersection for fire hydrant relocation per Water Division request.
 - Provided all sketch and legal descriptions for the Group 1 annexations to Planning Dept.
 - Completed the initial sketch and legal descriptions for the Group 2 N US1 annexations per the Planning Dept. request.
 - Tree located at S. Arbor and Grove St.
 - Created exhibit map of proposed sidewalk for the Village subdivision.
 - Researched development information for the Hidden Hills subdivision request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured concrete around storm drain at Parque Dr and Fleming Ave
 - Poured concrete sidewalk at 199 Standish Dr
 - Concrete patch for Water Distribution Section on Hidden Hills Dr
 - Concrete patch for Water Distribution Section on Sandalwood Ln
 - Pulled forms at Fire Station #91
 - Pulled forms and back-filled on Cordova Ave
 - Pulled forms and back-filled on Hunters Ridge Blvd

Tree Crew

- Trimmed trees on S Ridgewood Ave
- Trimmed trees on Ellsworth Ave
- Trimmed trees at various City parks
- Ground stumps on S Ridgewood 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
- Filled two loads of dirt at Nova Recreation
- Prepared for purchase and picked up shell for Central Park project

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Replaced a missing bolt in speed limit sign at 53 N St Andrews Dr
 - Straightened "25 MPH" sign 231 at Rio Pinar Dr
 - Straightened stop signs at Oriole Cir and Northshore Dr
 - Replaced missing street names at Wildwood Ave Idlewood Dr
 - Replaced damaged in-street "Yield to Pedestrians" sign and installed new bolt that attaches base of sign to pavement at Hand Ave at Central Park trail crossing
 - Fabricated HIP street name for various locations
 - Picked up signs that contractor removed while installing wayfinding signs
 - Checked street intersections along US 1 Hwy and along Nova Rd for sign repair
 - Replaced bent stop sign post on the west side of Tomoka Ave
 - Straightened stop sign post and street names at Hidden Hills Dr and SR40
 - Straightened speed limit sign at 1203 Northside Dr
- Researching types of detectable warning surfaces to be used at concrete sidewalk ramps at intersections
- Working on a "Request for Quotes" for road striping with paint and installation of raised pavement markers

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Fountain repair – ABC Pond (Wild Olive Ave) – boated to fountain to investigate blockage. Removed plastic bag that was stuck in pump
- Investigated complaint on Santa Fe Ave regarding illegal filling of ditch with debris. Referred to Neighborhood Improvement
- Removed vegetation from drain at City Hall
- Reachout Mower – US1
- Vacon – 30 Timucuan Dr, 56 basins, 510ft cleaned
- Replaced grate at 560 Parque Dr
- Repaired grate at 100 Hay Bale Trl
- Pond inspections – citywide
- Ditch inspections – citywide
- System inspection for new bank on Nova Rd

Street Sweeping/Streetsweeper

- 107 miles of road cleaned
- 22.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
41,443

PM Services completed for the week:
Emergency—Vehicles and Equipment
8

Non-Emergency Vehicles and Equipment
26

Road Calls for the week:
0

Quick Fleet Facts:

- Fleet has 14,238 gallons of unleaded and 8,816 gallons of diesel fuel on hand.
- Fleet completed 67 work orders this week.

• Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Finalizing additional considerations for well field allocation scenarios, preliminary well specifications for future permit condition consideration and refining future year allocation illustration with District 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 modified final report from consultant this week to include FDEP permit applications for proposed modifications and signature.
- 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 balance of pertinent parameters.
- WWTP Dewatering Station Bypass Project – The project advertised for bid receipt on 3/15/12. Pre-bid meeting held on Thursday March 1.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. 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. Preparing CC Agenda item for acceptance of grant funding agreement @ 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 peninsula locations 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.
- 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 constructed.
- 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 services were completed this week by Municipal Sales, Inc.
- 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.
- 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 – an additional blow off device is scheduled for installation next week.
- A meeting was held with FDEP Central District – A consent order process is suggested for allowing an interim total nitrogen concentration value to be placed in force until such time the plant construction project is completed. WWTP flow model development from CDM procured for collaboration of appropriate total nitrogen interim limits. The model will use a flow of 6.0 mgd and the nitrogen loading used for design of the wastewater treatment plant expansion project. Staff drafting recommended total nitrogen and DBOD levels for forward FDEP. Scheduled meeting with FDEP staff for site review of Pollution Prevention (P2) Project proposed for program acceptance.
- Water Distribution
 - Exchanged 7 residential water meters, repaired 18 meter boxes
 - Responded to and/or repaired 7 water service leaks
 - Replaced 5 water services due to aged piping
 - Responded to 4 low pressure complaints
 - Flushed 11 cloudy water complaints
 - Assisted 2 customers with misc. water issues
 - Meter Testing: Scheduled 5 each 3"+ water meters for testing.
 - Tested 4 city owned backflow preventers and installed 3 new backflow meters on the beachside reuse area
 - Valve Maintenance: located and exercised 21 valves for fire hydrant replacement, future Hand Ave shutdowns, and preventative maintenance.
 - Water main flushing: Deer Creek sub, Idlewood Dr, Royal Dunes area, Neptune Dr, John Anderson Dr, Riverwood Dr
 - 2012 Fire Hydrant Replacement Program: hydrants located at 420 Idlewood Dr, 160 and 202 Royal Dunes Blvd, customers were given advanced notice and shutdowns started and ended on time.

- Located valves and mains using ground penetrating radar in the N. Halifax/Neptune Drive area due to mapping inaccuracies. Ongoing location activities to determine accurate as-built information.
- Coordinated replaced broken 3" isolation valve with owner - rebuilt 3" water meter @ Florida Production Engineering - Airport Business Park
- Built storage racks for repair parts storage at the Standish pump station for future emergency repair needs on the peninsula.
- Utility locate service for water/wastewater/reuse: 64 regular and 4 emergency locate have been completed
- Rescinded boil water alerts: Willow Run and Idlewood Dr
- Backfill/ sod excavations: N Yonge St, McIntosh Dr, Hunters Ridge Blvd, Sandalwood Dr, Collins St

- Water Treatment
 - Delivered to the City 36.788 million gallons for the week ending Feb. 26, 2012 (5.255 MGD)
 - Backwashed 16 filters for a total of 691,000 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 three Precautionary Boil Water notices.
 - Completed first day of FDEP/DOH tri-annual sanitary survey. Inspected and reviewed operational standards and conditions at Rima Ridge, Hudson and State Road 40 well fields.

- Waste Water Collection - Reuse
 - Crews responded to three trouble calls out west Breakaway/Hunter's Ridge area and nine in town.
 - Sewer mainline root control activity with Municipal Sales Inc. completed this week.
 - Repaired Clarifier No. 3 well point system to support upcoming construction activities. (72 man hours)
 - Installed wye strainer on reuse service at 9 Royal Palm Ave
 - Televised two sewer laterals.
 - Blew off 6" force main on US1 twice a day.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunter's Ridge.
 - Recommended selected applicants for screening 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 26.36 Million Gallons.
 - Produced 14.68 Million Gallons of Reuse.
 - Produced 11.68 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.77 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 95.28 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Reuse service interrupted for most of week due to aeration and filter equipment malfunction compounded by construction related impacts with Fermentation-1st Anoxic tank offline for planned rehabilitation project efforts.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Accumulated scrap metal to GLE – forwarded Finance check for \$2,700.

- Delivered 125 HP Allen Bradley Soft Starters to Fleet for auction.
- Repaired malfunctioning fill valve at Leeway Storage Tank.
- Repaired door at well 24H.
- Exercised Holly Hill, City of Daytona Beach potable Interconnects.
- Performed cleanup of well houses for tri-annual FDEP inspection.
- Tightened packing on LPRO transfer pumps #1 and 2.
- Completed 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.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Submersible Aerator #1 25 HP Outboard – replace with rebuilt inventory, sent out for repair.
- Sand Filter #1 – installed catch & cradle under gear box.
- Deragged Submersible Aerators daily.
- C P Foods – assisted Collections Division with continued test at Force Main.
- 5-M Liftstation coordinated generator transfer switch and main breaker settings with Fleet. Genset back to normal power - operations.
- Deragged influent pumps as needed and as scheduled by Project Manager.
- R.A.S. #4 – adjusted pump packing as needed
- 5M – assisted vendor with wiring work at controller for diagnosis of new controller issues, vendor replaced controller and station is now under test.
- R.A.S. #3 – adjusted impeller as needed.
- SCADA liftstation repair to 12 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 79 work orders as reported in MP2 computerized maintenance management system, of which 55 were PM work requests and 24 were repair work orders.