

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 16, 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 meeting with City Attorney
- Met with Assistant City Manager, Police Chief and Neighborhood Division Manager on The Villages' medians landscape issues. Phoned citizen who expressed concerns with the medians.
- Weekly staff meeting with directors
- Walked through former Building Division offices with Planning Director on future reconfiguration of space
- Met with Assistant City Manager and Public Works staff on the waste water expansion project

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Phone meeting with Commissioner Partington
- Met with Assistant City Manager, Deputy City Attorney, and CDM representatives Mark Burgess and Jim Crane on CenState and B&G contracts.
- Held Meeting with the Manager, three citizens attended
- Attended Charter Review committee meeting
- Attended Harry Wendelstedt, Jr., memorial service
- Attended Claims committee meeting
- Met with MainStreet members Maggie Sacks, Ryck Hundredmark, Jerry Janoro and Bill Partington about possibility of banner signage on Granada Blvd.
- Met with Fire Chief on County EMS grant
- Participated in FCCMA board meeting conference call
- Phone conversation with Joni Hunt, Florida Hospital regarding the former hospital building on Sterthaus Drive
- Along with Police Chief spoke to Webelos on city government and law enforcement
- Participated in Team Volusia Search Committee conference call
- Attended Financial Trends workshop and City Commission meeting

Community Development

- Planning
 - Staff devoted much time to the issue of the Outlaw Motorcycle Club (MC) which is located on US 1 N in unincorporated Volusia County next to 1142 US 1 North which is the site of the future American Legion in Ormond Beach. In response to a letter from the City Manager outlining the City's position, Volusia County has indicated they will dispatch their code enforcement inspectors to issue violations if the Outlaw MC continues to stay on site as a motorcycle club. Private clubs which include motorcycle clubs are not permitted within the VC Industrial 1 Zoning Classification.

- The Planning Director met with the Economic Development Director to discuss the Downtown Stormwater Master Plan and the incentives that such a study provides for redevelopment.
- Each Planning staff member devoted two hours to the purging of duplicate papers contained in a number of files located in the old Building Office. The goal is to reduce by 50% the 44 lateral files and then store them in one of the completed conference rooms until scanning of these documents for retention is accomplished. In a related matter, the Planning Director walked through the old Building Office with the City Manager to discuss the draft layout plan for the space. It is expected that three conference rooms will be created along with a full kitchen; one conference room will be much larger for the City Commission work sessions. Another conference room will be a room set aside for the auditors performing the annual audit. A preliminary plan and budget has been provided by Hall Construction. A door between Finance and the old Building Office has already been constructed. When the auditors are not on site, this space will be available as a conference room also.
- The Interlocal Agreement and Interlocal Boundary Agreement have been put on hold so that the Legal Department can reexamine the ILA agreement with respect to Itinerant Merchant License which the County wants to retain for a longer period of time.
- Letters went out to all property owners on US 1 N. who have utility service but did not execute an annexation agreement. The letters contained a prepared annexation petition for signature and 30 days were given for execution and receipt by staff. Failure to do so will cause staff to turn the property over to Legal for remedies. A Letter to Volusia County was also sent noticing VC that annexation was contemplated and requested any objection be provided prior to processing.

- Building Inspections, Permitting & Licensing
 - 74 permits issued with a valuation of \$275,763.00
 - 145 inspections performed.
 - 8 business tax receipts issued.

- Development Services
 - **Review Items:**
 - American Legion: SPRC comments pending the results of questions asked of the project engineer and architect.
 - Marshside Subdivision – Sent comments to applicant on 03.13.2012. .
 - 839 South Atlantic Avenue, Ormond Beach's Andy Romano Beachfront Park. Submitted for final approval
 - 2 South Perrot Drive, Jimmy Johns. Concept review submitted on 03.07.2012 with comments due from SPRC on 03.14.2012.
 - **Other Items**
 - **712 South Atlantic Avenue.** Building permit issued for building renovation and some site improvements.
 - **1521 West Granada Boulevard (Wal-Mart).** City Landscape Architect performed site inspection on 03.09.2012 and provided inspection and review comments to Kimley-Horn.
 - **195 West Granada Boulevard (Maria Bonita).** Staff performed a 95% inspection and provide punch list for project completion by 03.21.2012.
 - **821 North US Highway 1 (Dodson Creek).** Staff performed a 95% inspection and provide punch list for project completion by 03.21.2012.
 - **999 Old Tomoka Road (Tomoka Elementary School).** Plans submitted for renovations to the existing water service for the school. Utilities to review and provide comments for approval by 03.21.2012. Project will be required to obtain an engineering permit.

Economic Development

Economic Development

Ormond Crossings

- Staff finalized 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 is working with two existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle land in the Business Park.
- 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 April.
- 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. FPL has prepared plans that include clearing around the power lines, providing estimates for undergrounding and a portion of the overhead line. Staff is arranging a meeting with FPL to discuss the plan in more detail.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff met with members of the MainStreet Economic Restructuring Committee to discuss potential development opportunities in the district.

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 being arranged for a site visit to discuss retail reuse opportunities.
- 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

- The Flagler County Airport and the New Smyrna Beach Municipal Airport will both be effectively closed on March 24th and 25th due to special activities at those facilities. **As a result, the amount of air traffic at the Ormond Beach Municipal Airport is expected to be elevated on those dates.**
- Staff has received from AVCON a preliminary draft of the scope of services and fee breakdown for the design phase of the Taxiway "G" construction project.
- Staff received a copy of the FAA "1-A" certification survey recently conducted at the airport by Stonecypher Surveying, Inc. This survey was commissioned by TowerCom, Inc. as part of their proposal to lease airport property for the purpose of erecting a wireless communications tower. Staff will use this information to prepare and submit a request to the FAA for a federal airspace study and FAA approval of the TowerCom proposal.
- Staff compiled and submitted the monthly FDOT Active Aviation Grants Status Report this week.
- Staff has been apprised of plans by the Civil Air Patrol to conduct a comprehensive search and rescue exercise (SAREX) at the airport on May 4th, 5th, and 6th. This exercise may involve aircraft and personnel from several Florida Wing squadrons, and will be closely coordinated with the control tower to safely integrate SAREX activities with normal 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 continues to work with the FAA Airports District Office in Orlando regarding airport grant programming for the current fiscal year. Although grant funds have not yet been released, staff expects the City will soon receive an FAA grant offer to fund the Taxiway Alpha Relocation and General Airfield Improvements Project.
- Staff continued to work this week to review recent appraisals of airside lands at other general aviation airports in Florida, in an effort to identify current trends in airport land values.
- 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 continues to work to prepare a project based upon a current estimate to upgrade security lighting systems at the airport. Staff is seeking 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 33 Journal Entry Batches (# 2129 – 2224).
 - Approved 19 Purchase Requisitions totaling \$158,662.27.
 - Issued 21 Purchase Orders totaling \$164,565.65.
 - Advertised Bid No. 2012-10, Grounds Maintenance Services-Facilities, Parks & Right of Ways, in the News Journal and posted to DemandStar on 03/11/2012.
 - Advertised RFP No. 2012-13, Investment Advisory Services, in the News Journal and posted to DemandStar on 03/11/2012.
 - Advertised RFP No. 2012-14, Annual Independent Audit Services, in the News Journal and posted to DemandStar on 03/11/2012.
 - Advertised RFP No. 2012-15, Arbitrage Calculation Services, in the News Journal and posted to DemandStar on 03/11/2012.

- Held pre-bid conference for Bid No. 2012-02, Transfer Station Lift Station Upgrades Project, on 03/14/2012.
- Held mandatory pre-bid conference for Bid No. 2012-18, Ormond Beach's Andy Romano Beachfront Park, on 03/14/2012.
- Prepared 131 Accounts Payable checks totaling \$564,809.14 and 26 Accounts Payable EFT payments totaling \$133,946.33.
- Processed 4,105 cash receipts totaling \$915,690.53.
- Processed 666 utility bill payments through ACH totaling \$51,888.04.
- Processed and issued 4,742 utility bills with billed consumption of water of 33,579k.
- Issued 804 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More Than Meets the Eye (weekly)
 - Ormond Beach Follies 2012 (March 23-25)
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended quarterly Local Mitigation Strategy Meeting (LMS)
 - Attended Volusia County Council Meeting for the ECHO grant awards.

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 5
- Hazardous: 6
- EMS: 72
- Motor Vehicle Accidents: 9
- Public Assists: 31

TOTAL CALLS: 128

- Aid provided to other agencies: 14 calls – Volusia County (8), Daytona Beach (5), Holly Hill (1)
- Total staff hours provided to other agencies: 30 hours
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 64

Training Hours

- EMT Refresher Modules: 28
- Hose & Equipment: 6
- Ladder Operations: 2
- Paramedic: 3
- Policies & Procedures: 3
- Preplanning: 9
- Pump Operations: 21
- Reports: 2

- Tools and Equipment: 6
- Ventilation: 3

TOTAL TRAINING HOURS: 83

Station Activities

- Serviced 190 fire hydrants to include: flow testing, inspecting and flushing.
- Updated 17 pre-fire plans.
- Conducted 3 fire inspections.

Significant Incidents

- 3/5/12, 2:44 PM: N. US1 – Brush Fire – Provided automatic aid to Volusia County for small brush fire on northwest side of Destination Daytona – cleared scene at 5:21 PM.
- 3/8/12, 5:58 PM: N. US1 – Vehicle Fire – Driver of vehicle smelled gas odor just prior to fire igniting engine compartment and spreading to interior – approximately 200 gallons of water utilized – no injuries.

Operations

- Received an unannounced State Emergency Medical Services (EMS) Inspection. Department, scored an excellent rating with no deficiencies. Areas inspected included personnel and service records, equipment, vehicles, protocols, EMS supplies and narcotics storage.
- Observed exercise at Central Park by Chamber of Commerce for their leadership class practical day.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/Special Populations – PT Recreation Leader
 - Leisure Services/Performing Arts Center – PT Box Office Attendant
- Approved/Active Recruitment
 - 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. Three (3) applications have been forwarded to department for review.
 - Public Works Department/Fleet Operations – Fleet Operations Manager advertised on City web site, FLAGFA web site, the NAFA web site, the Government Fleet web site and will remain open until filled. Twenty-five (25) applications have been received, entered on applicant tracking sheet with qualifications and forwarded to the Assistant City Manager 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, the Florida Rural Water Association (FRWA) web site and in house. This position closed on 02-24-12 and eleven (11) applications were received from qualified applicants which were entered on applicant tracking sheet and forwarded to the department for review.
 - 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.
 - Leisure Services/Recreation (Sports) - Part Time Recreation Leader – Advertised on the City web site with a closing date of 03-23-12.

- Screening/Interviews Scheduled
 - Police Department – Police Officer was advertised 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.
 - Finance Department/Part Time Account Clerk II re-advertised with closing date of 02-17-12. One hundred fourteen (114) applications were received and entered on applicant tracking sheet with qualifications which was forwarded to the department for review. Six (6) candidates have been scheduled for interviews on 03-21-12 and 03-22-12.
- 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 were conducted and one candidate was selected pending clearance on background checks.
 - 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 conducted interviews. Three (3) interviews were conducted and a candidate was selected pending clearance on background checks.
- Job Offers
 - 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 were conducted and a candidate was selected to fill one of the two vacant positions and will begin employment on 03-19-12.
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk position closed on 01-27-12. Ten (10) applicants were interviewed and a candidate was selected and will begin employment on 03-26-12.
 - 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 were conducted. A candidate was selected and will begin employment on 03-26-12.
 - 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 were conducted and a candidate was selected to fill the position and will begin pre-employment processing.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 2-29-12: 1.53% (excluding retirements)
- Promotions
 - Leisure Services Department – Recreation Center Coordinator position, interviews were conducted and an in-house applicant was selected and promotion is effective 03-19-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program January 2012 monthly report reflects savings of \$66,855.16 for City residents during the nineteen months that the program has been in effect in Ormond Beach. Over 1,464 residents have utilized the program during that time. Public Information news release sent out on 01-18-12 to re-notify citizens about this benefit.

- As part of the Wellness Cove program, our first Lunch and Learn on Nutrition was presented by Cara Karner, a Nutritionist with FHCP on 03-14-12. Seventeen (17) employees attended this very informative session about the U.S.D.A. revised guidelines for a Healthy Plate. This included healthy food choices, serving sizes and the different food groups.
- ICMA-457 Deferred Compensation representative, Dee Turner, will visit the City on March 27th discussing employee retirement options.

Training & Development Opportunities

- HR Staff member met with facilitator on 03-14-12 to discuss upcoming LEAPS training for all full time employees. Next training topic will be on Ethics. Scheduling of classes will begin soon.

Risk Management Projects

- Draft PowerPoint presentation for New Employee Orientation to HR Director for editing.
- Attended Claims Committee meeting.
- Assisted with the Chamber of Commerce Leadership preparation.
- Attended Risk Advisory Board Training event.

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 – Software is being installed on computers for user testing. Application updating/maintenance process is being tested as the vendor normally releases updates quarterly.
 - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected. Participated in demo of FileNexus document management system with City Clerk to gather information at this early stage.
 - Finance/Community Development – CRM system replacement – Finance is scheduling demos from the shortlist of vendors for review by the City's user base for evaluation.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 38 New work - 64 completed - 65 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,471	Inbound E-Mails Blocked	13,980
Delivered Inbound E-Mails	10,357	Quarantined Messages	134
Percentage Good Email	37%	Virus E-Mails Blocked	37

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 135 Corrections: 2
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Corrected misc addressing issues for 134 Naviline facility maintenance records.

Leisure Services

- Administration

Meetings/Attendance:

- Met with PRIDE Football representatives
- Public Works weekly staff meeting
- CIP meeting with supervisory staff
- Beachfront Park meeting
- Weekly staff meeting with Supervisory staff
- Lohman Funeral Home Director
- Park Visits
- Supervisors/ Coordinators weekly meeting
- Coordinator one on ones
- Playful City Application FINAL
- Gymnastics Matrix
- HHI Information Review - Nova
- CIP Meeting
- PRIDE Football
- Reviewed quotes for basketball court renovations at Osceola Elementary, Central Park III, and South Ormond Neighborhood Center
- Reviewed quotes for pelletized lime
- Reviewed quotes for decorative light ballasts
- Reviewed and updated R&R budget
- Reviewed painting work at PAC with painting contractor
- Had discussions with janitorial company
- Met with Servello to discuss landscaping contract
- Spoke with resident about mowing concerns

Events/ Activities attended:

- Wendelstedt memorial service
- Challenger Volleyball Final Night
- Youth Volleyball
- College Jamboree Games

- 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 and Wendelstedt fields. They practiced Monday, Tuesday, Thursday and Friday at 3:30pm. Games this week were held on Tuesday at 4:30pm (baseball) and none for softball.
- 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. Games were held on Thursday and Friday at 4pm and 6pm, respectively.
- Seabreeze High School Softball had JV and Varsity games on Wednesday at 4:30pm and 6:30pm, as well as 5pm on Monday at the Sports Complex Softball Quad. Their practices are held at the High School.

- Seabreeze High School Baseball continued their practices this week on Monday, Tuesday and Friday, with a game on Tuesday at 7pm on Wendelstedt Field #1.
- The OBYBSA Baseball and Softball Program continued games and practices this week for the recreational level of play at Nova Fields and the Sports Complex Softball Quad.
- The College Baseball Jamboree continued games and practices this week at the Wendelstedt Fields at the Sports Complex. Games are daily, starting at 10am. The Jamboree runs March 3rd through 20th.
- Father Lopez High School Baseball held games this week on Thursday at 4:30pm and 7pm at the Sports Complex. Games were played on Wendelstedt Field #1.
- The City Youth Volleyball Program continued this week at the Nova gymnasium on Monday and Wednesday evenings from 6pm to 8pm. There are 56 participants registered; 54 girls and 2 boys.

- 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 fields.
 - Continued mowing the softball fields.
 - Replaced sprinklers as necessary.
 - Cleaned Limitless Playground daily.
 - Baseball practices and games continued for Golden Spikes and high school teams.
 - Softball practices and games continued for Lady Renegades, Seabreeze High School, and Calvary Christian Academy.
 - Prepared all fields; baseball, softball, soccer, T-ball for games and practices daily.
 - Continued to repair the baseball dugout entrances, adding new concrete.
 - Prepared fields for recreational softball, baseball and T-ball practices.
 - Finished spreading pre-emergent fertilizer for spring turf treatment.
 - Continued hosting the College Baseball Jamboree.

- Senior Center
 - March 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.
 - Thousand Oaks HOA Board met on Wednesday from 7pm to 8:30pm.
 - 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.
 - Funeral for Harry Wendelstedt, Jr. was held on Tuesday, March 13th at 10am, with over 500 people in attendance.
 - The Performing Arts Center is preparing to host the following event:
 - Show Club Follies 2012, March 23, 24, 25. \$15.

- South Ormond Neighborhood Center
 - United Hands Meeting was held Monday at 6pm.

- Youth baseball machine pitch practice was held Tuesday and Thursday from 5pm to 7pm.
- Continued park maintenance projects with lightning detector system check on Tuesday.
- Open play basketball was held daily from 1pm to 5pm.
- PAL held basketball practices Tuesday and Thursday evenings.
- South Ormond Sports Club youth basketball games were held Friday, Saturday and Sunday.
- Jazzercise classes were held Monday and Wednesday at 5:45pm.

- Community Events
 - Continued 2012 Art in the Park preparations: solicitation for sponsorship, tracking applications and payment, scheduling entertainment and food vendors.
 - Continued 2012 Memorial Remembrance Service preparations: group contacts and confirmations for participation, interviews for potential speakers, redesigning event flyer.
 - Attended Senior Games Meeting and presented research data from previous annual games. Assisted board with finding new committee members and volunteers.
 - 2012 Independent Day Celebration: researched sound, stage and lighting companies, bands and entertainment.
 - Staff assisted with Henry Wendelstedt service at the PAC on Tuesday, March 13th.
 - Completed weekly administrative tasks, office work and activities.

- Gymnastics
 - The February/March session classes for various age groups and levels were held Monday through Friday.
 - Girls' team attended their 3rd qualifier meet in Gainesville, with level 2 and 4 girls each qualifying for the state competition to be held in April at the Ocean Center.

- 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 ended on Tuesday.
 - Youth Volleyball practices were held Monday and Wednesday from 6pm to 8pm in the gymnasium.
 - The OBYBSA Baseball and Softball Program continued games and practices on Nova's ball fields.

- The Casements
 - The Casements Camera Club exhibit "Ebony and Ivory" is on display in the gallery through March 29.
 - 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.
 - A wedding was held in Ormond Memorial Gardens on Saturday morning.
 - A baby shower was held at Bailey Riverbridge on Saturday afternoon.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - The Casements Guild held their Board meeting on Monday morning.
 - The Garden Club of the Halifax Country met in the gallery on Tuesday morning.
 - Staff assisted with the weekly Farmers' Market on Thursday.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.

- Staff continued planning for the Camp Expo and Movies on the Halifax to be held in Rockefeller Gardens on Thursday, April 5th.
- Staff continued planning for Enviro Camp to be held July 9th through August 3rd.
- Staff continued planning for the Guild Appreciation Luncheon scheduled for April 18th.

- Parks and Irrigation
 - Installed new “no bicycles” signage at Bailey Riverbridge Gardens.
 - Cleaned up storm debris at Riviera Park.
 - Trimmed tree limbs encroaching roadway at Sanchez Park.
 - Cleaned up storm debris at Fortunato Park.
 - Removed graffiti from men’s room at Cassen Park.
 - Repaired broken R.O.M.P. sign at Nova Rec.
 - Repaired downed fence panels at the future beachfront park.
 - Assisted Irrigation Div. with repairs on US1 medians.
 - Assisted Building Maintenance with electrical repairs at various locations.
 - Pressure cleaned border fence at Bailey Riverbridge Gardens.
 - Conducted citywide safety inspections of parks and equipment.
 - Checked irrigation damage at Nova Rec.
 - Repaired damage on W. Granada Blvd. streetscape.
 - Ran irrigation at Cassen Park, checking report of standing water.
 - Ran system at Rockefeller Gardens, cleaned filters on system.
 - Checked system at Neptune lift station.
 - Repaired stuck valve at Cassen Park.
 - Checked report of standing water at Central Park II.
 - Installed remote on timer at Central Park II.
 - Repaired broken line and head at Central Park II.
 - Tested irrigation at Old Kings Rd. retention pond.
 - Checked irrigation at Ellinor Village, Sandcastle, and Arlington Way.
 - Repaired heads on US1 medians.
 - Checked Vining Court streetscapes.
 - Checked stuck valve at Nova ball fields.

- Building Maintenance
 - Installed a new gate for SONC splash pad.
 - Retrofitted lights at Ames Park to T-8 electronic ballasts.
 - Repaired lights in firing range at the Police Dept.
 - Repaired a gate at the Water Plant.
 - Installed new speakers in the Nova gymnasium.
 - Repaired pump for cloud fountain at Fortunato Park.
 - Replaced a door at the Bait House.
 - Replaced ridge cap shingles at MacDonald House.
 - Replaced door closer in Finance Dept.
 - Repaired lights at SONC.
 - Installed a safe in the Police Dept.
 - Repaired AC at the Police Dept.
 - Serviced electric gates city wide.
 - Moved key box and patched holes at the Police Dept.
 - Repaired an awning at The Casements.
 - Repaired condensate line at SONC.
 - Repaired plaster outside wall of PAC.
 - Repaired ADA door opener in the Commission Chambers.

Police Department

- Administrative Services
 - Monitoring agency Bike Week related events and activities.
 - Attended bi-weekly meeting with City Manager.
 - Meeting with city staff regarding crime tip reporting.
 - Gave a presentation at a Boy Scout troop meeting on citizenship and law enforcement in the community.

- Community Outreach
 - The READ program continues. Currently 25 youths are enrolled.
 - The OBMS Science on Patrol program continues. 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 SONC.
 - YDC meeting was held to review items for upcoming training meeting scheduled for March 17th.

- Community Services/Animal Control
 - Animal calls responded to: 53
 - Animal Reports: 6
 - Animal Bites: 1
 - Animals to FHS 11
 - 10 Cats
 - 1 Dog
 - NOV to Animal Owners: 1
 - Animal Citations: 1
 - TNR: 1
 - Reports of Concern from Internet: 3
 - CSO's worked with motors in numerous traffic crashes this week
 - CSO's assisted in Motorcycle escorts during Bike Week 2012

- Criminal Investigations
 - Cases Assigned: 24
 - Cases Cleared by Arrest/Complaint Affidavit: 5
 - Cases Exceptionally Cleared: 10
 - Inactive: 12
 - Fraud: 4
 - Burglary Residential: 1
 - Larceny Car break: 7
 - Grand Theft: 7
 - Auto Theft: 1
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Weapon Complaint: 1
 - Death Undetermined: 2

Comments:

- Home Invasion Robbery: A 2nd subject has been arrested as being involved and setting up the home invasion robbery on the beachside. The subject was interviewed, confessed and was transported to the branch jail under no bond.

- Investigation continues into numerous time share fraud cases. The local FBI has become involved in the investigation and arrest warrants are expected in the near future.
- Grand Theft: Stolen items from a residence on Grove St. were found at a local pawn shop. Investigation continues.
- Local group suspected of shoplifting items from local stores and then selling them to thrift stores in the area. Ongoing investigation.
- Records
 - Walk - Ins / Window 120
 - Phone Calls 198
 - Arrest / NTA'S 30
 - Citations Issued 284
 - Citations Entered 200
 - Reports Generated 154
 - Reports Entered 159
 - Mail / Faxes / Request 38
- Patrol
 - Total Calls 1,928
 - Total Traffic Stops 487
- Operations

Crime Opportunity Reporting Forms issued: 219

03/08/12 Suspicious Incident – Magnolia – reporting party stated that she thought she heard gunshots and a woman screaming – two units checked area – no evidence of gunfire was located.

03/08/12 Baker Act – Park Place – adult male taken to Halifax Hospital.

03/08/12 Domestic Disturbance – Cherrywood Dr. – adult male bit his brother and pushed his mother after destroying the home – subject was arrested for domestic violence battery.

03/08/12 Fleeting vehicle – vehicle fled from traffic unit officers in Ormond Beach – no pursuit was initiated - the vehicle was stopped in Daytona Beach PD in their jurisdiction – driver was arrested by Ormond Beach officers.

03/08/12 Theft – Grove Street – laptop and video console stolen – suspect is a friend of the resident.

03/08/12 Arrest – West Granada Blvd – subject arrested for violation of injunction.

03/08/12 Narcotics Arrest – Orchard/Hwy 40 – traffic stop - small amount of cocaine located in driver's purse.

03/08/12 Burglary/ Vehicle – Park Ridge Way – purse taken overnight.

03/09/12 Hit and Run – Ormond Lanes – vehicle hit a pole in the parking lot of the business – FPL responded – three different suspect vehicle descriptions provided by witnesses.

03/09/12 Theft – E Granada Blvd / Wireless Wizard – cell phone stolen.

03/09/12 Undetermined death – West Granada Blvd – In front of the Jewish Center – Rabbi found subject who had attended an event at the center the night before passed away in a grassy area – no signs of foul play at this time – male subject, 30 years old – was reported to have been heavily intoxicated the night before. Investigation is continuing.

03/10/12 Domestic Disturbance – Collins – adult male arrested for domestic violence battery.

03/10/12 Baker Act – US1/Nova – adult male was walking in traffic – appeared to be under the influence of narcotics.

03/10/12 Vandalism – S A1A – motorcycle was found running and knocked onto the ground – possible attempted vehicle theft.

- 03/10/12 Theft** – Royal Floridian – phone taken out of the bathroom.
- 03/11/12 Missing Person** – N US 1 – juvenile recovery – turned over to Beach House.
- 03/11/12 Battery/Dating violence** – Cambridge Ct – adult male arrested.
- 03/11/12 Possession** – Lincoln Avenue – adult male arrested for possession of a controlled substance less than 20 grams and resisting without violence after a short foot chase.
- 03/11/12 Possession** – S Nova Road – adult female given notice to appear for possession of narcotics paraphernalia.
- 03/11/12 Stolen Vehicle** – S Atlantic Avenue – 2005 Mercedes 4 door stolen by victim's son who is a known narcotics abuser.
- 03/12/12 Marchman Act** – Winn Dixie – adult male intoxicated transient causing a disturbance.
- 03/12/12 Narcotics** – W Granada Blvd/Moe's – adult male arrested for possession of a controlled substance under 20 grams.
- 03/12/12 Burglary/Vehicle** – S Beach Street – unlocked car – Nintendo DS, credit cards and money stolen from small purse.
- 03/13/12 Battery/DV** – Pine Valley Circle – adult female arrested and charged with domestic violence battery for beating up her brother.
- 03/13/12 Battery/DV** – Wicksfield Ct – adult male arrested and charged with domestic violence battery for beating up his sister.
- 03/13/12 Battery/DV** – Panda Bear Path – adult male punched his wife in the face and was arrested for domestic violence battery.
- 03/13/12 Fraud** – Garden Lane – phone scam – victim received a phone call saying that their nephew was arrested in Haiti and needed money to get out of jail – they wired \$2,000 via Western Union
- 03/13/12 Battery/DV - Hit & Run** – Adult male was in a verbal argument with his parents on the phone and involved in a hit/run enroute to their house – he hit and knocked down a "No Outlet" sign – once he arrived at his parents house he got into a physical altercation with his father. The traffic unit investigated crash and the adult male son was arrested for domestic violence battery and leaving the scene of an accident with property damage.
- 03/13/12 Burglary/Vehicle** – Williamson Blvd – Sleep Inn – motorcycle trailer had the locks cut off and entered – trailer was empty/nothing missing.
- 03/13/12 Burglary/Vehicle** – Williamson Blvd – Sleep Inn – motorcycle trailer had the locks cut off and motorcycle was stolen – 2004 HD MRS DC Tag.
- 03/13/12 Burglary/Vehicle** – Williamson Blvd – Sleep Inn – motorcycle trailer had the locks cut off and motorcycle and trailer stolen.
- 03/13/12 Battery/DV** – pregnant wife accused her husband of snatching the keys from her hand and grabbing her wrists – conflicting witness statements and uncooperative witnesses – two complaint affidavits filed.
- 03/13/12 Burglary/Vehicle** – Hull Road – OB Sports Complex - \$700 reported taken from a vehicle between January and March.

• Traffic Unit

- Vehicle Fire, US 1 SB, north of Wilmette Avenue. US 1 SB shut down for about one hour.
- 12-03-00144, DUI Hit & Run Crash, Nova Road / Fleming Avenue: Motorist rear ended another vehicle and left the scene southbound. VCSO deputies stopped the at-fault vehicle at Flomich Avenue. Driver arrested for DUI and leaving the scene. Driver refused breath tests.
- 12-03-00168, Crash / Motorcycle, US 1 / Wilmette Avenue. Motorcyclist was SB, entering the left turn lane at Wilmette Avenue, but continued into the grassy median and overturned her bike. Operator was transported to the hospital with minor injuries.
- 12-03-00170, DUI, SR A1A / SR 40: a motorist was observed failing to maintain a single lane. After several other violations were observed, the motorist was stopped. Officers

- responded for a DUI investigation and the driver was arrested. Driver was also charged with possession of Schedule II substances and drug paraphernalia.
- 12-03-00180, Rollover Crash w/Injury, 119 Bonita Place. Motorist suffered an apparent medical problem and drove off the roadway, striking a tree. The vehicle flipped on its roof, coming to a final rest in the middle of the roadway. Minor injuries to the driver, who declined medical transport. Road blocked for about an hour. Driver cited for the crash and a DHSMV re-exam request was submitted.
 - 12-03-00223, Motorcycle Crash, SR 40 / Orchard Street: An eastbound SUV and motorcycle began a minor road rage incident and became distracted by each other's actions. While doing so, the light turned red at Orchard Street and the motorcyclist stopped. The SUV did not stop in time and rear ended the motorcycle at low speed. The motorcyclist overturned and had minor injuries. He refused medical transport. The driver of the SUV was cited.
 - 12-03-00245, Motorcycle Crash, SR 40 / US 1: Two motorcyclists crashed into each other while turning left. The motorcycle turning onto US 1 NB ran the red light as the motorcycle turning onto SR 40 had the green light. No injuries. At-fault driver cited.
 - 12-03-00248, Traffic Stop / Arrest, 1100 BLK N. US 1: Motorcyclist stopped for no headlight. He was found to have a habitual violator suspension on his DL (felony). He was arrested.
 - 12-03-00250, Hit & Run Crash / DV Arrest, Warwick Avenue / Andrews Street: Motorist made a reckless turn in his neighborhood and knocked down a city sign. He then drove through a neighbor's yard and went home. He was later identified and charged with the crash and leaving the scene. Apparently, this stemmed from a domestic violence incident, at which point Patrol responded and arrested him. Streets Division notified about the sign.
 - Bike Week Operations Plan in effect. Hotel / motel organizations reporting increased occupancies this year. Traffic has been heavier this year, except for the first weekend during rain.
 - VMB deployed on US 1 SB at Wilmette Avenue to warn motorists to slow down due to traffic congestion at SR 40.
 - SMART Trailer deployed on Beach Street SB at the 1500 BLK to warn motorists to slow down coming out of the loop.
 - Light towers deployed on Airport Road between FEC and Bear Creek for pedestrian and parking safety at night.
 - Traffic Citations 264
 - Parking Citations 5
 - Crash - No Inj. 37
 - Crash - Injury 4
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Bike Week Corridors
 - SR A1A
 - SR 40
 - US 1
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 6 Cases initiated
 - Zone 4: 1 Case initiated

- 37 signs either removed or sign cases created
- 18 tree removal permit requests
- Administrative staff assisted with forty-six (46) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 1:

- 1) 133 Country Club Drive – Received a complaint of an individual operating a business from his home. The problem is the two trailers one that is rather large and a large commercial vehicle. The name of the business on the vehicle is Set N Stone Creation Inc. This case is scheduled for a Special Magistrate hearing on March 26th. As of this week, the respondent has chosen to park his commercial trailer and vehicle across the street at a home that is vacant and up for sale. The realtor and owner are being advised of the infraction in hopes they will assist NID in getting the trailer and vehicle removed. NID expects the respondent will then continue parking at his residence which will result in our continuation of the case.

Public Works

- Engineering
Construction Projects:
 - Roadway Resurfacing- Project Bidding Disposition was approved by City Commission. Project will proceed with bidding advertisement scheduled for March 18.
 - Rima Ridge Well 41- After replacement of motor starter control equipment, the well has been running and functioning properly.
 - Downtown Way Finding Signage- The work is complete and pending final inspection.
 - Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Horizontal Directional Drilling of approximately 600 feet of forcemain is being worked on east of Tymber Creek Rd. Staff, Contractor and Consultant met with the Hunter's Ridge and Breakaway Trails home owners associations to discuss upcoming utility work for this project within these residential areas.
 - Transfer Station Pump Station- Project is being bid. Bids will be received March 28 and a pre-bid conference will be held March 14.
 - SR40 A1A to Nova Interconnect- Conducting sub system testing of system. Final Change Order was approved by the City Commission on March 6th. Assisted Volusia County in the connection of CCTV and switches in the network. Prepared CC memo on adding e-verify on agreement.
 - SR 40 Sidewalk / Trail Phase III- Prepared inspector reports and documents. Negotiated geotech proposal.
 - Tomoka State Park- Received FDOT Notice to Proceed. Coordinated the pre-construction agenda and meeting date.
 - Cassen Park Fishing Pier Lighting – The contractor is working to complete the last section of lighting replacement. The work is 80% complete.
 - Wastewater Treatment Plant Expansion and Rehabilitation – Contractor continues 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. A proposal was requested from the contractor for additional work that is also being advertised for bids for the dewatering pump station bypass.

Design Projects:

- Andy Romano Beachfront Park –The project is currently in the bidding phase. A pre-bid meeting was held on March 14th. Bids are due April 9th.

- Granada Utilities Underground- Street lighting plans were sent to FDOT for review and comments. FPL submitted the street lights that are going to be removed for undergrounding. Meeting to address street lights away from Granada Blvd. that the aerial service is being taken down. Submitted information for permit to Volusia County.
- Nova Community Park Basketball Court- Revised scope and processed Work Authorization for design.
- Nova Community Park Racquetball Court- Revised scope and processed Work Authorization for design.
- Nova Community Park Master Plan- Provided new aerial to consultant, reviewed foot print.
- Ormond Scenic Loop- Attended public meeting, set up next public meeting for March 19th, responded to questions.
- South Peninsula 2-inch Water Main Replacement- Held design kick-off meeting with consultant.
- Audible Pedestrian Signals- Contacted consultant on recommendations.
- Mainland 2-inch watermain- Design contract was presented to Commission and was approved.
- North Peninsula 2-inch Water Main- Negotiated scope of work for 2-inch water main replacement. City Commission approved the work authorization on March 6th.
- SR40 Washington to Beach St.- Responded to FDOT on right of way for Lewis – sent copy of deed.
- Central Park Paving – Design plans are 90% complete, environmental resource permit application for stormwater management has been prepared for submittal to SJRWMD.
- Tymber Creek Phase I – A Joint Project Agreement between the City and County for including the City utility relocations along with the County road widening and stormdrain work has been prepared and scheduled for presentation to the Commission for resolution on April 3.
- 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 finalizing the bid documents for Commission review prior to advertising.
- 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 has 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)

Administration:

- Approved TECO permit on directional boring in Sterhaus, Orchard and Lincoln
- Processed project invoices/pay requests totaling \$55,217
- Prepared work authorizations totaling \$1,300
- Submitted reimbursement request #5 for \$328,095 to the Florida Division of Emergency Management for the Hand Avenue & Laurel Creek Drainage Improvements FEMA Hazard Mitigation Program grant.
- Submitted reimbursement request #1 for \$34,432 to the Florida Division of Emergency Management for the Central Park Drainage Improvements FEMA Hazard Mitigation Program grant.
- Submitted the first & final reimbursement request of \$2,980 to the County of Volusia Coastal Division for the Sanchez Park Boat Ramp Dock Reconstruction Ponce de Leon Inlet & Port District Coastal Participation Program grant.

Meetings:

- Ormond Scenic Loop workshop #1 on Phase 2.
- TECO at Thompson Creek field meeting on relocating their proposed gas line.
- Halifax Utility meeting.
- Met with contractor for grade and fill permit at 1003 John Anderson Dr.

Customer Service:

- Finalized and delivered site plan of BPOS Park to Planning Department as requested.
- Onsite visit to 304 S Beach St. to determine right of way location per Building Division request.
- Researched the Pine Trail Subdivision plat and as-builts to determine pond ownership and maintenance per Stormwater Division request.
- Tree locate at Coquina St. off beach parking lot per Streets Division request.
- Researched and compiled information regarding tree maintenance in the right of way for the Tymber Crossings Subdivision per Streets Div. request.
- Provided As built drawings of the Thompson Creek Roadway Imps to TECO contractor per request.

Other:

- Fixed flashing signal at Pathways Elementary.
- Completed core digs at Central Park Ph1 to determine existing shell base depth.
- Located the western right of way at Thompson Creek for the TECO Gas Main installation project.
- Researched and compiled drawings related to street sections for the South Peninsula 2" watermain replacement project.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Concrete patch for the Water Department at 102 S. Ridgewood Ave.
- Installed concrete around a storm basin for Stormwater on N. Perrott Dr.
- Repaired a utility cut on Lincoln Ave.
- Concrete repair on a sidewalk at Pinewood
- Asphalted potholes on Seton Trail by Memorial Gardens
- Cut, dug out and formed a sidewalk (14' x 5') on Buckeye Rd. in Forest Hills

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
- Removed trees on Tomoka View, at Riviera Park and at 50 Putnam Avenue
- Trimmed trees on N. St. Andrews, Woodland, Lakebridge ROW, Old Kings Road and Washington Place
- Sprayed for weeds on St. Mark's Circle & Banyan Drive

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
- Smoothed out front of Central Park I with loader
- ROW trimming at various city locations

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - W/side Pineland Trl., replaced the large double arrow
 - Vanderbilt & Military, replaced the street names that fell off the post
 - SONC (South Ormond Neighborhood Center), removed the splash pad sign from the old gate & installed it on the new gate
 - Harvard Dr. & Ivanhoe Dr., installed a large double arrow sign
 - Ivanhoe Dr. & Peninsula Dr., installed HIP (High Intensity Prismatic) street names
 - Peninsula Dr. & Harvard Dr., installed HIP street names
 - Stanford Ave. & Harvard Dr., installed HIP street names
 - Ivanhoe Dr. & Harvard Dr., installed HIP street names
 - Jamestown Dr. & Peninsula Dr., installed HIP street names
 - Marvin Rd., & Harvard Dr., installed HIP street names
 - NW Warwick Ave. & Andrews, replaced a post for a "No Outlet" sign that was damaged in a traffic crash

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Reachout Mowing – SR40 pond & ditch, Sanchez Park and Arroyo Parkway ditch & pond
- Inlet Cleaning - hot spots at citywide locations
- Vacon – Canterbury, (1) basin; and, Santa Fe, 463' line
- System Inspection – Ormond Lakes (4 systems)
- Put in a new grate on N. Perrott Dr.
- Replaced pipe on Santa Fe Ave. (pictures)
- Sprayed – Jeanette Dr. (pictures), Nova Rd., and SR40 FDOT ponds

- Ditch Inspection at various FDOT locations
- Reset timers on all ponds
- Rented lights and set up for pedestrian traffic on Airport Rd.

Street Sweeping/Streetsweeper

- 124.9 miles of road cleaned
- 63.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
30,354

PM Services completed for the week:

Emergency—Vehicles and Equipment
17

Non-Emergency Vehicles and Equipment
25

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 9,224 gallons of unleaded and 7,148 gallons of diesel fuel on hand.
- Fleet completed 67 work orders this week.

- Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Forwarded District final edits for historic and future water use projection worksheets, additional 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 through anticipated District Board action May 2012.
- Concentrate Disposal Study – Obtained check to process permit applications. Received executed permit application forms for processing.
- 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 was 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. A meeting is scheduled at the end of the week to finalize modeling requirements.
- WWTP Dewatering Station Bypass Project – Addendum 1 and 2 were prepared. The project advertised for bid receipt on 3/15/12. Met with FDEP representatives to demonstrate why this project should be considered for P2 Program consideration because it would reduce equipment maintenance frequencies at the plant by increasing rag removal efficiency when the influent pump station is bypassed.
- 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 May.
- Airport Road Force Main/Reuse Main Extension – Construction is now underway by Masci Construction. Installed 280 feet of 12-inch pipe in the easement by Pathways Elementary school. Coordination meetings were held with Breakaway Trails and Hunter's Ridge Homeowner's association. 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. Prepared CC Agenda

- item for acceptance of grant funding agreement @ 40% of project cost which will be approximately \$1.3 Million.
- Fire Hydrant Replacement Program – The project is approximately 75% complete. Processed the third invoice for the project. The contractor (R&M Services) is replacing fire hydrants on Atwood, Country Club Drive, Druid Circle, N. Halifax, Idlewood Drive and Riverwood this week.
 - Hand Avenue Extension – The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00.
 - 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. A retrofit of pump 3 is proposed for testing the new impeller design. The contractor was directed to proceed with the installation of the impeller in Pump #3. 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 RAS and WAS pumps are being installed. Clarifier #1 is being rehabilitated. Screw pump #2 is being installed. Recycle pumps 2 and 3 are being installed. Filter #3 underdrain system is being constructed.
 - Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (Contractor) decides to accept final payment.
 - Town Square Lift Station 4M1, 9M and Walmart Lift Station Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Base plans for Lift Stations 9M and Walmart ready 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 conceptual plans for Marshside and Jimmy John's. Reviewed plans for 610 S. Yonge Street.
 - Transfer Station Lift Station Upgrades – A prebid meeting was held to discuss the project design details. Bids are scheduled to be received 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 project includes replacement of rollers and belt for prolonging proper operation of existing conveyor. A separate quotation for parts and labor was received from the conveyor system's manufacturer's representative vendor. Additional parts are needed to complete the renovation. A revised quotation including these additional parts was requested. 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 – A maintenance program is being formulated to prevent future blockages from occurring by offsetting loss of flow from decommissioned US Foods. Clearance was received from FDOT for the construction of the project.
 - WWTP Operation Permit - FDEP Central District Inspection Findings – Staff received the Department's draft order including recently requested interim TN and CBOD limits until such time that construction activities are completed and facility is operating under normal conditions. Staff recommended total nitrogen of 12 mg/L peak, 9 mg/L weekly and 6 mg/L monthly along with a CBOD of 20 mg/L. Interim limit concentrations were accepted. Anticipated interim limits are proposed to be in effect until August 2013.

- Water Distribution
 - Exchanged 3 residential water meters, installed 1 new water service
 - Responded to and/or repaired 5 water service leaks
 - Replaced 2 water services due to aged piping, repaired 10 meter boxes
 - Responded to 2 low pressure complaints
 - Flushed 4 cloudy water complaints
 - Disconnected 1 water service due to a facility demolition
 - Repaired 2" GSP main break on Woodhaven Cir
 - Repaired a 16" water main break at the Standish Dr pump station
 - Repaired a 2" blow-off on Pergola Lane
 - Tested 5 and repaired 1 city owned backflow preventers
 - Valve Maintenance: located and exercised 15 valves for fire hydrant replacement, future Hand Ave shutdowns, and water main repairs.
 - Water main flushing: Pinecrest Dr, Oak Brook Dr, Woodgate Ct, Park Place, Hand Ave, Bryant St, Stratford Place, Collins St., Fleming Ave
 - Installed a new 1" automatic flushing device at 929 Buena Vista Ave
 - 2012 fire hydrant replacement program: hydrant located at 5 Country Club Dr and 81 Atwood Dr, customers were given advanced notice and shutdowns started and ended on time.
 - Utility locate service for Water/wastewater/reuse: 81 regular and 4 emergency locates have been completed

- Water Treatment
 - Delivered to the City 36.782 million gallons for the week ending Mar. 11, 2012 (5.169 MGD)
 - Backwashed 14 filters for a total of 571,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for 4 hours under full load.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.
 - Completed second day of FDEP/DOH tri-annual sanitary survey. Inspected and review operations of Division Well field. Three booster stations, Riverview, Granada and State Park. Two pumps stations/ storage tanks, Standish and Leeway. Final day of inspections will take place on Mar. 14th at the water treatment plant.

- Waste Water Collection - Reuse
 - Crews responded to eight trouble calls out west Breakaway/Hunters Ridge. Area and four in town.
 - Televised sixteen sewer laterals.
 - Cleaned six sewer laterals.
 - Cleaned 1,567 ft of sewer main.
 - Located and cleaned out sewer force main valves on Airport Rd.
 - Repaired 6" sewer laterals on Orchard St that was damaged by contractor installing gas main.
 - Installing clean outs on two inch low pressure sewer lines on Huntsman Look due to high pressure (22 psi) - investigation ongoing.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 27.83 Million Gallons.
 - Produced 13.17 Million Gallons of Reuse.
 - Produced 14.66 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 3.98 MGD, plant designed for 6 MGD

- Hauled tons of sludge 122.50 (14%-18% Solids).
- Registered with USEPA for DMR-QA study 32.
- Submitted SUO to FDEP for approval.
- FDEP approved Pretreatment Annual Report.
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Reuse service status – current filter and aeration equipment conditions are keeping pace with demand and storage volumes continue to be replenished.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced the sump pump in the polymer room
 - Repaired the coupling for the hose on the polymer totes
 - Pulled the 125HP #3 transfer pump motor in the R.O. plant and installed spare. Checked rotation and turned over to operations
 - Found Riverview booster station flooded. Unclogged the sump pumps.
 - Installed blind flange on 6" pipe at Riverview Booster
 - Installed new pressure gauge on well 38H, replaced leaking copper lines with Braided stainless lines
 - Moved the sample port on well 10D as per FDEP inspection.
 - Greased the lime slurry pumps
 - Cleaned the injection point on cone #2
 - 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
 - Centrifuge #2 – mount replacement main bowl drive motor and wired
 - Deragged all 4 submersible aerators
 - CP Foods assisted Collections Division with force main flushing, installed timer for automatic flusher to aid in line cleaning.
 - Carrousel – hose repairs throughout carrousel structure
 - Deragged influent pumps.
 - Assisted contractors at M.C.C. Room with Valve Replacement at Clarifier #1
 - Chlorine Residual Meter – replaced pump with repaired inventory
 - SCADA liftstation repair to 9 stations
 - Assisted contractors with plant rehab activities
 - Assisted operations staff in 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 12 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 1 liftstations. (pulled pumps, inspected and changed seal oil)
 - Utilities Division completed 70 work orders as reported in MP2 computerized maintenance management system, of which 51 were PM work requests and 19 were repair work orders.

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:

- Staff attended the weekly City Manager Staff meeting.
- Staff attended and provided support for the City Commission meeting and Financial Trends Workshop on March 15, 2012
- Agenda packet preparation and creation for the April 3, 2012, City Commission meeting.
- Agenda packet preparation for March 12, 2012, Charter Review Committee meeting.
- Staff attended and provided support for the Charter Review Committee meeting on March 12, 2012

Status of Ongoing Projects

- Agenda Automation System:
 - Staff is working with the agenda automation system vendor, IQM2, to have digital signatures added to the City Manager memorandum templates so that they will display a digital signature after staff reviews and approves each agenda item.
 - Staff is working with the agenda automation system vendor, IQM2, to customize the Minutes portion of the system.
 - Staff worked to finish customizing the Agenda layout and templates for the City Manager and City Attorney memorandum templates for all City Commission meetings.
 - Staff continued training pilot users on how to create, review and approve agenda items.
- City Stationary and Business Card Services
 - Sent bid tabulation and letter of intent to the Legal Department in order for them to draft the services agreement with Pride Enterprises, Inc.
- Elections:
 - Staff is working on the Draft 2012 Election Candidate Packet and plans to have the packet available by the end of March.
 - The Geographical Information Systems (GIS) Division continued working on creating an interactive Commission Zoning and Voting Precinct map for the 2012 City Elections, so that the public can easily locate their commission zone and voting precinct by inputting their home address.
- Live Streaming Upgrade:
 - Staff is currently evaluating the live streaming and archiving services that are available through the new cloud-based agenda automation system provider, IQM2, called MediaTraQ.
- Mobile Phone Application or iOS and Android (myOrmondBeach):
 - Staff completed internal testing of the second version of the myOrmondBeach iPhone and Android mobile application. Staff is providing the vendor with comments on the second version.