

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 10, 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, and Finance Director
- Weekly staff meeting with Directors
- Met with Finance Director and Accounting Manager on City's audit results
- Monthly meeting with HR Director and Risk Manager
- Conducted Director evaluations
- Bi-weekly meeting with Police Chief

Spoke to, attended and/or met with:

- Attended State of the County address
- Met with citizens Jeff Boyle and Murray Steinberg regarding John Anderson Drive sidewalk survey process
- Speaking engagement for Mainstreet Economic Prosperity Committee
- Met with auditors, Finance Director and Accounting Manager regarding City's audit
- Attended Team Volusia meeting
- Held Walk with the Manager, HR Director was guest walker
- Conference call with Todd Jorgenson, Jorgenson Consultants, regarding recruitment of Team Volusia's President
- Met with Maggie Sacks and Ryck Hundredmark regarding MainStreet's events

Support Services (formerly City Clerk)

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- Attended the weekly City Manager staff meeting.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Staff attended a training session on GeoBlade facilitated by the GIS Division on Thursday, February, 9, 2012.
- Agenda packet preparation for the February 21, 2012, City Commission meeting.
- Participated in a demonstration of Open Town Hall by Peak Democracy on Wednesday, February 8, 2012, an online system that helps facilitate online public forums on various topics through the City's website. The system also provides staff and elected officials with detailed reports regarding public opinion on selected topics. Reports can be separated by City Commission zone, radius to a project or street address; allowing staff and elected officials to

easily receive feedback on topics of concern from a larger number of people in the community.

- Attended a webinar entitled "Talkin Bout My Generation...Here We Are Now, Entertain Us!" facilitated by the Alliance for Innovation on Thursday, February, 9, 2012. The webinar focused on how different generations can relate in the workplace.
- Staff attended and provided support for the Pension Board meeting on February 10, 2012.
- Facilities Maintenance repainted the Support Services Department as part of the scheduled maintenance for City Hall.
- Facilities Maintenance relocated the department's 20 filing cabinets (the wall of filing cabinets) to the unutilized space in the department, making it easier for staff to access contracts, grants, and other historical records.

Status of Ongoing Projects

- Elections:
 - Continued working on the 2012 Election Candidate Packets and City Elections webpage.
- Live Streaming Upgrade:
 - Waiting on trial account to be setup with third online streaming provider for internal testing.
- Mobile Phone Applications (iOS and Android):
 - Submitted comments and requested changes to the developer on the initial version of the City Mobile Application.
- Website:
 - Provided support to various departments on how to update outdated information or how to post new information on the City website.
- Paperless Agenda Automation System:
 - Completed the first trial run of the Agenda Automation System using the Agenda Packet for the City Commission meeting on February 7, 2012 which had a total of 2,033 pages, and made adjustments to the system based on feedback received from end users.
 - Started the second trial run of the Agenda Automation System using the Agenda Packet for the City Commission workshop and meeting scheduled for February 21, 2012.
 - Various departments began entering agenda items into the system for the City Commission workshop and meeting scheduled for February 21, 2012.

Community Development

- Planning
 - Staff has filed the City's appeal package with FEMA regarding the DFIRM maps for the Central Park area as well as for Pineland Forest and Ormond Green area.
 - Staff reviewed and provided comments to the City Manager and City Attorney regarding Volusia County's response to the City's Interlocal Boundary Agreement. It appears that VC response is a Service Delivery Interlocal Agreement that grants the city land use and regulatory authority over new development on the US1 corridor. It is unclear how this will prevent future occurrences such as the Cheater's nightclub and internet café since this involves existing development. VC response is much less than what was requested in the City's draft agreement.
- Building Inspections, Permitting & Licensing
 - 60 permits issued with a valuation of \$484,694.00
 - 152 inspections performed.
 - 5 business tax receipts issued.

- Last week's report indicated Bright Beginnings, a school and day care facility at 499 S. Nova Road, permitted their required daily fire alarm monitoring service to expire and failure to renew would require the facility to be closed down pursuant to the Life Safety Code. An outstanding BTR unpaid invoice was also found for this business. The business/property owner applied for and received his BTR as well as renewed his fire alarm monitoring service.
- The Planning Director, Chief Building Official, NID Manager, and the City Attorney's Office met to discuss issues involving the Unsafe Abatement Ordinance as it pertains to structurally sound houses that have no water or electricity and have people living in them. The original purpose of the Unsafe Abatement Ordinance was to provide staff with a mechanism to remove structures in a timely manner because they were not structurally sound and could not be habitable. Additional language was added that indicated a sound structure is not habitable if there is no water or electricity. This addition language has initiated the "turn off" "turn on" water and electricity game after the Chief Building Official has posted the property as not habitable. Each time water or electricity is turned on or off the Building Official must de-post or re-post the property. This process for determining habitability based upon water or electricity is inefficient and ineffective.
- Development Services
 - The Planning Director and City Attorney met with Lee Khazraee and his attorney, David Hood, regarding the City's release of a final CO to Olive Grove. Staff has requested the owner to file a minor site plan amendment for the completion of the retaining wall at Pond #2, between Lot 1 & Lot 2 to the elevation of 10.5' (adding (5) 8" blocks above the existing blocks with the 4" high cap and re-installing the railing on top). Included for the reinforcement of the wall will be a geo grade reinforcement filter fabric with back fill.

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss the draft Master Development Plan and design standards documents. There were a few remaining items, such as allowed uses, roadway profiles, set backs, and the design review process that both parties agreed needed further clarification that will take several weeks to complete. Once these remaining items are resolved the documents will be sent to the Planning Board and City Commission for review and approval.

Airport Business Park

- Staff has been notified of the sale of the StyleMark Company to the FGX International Company, a subsidiary of Essilor International of Charenton-le-Pont France. FGX is located in Rhode Island and they distribute a number of eyewear products including the Foster Grant. Staff prepared retention strategies with County and State agencies. No formal announcement regarding the status of the company has been received.
- Staff is working with an existing business on a possible plant expansion project.
- Staff is working with Commercial Coating Pros Company, who signed a lease at 6 Aviator Way and will bring 15 full-time employees to the Ormond Beach Business Park. The property has been vacant for the past 6 months.
- Staff is working with Germ Free, located at 11 Aviator Way, on constructing an addition to their plant. The company has received a new contract to build mobile environmental labs. A ribbon cutting event is planned upon completion.
- Staff met with the new CEO of Emergency Communications Networks (ECN) to discuss their sale to the Riverside Company. ECN provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECN service proposal. A third service provider is being sought for a quote. Staff is preparing a service agreement with ECN for emergency notification services and will provide a disposition item for the City Commission.

- Staff is working with Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff arranged a meeting last week with some of the business owners and an FPL representative to discuss the power issues. The outcome included FPL preparing plans to clear around the power lines, providing estimates for undergrounding a key portion of the overhead line, and providing plans for the connection to Pineland Trail Road.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues discussions with Energizer regarding their interest in waste water treatment options, which could result in additional capital investment.
- 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 expected soon.

Special Economic Development Projects

- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting was scheduled to invite the proposal applicant to provide additional detail. The meeting was held on January 12 at the applicant's request. The Selection Committee has unanimously agreed to recommend the City Commission reject all proposals. This item was on the city commission agenda for the February 7 meeting; however, it was pulled and will be discussed at the February 21 City Commission meeting.
- Staff met with Alin Jacobs to discuss strategies to improve the City's economic development marketing. Additional meetings will be arranged with the City's IT staff.

Airport Operation and Development

- The FAA-required annual runway safety meeting was conducted this week at the Civil Air Patrol facility on Hangar Way. The meeting was led by air traffic control tower manager Steve Brockett, and attended by tenants and users of the airport.
- Euro American School of Aviation (EASA) has undertaken a project to repair, upgrade, and re-finish their fuel farm facility on the airport. Both fuel tanks are to be fully refurbished for maximum service capability. EASA also plans to replace their aging fuel tanker trucks with refurbished units as an aspect of this project. Located at the intersection of Taxiways Bravo and Delta, the restored EASA fuel farm will greatly enhance the primary gateway to the general aviation ramp area.
- Ormond Aircraft Hangars, Inc. (OAH) under the leadership of Mr. Richard Lemke has completed a project to re-paint and refurbish their hangar facilities at the airport. The new paint scheme and exterior appointments are a significant improvement to the general aviation ramp area.
- Staff coordinated again this week with crews from the Public Works Department to conduct minor clearing operations at the airport to address obstructions of the view of the runways and taxiways from the air traffic control tower. This ongoing effort provides valuable training opportunities for city personnel, while providing an important service and safety enhancement to the airport.
- Staff conducted a site visit this week with a representative from TowerCom, Inc. regarding a proposal to lease airport property for the purpose of erecting a wireless

communications tower. Staff is currently working to compose a ground lease which will be forwarded to the City Commission for review and approval.

- Staff worked this week to compose an amendment to the PSA with Hoyle, Tanner & Associates regarding the Taxiway Alpha Relocation and General Airfield Improvements project. The amendment will be forwarded to the City Commission for approval in concert with other items related to this project.
- Staff provided imagery, text, and direction to Volusia County regarding the County's intention to develop and distribute a brochure about airports and aviation assets within the county for economic development purposes.
- Staff continued to work this week to prepare a project based upon a current estimate to upgrade security lighting systems at the airport. Many of the existing light poles are heavily rusted and in disrepair, and the lighting components are inefficient compared with more modern components. Staff will seek state funding for a project to replace the existing lighting systems via a Joint Participation Agreement (JPA) with FDOT. It is anticipated that this project will qualify for 100% funding as a general aviation security initiative.
- Staff has not yet received a response to a request for a "Letter of Technical Advice" from the Florida Department of Revenue (DOR) in order to determine whether or not the City should be collecting sales tax on the fuel flowage fee charged to airport businesses that sell aviation fuel at the airport. Staff will continue to follow-up with the DOR on this matter.
- Staff finalized and posted to the City website the total airport traffic figures for 2011. The airport supported a total of 132,016 operations for the year, which represents a modest 8.26% increase over the previous year.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 40 Journal Entry Batches (# 1543 - 1651).
 - Approved 18 Purchase Requisitions totaling \$88,106.67.
 - Issued 9 Purchase Orders totaling \$58,381.35.
 - Mailed Letter of Intent to Award for RFP No. 2012-06, Miscellaneous Crafts and Trades Services (As Needed), to twenty-one (21) companies on 02/06/2012.
 - Prepared 131 Accounts Payable checks totaling \$112,174.09 and 30 Accounts Payable EFT payments totaling \$216,871.99.
 - Prepared 40 Payroll checks totaling \$50,724.81 and 315 Direct Deposits totaling \$381,654.65.
 - Transferred IRS 941 payment of \$148,130.48.
 - Processed 4,542 cash receipts totaling \$852,999.41.
 - Processed 981 utility bill payments through ACH totaling \$46,526.98.
 - Processed and issued 4,972 utility bills with billed consumption of water of 18,863k.
 - Issued 548 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Three Chimneys Open House and Colonial Marker Dedication (2/12)
 - John Anderson Drive Improvement Project Public Community Meeting Notice (2/22)
 - Movies on the Halifax ("Nanny McPhee," 3/2, 6:30 p.m.)
 - Other
 - Citizen Contacts

- Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended VOCA grant monitoring.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 5
- Hazardous: 7
- EMS: 78
- Motor Vehicle Accidents: 4
- Public Assists: 26

TOTAL CALLS: 122

- Aid provided to other agencies: 15 calls – Volusia County (6), Daytona Beach (8), Holly Hill (1)
- Total staff hours provided to other agencies: 10 hours
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 60

Training Hours

- EMT: 8
- Fitness Program: 2
- Paramedic: 3
- Probationary Training: 5
- Safety: 34
- Technical Rescue: 10

TOTAL TRAINING HOURS: 62

Station Activities

- Updated 12 pre-fire plans.
- Conducted 4 fire inspections.
- Provided presentation of fire truck, equipment and gave safety talk at Little Blessings Pre-school – 75 children in attendance.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Utilities – Water Quality Control Technician
- Approved/Active Recruitment
 - Police Department – Police Officer was advertised on the Florida Police Chief's web site and the City web site and closed on 01-13-12. Sixty-two (62) applications were received and entered on applicant tracking sheet with qualifications prior to being forwarded to department for review.
 - Public Works Department/Wastewater – Maintenance Worker II advertised on the City web site and closed on 01-13-12. Forty-four (44) applications were entered on applicant tracking sheet with qualifications, copied and forwarded to department for review.
 - Leisure Services Department/Building Maintenance – Maintenance Foreman was advertised on the City web site and in-house. Position closed on 01-20-12. Thirty-four

- (34) applications were entered on applicant tracking sheet with qualifications and forwarded to department for review.
- Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled.
 - Public Works Department/Fleet Operations – Fleet Operations Manager advertised on City web site and FLAGFA web site and will remain open until filled.
 - Finance Department – Meter Reader position was advertised on City web site and in-house and closed on 01-20-12. Seventy-three (73) applications were entered on applicant tracking sheet with qualifications and forwarded to department for review.
 - Leisure Services/Casements – PT Custodian advertised on the City web site and closed on 02-03-12. Twelve (12) applications were entered on applicant tracking sheet with qualifications and forwarded to the department for review.
 - Finance Department/Part Time Account Clerk II re-advertised on the City web site and the News Journal on-line with closing date of 02-17-12.
 - Public Works Department/Utilities – Utility Electrician has been advertised on the City web site and in house. This position will close on 02-24-12,
- Screening/Interviews Scheduled
 - Public Works Department/Engineering – Engineering Inspector position closed on 11-18-11. Thirty-four (34) applications were received. Department has shortlisted 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 sites. Department requested to re-advertise position to create a larger pool of qualified applicants. Position closed on 11-11-11. Fifty-seven (57) applicants were entered on applicant tracking sheet with qualifications prior to forwarding to the department. Interviews are currently in progress.
 - Background/Reference Checks
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk position. Ten (10) applicants have been interviewed and one of the candidates has been selected and will begin pre-employment processing.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 1-30-12: 1.23% (excluding retirements)
 - Public Records Requests
 - Public records request for the personnel file of former police officer from the Forks Township Police Department.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program December 2011 monthly report reflects savings of \$63,890.81 for City residents during the eighteen months that the program has been in effect in Ormond Beach. Over 1,405 residents have utilized the program during that time. Public Information news release sent out on 01-18-12 to re-notify citizens about this benefit.
- QuitSmart [smoking cessation] series began on 2-8-12. Four employees attended.

Risk Management Projects

- Distributed Safety Matters newsletter.
- Continued work to update temporary labor/personnel leasing procedure.
- Attended Risk Advisory Board Education session regarding WC.

- Updated forms and PowerPoint presentation for New Employee Orientation Program.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – IT involvement
 - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
 - Finance/Community Development – CRM system replacement – RFPs received from 6 vendors, RFP reviews underway. Evaluation Committee meeting Mon 2/13/2012
- iSeries system (HTE Sungard Naviline) - Naviline server lost connection to iSeries, Sungard restored connection with 20 minutes of downtime.
- Windows Servers: - None.
- Networking System: - Major Firewall software upgrade. 2hr downtime to make switch, upgraded firewall device. PD went on VCSO VPN while our services were unavailable. Email was queued and sent once connectivity was restored.
- Work Orders: - 24 New work - 24 completed - 24 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,416	Inbound E-Mails Blocked	14,707
Delivered Inbound E-Mails	10,615	Quarantined Messages	94
Percentage Good Email	41.8%	Virus E-Mails Blocked	116

- Notable Events: Firewall upgrade to latest Cisco code, major change in internal operation and configurations. This upgrade should provide better throughput performance and enhanced security from external threats.

Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 39
- Information Requests from External Organizations: 4
- 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
- City Commission meeting
- Leadership Committee meeting
- LSAB monthly meeting
- Engineering - Beachfront Park meeting
- Proposed indoor soccer facility meeting with Todd Phillips
- I Am Ormond Beach Committee meeting (signage)
- Ormond MainStreet meeting (festivals)
- Environmental Learning Center meeting
- 2012 Gold Metal Award through National Recreation & Parks Association
- Staff regarding Playful City USA designation application process
- Conducted facility inspections of Senior Center, Casements
- D&A Building Services to review contract/activities

Attended the following events/activities:

- USA Volleyball Tournament - Nova Community Center
- Challenger Volleyball Opening Night
- Girls' Basketball Games
- Colonial Marker Dedication (Three Chimneys)
- Lions Club Monthly Meeting - Presented upcoming activities/events.
- Facilities/Parks Inspections

- Athletics

- The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
- The City's Girls' Basketball program continued games Monday through Friday. Ten (10) games are played weekly, at 6pm, 7pm, and/or 8pm, as well as 1pm on Saturday.
- The Ormond Beach Youth Basketball Association continued games Monday through Saturday at Nova and South Ormond gyms. Games are held weekly from 6pm to 9pm, and Saturdays from 9am to 2pm.
- The Wendelstedt Umpire School ended their 6-week program, which was held Monday through Saturday from 9am to 5pm.
- The Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday through Friday from 6pm to 8pm.
- Seabreeze Girls' High School soccer team lost 0-3 in Regional Play to the #1 ranked team in the state, #3 in the Nation.
- Calvary Christian Academy Softball held their spring practices at the Sports Complex, Softball Quad. They practice Monday, Tuesday, Thursday and Friday at 3:30pm. Games are scheduled to start in a few weeks.
- The Ormond Beach Golden Spikes 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 started their practice season this week, Monday through Saturday (excluding Wednesday) at the Sports Complex, Kiwanis Field. Games are scheduled to start in 2 weeks.
- Seabreeze High School Softball hosted their first games of the season on Thursday evening at 4pm and 6pm (JV and Varsity) at the softball quad, Sports Complex. Their practices are held at the High School.
- Seabreeze High School Baseball hosted their "Preseason Classic" on Thursday evening at 5pm on Wendelstedt Fields #1 and #2.
- The OBYBSA Baseball and Softball Program held its tryouts last Saturday and their make-up tryouts on Wednesday night at the Nova fields and the Sports Complex fields. Practices are to start next week.
- USA Volleyball rented the Nova gymnasium for a Youth Tournament. They used the 2 courts at Nova for play on Saturday and Sunday for 16 teams. This was an extension from the Ocean Center 12 courts, along with the Ormond YMCA, 1 court, and ERAU, which has 4 courts.

- Athletic Field Maintenance

- Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
- Cleaned the SONC tennis and basketball courts.
- At Osceola Elementary School, tended to the infields, tennis and handball courts.
- At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
- Picked up and dropped off equipment to Fleet on a daily basis.
- Made fuel runs for equipment.
- Cleaned the restroom, offices and lunch area of the maintenance building.

- Mowed the baseball fields 3 times during the week.
- Continued mowing the soccer fields.
- Continued mowing the softball fields.
- Replaced sprinklers as necessary.
- Cleaned Limitless Park daily.
- High school soccer completed their season at the Sports Complex.
- Hosted the last week of Wendelstedt Umpire School, Monday through Saturday.
- Finished putting down fertilizer on all fields in an attempt to remedy the brown spots caused by frost damage.
- Baseball practice began for Golden Spikes and high school teams.
- Softball practice began for Lady Renegades.
- Prepared all fields for the upcoming spring seasons.

- 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 Monday through Friday, including: Kopy Kats, Devito Dance, Show Club, CMT, Theatre Workshop, Horan Judo, Webb Jazz & Tap, and Green Dance.
 - The Performing Arts Center is preparing to host the following events:
 - Vietnam Veterans of America Benefit Concert, "Blast from the Past" Friday, 7pm, \$15.
 - Stars From Platters, Coasters, Drifters, and Temptations, Saturday, 7pm, \$60/\$40.
 - Elvis Valentines, Sunday, 3pm, \$20.

- South Ormond Neighborhood Center
 - United Hands Meeting was held on Monday.
 - Open play basketball was held daily from 1pm to 5pm.
 - PAL held basketball practices Tuesday and Thursday evenings.
 - Ormond Beach Youth Basketball program continued their games and practices Monday, Wednesday, Friday and Saturday.
 - Jazzercise classes were held Monday and Wednesday at 5:45pm.

- Community Events
 - For 2012 Art in the Park: application mail-out, sponsorship flyer mail-out, updating layout adding 8 potential vendor spots, and updating vendor tracking sheet.
 - Completed weekly administrative tasks, office work and activities.
 - Memorial Day group contacts and confirmations for participation, as well as interviews for potential speakers.
 - Continued projects in progress: audio/visual inventory organization, storage room cleanup and organization, community events props cleaning and maintenance.
 - Photo Shop class taken at Daytona State College.
 - Walk with the Manager, Friday, February 10th, 8:30am, The Casements.

- Gymnastics
 - February/March session classes got off to a great start for various age groups and levels, Monday through Friday.
 - The cheer teams entered a competition on Saturday, with the older team taking first place and the younger team taking fourth place in their divisions.

- Staff worked with cheer teams on skills and routines in preparation for another upcoming competition this weekend in Gainesville.
- The boys' team entered a competition over the weekend, with team members taking 3rd and 7th place in their age groups.

- 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 Class, 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 began on Tuesday for special needs participants.

- The Casements
 - The Gallery Opening of the Foxfire exhibit entitled "Six Artists/Six Views" was held on Friday evening from 5:30pm to 7pm. The exhibit will be on display through February 24th during normal business hours.
 - "Movies on the Halifax" was held on Friday evening at 6pm with the feature presentation being Cannonball Run II, rated PG.
 - Tours continued from 10am to 4pm Monday through Friday and also on Saturday from 10am to 11:30am.
 - Classes met this week including: Art Class, Pilates, Teeny Tiny Yoga, Yoga, and Zumba
 - The Casements' Coordinator attended the Guild's Gala budget meeting in the Preservation Room on Tuesday morning.
 - The Casements' Coordinator attended the Guild's planning meeting for next year's Gala in the Gallery on Tuesday morning.
 - The Casements' Coordinator attended a meeting on Tuesday afternoon with Ormond Beach Mainstreet and the Ormond Beach Historical Society for the upcoming Bridge Puzzle Challenge to be held February 18th from 9am until noon.
 - Docent training was held in the Preservation Room on Wednesday morning.
 - The Casements' Coordinator had a wedding consultation with a future bride on Wednesday afternoon.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - The Casements' Coordinator met with representatives of the Seaside Herb Society on Thursday regarding the upcoming Herb Faire.

- Parks and Irrigation
 - Ran zones at the Senior Center, repaired 3 line breaks, installed 4 new heads and adjusted the system. Removed old backflow valve, installed new PVB backflow valve, painted hunter green, ran zones, flagged broken heads, replaced 8 damaged spray heads, rewired all valves and installed new connectors.
 - Scheduled repair for broken zone line at the Senior Center.
 - Repaired zone line break at 109 Rio Pinar Dr.
 - Removed and replaced 2 valves at Forest Hills median #2, tested system, and installed a new rain sensor.
 - Painted timer cabinet brown at Forest Hills.
 - Ran zones on streetscape medians, replaced 11 damaged heads, 1 broken swing line, and reset timers.
 - Cleaned ants from timer at the Performing Arts Center, applied ant bait.
 - Ran zones on streetscape at Orchard St. to the railroad tracks, repaired 2 broken swing lines, replaced 11 damaged spray heads, and reset timer.

- Building Maintenance
 - Repaired a handicap door at City Hall.
 - Replaced ceiling tiles at the Senior Center.
 - Repaired a bathroom door at the Senior Center.
 - Replaced control board for the water heater at the Senior Center.
 - Repaired jail access system at the Police Dept.
 - Repaired 2 gym lights at the Nova Rec. Center.
 - Repaired lights in the activity room at the Nova Rec. Center.
 - Repaired street lights on New Britain Av. and Washington St.
 - Repaired a threshold light at Ormond Municipal Airport.
 - Replaced basketball nets at Central Park II.
 - Repaired lights in the Performing Arts Center fountain.
 - Installed new lighting on the Performing Arts Center roof.
 - Replaced a flagpole light at the Performing Arts Center.
 - Installed new cabinets and microwave in the Finance Dept.
 - Repaired lights in the computer lab at South Ormond Neighborhood Center.
 - Serviced electronic gates city wide.

Police Department

- Administrative Services
 - Attended weekly departmental and department head staff meetings.
 - Attended commission meeting.
 - Attended Police Chiefs Association retraining session in St. Augustine.
- Community Outreach
 - Practice for the 10U, 12U and 14U boys' basketball teams continued afterschool at the South Ormond Neighborhood Center. 30 youths are participating in the program.
 - The READ program began. Currently 22 youths are enrolled.
 - The OBMS Science on Patrol program began. Currently 27 youths are enrolled.
 - Tutors R Us was held at the SONC. Currently 20 youths are enrolled.
- Community Services & Animal Control
 - Animal calls responded to: 62
 - Animal Reports: 8
 - Animals to FHS: 18 (all cats)
 - 1 Dog Reclaimed
 - 5 Cat traps issued
 - 1 Injured Hawk and 1 Injured bird to Ponce Inlet Rehab
 - 2 Sightings of a Rhesus Monkey in Hidden Hills area. FWC to be contacted
 - CSO's assisted with crash traffic control during the week
- Criminal Investigations
 - Cases Assigned: 17
 - Cases Cleared by Arrest/Complaint Affidavit: 5
 - Cases Exceptionally Cleared: 5
 - Inactive: 6
 - Fraud: 5
 - Burglary Business: 1
 - Burglary Residential: 2
 - Larceny Car break: 6
 - Grand Theft: 3
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 0
 - Sex Offense/Rape: 0

- Robbery: 0
- Assaults: 0

Narcotics:

- Two Search Warrants Served
- Three Buy-Walks
- Two Buy-Walk Attempts

Comments:

- Several car burglaries occurred on Oak Forest Dr. where three hand guns were stolen from three unlocked vehicles.

- Records

- Walk - Ins / Window 163
- Phone Calls 211
- Arrest/NTA'S 29
- Citations Issued 175
- Citations Entered 238
- Reports Generated 141
- Reports Entered 138
- Mail/Faxes/Request 54

- Patrol

- Total Calls 1,625
- Total Traffic Stops 223

- Operations

02/01/12 Suspicious Incident – Memorial Circle/Wellness Family Practice – office manager believes there had been an attempt to enter the building – windows are old crank style and were slightly ajar.

02/01/12 Felony Battery/Domestic Violence – Ponce DeLeon – victim advised her son, after a night of drinking and smoking crack cocaine, got into a verbal argument that turned physical. Suspect put his mother in a choke hold – another tenant broke up the fight – suspect was also found in possession of a crack pipe. Subject was arrested for domestic violence battery and possession of drug paraphernalia.

02/01/12 Burglary/Residence – Fleming Avenue – neighbor observed an adult male pacing back and forth in front of the residence, occasionally ringing the doorbell. Subject was observed parking his bike on the side of the house, entering the gate and disappearing behind the house. The subject was stopped by responding officers about a block away from the residence. Witness made a positive ID of the subject. Subject was arrested and charged with burglary of a residence.

02/01/12 Suspicious Incident – Levee Ln – Mother reported her six year old daughter walked the neighborhood to solicit funds for school when she made contact with a residence on Pergola Place and saw a male with a firearm and a young girl tied to a chair with tape over her mouth. Further investigation determined the story was fabricated.

02/01/12 Shoplifting – Wal-Mart – adult female arrested for stealing several food items. She was issued a notice to appear and released.

02/01/12 Battery/Domestic Violence – Shadow Lakes Apt – adult male arrested and charged with domestic violence battery for hitting his live-in girlfriend and mother of his child.

02/01/12 Traffic Stop – W Granada Blvd – officer attempted to stop a vehicle that rolled through a stop sign. The vehicle increased speed and entered Olive Grove Apt complex. Driver ran from officer on foot as he exited his vehicle but was later identified and charged.

02/02/12 Stolen Tag - victim reported their vehicle license stolen off of their vehicle from an unknown location in Ormond Beach.

- 02/02/12 Burglary** – Bear Creek – shed was burglarized – Victim did not want to pursue charges.
- 02/02/12 Stolen property** – FCSO arrested a male and female in Palm Coast for shoplifting who were also in possession of items from the Ormond Wal-Mart. Investigation into the thefts from the Ormond Beach Wal-Mart initiated.
- 02/03/12 Disturbance** – Hand/Clyde Morris – cab driver reported that his fares might be armed. The cab was subsequently stopped. The fares stated the driver would not let them out and was driving recklessly.
- 02/03/12 Warrant arrest** – Mainsail Motel – management advised a New Hampshire fugitive was staying there. Officers verified that an open warrant for sexual assault on a child existed. Suspect was contacted and arrested based on the open warrant.
- 02/03/12 Undetermined death** – 26 year old male found unresponsive by his father. Fire Rescue and EVAC performed CPR and transported the subject to Memorial Hospital Beachside where he was pronounced dead.
- 02/03/12 Carbreak** – Memorial Circle – two firearms taken from unlocked vehicle.
- 02/03/12 Natural death** – Thomas Street – 50 year old diabetic male found deceased after officers were called to conduct a well being check. A friend of the victim was concerned since he had not seen nor heard from him in several days and called requesting the check.
- 02/03/12 Battery** – ABC Liquor beachside – female reported battery then changed her mind about pursuing charges.
- 02/03/12 Trespassing** – W Granada/Caffeines – two males trespassed from business by management.
- 02/03/12 Trespassing** – Nova Road/Rockin Ranch – adult male arrested after he returned to the bar after being issued an earlier trespass warning and escorted off the property.
- 02/04/12 Shoplifting** – Beall's – one adult and one juvenile female. The adult was arrested and transported to the county jail. The juvenile was charged and turned over to her father.
- 02/04/12 Burglary/Battery/Aggravated Battery** – E Victoria Circle – former homeowner went to residence to pick up her property and entered the garage without permission from the current homeowner. The current owner confronted her and a struggle ensued. As the former owner attempted to leave, current owner attacked her with a table leg, hitting her in the head, back, legs and arms. She came to the police station where Fire Rescue checked her injuries after which EVAC transported her to Ormond Memorial. Charges pending.
- 02/04/12 Crash/DUI** – male driver was arrested for DUI after being involved in a crash. The passenger was arrested in an open warrant.
- 02/05/12 Trespass** – S Atlantic Avenue/Koin Clean Laundry – adult male trespassed from property by management.
- 02/05/12 Shoplifting/Grand theft** – Wal-Mart – adult female arrested for retail theft.
- 02/05/12 Driving under the influence** – SR40/Old Kings Road - adult male arrested for DUI following traffic stop.
- 02/05/12 Crash with Injury** – N Nova Road – suspect was fleeing northbound on Nova from an attempted traffic stop, lost control of his vehicle and crashed. Driver/suspect was transported to Memorial Hospital Florida. Charges pending.
- 02/05/12 Assault/Domestic violence** – juvenile female arrested for domestic violence battery for assault on her mother.
- 02/05/12 Fleeing and Eluding** – adult male – vehicle was reported by Holly Hill as driving recklessly entering city. Vehicle was spotted and an attempt to stop it resulted in vehicle fleeing. No pursuit was engaged. Moments later the subject was involved in a crash. Subject was arrested after being cleared from hospital.
- 02/05/12 Burglary/Business** – S Yonge Street/Grocery Box – entry made through hole in concrete block wall on north side of building. Inside motion detectors tripped burglary alarm. Suspect was gone upon officers' arrival. Cash and cigarettes reported stolen.
- 02/05/12 Burglary in progress** – Lincoln Avenue/Thrift Shop – witness noticed male coming from shed and left area with a box. Shed was found with two unsecured doors.

Transients matching suspect description were observed riding bikes in the vicinity of the burglary were questioned and admitted to being in shed and taking items. Charges pending.

02/06/12 Burglary/Residence – Laurel Oaks Dr – vacant house – nothing taken.

02/06/12 Shoplifting – Wal-Mart – adult male arrested for retail theft.

02/06/12 Hit & Run accident – Fleming/Sauls – single vehicle hit tree. Witnesses observed two vehicles chasing one another just prior to crash. An adult male and adult female were observed running from scene. The owner of the vehicle later in the evening reported his vehicle stolen to Holly Hill PD.

02/07/12 Burglary/Vehicle - Oak Forest Drive – unlocked vehicle – 1 Sig Sauer 380 semi-auto pistol w/black felt case and full magazine, wallet containing FL driver license, weapon permit, medical license, cash, gym bag with contents, small BBQ set and a Dewalt tool kit stolen.

02/07/12 Burglary/Vehicle – Oak Forest Drive – unlocked vehicle – subwoofer and iPad stolen

02/07/12 Burglary/Vehicle – Oak Forest Drive – unlocked vehicle – Walther PPS 40, radar detector and sun glasses.

02/07/12 Domestic Violence – Park Ridge Way – Mother reported 15 year old son became angry, started throwing things and breaking them and then grabbed her, lifting her off the ground an then body slammed her to the ground – juvenile arrested and transported to Division of Juvenile Justice.

Crime Opportunity Reporting Forms issued: 286

• Traffic Unit

- 12-02-00008, Traffic Arrest, 600 S. Yonge Street. Motorist stopped for speeding was found to have a driver license suspension for Habitual Traffic Violator. Subject was arrested.
- 12-02-00036, Traffic Arrest, SR 40/Orchard Street. Motorist stopped for speeding was found to have a driver license suspension for Habitual Traffic Violator. Subject was arrested.
- 12-02-00070, Traffic Arrest, 700 BLK Fleming Avenue. Motorcyclist stopped for speeding was found to have no valid driver license, no motorcycle endorsement, and an unassigned tag attached to the motorcycle he was operating. Subject fled on foot while officers were checking on his identity (provided a false name to officers). He was caught a block down the street and arrested after he fought with officers. He was positively identified and charged with unlawful speed, no driver license, no motorcycle endorsement, attaching an unassigned tag, obstruction by disguise, possession of drug paraphernalia, resisting officers with violence, and violation of probation. The subject was found to be on probation for similar offenses within the past year. His probation officer was contacted.
- 12-02-00088, DUI Crash w/Injury, SR 40/Halifax Drive. Northbound vehicle waiting at the red light was rear ended by an intoxicated motorist. Driver of stopped vehicle was hospitalized with minor injuries. Arrest made of at-fault driver for DUI.
- 12-02-00118, Traffic Stop/Warrant Arrest, SR A1A/Harvard Drive: Speeding motorist was found to have an open warrant for violating a domestic violence injunction. Arrested.
- Officer Borzner met with the Streets Division to arrange installation of No Parking signage around Osceola Elementary. They are expected to be installed within the next week.
- SMART speed survey in progress at the 400 BLK of N. Yonge Street.
- Traffic Citations 117
- Parking Citations 1
- Crash - No Inj. 12
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations

- Self-Initiated Enforcement Locations:
 - Central Park area
 - 600 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 1100 BLK N. US 1
 - 1500 BLK N. Beach Street
 - OBMS School Zone
- Enforced Complaints:
 - Clyde Morris Blvd.
 - 700 BLK Fleming Avenue
 - Riverside Drive
 - Old Kings Road
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 5 Cases Initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 5 Case initiated
 - 13 tree removal permit requests
 - 11 signs either removed or sign cases created.
 - Administrative staff assisted with one 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 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 advised the vehicle does not display a current tag, adding that there may be a financial burden related to obtaining insurance for the vehicle. After discussing compliance options, it was agreed upon that a notice of violation would be issued and that there would be future communication regarding this issue.

Public Works

- Engineering
Construction Projects:
 - Alcazar-Buena Vista Drainage Area Improvements - Performed substantial completion walkthrough. A landscape design is in progress for the intersection of Buena Vista and Seville St to replace/upgrade what had been planted by residents for beautification.
 - Airport Rd. Forcemain Ext./Reclaimed Water Ext - Worked with contractor to find suitable staging areas for construction, reviewed shop drawing submittals.
 - Transfer Station Pump Station- Prepared Disposition Item memo for project bidding.
 - Rima Ridge Well 41- Pump was reinstalled and restarted with continued problems. The control system and FPL power feed is being investigated as potential causes.
 - A1A-Harvard Dr.- Construction complete and have received FDOT final acceptance.
 - Downtown Way Finding Signage- The contractor began by digging holes for concrete footers at several locations near City Hall. The Building Department will inspect the holes to make sure they are dug in accordance with the approved plans before the signs will be installed and the concrete is poured.
 - Tomoka State Park- Processed the signed contract and collected forms for submittal to FDOT preconstruction paperwork.
 - Nova Road Tree Relocation- The project is complete.

- Cassen Park Fishing Pier Repair- Work along the north side of the pier is completed (350') with the exception of the new guardrail cap. The contractor is working to replace decking along the north-east side of the bridge (85').
- Cassen Park Fishing Pier Lighting – The plans are currently being review by the Building Department and the work should commence shortly.
- SR40- Nova to A1A Interconnect- Splicing is complete. Testing showed a break on blue tube buffer. Inspected location of break. Strength member was broken at pullbox. This caused microbending of fibers. Opened buffer tube, put it in splice tray and a buried splice enclosure.
- 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 Tuesday's meeting and the first reading of the PBD was approved by the City Commission. The consultant is continuing to coordinate the various permit submittals and preparation of final design documents.
- Granada Utilities Underground- Walked through project area with FPL for defining the locations of transformer, switches, conduit and customer service line. Provided additional comments on plans for the street light design. Included additional data and coordination with FPL.
- Ormond Scenic Loop- Contacted consultant for FDOT and sent out meeting notice.
- Nova Community Park Racquetball Court- Held Teleconference on project and discussed design scope.
- Nova Community Park Basketball Court- Held Teleconference on project and discussed design scope.
- Nova Community Park Master Plan- Provided additional information to City Clerk regarding project.
- N. Peninsula 2" Water Main Replacement- Reviewed the proposal, verified man hours and sent to the consultant.
- Mainland 2" Water Main Replacement- Reviewed the proposal, verified man hours and sent to the consultant.
- S. Peninsula 2" Water Main Replacement- Finalized scope of work and negotiated fee with consultant. Prepared CC memo.
- SR40 Washington to Beach St.- Prepared and sent a Utility letter of no conflict for this project. Made comments for FDOT ERC for this project.
- Central Park Paving – Design plans are 75% complete and have been reviewed by SJRWMD requiring some plan modifications.
- Tymber Creek Phase I & II – County has submitted JPA for review.
- Roadway Resurfacing- Revised resurfacing list to defer scheduled roads within the vicinity of N. Halifax Drive to be resurfaced during that project in order to reduce the inconvenience to residents. Prepared disposition Item for CC.
- Casements Parking Lot- Existing site plan was surveyed and plan sheet prepared for resurfacing the parking lot.
- 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 received funding authorization from the County and is working on the bid documents to purchase the replacement LED fixtures.

- John Anderson Drive – ZCA has distributed a sidewalk survey to the residents as part of the public involvement process for determining whether or not a sidewalk is desired to be included in the project. A public meeting is scheduled for February 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:

- Responded to water main break on Nova Rd. Inspected restoration and test report. Prepared restoration plan, obtained quotes and submitted to FDOT for approval.
- Set up for the installation of the automatic transfer switch at US1 and SR40.
- Obtained report of crashes for Standish and A1A from FDOT.
- Issued permit for FPL for a bore at 7 Walden Lane.
- Prepared work authorizations totaling \$189,897
- Prepared requisitions/PO's totaling \$19,826
- Created and emailed to Zev Cohen the updated John Anderson project address maps.
- Solicited consultant with design scope of work for replacement of multiple areas on the city mainland in need of 2-inch watermain replacement.
- Discussed with consultant initial phase of extended groundwater monitoring and FDEP report comments for Nova Landfill.

Meetings:

- Conference call to discuss racquetball court proposal.
- Field walk through with FPL on Granada undergrounding of utilities.
- TECO plan review with Utilities and TECO.
- Met with resident at Hunter's Ridge – drop off location

Customer Service:

- Sent TECO utilities map of area where they are planning to install a gas line.

Other:

- Completed topographic survey of the Nova Rec. basketball/racquetball courts and adjacent areas for proposed reconstruction of new courts. Created site plan drawing from survey data.
- Updated the ten (Group 1) sketch and legal descriptions related to the upcoming N US1 property annexations per Planning Department request.

- Began compiling information relating to the (Group 2) N US1 annexations per the Planning Department request.
- Updated the 2" watermain replacement maps.
- Environment Management
 - Street Maintenance
 - Asphalt/Concrete
 - Poured concrete sidewalk (approx. 45') and pulled forms on Fernery Trail
 - Poured concrete sidewalk and pulled forms on SR40 at Wal-Mart
 - Cut and removed asphalt on Windward Circle
 - Asphalted a driveway on Riverbreeze
 - Cut asphalt at Fire Station #91
 - Poured concrete at 74 N. Yonge St. and at 209 Seminole Ave.
 - Asphalted patches for Wastewater at SR40 & Clyde Morris and at Nova Recreation
 - Asphalted patches for Water Department at 109 Rio Pinar, 137 Julie Drive and 1226 Riverbreeze

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 on Hammock Lane and on Mound Avenue
- Removed palm trees at 55 Arroyo Parkway and at the Performing Arts Center

Maintenance Crew

- Rotated special event bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted concrete crew at Wal Mart
- Picked up a pile of trash on Old Tomoka Road
- Pulled dead palms at Andy Romano Park
- DOT weed control on Nova Road
- ROW trimming at citywide locations
- Filled low spots with recycled concrete at Riviera Park parking spaces

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Trina St. & Aaron Cir., installed new stop bars
 - Thomas St. & Fleming Ave., installed new stop bars
 - Laurel Oaks Cir. & Laurel Dr., installed new stop bars
 - Greenfern Cir. & Laurel Dr., installed new stop bars
 - Pineland Trl. & Tymber Creek Rd., replaced a stop sign post that was hit by a vehicle
 - Fernery Trl. & S. Nova Rd., installed a 24" square "No Trucks" sign
- Fabricated (7) "No Parking Anytime" signs that will be installed on Osceola Ave. near the Osceola Elementary School at the request of the Ormond Beach Police Department

- Met with Larry Rivera concerning a “No parking Loading Zone” sign that needs to be installed on S. Halifax just south of SR40

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp barriers – cleaned and inspected
- Pump stations – inspected
- Inlets – cleaned and inspected
- New construction system inspection at the Chase Bank on N. Nova Road – lines are all cleaned of debris
- Installed 15' pipe at Ames Park
- Sprayed FDOT ponds on SR40
- Weedeated around Division Recreation pond
- Sinkhole investigation on Rockefeller
- Inspected ditches on SR40 and US1
- Repaired a sinkhole at 179 John Anderson
- System inspection on Arroyo Parkway
- Cleaned basins at citywide locations
- Pond inspections at citywide locations
- Reachout Mowing on Division Ave. (also the ROW)

Street Sweeping/Streetsweeper

- 142.0 miles of road cleaned
- 44.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
30,610

PM Services completed for the week:

Emergency—Vehicles and Equipment
14

Non-Emergency Vehicles and Equipment
34

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 13,499 gallons of unleaded and 3,874 gallons of diesel fuel on hand.
- Fleet completed 72 work orders this week.

- Utilities

- Response to 2nd request for information (RAI #2) for the City’s Consumptive Use Permit (CUP) Compliance Report at SJRWMD. City forwarded District 2nd half 2011 annual period raw water usage data results this week. Finalizing additional account categorical use information for historic and future project use to accompany EN-50 report data for forwarding to District.
- Prepared the irrigation report for the Breakaway Trails area as required by Conditions 17 and 36 of the Consumptive Use Permit.
- Concentrate Disposal Study – Staff reviewed the final report from QLH Associates for request of operating protocol modifications and sent review comments back to the consultant.

- A revised proposal was received from McKim and Creed for modifying configuration of the Division Avenue well field raw water piping to optimize use of low pressure reverse osmosis process at the water plant and for improving meter flow into plant is being reviewed..
- WWTP Dewatering Station Bypass Project – The disposition was approved at the February 7th City Commission meeting. The legal advertisement was prepared.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Staff and consultant collaborating on upcoming CC Workshop to discuss current path for COB Plan. City received copy of FDOH approval of proposed plan.
- Airport Road Force Main Extension – This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. District Board approved project for proposed MFL and Recovery Strategy program funding. Staff providing review comments on draft Scope of Work and Grant Agreement from District. Funding agreement at 40% of project cost will be approximately \$1.3 Million. Construction scheduled to begin in February.
- Fire Hydrant Replacement Program – The project is approximately 40% complete. The contractor (R&M Services) is replacing fire hydrants at 311 and 357 N Yonge Street and 256 Melrose Avenue.
- Hand Avenue Extension – Addendum #1 was issued. The project will be bid on 2-29-12.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pump #3 impeller is broken and the pump remains out of service. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. The City is providing data for operating speeds and flows to determine if lower operating speeds contribute to rag build up. CDM (Consultant) recommends that the minimum pump speed be adjusted to 79% to keep the pump speed above the approved operating range (AOR). This setting is being used but ragging persists. The Contractor will work with the programmer to install a control system to alternate the pumps if pump speed is determined primary factor for rag build up. A 2nd phase solution includes an additional alternate impeller design proposed for retrofit by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. The main electrical building is under construction. Work is proceeding to install RAS and WAS pumps. Clarifier #4 was placed into service. Dewatering has begun around Clarifier #1 prior to draining the tank for cleaning and rehabilitation. Fermentation and 1st Anoxic tank draining and debris removal completed and new equipment installation is underway.
- Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (Contractor) decides to accept final payment.
- Root Control Services – Location maps for sewers requiring root control and a notification letter were prepared for project scheduling. The root control is scheduled to begin 2-13-12 and notice to customers posted on City website.
- Town Square and Lift Station 4M1 Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Plans will be prepared to incorporate items determined to require rehabilitation.
- Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations. The IT Department is assisting in the preparation of this item.

- SPRC: Discussed plans for Chase Bank which will be located at the south east corner of the Ormond Mall parcel. Reviewed plans for Ten North project located on Oceanshore Boulevard. Discussed Village Business Centre. The developer plans to construct all of the site improvements except for the building. Discussed the Floridian Dune Walk Over and the Ivy League Landscape Center.
- Transfer Station Lift Station Upgrades – The project was approved for bidding at the February 7th City Commission meeting
- Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
- WWTP Sludge Conveyor System Replacement – The conveyor system’s manufacturer’s representative is assembling a list of items needed to refurbish the system to included pricing for replacement of rollers and belt. The structural components appear in good working order.
- 1701 N. US1 Forcemain Valve and Air Release Valve Installation – Sod needs to be replaced and the air release valve box lowered before final clearance is obtained from FDOT.
- A meeting was held with FDEP Central District – Orlando on Thursday Jan 26 to develop a further understanding of recent annual wastewater facility inspection findings. A consent order process was discussed for allowing an interim total nitrogen concentration value to be placed in force until such time the plant construction project is completed. Correspondence forwarded to FDEP as requested to address City’s desire to establish interim limits to maintain compliance during construction and to request consideration for penalty reduction.
- Water Distribution
 - Exchanged 12 residential water meters, installed 1 new water service
 - Responded to and/or repaired 8 water service leaks
 - Replaced 3 water services and 14 meter boxes
 - Flushed 2 cloudy water complaints and 4 low pressure complaints
 - Meter Testing: 1 residential meter due to high billing complaints, 7-2” meters from the high user list, scheduled 2 commercial meters for testing
 - Valve Maintenance: located and exercised 15 valves on SR40, located, installed new boxes and concrete collars, installed markers on 2 valves at Tomoka River crossing.
 - Located and marked 13 valves for future shut downs on Hand Ave
 - Water main Breaks: 2-2” GSP on Marsh Ridge Watch and Seminole Dr (4P lift station service)
 - Water main flushing: Jeanette Dr, N Yonge St, Airport Business Park, Pine Trails Sub
 - Tested 9 and installed 1 city owned backflow preventers. Installed 3 freeze protection covers. Assisted Hydro Designs Inc. with CCC inspection of the water treatment facility
 - 2012 Fire Hydrant Replacement Program: hydrants located at 311, 357 and 529 N Yonge St
 - Bury services and installed boxes for empty lots on Arroyo Parkway and Buena Vista Ave
 - Training: Received training for maintenance and repair of the new Huskvarna ring saw
 - Utility locate service for Water/wastewater/reuse: 101 regular and 2 emergency locate have been completed
 - Backfill/compact/Sod excavations: Knollview Dr, Marsh Ridge Watch, Seminole Dr
 - Rescinded boil water alerts: N Ridgewood Ave, S Yonge St, Jeanette Ave, Putnam Ave
 - Cleaned and organized all storage areas and service trucks
- Water Treatment
 - Delivered 36.304 million gallons for the week ending Feb. 2 (5.186 MGD)
 - Backwashed 12 filters for a total of 515,000 gallons backwash water.
 - Produced and hauled 40.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Sampled, cleared and rescinded three Precautionary Boil Water notices.
- Submitted report to St. Johns River Water Management District, Condition No. 36 - Breakaway Trail Irrigation Usage - 2011.
- Rotate claricone in service for cleaning and preparation for two cones operation to meet anticipated summer seasonal water demand.

- Waste Water Collection - Reuse
 - Crews responded to four trouble calls out west Breakaway/Hunter's Ridge area and two in town.
 - Root controlled ten sewer laterals.
 - Televised six sewer laterals.
 - Blow off 6" force main on US1 twice a day.
 - Replaced two ¾" IP irrigation valves at 28 & 30 West land Run.
 - Repaired pep tank J-box wiring at 62 Creek Bluff.
 - Rehabbed pep tank at 4 Canterbury Woods.
 - 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 26.27 Million Gallons.
 - Produced 17.86 Million Gallons of Reuse.
 - Produced 8.41 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.75 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 61.10 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Reuse service was disrupted on Tuesday morning Feb. 7 as a result of filter component malfunctions. Utility operations personnel completed interim repairs to the sand filters at the City's Wastewater Treatment Facility and reclaimed effluent service to all reuse customers was restored on Thursday Feb 9 mid-morning. The filters perform the final polishing treatment to support necessary turbidity removal immediately prior to chlorine disinfection for meeting reuse compliance standards. Due to the resulting loss of our capability to replenish tank storage during this time, the reuse storage volumes were depleted until such time utility operations and maintenance staff performed the necessary plant adjustments and filter repair activities.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced the tube on Sodium Hypochlorite pump #4.
 - Repaired leak on Hypochlorite pump #5
 - Installed 4" blind flange on well 10D
 - Pulled the #2 Booster pump at Riverview, prepped for shipment to vendor for repair
 - Changed out the power supply to the SCADA RTU at well 12D
 - Repaired the cooling line on pump #1 at State Park Booster station
 - Pulled the blower motor on the #1 LPRO scrubber, replaced bearings
 - Started clean up of electrical shop for reorganization.
 - Ongoing painting and rehab work to Hudson well field.
 - Checked 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

- Changed out the check valve on pump #3 at B.A.T.
- Replaced the packing on the #3 pump valve at B.A.T.
- Turbidity Meter – replaced photo eye
- Clarifier Splitter Box – repaired and installed poly mixing & injection system
- Repaired small sewer cleaner jet head (clean ports)
- Assisted Water Plant crew as needed with crane truck at Riverview Booster
- Deragged influent pumps daily as per project manager specifications
- SCADA liftstation repair to 16 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves daily on clarifiers.
- Attended weekly staff meeting
- Performed PM service to all plant equipment.
- Master lift stations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 18 lift stations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 lift stations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 71 work orders as reported in MP2 computerized maintenance management system, of which 51 were PM work requests and 20 were repair work orders.