

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 30, 2012

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Held weekly staff meeting with directors
- Discussed State of the City luncheon with staff
- Budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Researched and wrote speech for keynote address at the 6<sup>th</sup> Annual Public Administration Conference
- Participated in FCCMA Task Force, topic was the FCCMA conference study
- Attended United Way Board of Directors meeting
- Attended Charter Review Committee meeting
- Participated in United Way Allocations Panel tour of crisis services agencies
- Met with staff and Dwight Durant, Zev Cohen on the John Anderson Drive sidewalk survey
- Attended dinner with area professionals and Team Volusia candidate
- Participated in Team Volusia candidate interviews
- Attended Budget Advisory Board meeting
- Attended VCARD/Daytona Chamber reception honoring Bill McMunn
- Gave keynote address at the 6<sup>th</sup> Annual Public Administration Conference, topic was local government matters
- Attending Rotary District meeting on Saturday, March 31<sup>st</sup> from 8:00 a.m. to 2 p.m.

### **Community Development**

- Planning
  - Staff from Planning, Fire, and Utilities met with Central Environmental at the Memorial Hospital to discuss demolition of the former Memorial Hospital. Central Environmental, demolition contractor hired by Memorial Hospital, is the same demolition contractor that removed the Amway Center in Orlando and Colony Plaza in Ocoee. It appears there is two ways the 7 story portion of the building can be demolished – either through the conventional high lift method or implosion. The former will take longer while the latter will take less time. Staff has requested that they meet with the City Commission on April 17<sup>th</sup> as a Discussion Item and then have a neighborhood meeting at the Nova Community Center for the surrounding residents in May with the purpose to educate and inform all regarding each method of removal. Depending on the method of demolition, time needed to remove all the improvements and reseed would be 120-180 days. A fence permit to secure the site has been approved.
  - The first meeting of the Brownfield Advisory Board has been established for April 10<sup>th</sup> at 6:00 pm in the Training Room. It will be an organizational meeting only. Items for review

- include election of officers, review of Rules of Procedures and discussion regarding other business items. The agenda packet went out on the 27<sup>th</sup>.
- Kelli McGee, Volusia County Growth Management Director, indicated that a Notice of Violation was issued by Volusia County to the Outlaw Motorcycle Club. The violation involves locating a private club in an Industrial zone on US 1 North that does not permit private clubs.
  - Building Inspections, Permitting & Licensing
    - 66 permits issued with a valuation of \$763,956.00
    - 138 inspections performed.
    - 6 business tax receipts issued.
  - Development Services
    - **1521 West Granada Boulevard** (Wal-Mart). On 03.23.2012, staff met with the contractor and landscape bidders regarding landscape requirements.
    - **Marshside subdivision**. On 03.26.2012, staff met with the project coordinator to review application for reduced lot widths, architectural design standards, and requirements of the planned development amendment.
    - **1340 West Granada Boulevard** (Lowe's). Special Exception application proposes outdoor merchandise sales. Staff reviewed application for access and enforcement options if violations occur.

### 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 is scheduled for April 26 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 four 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 in the Business Park.
- 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 May.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff will be meeting at the Business Park with FPL representatives to walk the power line easement area to determine a plan for vegetation clearing around the power lines.

##### 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 meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district.

Prospective Business Attraction/Retention/Expansion

- Staff has begun annual business visits to survey existing business regarding their outlook of the economy and to present a variety of county and state economic development material. The visitation will continue over the next several months, which will be followed by a summary that will be provided to the Commission.
- 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 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 has been rescheduled for clients and invited guests on June 7 and a public opening on June 9.

Special Economic Development Projects

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

Airport Operation and Development

- Staff worked to finalize adjustments to airport CIP and budget documentation needed to reflect recent changes in federal funding for airport projects.
- ATS Land Surveying, LLC completed new boundary surveys for FBO Area 1 and FBO Area 2 at the airport.
- Staff has begun a program to monitor aircraft activity on-site in the neighborhoods east of the airport, in an effort to determine the efficacy of voluntary noise abatement procedures established to reduce the perceived impact of aircraft noise on those and other areas.
- The Euro American School of Aviation will shortly complete a project to renovate their fuel farm at the airport. Both fuel tanks are being refurbished, and a new fuel truck has been acquired to replace the old truck, which has been removed from service. Operations with the new fuel truck are expected to commence on April 2nd.
- Staff attended a meeting of the Daytona Regional Chamber of Commerce, which featured a presentation by the President and CEO of Space Florida, an Independent Special District of the State of Florida created for the purpose of fostering the growth and development of a sustainable and world-leading space industry in our state.
- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current fiscal year. Staff was advised that the ADO planned to begin programming grant funds this week.
- Staff continued to work this week to prepare for required land value appraisals scheduled to take effect at the airport in January of 2013.
- 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.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation of the five-year Capital Improvement Program.
  - Preparation of FY 2012-13 personnel budget.
- Completed Projects - Weekly
  - Processed 24 Journal Entry Batches (# 2343 – 2430).
  - Approved 10 Purchase Requisitions totaling \$35,043.57.
  - Issued 13 Purchase Orders totaling \$40,584.36.

- Held bid opening for Bid No. 2012-02, Transfer Station Lift Station Upgrades Project, on 03/28/2012.
- Prepared 136 Accounts Payable checks totaling \$602,229.33 and 34 Accounts Payable EFT payments totaling \$144,948.76.
- Processed 3,505 cash receipts totaling \$699,925.55.
- Processed 729 utility bill payments through ACH totaling \$53,140.86.
- Processed and issued 6,714 utility bills with billed consumption of water of 27,992k.
- Issued 1,033 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Nova Community Center Offers FREE Pickleball Clinic (4/2)
    - Walking with the Manager (4/13)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Completed Employee Newsletter for April
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted Concept Paper for the Florida Highway Safety Grant.

#### Fire Department

##### Weekly Statistics

- Fires: 2
- Fire Alarms: 6
- Hazardous: 3
- EMS: 86
- Motor Vehicle Accidents: 9
- Public Assists: 32

##### **TOTAL CALLS: 138**

- Aid provided to other agencies: 11 calls – Volusia County (7), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 6 hours
- # of overlapping calls: 26
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 66

##### Training Hours

- EMT Refresher Modules: 11
- Pump Operations: 4
- Technical Rescue: 6
- Ventilation: 3

##### **TOTAL TRAINING HOURS: 24**

##### Station Activities

- Serviced 191 fire hydrants to include: flow testing, inspecting and flushing.
- Updated 23 pre-fire plans.
- Conducted 3 fire inspections.

- Provided tour of Station 93 to group of Tiger Cub Scouts.

#### Significant Incidents

- 3/21/12, 10:00 AM: 116 S. Nova Rd. – Commercial Structure Fire – smoke showing upon arrival – fire located in attic above oven hood system – hot spots were checked with thermal imaging camera - no additional heat found.
- 3/21/12, 2:24 PM: N. Halifax Dr. / E. Granada Blvd. – Motor Vehicle Accident – trauma alert called for motorcycle rider down after accident with car at intersection – patient transported to hospital.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Leisure Services/Recreation -Summer Camp Counselors (including Enviro Camp, Nova and SONC)
  - Finance Department – Purchasing Coordinator
- 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. Thirty-one (31) applications have been received, entered on applicant tracking sheet with qualifications and forwarded to 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. Forty (40) applications were received, entered on applicant tracking sheet with qualifications and forwarded to department for review.
  - Leisure Services/Recreation (Sports) - Part Time Recreation Leader – Advertised on the City web site with a closing date of 03-23-12.
  - Leisure Services/Special Populations -PT Recreation Leader - Advertised on the City web site with a closing date of 03-30-12.
  - Leisure Services/Performing Arts Center-PT Box Office Attendant-Advertised on the City web site with a closing date of 03-30-12.
- 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 qualification prior to being forwarded to department for review. Eighteen (18) candidates were selected to continue in the process and were invited to interviews which were held on 03-21-12 and 03-22-12. The top five candidates will be interviewed by the Chief.
  - 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 department for review. Interviews with six (6) applicants have been scheduled for 04-04-12 and 04-05-12.

- Job Offers
  - Public Works Department/Wastewater - Maintenance Worker II candidate has been selected to fill the second vacant position and will begin pre-employment processing on 03-30-12.
  - Finance Department – Meter Reader candidate has been selected and will begin employment on 04-02-12.
  - Finance Department - A Part Time Account Clerk II candidate was selected, processed and will begin employment on 04-02-12.
  - Public Works Department/Engineering - Engineering Inspector candidate was selected, processed and will begin employment on 04-09-12.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 2-29-12: 1.53% (excluding retirements)
- Public Records Requests
  - Subpoena Duces Tecum for records on former employee in the Streets Division.
  - Request by former Police Officer for complete copy of his personnel file.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program February 2012 monthly report reflects savings of \$69,969.54 for City residents during the twenty months that the program has been in effect in Ormond Beach. Over 1,527 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.

#### 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. Training sessions will begin in May.

#### Risk Management Projects

- Met with Chamber of Commerce Leadership facilitator to finalize Government Day disaster activity.
- Attended Beautification Committee Awards presentations.
- Submitted WC records in response to subpoena.

#### **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.

- Windows Servers: - High number of Microsoft Security updates applied to servers with external interfaces.
- Networking System: - None.
- Work Orders: - 19 New work - 35 completed - 48 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,098	Inbound E-Mails Blocked	11,818
Delivered Inbound E-Mails	10,144	Quarantined Messages	136
Percentage Good Email	45.9%	Virus E-Mails Blocked	1

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 35 Corrections: 0
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Notable Events: Corrected 31 NaviLine facility maintenance land records.

### **Leisure Services**

- Administration

Meetings/Attendance:

- City Manager Staff Meeting
- Public Works Meeting
- Administrative Staff Meeting
- CIP Review Meeting with Engineering
- Attended Chamber Beautification Award for BPOS Park
- Supervisors/Coordinators
- Coordinator one on ones
- Staff Evaluation (1)
- CIP Budget Preparation
- Facilities R & R Review
- State of the City Discussion Meeting
- Chamber Leadership Program Preparation
- Met with contractor performing decking work at Rivera Park
- Met with painting contractor to discuss status of work being performed
- Met with supervisor from Janitorial company
- Met with Servello to discuss landscaping

Events/ Activities attended:

- Proclamation Presentation to Elsa Wiedemann
- Youth Volleyball
- Herb Society Fair – Bailey Riverbridge Gardens
- Indian Cultural Festival Rental – Casements

- Athletics

- The Ormond Beach Shuffleboard Club continued to hold 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, and Sports Complex, Monday through Thursday from 6pm to 8pm.
- Calvary Christian Academy Softball and Baseball played Thursday evening at the Sports Complex.

- The Ormond Beach Golden Spikes continued practices and games 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 Monday and Tuesday at 6pm.
- Seabreeze High School Softball had games Tuesday night at 4:30pm and 6:30pm on Quad #1. Their practices are held at the High School.
- Seabreeze High School Baseball had games on Tuesday at 7pm and Wednesday at 4pm this week at Wendelstedt Field #1.
- The OBYBSA Baseball and Softball Program started their game season back this week, Monday through Friday at Nova fields, the Sports Complex, and South Ormond fields.
- Father Lopez High School Baseball had games Wednesday and Friday at Wendelstedt Field #1.
- The City Youth Volleyball Program was back in action this week, Monday and Wednesday nights, 6pm to 8pm, with training, instruction and games. The season will run through early May.
- OBYBSA/Ormond Beach Golden Spikes held their annual Duel at Daytona Tournament at the Nova Community Park Fields on Saturday and Sunday. Thirty (30) teams in 4 age groups competed on fields #1 through #5.
- The Lady Renegades, through the National Softball Association (NSA), held a benefit tournament for a local coach in need of a kidney transplant. It was held Saturday from 8:30am to 5pm.
- 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.
  - Finished repairing the baseball dugout entrances, adding new concrete.
  - Prepared to host the Golden Spikes baseball tournament at the Nova ball fields.
  - Laid out and painted 4 soccer fields at South Ormond Neighborhood Center for the YMCA recreation league.
- 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.
  - Living Word Family Church was held 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 Monday through Friday, including: Kopy Kats, CMT, and Horan Judo.
  - The Performing Arts Center is preparing to host the following events:
    - Buzz's Last Chance, school performance, Friday, March 30<sup>th</sup>, 11am.
    - Buzz's Last Chance, Friday, March 30<sup>th</sup>, 7pm, \$10/\$5.
    - Beatles Review, Saturday, March 31<sup>st</sup>, 7:30pm, \$20.
  
- South Ormond Neighborhood Center
  - Youth baseball machine pitch games were held Tuesday and Thursday from 5pm to 7pm.
  - Staff continued park maintenance projects.
  - Open play basketball was held daily from 1pm to 6pm.
  - PAL held basketball practices Tuesday and Thursday evenings.
  - South Ormond Sports Club youth basketball games were held Monday through Thursday.
  - 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, advertising, ad creation and publication.
  - Continued 2012 Memorial Remembrance Service preparations: interviews for potential speakers, redesigning event flyer.
  - Attended Memorial Day Committee meeting.
  - Attended Senior Games Committee meeting.
  - Continued planning of 2012 Senior Games: assisted the board with finding new committee members and volunteers, assisted with sponsorship letters and inquiries.
  - Continued 2012 Independence Day Celebration planning: submitted formal requests for quotes to five sound, stage and lighting companies. Researched bands, gathered quotes for bands, entertainment and shuttle service. Sent out initial letter of invitation to past participating food vendors and potential new vendors.
  - Prepped Art in the Park bridge signs and banners for copy change.
  - Completed weekly administrative tasks, office work, meetings and activities.
  
- Gymnastics
  - Wrapped up the February/March session classes for various age groups and levels Monday through Friday.
  - Boys' classes prepared for an upcoming State competition.
  - New climbing ropes have been installed for students.
  
- 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), and Miss Debby's Dance Classes.
  - 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.
  - The Girl Scouts held a Multicultural Festival in the gym on Saturday.
  - Challenger Baseball program began 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" was on display in the gallery through March 29<sup>th</sup>.
  - 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 Greek cooking class, "Fun with Phyllo" was held on Saturday morning.
  - A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
  - Church services were held at Bailey Riverbridge on Sunday.
  - The Dig and Find group met at Bailey Riverbridge on Tuesday evening.
  - The Casements Guild held their general meeting on Wednesday morning in the gallery.
  - Staff assisted with the weekly Farmers' Market on Thursday.
  - A group of approximately 50 people from the Nature Explorers toured The Casements on Friday morning.
  - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
  - Staff planned the final stages of the Camp Expo and Movies on the Halifax to be held in Rockefeller Gardens on Thursday, April 5<sup>th</sup>.
  - Staff continued planning for Enviro Camp to be held July 9<sup>th</sup> through August 3<sup>rd</sup>.
  - Staff continued planning for the Guild Appreciation Luncheon scheduled for April 18<sup>th</sup>.
- Parks and Irrigation
  - Repaired 2 line stoppages, 2 damaged heads, and cleaned debris (snails) from a valve on streetscapes.
  - Reset timers for time change city wide.
  - Worked at Hull Rd. ball field parking lot, repairing the main and replacing valves.
  - Installed repaired snail ride at Central Park II.
  - Removed graffiti from a tree on Central Park board walk.
  - Repaired men's room door at Sanchez Park.
  - Installed two new strap swing seats at South Ormond Neighborhood Center.
  - Cleaned chain protectors on walk over at the Magic Forest playground.
  - Assisted Irrigation Dept. with repairs at the Airport Sports Complex.
  - Cleaned litter from shoreline at Central Park I and II.
  - Removed graffiti from under west side of Granada Bridge.
  - Removed graffiti from decorative lamp posts on Granada Bridge.
  - Repaired discharge line for the pump at the Arroyo fountain.
  - Conducted city wide safety inspections of parks and equipment.
- Building Maintenance
  - Checked decorative street lights city wide.
  - Repaired supervisor's door at the Performing Arts Center.
  - Met with Engineering and FPL for upcoming Granada Blvd. improvements.
  - Completed installation of new lights on Cassen Park fishing pier.
  - Installed new climbing ropes in the Gymnastics Center.
  - Replaced windsock at the airport.
  - Repaired sign lights at the airport.
  - Repaired door closer at The Casements.
  - Repaired refrigerator at The Casements.
  - Cleaned chiller condensate coils at the Police Dept. and Wastewater Dept.
  - Installed a continuous hinge at the Wastewater influent building.
  - Made vandalism repairs at the skate park.
  - Repaired door stops at the Public Works complex.

- Cleaned and maintained equipment.
- Checked airport lights.
- Assisted with new air traffic controller orientation.
- Completed fire alarm inspections at fire stations 92, 94, and the Memorial Art Museum.
- Helped with the new art show at the Memorial Art Museum.

### **Police Department**

#### **Administrative Services**

- Attended Regional Training Meeting at Daytona State College.
- Attended bi-weekly meeting with the city manager.
- Participated in contract negotiations between the City and the FOP.
- Attended weekly police department and department head staff meetings.

#### **Community Outreach**

- The READ program continues. Currently 25 youths are enrolled.
- The OBMS Science on Patrol program continues with 27 youths 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 boy's team was held at the SONC.

#### **Community Service/Animal Service**

- Animal calls responded to : 50
- Animal Reports: 4
- Animals to Flagler Humane Society: 5
- Animal Licenses for March: 5
  - 1 dog
  - 4 cats
- Community Policing Project at 550 N Nova continues trapping feral cats
- 1 cat that was surrendered to Animal Services was adopted out from PD
- Dog from 10 Stratford Place will be deemed dangerous by Animal Services
- 2 baby opossums taken to Wildlife Rehab
- Injured Wildlife to Tomoka Vet: 2
- Solicitor Permits issues: 2

#### **Criminal Investigations**

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 9
- Inactive: 4
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 5
- Grand Theft: 2
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1

#### **Narcotics:**

- Two Search Warrants served
- Five Buy Walks

Comments:

- Two motorcycles that were stolen from the Sleep Inn during Bike Week 2012 have been recovered in South Carolina. The motorcycles were found in a storage unit during a search warrant by the Sumpter Police Department. Charges will be filed and the investigation continues.
- An arrest has been made on an investigation that has been ongoing over the last several months. A local Ormond Beach woman has been obtaining lists of time share units for sale and contacting the owners telling them that their unit has been sold. The woman informs the victims that they will be contacted by the title company for closing costs. The victims are later requested to send a check for closing costs and are defrauded out of the funds. The suspect has been arrested on two counts of grand theft and additional charges are expected.
- Investigators have identified a local juvenile as the one responsible for two residential burglaries on the west side of the city. Property stolen from the burglaries has been recovered and returned to the victims. Charges are being filed against the juvenile and he is currently being held under no bond at DYS.
- A large amount of jewelry was stolen from an elderly couple on Andrews St. Investigators discovered that a local woman had visited the couple during the time frame of the theft. Further investigation revealed that the woman had pawned the items of jewelry at local pawn shops. The items have been recovered and charges have been filed.
- A suspect has been identified in the burglary of a residence on Cypress Point Court. The suspect worked for a local irrigation company who worked in the neighborhood. The suspect was interviewed and arrested for the burglary. At the time the subject was arrested he was found in possession of illegal narcotics and was charged for illegal possession of a controlled substance. The subject was additionally on probation and was also charged with violation of probation.
- The business office of a local attorney was burglarized. The investigation revealed that the attorney's 24 year-old stepson was responsible for the burglary. The stolen items have been recovered and charges have been filed.

Records

- Walk - Ins / Window 136
- Phone Calls 215
- Arrest / NTA'S 23
- Citations Issued 156
- Citations Entered 166
- Reports Generated 134
- Reports Entered 152
- Mail / Faxes / Request 64

Patrol

- Total Calls 1,563
- Total Traffic Stops 202

Operations

**Crime Opportunity Reporting Forms issued: 189**

**03/21/12 Shoplifting** – W Granada Blvd/Bealls – adult female given notice to appear for retail theft after stealing shoes.

**03/21/12 Burglary/Vehicle** – W Granada Blvd/Ross – tag and decal stolen off of vehicle in parking lot.

**03/21/12 Shots Fired** – Arroyo Pkwy – reported as someone inside mobile home shooting out the windows – two subjects taken into custody pending investigation – turned out to be subjects having verbal dispute, slamming door several times causing windows to break and fall.

**03/21/12 Theft/Residence** – Andrews Street – family friend (invited guest) suspected of stealing two necklaces from the residence.

**03/21/12 Stolen vehicle recovery** – Catfish Lake - 2009 case – reported stolen vehicle found in dried up pond.

**03/21/12 Warrant Arrests** – S Nova Road – Volusia County Warrant – adult male arrested and turned over to the branch jail.

**03/22/12 Grand Theft** – Leeway Trail – known subject stole a flat screen TV and jewelry – suspect called victim and told her he had her property and gave his location – Holly Hill PD made contact and arrest was made.

**03/22/12 Larceny/Shoptlifting** – W Granada Blvd/Wal-Mart – suspect stole a bicycle and other items – later returned them without a receipt to gain a gift card in the amount of the value of the stolen items – subject was arrested and given a notice to appear for retail theft.

**03/22/12 Battery/DV** – Ramsey Terrace – adult and juvenile sisters became involved in a physical altercation – the adult sister left the scene prior to PD's arrival – contact made with adult on S Orchard Street and arrested; charged with domestic violence battery,

**03/22/12 Theft / bicycle** – Sanchez Avenue/Sanchez Park – victim left bike to take walk and returned 15 minutes later to find bike missing – reported incident an hour later at the PD.

**03/22/12 Assault/DV** – Lincoln Avenue – ex-boyfriend argued and grabbed ex-girlfriend, then fled the scene – located at The Casements and arrested for domestic violence battery.

**03/22/12 Narcotics** – Mainsail and Fleming – started out as three males fighting then leaving together in the same vehicle – a traffic stop was made on the suspect's vehicle at which time a passenger was found to be in possession of a small amount of marijuana – the subject was issued a notice to appear for possession of marijuana under 20 grams.

**03/23/12 Burglary/Business** – N US 1 / WW Truss – storage area burglarized.

**03/23/12 Larceny/Theft** – victim had money stolen from her bank account by suspect cashing her stolen checks – suspect is victim's adult son.

**03/23/12 Battery/DV** – N Nova Road/Burger King – pass on info – husband spit on wife during a child exchange – parties are still married – victim came to the PD to make report – complaint affidavit filed.

**03/25/12 Burglary/Vehicle** – N Nova Road/Sun Trust Bank – 7-11 employee parked his car at the bank and had his passenger side window broken out, glove compartment pried open and Garmin GPS stolen.

**03/25/12 Crash/DUI** – US 1 / Midway – crash with injuries – adult male arrested for driving under the influence after rear-ending another vehicle.

**03/25/12 Stolen Vehicle** – S Atlantic Avenue/Makai Motel – adult male stole ex-wife's car and traded it in Daytona for drugs – vehicle entered in the system.

**03/25/12 Crash/DUI** – Oceanshore Blvd – adult male and adult female were intoxicated and arguing while traveling southbound on Oceanshore Blvd. Female jumped from vehicle at 40 mph vehicle sustaining head injuries. Male picked her up and drove to CVS parking lot. Female transported to Halifax with three non-life threatening skull fractures. Male arrested for DUI.

**03/25/12 Noise complaint** – W Granada Blvd – reported as a noise complaint and resulted in adult male being arrested for felony narcotics.

**03/25/12 Narcotics** – S Atlantic Ave – adult male arrested for under 20 grams of marijuana and resisting without violence during a traffic stop.

**03/25/12 Stolen Vehicle** – S Atlantic Ave/Makai Motel – suspect from previous reported stolen vehicle at this location came back to the motel by taxi and stole another vehicle. Vehicle was taken to Daytona Beach and traded for drugs.

**03/26/12 Theft** – Autumnwood Trail – jewelry – daughter's boyfriend is suspect.

**03/26/12 Battery/DV** – Hand Avenue – adult male arrested for felony domestic violence.

- 03/26/12 Battery/DV** – E Granada Blvd – adult male arrested.
- 03/26/12 Burglary/Residence** – Tropical Ln – two day time lapse.
- 03/26/12 FD Assist** – W Granada / N Yonge – EMS responded to a teenager on a bicycle having a seizure – transported to Florida Hospital Memorial – bicycle was stored at OBPD sally port then placed in property for safe keeping – teen left hospital several hours later and was struck and killed by a car on Williamson Blvd near Strickland Range Rd – OBPD assisted DBPD with road closure southbound from Hand while investigation was conducted.
- 03/26/12 Auto Theft Suspect sighted** – S Atlantic Avenue/Makai – two suspects from previous days auto thefts were spotted on the property – contact made and interviews conducted – adult male arrested on probable cause for both thefts – vehicles have not been recovered and are still listed in system as being stolen – suspect advised he traded them for crack and has no idea where they are – victim of car theft reporting fraudulent activity on her credit cards that were stolen with the vehicle.
- 03/27/12 Burglary/Vehicle** – River Beach – two vehicles entered – both unlocked - \$120 in cash and a smart phone were taken.
- 03/27/12 Trespass** – W Granada Blvd/Walgreens – transient trespassed from store.
- 03/27/12 Vandalism** – N Yonge Street/Fine Auto Sales – someone threw a block through the window. No entry into business was made.

#### Traffic Unit

12-03-00426, Motorcycle crash with serious injuries at SR40/Halifax. Car turned left in front of motorcycle. The rider suffered leg and head injuries.

12-03-00459, Vehicle rollover at SRA1A/River Beach. A small truck made a left turn in front of a southbound SUV. The truck was struck in the rear causing it to spin and roll onto its driver's side. No injuries

#### Weekly Stats

- Traffic Citations - 94
- Crashes - 18
- Crashes w/injury - 3

A community policing project was conducted at Airport Rd and Woodland Trail. "No Trucks Allowed" sign was erected on Woodland Trail. Manager of Stylemark (old Capo) was contacted and a blanket email will be sent to all shippers to be aware.

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 16 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 1 Case initiated
- 17 signs either removed or sign cases created
- 13 tree removal permit requests
- Administrative staff assisted with sixty-six (66) 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 26<sup>th</sup>. 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. The respondent continues to park his truck and trailer at the residence. The Special Magistrate hearing was rescheduled until April 23, 2012, due to an emergency that prevented the Magistrate from attending the meeting on March 26<sup>th</sup>.

### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing**- Project was advertised for bids on Sunday, March 18, 2012.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – The directional drill beneath Tymber Creek Road was completed
- **Transfer Station Pump Station**- A pre-bid conference was held. Bids will be received March 28, 2012.
- **SR 40 Sidewalk / Trail Phase III**- Met in the field with contractor with issues at Airport Rd. tie in and Shadow Crossing boardwalk section. Processed new wage rate determination from FDOT for this project. Met with FDOT on proposed changes to the plans in field. Resent NTP since the first letter was incorrect
- **Tomoka State Park**- Sent meeting agenda. Coordinated with Volusia County for Permit. Held pre-construction conference
- **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. Start-up training was provided for Clarifier 4, screw pumps, and Positive Displacement blowers.

- **Design Projects:**

- **Andy Romano Beachfront Park** –The project is currently in the bidding phase. A pre-bid meeting was held on March 14<sup>th</sup>. Bids are due April 9<sup>th</sup>.
- **Granada Utilities Underground**- Field review with FPL and consultant regarding points of service for the new street light, adjusted easement requirements for the project. Field review of trailer park on New Britain and new power service to each location.
- **Nova Community Park Basketball Court**- Revised scope and processed Work Authorization.
- **Nova Community Park Racquetball Court**- Revised scope and processed Work Authorization.
- **Nova Community Park Master Plan**- Sent additional materials for review.
- **Mast Arm Replacement**- Responded to TCD request for lay down area for new mast arm at SR 40 and John Anderson.
- **Ormond Scenic Loop**- Set up meeting agenda with Quality of Life Board.
- **South Peninsula 2-inch Water Main Replacement**- Sent resident notices out regarding project and start of survey.
- **Audible Pedestrian Signals**- In design for ADA compliance.
- **Mainland 2-inch watermain**- Held kick-off meeting with consultant and created residential notifications to inform the public about this project.
- **North Peninsula 2-inch Water Main**- Prepared mailing list and resident letter. Set up kick off meeting.
- **SR40 Washington to Beach St.**- Coordinated changes in plans with new street lighting project.
- **Central Park Paving** – Project has been submitted to SJRWMD for permitting.
- **Tymber Creek Phase I** – The Joint Participation Agreement between the City and County was prepared for resolution by City Commission on April 3, 2012.

- Cardinal Beach Approach – The County is 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- Plans were revised and resubmitted to FDOT for the reclaimed watermain portion of the project. Cost estimate for overall project was updated.
- Side Street Lighting Conversion- The advertisement for bid to purchase the fixtures is tentatively schedule for April 8<sup>th</sup>.
- 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 22<sup>nd</sup> 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 on April 17<sup>th</sup>.
- Hand Avenue – Bids were opened for the project and were reviewed by the engineer. The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. Staff intends to present the contract for award at the April 17<sup>th</sup> City Commission meeting. Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the project amount from \$1,725,853 to \$3,033,850.00. FEMA will fund up to 75% of the approved project cost. 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 engineering has informed staff that they have approved the project. FEMA environmental and tribal lands still must review before Phase 2 (Construction) can proceed.

Administration:

- Prepared cost estimates for five year projection of stormdrain rehabilitation projects.
- Prepared cost estimate for Ormond Beach Sports Complex perimeter road.
- Prepared cost estimate for Business Park Drive Extension.
- Prepared Resolution package for award of professional consulting services for second phase of environmental assessment of the Nova Rd Landfill closure.
- Requested Volusia County to investigate “No turn on red” sign for Airport Rd and US 1.
- Prepared CIP projects estimates.
- Approved TECO permit for directional boring on New Britain.
- Reviewed and sent comments for TECO permit to cross SR 40 west of Thompson Creek.
- Prepared requisitions/PO's totaling \$8,413

Meetings:

- Well 21 meeting to determine and discuss the results of the recent survey and the location of the easement for the well and piping. Although the property owner's survey showed the City well located outside the easement, the City's surveyor was able to identify errors on the survey that when corrected located the well inside the easement.
- Onsite meeting with contractor at 65 Amsden Rd. to discuss final grading of the lot to meet proposed Surface Water Management Plan.
- Field review with FDOT for quality assurance inspection on Wilmette at US1 and Nova Rd.

- FPL and consultant meeting on Granada Blvd undergrounding by FPL, coordination with street lighting project and reconnection of FPL customers.
- Met with L-J construction at SR 40 sidewalk phase 3.

Customer Service:

- Provided grading plans and proposed F.F.E. of Southern Pines, Tuscany and Westland Village Subdivisions per surveyor's request.
- Responded to citizen request for information on bike paths.
- Sent FPL utilities information on Hidden Hills Dr.
- Responded to permit request from 1003 John Anderson Dr.

Other:

- Researched and began compiling drawings related to street sections for the mainland section of the 2" watermain replacement project.
  - Staked out right of way line at Neptune Ave. and N. Halifax Dr. per Water Division request.
  - Created exhibit drawing of the proposed bid alternate roadway at the Sports Complex.
  - Researched right of way existence at Signal Ave. per Airport Manager request.
  - Began research for property line stakeout at 545 and 526 Andalusia per Neighborhood Improvement Division request.
  - Tree locates at 39 Clydesdale, 7 Archangel, 24 Arroyo Pkwy, and 359 Buena Vista, per Streets Division request.
  - Determined lengths and cost estimates for the proposed sidewalk sections relating to the 2012-2013 CIP.
  - Check reported gap on SR 40 bridge west end and southbound Beach St.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
    - New construction sidewalk at Ormond Shores Drive and Pinewood Street
    - Remove and replace sidewalk on SR40 near Winn Dixie (assisting Irrigation Section)
    - Remove forms, cones, barricades etc from Buckeye Road, Bryant Street, and Pinewood Street
    - Repaired holes in driveway by Wastewater Plant entrance

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Hauled debris from Nova Recreation
- Trimmed trees at South Forty subdivision
- Removed tree at 6M lift station
- Trimmed at various bus stop benches

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
- ROW trimming at citywide locations
- FDOT and City weed control at Granada Bridge guardrails, Division Avenue, and Thompson Creek Road

Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - La Costa Court and River Bluff Court, straightened stop sign post
  - Eagle Drive and River Bluff Court, straighten street names
  - Ormond Shores Drive and Wild Olive Avenue, replaced bent stop sign post
  - Trail Song Drive and Saddlers Run, replaced missing street names
  - Vanderbilt Drive and Forest Hills Blvd, replaced street name post that was hit by a vehicle
- Inspected signs for repair in the following subdivision: Pine Trail, Ormond Green, Saddlers Run, and Tymber Crossings
- Installed three (3) "No Dumping" signs in the 500 block of Andalusia Avenue per the request of the Neighborhood Improvement Division.
- Installed a "No Trucks" sign on Woodland Trail at the Airport per the request of the Police Department.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin cleaning citywide\
- Vacon – Quail Run and Willow Run (585 ft); Ormond Shores Drive, 2 basins (44 ft ea.); 1514 Oak Forest Oak Forest Drive, 2 basins, (240 ft ea.); Poplar Drive, cleaned French drain and refilled with rock.
- Reachout Mower, mowed on SR40.
- Ditch Inspection – citywide locations

Street Sweeping/Streetsweeper

- 141.3 miles of road cleaned
- 60.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

29,959

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

7

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 12,884 gallons of unleaded and 6,649 gallons of diesel fuel on hand.
- Fleet completed 31 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. District staff provided draft wellfield future withdrawal allocations determined reasonable by Utilities operations staff. Future water demand will be realized by current

wellfield allocation distribution with increases in capacity proposed at City's Hudson Well Field. 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 – Consultant is processing the permit applications.
- Division Avenue Well Field Raw Water Piping - A revised proposal was requested to use modeling to predict a mass balance of chlorides obtained at the plant and discharged into the concentrate when the Division Avenue well field line is reconfigured to deliver most of the well field raw water into the reverse osmosis system for treatment. The mass balance results will be used to determine the feasibility of modifying the well field piping. Division Avenue well field flows of 2.0 mgd and 4.0 mgd will be used for the mass balance predictions.
- WWTP Dewatering Station Bypass Project – Bids were received for the project. Brasfield and Gorrie submitted a concurrent change order proposal to the Wastewater Plant Expansion project that was underneath the lowest bid. Performing the work by a change order is being evaluated. A City Commission memo will be prepared once the evaluation is completed.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Currently workshop is scheduled with CC in early May.
- Airport Road Force Main/Reuse Main Extension – Directional drilled approximately 1,540 feet of 16-inch HDPE at the intersection of Airport Road and Tymber Creek Road. Copper plated steel locating wire was accepted as an alternative to the specified copper because the higher tensile strength reduces the potential for snapping. Work is scheduled to begin in the Breakaway Trails subdivision next week. The HOA will be notified. Operations will provide information to the contractor on the color to be used for the storage tanks. 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. CC Meeting agenda item for acceptance of grant funding agreement @ 40% of project cost of approximately \$1.3 Million is scheduled on April 3.
- Fire Hydrant Replacement Program – The project is approximately 80% complete. Hydrants replaced are shown in the water distribution section of the report.
- Hand Avenue Extension – The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. Bids are under evaluation.
- 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. Recycle pumps 2 and 3 are being installed. Filter #3 underdrain system is being constructed and is expected to be on-line in a couple of weeks. Bar screen operation and maintenance training was performed.
- Lift Station Repair and Replacement Project –The final pay request is pending until Worsham (Contractor) decides to accept final payment. Legal contacted the surety to get an update of their position on closing out the project.
- Town Square Lift Station 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Base plans for Lift Stations 9M and Wal-Mart ready for design purposes. Electrical upgrades at the Wal-Mart and Lift

Station 9M may require design services from an electrical engineer. A consultant from the continuing contracts list will be selected for assistance.

- 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 revised plans for Alfie's Restaurant and plans for Tomoka Elementary School Water Line replacement.
- Transfer Station Lift Station Upgrades – Bids were received on 3/28/12. Bids ranged between \$88,400 and \$112,500.
- Received preliminary approval of draft Sewer Use Ordinance Legal from FDEP. Preparing Agenda packet for Ordinance and CC consideration.
- WWTP Sludge Conveyor System Replacement – The project includes replacement of rollers and belt for prolonging proper operation of existing conveyor. Parts are intended to be purchased from the vendor. A sole source memo was prepared for review prior to posting. Quotations will be solicited from contractors for installation activities.
- 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. A disposition memo was prepared for the April 3<sup>rd</sup> City Commission meeting for execution of the consent order. Anticipated interim limits are proposed to be in effect until August 2013.
- Water Distribution
  - Exchanged 16 residential water meters, installed 1 new water service
  - Responded to and/or repaired 15 water service leaks
  - Replaced 11 water services due to aged piping, Repaired 15 meter boxes
  - Responded to 5 low pressure complaints
  - Flushed 15 cloudy water complaints
  - Responded to 4 customer assistance calls for miscellaneous inquiries
  - Tested 4 and repaired 1 city owned backflow preventers
  - Valve Maintenance: located and exercised 8 valves for fire hydrant replacement and future Hand Ave shutdowns.
  - Meter testing: 2- 3" and an 8" water meters, all tested accurate
  - Water main breaks: 8" at 2412 John Anderson Dr, 2" on River Dr
  - Water main flushing: Village Sub, Fleming Ave, Warwick Ave, Andrews St, Melrose Ave, West St, S Center St, Arroyo Parkway, Garden St, Orchard St, Santa Fe Ave, Santa Ana Ave
  - 2012 fire hydrant replacement program: hydrants located at 451 Andrews St, 303 Warwick Ave, and 299 Melrose Ave were replaced. Customers were given advanced notice and shutdowns started and ended on time.
  - Performed maintenance on 4 city owned fire hydrants.
  - Located water main and service on Fleming Ave and Laurel Oaks Cir for future water service replacement to eliminate multiple 2" water mains. New services will be connected to the existing 6" water main located across the street from the 2" GSP piping.
  - Utility locate service for water/wastewater/reuse: 101 regular and 2 emergency locate have been completed
  - Rescinded boil water alert: Neptune Ave, Old Mill Run
  - Cleaned and organized all storage areas and service trucks
- Water Treatment
  - Delivered to the City 38.237 million gallons for the week ending Mar. 25, 2012 (5.462 MGD)

- Backwashed 14 filters for a total of 600,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded three Precautionary Boil Water notices.
- Delivered Annual Water Quality Report to FDEP/FDOH for review and approval.
  
- Waste Water Collection – Reuse
  - Crews responded to eight trouble calls out west Breakaway/Hunters Ridge area and eight in town.
  - Repaired six inch sewer lateral on Lincoln Ave. that was damaged by company installing 4 inch gas main.
  - Repaired sewer line cleanout at 39 River Beach.
  - Repaired 1” reuse service at 217 Royal Dunes Cir.
  - Televised four sewer laterals.
  - Cleaned ten sewer laterals.
  - Installing 2” clean outs on low pressure sewer line on Huntsman Look in Hunters Ridge.
  - 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 28.21 Million Gallons.
  - Produced 19.54 Million Gallons of Reuse.
  - Produced 8.67 Million Gallons of Surface Water Discharge.
  - Influent flows average for week is 4.03 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 122.50 (14%-18% Solids).
  - Received Preliminary Approval of the Sewer Use Ordinance from FDEP
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
  
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Repaired leaks on hypochlorite pumps 4 and 5, replaced leaking valve and fittings to gauges also.
  - Replaced Kop Kit on the antiscalant pump head and flushed system
  - Attended screw pump training at the W.W.T.P.
  - Repaired water cooling line on H.S.P.#8
  - Installed new 4” gate valve and blind flange on well 16D
  - Repaired leaking line on well 8D
  - Repaired leaking hose on hypochlorite containment area sump pump.
  - Repaired banjo fitting on hose on brine tank
  - Continued work on Electrical shop lighting and storage area
  - Checked irrigation wells for proper operation, all good
  - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
  - Performed PM's to LPRO and Lime Softening Plant equipment.
  - Performed Booster Station PM's.
  
- Wastewater Plant – Lift Stations – Reuse System
  - Installed rebuilt 5M lift station pump #2. Rewired 460v - checked rotation.
  - Towne Square lift station. Found the 24v power supply was tripped out - reset. Added high level indicator to the SCADA system for activation of high level alarm notice if trip occurs in future – inspected check valves – replaced clocks with new inventory – replaced lag float
  - Submersible Aerator #1 Inboard – replace with repaired inventory

- Sand Filter #2 – back wash pump not pumping – line blocked with blow up plug, removed blockage at line – all OK
- Monthly PM at 1 station – deragged both check valves – had to torch off old hardware and replace with stainless steel hardware
- Breakaway Trails – SCADA had high starts, found auxiliary float causing problem. adjust auxiliary float – all OK – will monitor for further problems
- Wal-Mart – deragged both check valves as needed – replaced check valve #2 with new inventory
- Deragged all 4 submersible aerators and influent pumps.
- SCADA liftstation repair to 9 stations
- Assisted operations staff cleaning tele-valves on clarifiers.
- Master Liftstations – pump down & wash down wet well – break up scum layer in wet wells
- Monthly PM's to 12 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. ( pull pumps and inspect and change seal oil)
- Utilities Division completed 77 work orders as reported in MP2 computerized maintenance management system, of which 55 were PM work requests and 22 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.
- Agenda packet preparation and creation for the April 3, 2012, City Commission meeting.
- Agenda packet preparation for the April 3, 2012 City Commission Workshop: LDC Amendments
- Staff attended and provided support for the March 26, 2012, Charter Review Committee meeting.
- Staff attended and provided support for the March 29, 2012, Budget Advisory Board meeting.

#### **Status of Ongoing Projects**

- Agenda Automation System:
  - Staff is waiting on the customizations to the Minutes portion of the system to be completed.
  - Staff continued training pilot users on how to create, review and approve agenda items.
- City Stationary and Business Card Services
  - Received services agreement from the City Attorney's Office for Pride Enterprises, Inc.
- Elections:
  - Staff finished updating the 2012 Election Candidate Packets and they are available for distribution to prospective candidates.
  - Staff finished updating the Election Information portion of the website (ormondbeach.org/elections)
  - Staff finished testing the interactive Commission Zoning and Voting Precinct map for the 2012 City Elections, and it is now available on the City website.
- Live Streaming Upgrade:

- Staff is currently evaluating several live streaming providers.
- Mobile Phone Application for iOS and Android (myOrmondBeach):
  - Staff is waiting on changes to be made to the mobile application.