

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 22, 2013

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:

- One on one meetings with City Attorney, Fire Chief, City Clerk, and Planning Director
- Weekly staff meeting with directors
- Work day with Water Plant staff

Spoke to, attended and/or met with:

- Spoke to Lori Partington's BCU's Mass Communications Class about the proposed Ormond Beach Heritage Trail project
- Weekly conference call with FCCMA staff
- Participated in United Way luncheon fundraiser
- NIAB meeting at The Casements

Community Development

- Planning Services
 - Planning and GIS met with representatives from Taylor Engineering to discuss the Ormond Beach FEMA map appeal. The City was informed that the preliminary maps in the Hand Avenue area will not be changing based on the CDM study results submitted. The maps will be changed for Ormond Green. They explained that CDM used a different model than the one Taylor used as required by FEMA. The City was told that we could provide elevation information on Yonge Street which would help reduce the Approximate A zone from expanding east of Yonge Street. GIS was assigned the task of providing surveys showing the elevations along Yonge Street. Also, it was explained that the City has been building many facilities along Hand Avenue to improve the drainage. Taylor Engineering suggested we submit the completed storm water improvements as a Letter of Map Revision (LOMR) to FEMA and potentially change the map panels at that time. Taylor Engineering was asked if they knew when FEMA would be issuing a Letter of Final Determination (LFD). They could not provide a date. Taylor indicated a number of appeals were being wrapped up this month. Taylor Engineering did explain that the City will see the maps again and will have a 30-day comment period not for content but mainly for scrivener's errors. When the LFD is issued we will have the 6-month government compliance period before the new FIRMs become effective. Planning thanks Shawn Finley, who moved from Planning to Engineering, for the excellent job in the appeal of the preliminary Base Flood Elevation's (BFE) and expanded Approximate A zones and should be commended. GIS also did outstanding work in providing maps and information towards this effort as well.
 - A draft Wireless Plan for Ormond Beach has been prepared and reviewed for comment by IT and in house. The working paper will be submitted to the Planning Board for a future work session.

- Planning Director has been invited to speak to VCARD's governing board regarding the recent City's adoption of a mobility fee and the draft Low Impact Development Manual and ordinance which is scheduled for a public hearing before the Planning Board in March.
- Building Services
 - 66 permits issued with a valuation of \$2,895,009.00
 - 207 inspections performed.
 - 7 business tax receipts issued
- Development Services
 - SPRC activities this week include:
 - Final approval and inspection of Jimmy John's for occupancy;
 - Final approval and inspection of Ormond Beach's Andy Romano Beachfront Park;
 - Review and comment of Hull's proposal to build a bathroom and deck for outside seating which is to be located over the retention pond in the rear of the site.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Staff met to discuss Tomoka Holdings comments and will transmit responses for their review. Upon resolution of the issues the documents will be presented at a public hearing with the Planning Board. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial. Staff arranged for a site visit for a company interested in leasing a portion of the StyleMark property. One of the companies is negotiating to acquire the former Apria building on Sunshine Boulevard.
- Staff is in discussion with another existing business in the Park regarding a large expansion project on their property.

Ormond Beach Chamber, Main Street and Team Volusia

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of the hotel, city and other events during the year.
- 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. Staff met with Team Volusia economic development practitioners to discuss the organization's business prospects and to determine the agenda for the next 6 months, which includes business recruitment strategies, economic development incentive programs, and tracking real estate vacancies in the county and cities.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and their real estate broker of the Food Lion along East Granada Boulevard to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that

location. The broker is in discussion with other food grocers to reuse the property. Discussions with the property owner on the future use of the property continue.

- Staff is in contact with the owners of the former Texaco gas station at 10 Nova Road who are marketing the property to prospective businesses to redevelop the property.
- Staff prepared incentive Agreements for 2 businesses that are proposing to redevelop and reuse a vacant furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. The State Department of Economic Opportunity is now in the process of finalizing their approval of the Qualified Target Industry tax credit Agreement with Healthcare Billing Systems.
- The former Kitty Scott property is under agreement to be used for home furnishing related business.

Airport Operation and Development

- Halifax Paving, Inc. continued work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. The northeast end of Taxiway Charlie and the eastern portion of Taxiway Delta remain closed for taxi operations. Initial paving of the new Taxiway Alpha and taxiway connectors to Runway 8/26 began this week and continues on schedule.
- The annual FDOT airport inspection has been scheduled for February 26th.
- The next meeting of the Aviation Advisory Board has been scheduled for February 28th in the HR Training Room at City Hall.
- Staff has received preliminary design documents for project elements proposed for inclusion with the Taxiway Golf project. Under review are designs for the construction of new aircraft parking ramps adjacent to Taxiway Delta, resurfacing of the parking lot at the air traffic control tower facility, and construction of a new access road for FBO Area 1.
- Staff worked with the City Attorney to finalize a proposed option and lease agreement with TowerCom, Inc. regarding the construction of a wireless communications facility at the airport.
- Staff worked with the Flagler County Airport and the Ormond Beach Air Traffic Control Tower to coordinate a formation flight event for the Andy Romano Beachfront Park dedication ceremony.
- Staff has been advised by the FAA that the Joint Automatic Capital Improvement Program (JACIP) is available for FY2014-2018 CIP updates until March 1st. Beginning March 2nd, the FAA will begin programming all JACIP projects requesting federal funding.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 57 Journal Entry Batches (# 1889 – 2045).
 - Approved 21 Purchase Requisitions totaling \$172,077.18.
 - Issued 15 Purchase Orders totaling \$27,908.38.
 - Prepared 144 Accounts Payable checks totaling \$365,659.91 and 38 Accounts Payable EFT payments totaling \$559,227.88.
 - Opened Bid 2013-04 2" Water Main Replacement-North Peninsula, 5 submittals
 - Presented Comprehensive Annual Financial Report for 9/30/2012 to City Commission

Grants/PIO

- Public Information
 - Press Releases
 - Shining STARS Pageant (3/2)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Preconstruction meeting for CDBG Decorative Lighting Replacements (Mainland)
 - Attended NIAB meeting
 - Submitted Volusia League of Cities Employee and Citizen of the Year Nominations

Fire Department
Weekly Statistics

- Fires: 2
- Fire Alarms: 4
- Hazardous: 2
- EMS: 72
- Motor Vehicle Accidents: 2
- Public Assists: 34

TOTAL CALLS: 116

- Aid provided to other agencies: 15 calls – Volusia County (10), Daytona Beach (4), Holly Hill (1)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 20
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 58

Training Hours

- Aerial Operations: 15
- Customer Service: 21
- Driving: 5
- EMT Refresher: 6
- Hydraulics: 2
- Leadership: 20
- Safety: 8

TOTAL TRAINING HOURS: 77

Station Activities

- Updated 26 pre-fire plans
- Conducted 4 fire inspections
- Participated in Career Day at Tomoka Elementary.

Significant Incidents

- 2/11/13, 3:58 PM – S. County Road 3 – Brush Fire – Provided assistance to Volusia County for 450 acre brush fire off State Road 40 near Pierson – Brush Attack 94 utilized 1,000 gallons of water and assigned to water supply – cleared scene at 8:42 PM.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Streets – Maintenance Worker III
 - Public Works/Streets – Maintenance Worker II
 - Public Works/Wastewater – Maintenance Foreman
 - Planning/Engineering/Joint Permit Counter – Permit Technician

- Planning – Part Time Civil Engineer
- Approved/Active Recruitment
 - Leisure Services/Administration – Part Time Office Assistant I advertised on the City web site with a closing date of 01-04-13. Twenty-eight (28) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Public Works/Wastewater – Maintenance Worker II advertised in-house and on the City web site with a closing date of 02-14-13. Eighteen (18) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Finance – Part time Account Clerk II advertised in-house and on the City web site with a closing date of 02-14-13. Fifty-seven (57) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
 - Leisure Services/Recreation (Special Populations) – Part Time Therapeutic Aide advertised on the City web site as open until filled.
 - Police Department- Police Officer advertised on the City web site with a closing date of 02-14-13. Twenty-seven (27) applications were received and are being entered on the applicant tracking sheet with qualifications prior to being copied and forwarded to the department for review.
 - Leisure Services/P.A.C. – Part Time Box Office Attendant was advertised on the City web site with a closing date of 03-01-13.
- Screening/Interviews Scheduled
 - Public Works Department/Drainage Maintenance – Maintenance Worker II position was advertised on the City web site with a closing date of 01-11-13. Interviews have been conducted and selection is pending.
- Job Offers
 - Police Department – Conditional offers have been made to four (4) Police Officer applicants. Background, physical, psychological, abilities and Voice Stress Analysis have been successfully completed and starting date of employment is 02-25-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 12-31-12: 1.22% (excluding retirements).
 - Public Works/Utilities – Maintenance Foreman 02-08-13.
 - Public Works/Streets – Maintenance Worker III 02-13-13.
 - Public Works/Streets – Maintenance Worker II 02-22-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program December 2012 monthly report reflects savings of \$83,627.74 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,035 residents have utilized the program during that time.
- A meeting for interested employees with the Nationwide Retirement Company representative has been scheduled for 02-22-13 in the second floor conference room.
- A meeting with the ICMA Retirement Company representative has been scheduled for 02-27-13 in the Human Resources Training Room.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 02-22-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- LEAPS - Leadership Skills for Supervisors 1, begins weekly training modules with Mark Toombs, Facilitator, on 01-09-13. Modules to include (1) Roles, Expectations, & Responsibilities, (2) Effective Communication Skills, (3) Establishing Healthy Workplace Relationships, (4) Performance Driven Leadership, (5) Creating a Climate for Outstanding Performance, (6) Managing Performance to Ensure Success, (7) Successful Conflict Resolution and (8) Real World: Risk Taking; Decision Making; Problem Solving. Program will end with certificate presentations on 03-13-13.

Risk Management Projects

- A fundraiser lunch was held on 02-20-13 in the Human Resources Training Room to benefit the United Way. Sandwiches with pulled pork or sloppy joes were served and \$191.00 was raised.
- Attended Mayor's Health & Fitness Challenge planning meeting.
- Met with FCHP and YMCA for MH&FC events.
- Conducted Random drug and alcohol testing.
- Prepare for Workforce Wellness Action Team meeting.
- Continue work on updates to property appraisal with Public Works.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Working on contract details.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 40 New work - 57 completed - 68 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,753	Inbound E-Mails Blocked	15,600
Delivered Inbound E-Mails	10,818	Quarantined Messages	155
Percentage Good Email	40.7%	Virus E-Mails Blocked	13

 - Notable Events: Increased network Firewall activity from outside of North America logged on the network firewall. High number of email messages Quarantined and Blocked.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 6,843 (30.4%) potable 6,437, Irrigation 370
 - Notable Events: None.

Leisure Services

- Administration
 - Meetings attended/hosted:
 - Project ROMP Construction.

- Public Works meeting.
- Part time office assistant interviews
- Andy Romano Beachfront Park visits
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen
- Weekly meeting with Austin Outdoors to discuss landscaping contrac
- Met with janitorial contractor
- Andy Romano Beachfront Park Grand Opening planning

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
 - The Ormond Beach Soccer Club continued competitive practices this week at The Ormond Beach Sports complex.
 - Girls Basketball League playoff games were held Monday through Friday night at the Nova Community Center and South Ormond Neighborhood Center gymnasiums from 6pm to 9pm.
 - The Ormond Beach Youth Basketball Boys league playoff games began this week. Games were held Monday through Friday from 6pm to 9pm at South Ormond Neighborhood Center and Nova Community Center Gymnasiums.
 - Seabreeze High School junior varsity and varsity baseball teams played this week at the Wendelstedt baseball fields on Tuesday and Friday nights at 4pm and 7pm.
 - The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades continued practices this week.
 - Seabreeze High School, Father Lopez High School and Riverbend Academy continued baseball and softball practices at the Ormond Beach Sports complex this week.
 - Riverbend Academy baseball team held their first games of the season on the Kiwanis field at the Ormond Beach Sports Complex Tuesday and Thursday nights at 6pm.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center softball outfield.
 - Clean up of tennis and basketball courts at South Ormond Neighborhood Center.
 - Routine maintenance of infields, tennis and handball courts at Osceola Elementary School.
 - Mowed baseball fields at Nova Community Center.
 - Cleaned skate board park at Nova Community Center.
 - Cleaned tennis and handball courts at Nova Community Center.
 - Daily pickup and delivery of equipment to Fleet.
 - Completed fuel runs for equipment to Fleet.
 - Cleaned restroom, offices and lunch area of maintenance building at Ormond Beach Sports Complex.
 - Continued mowing of baseball fields at Ormond Beach Sports Complex.
 - Continued mowing of the soccer fields at Ormond Beach Sports Complex.
 - Continued mowing of the softball fields at Ormond Beach Sports Complex.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground at the softball quads.
 - Cleaned parking lot near soccer fields #1 and #2.
 - Repainted 12 soccer fields for competitive and adult league play.
 - Hosted Seabreeze High School softball and baseball games.
 - Mowed football fields at Ormond Beach Middle School.
 - Prepared Nova and Ormond Beach Sports Complex baseball fields for Seabreeze High School, Golden Spikes and Lady Renegades' competitive baseball and softball games to be held Saturdays.
 - Continued preparation of new T-ball fields for grand opening to be held at The Ormond Beach Sports Complex.

- Hosted Golden Spikes competitive baseball at Nova fields.
- Hosted adult soccer games on fields #5 and #6 at the Ormond Beach Sports Complex on Sunday.
- Volunteering for Project R.O.M.P. at the Nova Community Center.
- Began fertilization of all fields and finished soccer fields #1 through #10 this week.
- Tested and repaired well pump for the hydraulic system at The Ormond Beach Sports Complex.

- Senior Center
 - Council on Aging Sweetheart Dance was held Friday from 6pm to 9:30pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and CMT held regular classes.
 - Tuesday: Show Club, Kopy Kats and CMT held regular classes.
 - Wednesday: Show Club, Kopy Kats and CMT held regular classes.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: Show Club, Kopy Kats and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - “Nearly Nicks”, a Stevie Nicks Tribute Concert, Friday at 7:30pm
 - Gospel Music Concert by the Florida Gospel Music Association, Friday at 7pm.

- South Ormond Neighborhood Center
 - Splash Pad (Closed until March 16, 2013).
 - Jazzercise class was held Monday and Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place from 1pm until 5:00pm.
 - PAL youth basketball regional tournament was held Saturday from 1pm to 5pm.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - PAL held tutoring Tuesday through Thursday from 3:30pm to 5:30pm.
 - PAL youth basketball practice was held Tuesday and Thursday from 6pm to 8:30pm.

- Community Events
 - Planning for Doug Wigley T-Ball Fields dedication.
 - Planning for Andy Romano Beachfront Park Grand Opening Ceremony.
 - Planning for 2013 Art in the Park.
 - Completed weekly administrative tasks, office work, meetings and activities.
 - Assisted with Magic Forest Playground Ribbon Cutting Ceremony.
 - Planning for 2013 Memorial Day Service.
 - Attended meeting for Public Safety Awareness Day.
 - Conducted Andy Romano Beachfront Park site visits.
 - Conducted Andy Romano Beachfront Park police support meeting.
 - Attended event meeting.
 - Attended Memorial Day Committee meeting.

- Gymnastics
 - The February/March classes for various age groups and levels were held Monday through Friday.
 - Began February/March classes for various age groups and levels Monday through Friday.
 - Continued preparation for team cheer competitions.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise 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, ping pong, pickle ball, the game room and the exercise room.
 - Youth Basketball League held competitive playoff games which will continue through the end of February.
 - Renovations on the outside handball and basketball courts will continue through February.
 - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
 - "Explore the Arts" continues on Wednesdays at 5pm in the activity room for special needs children ages 5 through 18.
 - The Challenger Volleyball program for special needs children began Tuesday and will continue through March 12 from 5pm-6pm.
 - The Magic Forest Playground continues to be closed for renovations until final touches are completed. Ribbon Cutting Ceremony took place last Sunday at 5:30pm.

- The Casements
 - Classes met this week including Yoga and Pilates.
 - Tours continued Saturday from 10am to 11:30am and Monday through Friday from 10am to 3:30pm.
 - The Ormond Beach Art Guild's Winter Art Show will be on display through February 21 during normal business hours.
 - The Seaside Herb Society met at Bailey Riverbridge on Saturday morning.
 - Grace Academy held their Fun Day on the North Lawn of The Casements from 11am to 3pm on Saturday.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday afternoon.
 - Janet Rogers held a second "Expressive Watercolors with Flowers" art class in room 203 on Monday and Tuesday.
 - The Memorial Day Remembrance Committee met in the Preservation Room from 11am to 1pm on Wednesday.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
 - Seniors from the Ancient City Baptist Church toured The Casements on Thursday morning.
 - An NIAB meeting was held on Thursday evening in the Gallery.
 - On Friday, staff set up for a wedding reception to be held at The Casements on Saturday.
 - The strike of the Ormond Art Guild's Winter Art Show took place on Friday.

- Parks Maintenance
 - Removed damaged bench at Ormond Memorial Gardens for repair.
 - Repaired wood on deck at Emmons cottage.
 - Repaired trash can and slab at Cassen Park.
 - Replaced broken parking stop at Riviera Park.
 - Replaced broken dome lid for trash can at Riviera Park.
 - Removed graffiti from men's room at Ames Park.
 - Cleaned decking on pier at Cassen Park.
 - Repaired loose hand rail at Cassen Park.
 - Repaired broken hand rail at Riverbend Nature Park.

- Removed graffiti from picnic table at Sanchez Park.
- Performed safety inspections of parks and equipment throughout the City.
- Performed weekly inspections of park facilities for reservations.
- **Building Maintenance**
 - Weekly inspection of airfield lighting and signage.
 - Daily preventative maintenance of City vehicles and equipment.
 - Performed quarterly HVAC service on 31 HVAC systems in 3 City facilities.
 - Received and programmed remote transmitter for Fire Department.
 - Installed new drawer locks at Building Maintenance.
 - Obtained three prices for irrigation controls at Ormond Beach Sports complex.
 - Assisted in repairs to glass doors at Senior Center.
 - Secured keys to Fire Station 94.
 - Replaced bulbs and ballast at Ormond Municipal Airport Tower.
 - Cleaned and disposed of broken bulbs at Sanchez Park.
 - Replaced Shoreline plug for Fire Station 92.
 - Reset parking lot timers at Nova Community Center.
 - Installed lighting for ROMP tents and construction area.
 - Made 4 extension cords for Project ROMP.
 - Replaced south side door hinges for Senior Center.
 - Assisted FPL with power outage at Nova Community Center.
 - Repaired dugout roofs at softball quads.
 - Serviced irrigation pump at T-Ball fields at Ormond Beach Sports Complex.
 - Repaired irrigation controller in main pump house at Ormond Beach Sports Complex.
 - Installed new halogen light bulbs at the Ormond Memorial Art Museum.
 - Repaired office window at shuffle board court
 - Repaired flag light and sign light at Central Park I
 - Performed Splash Pad startup at Andy Romano Beachfront Park.

Police Department

Administrative Services

- Lieutenant Godfrey attending FBI National Academy training.
- Attended Citizen Volunteer meeting – presentation of certificates of appreciation.
- Attended Ormond Beach Middle School Do-The-Right-Thing luncheon and presentation of certificates.
- Attended weekly Police Department and City Manager/Department Head staff meetings.
- Attended planning meeting for Public Safety Awareness Day.

Community Outreach

- The R.E.A.D. program continues at Ormond Beach Elementary began. Currently 20 youths are registered for the program.
- Tutors R US continues at the South Ormond Neighborhood Center. Currently 25 youths are in the program.
- Science on Patrol at Ormond Beach Middle School continues. Currently 30 youths are enrolled in the program.
- Youth Directors Council held a meeting to discuss upcoming programs.
- OBPAL Basketball teams participated in the Regional PAL Tournament held February 15 and 16 in Ormond Beach and New Smyrna Beach.

Community Service & Animal Service

- Animal calls: 57
- Animals reports: 7
- Animal Bites: 1
- Animals to HHS: 7

- Dogs: 3
- Cats: 4
- Reclaimed: 1
- Injured Wildlife: 1
- Notice of Violation: 1

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 9
- Inactive: 12
- Fraud: 6
- Burglary Business: 3
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 6
- Auto Theft: 1
- Offense Against Family/DCF Reports: 1
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1

Narcotics

- Four buy walks
- Two Methamphetamine warrants served.

Comments:

- Sexual assault case involving a minor child. The suspect was arrested for the assault. The family and victim are receiving services through the Victim Advocate.
- Exploitation case involving an adult son stealing funds intended to pay for elderly mother's care. Theft has amounted to over \$20,000. Investigators are in the process of charging the victim's son for the theft.

Records

- Walk - Ins / Window: 146
- Phone Calls: 169
- Arrest / NTA'S: 24
- Citations Issued: 171
- Citations Entered: 221
- Reports Generated: 123
- Reports Entered: 117
- Mail / Faxes / Request: 53

Patrol

- Total Calls: 1,751
- Total Traffic Stops: 275

Operations

- Crime Opportunity Report Forms: 93
- 2/13/13
 - Battery-Domestic Violence, 100 Kenilworth Avenue, one arrest.

- Warrant Service, 488 John Anderson Drive, fugitive arrested on outstanding warrant.
- Narcotics Arrest, 250 East Granada Boulevard, traffic stop resulted in an arrest of two suspects. Minimal amount of marijuana and paraphernalia. Both subjects were given Notices to Appear.
- 2/14/13
 - Narcotics, 244 Washington Place, assisted Task Force in arresting two (2) persons for narcotics. Another subject attempted to flee upon sight of officers.
- 2/15/13
 - Battery-Domestic Violence, 843 Knollview Boulevard, male arrested for domestic violence battery.
 - Burglary-Business, 205 South Atlantic Avenue, (Best Western), burglary to a storage closet.
- 2/16/13
 - Burglary-Vehicle, 670 Hand Avenue, SUV broken into over night. A .357 Smith and Wesson revolver taken along with other items
 - Burglary-Vehicle, 427 Oak Park Circle, back-pack taken.
 - Battery-Domestic Violence, Felony Child Neglect and Resisting Arrest without Violence, 5 South Yonge Street (Texaco), Officers responded to a call of Domestic Violence in a moving vehicle on SR40. Defendant punched his wife in the face. She exited the vehicle and ran into the Texaco for help. The defendant gave chase, leaving a 28-day old baby abandoned in the car on SR40 in traffic. Victim was given a phone by the Texaco clerk to call 911. The defendant followed the victim into the Texaco, took the phone from victim and grabbed her again. Upon police arrival, defendant refused to comply with officer's verbal commands and force was used (Taser) to take him into custody.
- 2/17/13
 - Retail Theft, Wal-Mart, male was arrested for felony shoplifting.
 - Battery-Domestic Violence by Strangulation, 1116 Parkside Drive, male was arrested for strangulation.
- 2/18/13
 - Narcotics, 88 South Atlantic Avenue, Officers conducted a traffic stop and located a felony amount of cannabis and a stolen firearm. Firearm was stolen in Daytona. DBPD investigator responded to interview the prisoner regarding the stolen firearm.
- 2/19/13
 - Traffic Stop, 880 Arroyo Parkway, habitual traffic offender arrested.
 - Retail Theft, Beall's, suspect was issued a Notice to Appear for retail theft.
 - Narcotics, 100 block South Atlantic Avenue, driver was issued a Notice to Appear for misdemeanor charge of possession of a controlled substance.

Traffic Unit

- 13-02-00332, Crash with 4 vehicles, 400 Block North Nova Road. Duck crossed Nova Road, causing southbound traffic to stop and a total of four vehicles to crash. Minor injury to one occupant, who declined medical attention. Duck was not injured.
- 13-02-00342, Motorcycle Crash with Injury, North Nova Road and Main Trail. A motorcycle rear ended by a truck while waiting at the light. Minor injuries.
- FDOT Motor Unit Challenge Complete
- FDOT Florida Law Enforcement Challenge and DUI Challenge complete.
- Variable Message Board deployed on North Nova Road for Project ROMP.
- Race Week operation plan and roster complete.
- Bike Week operation plan and roster complete.
- Traffic Citations: 98
- Parking Citations: 0
- Crash - No Injury: 9
- Crash – Injury: 3

- Crash – Fatal: 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue (including detour routes)
 - Division Avenue
 - North US 1
 - North Beach Street
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Boulevard.
 - Beach Street

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 2 Cases initiated
- 27 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with one walk-in and thirty-nine (39) 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. 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case was heard by the special magistrate at the November 26th hearing. The respondent did not attend the hearing. The special magistrate made a finding that a violation does exist, provided 30 days from execution of the order in which to comply, pay the \$100 citation, and pay case costs of \$23.25. Further that the respondent is required to contact the Neighborhood Improvement Division for a re-inspection once compliance has been achieved. Failure to comply will result in a \$50 per day fine commencing on the 31 day from execution of the order. The order was executed on December 13, 2012. The respondent has until January 12, 2013 to correct the violation. This case has been scheduled for the February 25th special magistrate hearing.

Zone 2:

1. 144 South Ridgewood Avenue – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case was presented to the special magistrate on Sept. 24, 2012. The owner was given 60 days from the date of the hearing to achieve compliance and to pay the \$50 citation and case costs. Failure to comply will result in a \$25 daily accruing fine. A follow-up inspection at the respondent's request was conducted on

Tuesday, November 27, 2012. The property was not in compliance. This case was presented to the special magistrate on January 28, 2013 for failure to comply and to impose the \$25 per day fine effective starting December 4, 2012. The respondent was present and testified. The special magistrate ordered that the violation still exists and was provided the respondent an additional 30 days from the hearing date to bring the site into compliance. If compliance is achieved in the 30 days, the daily accruing fine would be waived. If compliance is not achieved within the 30 days, the respondent must pay the \$1400 that had accrued from December 4th through January 28, 2013 within 90 days from the date of hearing. Further that the \$50 citation and case costs of \$62.20 are to be paid within 60 days from date of hearing. If the respondent does not comply within the 30 day timeframe the fines will revert back to the initial \$25 per day from December 4, 2012 until compliance is achieved.

Public Works

- **Engineering**

- **Construction Projects:**

- **Downtown Granada Median Improvements** – Staff contacted FDOT last week with concerns specific to housekeeping of the contractor's storage yard. No work will be performed from 2/18 – 2/25 due to race week activities. Staff has appealed the permit denial decision to the FDOT District Secretary.
- **Transfer Station Pump Station** – Project is complete.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – The reclaimed watermain conversion of the old forcemain is in progress from the booster pump to Breakaway Trails. The pipe is being cleaned and flushed. Work continues on the controls system for the booster pump station.
- **North Halifax Dr. Improvements** – North Halifax Drive resurfacing was completed and temporary striping was painted. Work began on milling and resurfacing side streets.
- **Tymber Creek Phase I** – Met with County to determine if utility relocations would be required at the proposed box culvert location. The Contractor will perform soft dig utility verifications in order to verify existing utility locations. Clearing and grading for stormwater ponds and roadway widening continues throughout the project limits.
- **Side Street Lighting Conversion** – Economy Electric was issued Purchase Orders to install the new LED fixtures. A mandatory preconstruction meeting was held with the County, City staff and contractor.
- **Andy Romano Beachfront Park** – The Park is nearing substantial completion as we approach the February 23rd grand opening. All final inspections are being conducted in order to obtain CO and clearances required.
- **Hand Avenue** – Paving from Nova to Oakbrook Dr. was completed and this section of road is open. The contractor is continuing road construction from Oakbrook west to the 600 block of Hand Avenue. A clay layer about 2 feet thick was encountered in this area that needs to be removed and replaced with suitable fill. The contract did include for this cost as it was identified in the geotechnical design report. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The next work phase the contractor has moved to is from Coolidge to Center. The contractor is currently installing the new water main. Within the mitigation planting area required by the SJRWMD within Central Park Lake 4, the contractor had completed grading and upon inspection it was found that the final grade occurred within a clay lens that will not support plant growth. Therefore we have requested a cost from the contractor to remove 6 inches of the clay and replace this with fill suitable for growing plants. This cost was not included in the contract. Due to the lack of rain dust control has become an issue in areas where work is

- occurring. The contractor has agreed to make every attempt to control dust and City inspectors have been informed to request steps be taken to minimize dust in the work areas. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
- Wastewater Treatment Plant Expansion and Rehabilitation – All equipment and process units have been completed. The administration building modifications have been constructed. The new perimeter road is being constructed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 42 days. Substantial Completion is estimated for February 27th. Operator training on completed components is on-going.
 - Nova Community Park Basketball and Racquetball Courts – The project was completed and inspected.
 - Ormond Beach Airport Taxiway Project – Paving is near completion for Taxiway Alpha and paving preparation was completed for Taxiway Alpha and Echo.
 - A1A Sidewalk – Milsap Beach Approach/Parking Area – The sidewalk in front of the Andy Romano Beach Front Park parking area was removed and replaced. The Milsap Beach Approach was paved and striped.
 - South Ormond Neighborhood Center – Roof areas in need of repair and replacement have been measured and various roof systems are being priced out. Staff will evaluate the cost proposal to determine, based upon funding availability, if it is best to do a phased approach, or if the entire area of concern can be replaced at one time.
 - Tomoka Avenue, South Beach Street - US1 – Grout repair for the stormdrain between South Beach and US1 is being scheduled. The work will require temporary lane shutdowns in sections; however, Tomoka Avenue will remain open and the work is expected to result in only minor traffic delays.
 - Magic Forest Playground – completed stakeout of the proposed fence location.

Design Projects:

- Environmental Learning Center – Staff submitted ECHO grant application on December 6. On December 20 staff was informed the submission deadline was extended to May 1, 2013, and new applications will be accepted, to give new County Council members time to review ECHO priorities, goals and procedures. County Council has requested a workshop in March/April. Staff has not received any new information relative to grant application review/approval.
- Nova Community Park Master Plan – The plan revisions were completed and the project is complete.
- Nova Community Park Skate Park Expansion – An RFP is being prepared for skate park design.
- 2-inch Water Main Replacement - Mainland – Project plans and bidding documents have been approved at the Feb 19, 2013 Commission meeting.
- 2-inch Water Main Replacement – North Peninsula – A second addendum is being prepared for response to final questions, the bidding process is on-going with a bid date of February 20, 2013.
- 2-inch Water Main Replacement South Peninsula – Bids were received and we are awaiting bids on the other two Water Main replacement projects before proceeding with award in order to determine the bond amount needed to support the projects. It is anticipated that all three contracts will be presented for award at the May 7th CC meeting.
- Downtown Underground Utilities – A meeting is being scheduled this week to review McKim and Creed's plans with FPL. It is anticipated that contract documents will be uploaded to MinuteTraQ this week for a City Commission meeting date of March 19, and bid advertisement date of March 24.
- Audible Pedestrian Signals – This LAP agreement has been submitted for Commission approval at the March 5, 2013 meeting. Bid documents are in the process of being

- uploaded to MinuteTraq with the anticipation that they will be placed on the March 19 Commission meeting for Disposition.
- Downtown Banner – The FDOT is currently reviewing our 2nd plan submittal.
 - City Welcome Sign – A mock banner is being fabricated for installation on the corner of Granada and Williamson.
 - Beach Ramp Beautification – Staff is soliciting construction proposals for review and approval.
 - John Anderson Drive - We have received the SJRWMD permit and the consultant is preparing the final plan set. Staff met with the consultant to provide a final review of utility conflicts that were resulting from the construction of drainage improvements. Based on that meeting, staff recommended some changes be made to the current scope of work that would reduce the project cost by \$150,000 and reduce the number of water shutdowns while improving the water system. This will require the consultant to revise the drainage plans and delay completion of the project by a few weeks but will result in a reduction of water shutdown inconveniences to the public and improve water service to the area. Volusia County has indicated they would cost share in drainage Improvements at the north end of John Anderson Drive. A cost share agreement is being prepared for this. Staff met with residents that have easements on their property with regards to the existing drainage outfalls which are proposed to be replaced as part of the drainage improvements. All residents were in favor of the project and informed of the temporary impacts that would result during construction.
 - Central Park Lake Interconnects – Division Ave. and Hammock Lane – The bid was awarded at the February 19 CC meeting. Contracts are now being prepared for execution.
 - Riverside Drive Drainage Improvements – A letter to residents was mailed this week introducing the project to residents and making them aware that engineers and surveyors will be on-site in the coming weeks.
 - Wilmette Avenue Bypass Pump Station – Zev Cohen and Associates is completing the update to the Bid documents and is scheduled to transmit them to the City this week.
 - West SR40 – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to Perrot Drive, which includes milling and resurfacing, installation of mast arms to replace string line poles for signalization, and sidewalk improvements. Staff is working on coordinating a City utility work plan with the FDOT project.
 - CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
 - CDBG Milton Pepper Park – A conceptual layout has been submitted for staff review.
 - OBSC Multi-Use Fields – A pre-application meeting with St. Johns was conducted and the proposed project area is being surveyed.

Administration:

- Area Utilities Coordination- Met with FDOT, franchise utilities and consultants to discuss coordination of current and future projects.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia Wall measurement (on-going)
- Reviewed and created wetland protection permit for 392 Ridge Field Place.
- Researched and provided as-built and exhibit drawing of the utilities along North Oceanshore Blvd per consultant (QLH) request.
- Completed tree locate at 74 Big Buck per Neighborhood Improvement Division request.
- Researched and completed right of way stakeout at Pine Trails Elementary per Neighborhood Improvement Division request.

- Researched and provided drawing showing sewer laterals between townhomes on Stonehaven Trail per Wastewater Division request.
- Researched and created sketch and legal descriptions for 220 and 250 Williamson Blvd per Planning Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured a concrete slab at Wilmette & N. Center St.
 - Removed concrete slabs at Nova Recreation
 - Poured a concrete sidewalk for the Water Department at 599 S. Atlantic Ave.
 - Checked barricades & cones on Wilmette Ave.
 - Assisted with bridge signs on the Granada Bridge
 - Removed and replaced parking posts at Nova Recreation for Project ROMP
 - Formed and poured a concrete sidewalk at Nova Recreation – Project ROMP
 - Pulled barricades, cones and forms at Wilmette & N. Center St.
 - Pulled barricades & forms, backfilled and made stress cuts at Nova Recreation – Project ROMP
 - Asphalted a patch for Wastewater on Archangel Cir.
 - Completed an asphalt repair at Iroquois & Andrews
 - Filled potholes with asphalt at Plaza Grande & Cordova
 - Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school).
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Maintenance of tools at Public Works Saw Shop
 - Removed stumps on Tomoka Oaks Blvd. and other various citywide locations
 - Cleaned up at various ROW (Right-of-Way) locations
 - Put up holiday flags for Presidents' Day and then took down the next day on the Granada Bridge
 - Cleaned sidewalks on N. & S. Center St.
 - Removed an oak tree at 74 Big Buck Trl., a dead bay at Main Trl. & Stonehaven, and a dead bay at N. Ridgewood & Warwick
 - 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
 - Put up and took down holiday flags for Presidents' Day on the Granada Bridge
 - Assisted the concrete crew with the pour at Magic Forest
 - Graded the road at Rima Ridge (West SR40)
 - Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

 - 240 Ellicott Dr., replaced a 25 MPH speed limit sign and straightened post
 - Holly Cir. & Ann Rustin Dr., straightened a stop sign post

- Pamela Cir. & Ann Rustin Dr., straightened a stop sign post
- 547 N. Ridgewood Ave., checked and replaced bolt in 25 MPH speed limit sign
- Tomoka Ave. Water Plant, checked for a damaged sign that had fallen off the gate
- Military Blvd. & Royal Rd., straightened a stop sign post
- Arroyo Pkwy and US1, checked area for locates to install (6) new “No Parking” signs on the Right-of-Way
- Tomoka Ave. & Orchard Ave., replaced DR (drive rivet) in a stop sign
- City Hall, replaced the brown historical sign out front
- Royal Dunes Blvd. & Oceanshore Blvd., replaced a stop sign post & street names
- Took truck #801 to Holly Hill Welding Shop for repair
- Picked up truck #801 from Holly Hill Welding Shop are repairs were made

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- System Inspections – Andy Romano Park and at Jimmy Johns Sub Shop
- Turned on irrigation at Wastewater Plant entrance for dust control
- Loaded and then unloaded bricks from Andy Romano Park to Airport Sports Complex
- Cleaned up at Ormond Beach’s Andy Romano Beachfront Park, 839 S. Atlantic Ave.
- Replaced more Jersey barricades on Pineland Trl.
- Moved skid loader from Nova Recreation to Fleet

Vactor

- System Inspection at Ormond Lakes
- Cleaned basins at Cottonwood Cir., Indianhead Cir., Mayfield Cir. and Wild Cat Ln.
- Cleaned catch basin hot spots in Zone 1
- Truck in for maintenance

Street Sweeping/Streetsweeper

- 132.7 miles of road cleaned (This is for 5 days)
- 104.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
24,865

PM Services completed for the week:

Emergency—Vehicles and Equipment
11

Non-Emergency Vehicles and Equipment
15

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 7,326 gallons of unleaded and 4,859 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,685 gallons of unleaded and 631 gallons of diesel.
- Fleet completed 51 work orders this week.

• Utilities

- Concentrate Monitoring and Disinfection Upgrades – The City Commission awarded contract to McMahan Construction to install a supplemental chlorination system,

- conductivity meter and instrumentation and electrical services at the WWTP. Executed contracts from the contractor were received. A preconstruction meeting will be scheduled. Work Authorizations for Quentin L. Hampton to perform construction administration services for this project were approved. Shop drawings received for the chlorination system.
- Concentrate Piping Connection to Reuse Storage Tank – A work authorization was processed for Quentin L. Hampton and Associates to perform design services for project.
 - Division Avenue Well Field Raw Water Piping – Design proposal was received from McKim & Creed to include water and sewer main extensions to serve the proposed Environmental Learning Center along Division Avenue. The design cost is \$40,097. Approximately 5 months are required to complete the design.
 - Cross Connection Control (CCC) Program Management Services – Draft specifications are being reviewed for procurement of dual check valve backflow devices and re-build kits by the City. The survey was completed in the Breakaway Trails, Hunter's Ridge and Deer Creek Subdivisions to determine which homes already had dual check backflow preventers installed. The vast majority of residences had Ford model assemblies. Application for wastewater facility permit modification for reuse service area expansion is being reviewed by FDEP.
 - Airport Road Force Main/ Reuse Main Project – The existing force mains are being cleaned by pigging for eventual reuse transmission conduit. The booster stations will be tested after the pigging operation is completed.
 - Lab Services Contract – Sent out sample types and frequency to water and wastewater branches for review and determination of updated bid quantities. Feedback received and bid documents are nearing completion.
 - North Peninsula 2-inch Water Main Replacement – Bids were received on February 20, 2013. Purchasing Department and consultant reviewing bids.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Staff sent a response to Contractor disputing manufacturer claims that the controller is not a warranty item.
 - Ormond Beach Wastewater Treatment Plant Expansion – Drywall and CVT flooring is being installed in the operations building. The manufacturer is performing systematic seal replacement for the internal recycle pumps and larger dewatering pump station pumps under warranty. A proposal from the contractor to add the lift station SCADA to the IFIX (Intollution) software data base is forthcoming.
 - Lift Station Repair and Replacement Project – A complaint was filed for breach of contract. A summons was issued outlining the complaint. Met with the Legal Department to prepare responses to complaint.
 - John Anderson Drive Roadway Improvements – Met with Engineering Division and consultant to discuss the utility relocation aspects of the project. Installing deflections, hydrants and connecting the mains on the side streets to the 12-inch main would allow the existing 6-inch water main to be abandoned, eliminating the planned deflections to this line. Reducing the length of proposed extension of the 16-inch force main was also discussed to reduce project costs. The consultant to assess cost savings of the proposed changes for presentation and further consideration.
 - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power additional two wells. Revised design proposal by John Searcy & Associates is being reviewed.
 - Saddler's Run Lift Station Rehabilitation – Received a design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc for review.
 - Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.

- SR40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements – This project is associated with the SR40 resurfacing from Tymber Creek Road to Perrot resurfacing.
- SR40 from Tymber Creek Road to Perrot Resurfacing – A Lump Sum Agreement in the amount of \$51,883.50 is prepared for City Commission consideration for March 5.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – A disposition memo was approved at the February 19, 2013 City Commission meeting. Project will be advertised for bid on Sunday.
- Tymber Creek Road Phase 1 Utility Relocation Project – Contractor plans to construct water main offsets at Walgreens next week. A new valve will be installed north of Walgreens during this time to minimize future water outages to this business for the duration of the project. Contractor performed locates of the existing water and force main underneath the Tomoka River tributary prior to starting the directional drill of the water main. Locate information indicates that a directional drill may not be required. County scheduled meeting for 2-22-13 to discuss findings.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- Water Storage Tank Cleaning and Inspection – A disposition memo was prepared for the March 5th City Commission meeting for review of proposed contract and specifications.
- SPRC: Final Inspection performed at Jimmy John's. Discussed the proposed improvements at Hull's Seafood. Final inspection was performed at Andy Romano Beach Front Park.
- Collaboration with Finance staff to discuss summary of recent small meter testing activity and meter replacement future considerations. Preparing meter testing policy document for current meter testing procedures.
- Prepared and submitted 4th Quarter Report for SJRWMD for MFL Cost-Share Agreement reimbursement request – awaiting feedback.
- Water Distribution
 - Exchanged 18 residential/commercial water meters
 - Responded to and/or repaired 12 water service leaks
 - Installed 1 new residential water service
 - Replaced 7 water services due to age of piping
 - Repaired/replaced 16 meter boxes
 - Disconnected 3 water services due to demolition
 - Responded to 2 low pressure and 2 cloudy water complaints
 - Performed 15 tests of city owned backflow preventers
 - Performed water meter test on the 4" meter serving Rinker Cement Plant per Finance Dept request due to meter reading anomaly, meter was rebuilt and tested accurate
 - Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Water Main repairs: 2- 2" GSP main breaks on Hand Ave/Arrowhead Cir and at Wisteria Dr
 - Performed valve maintenance on 7 valves
 - Water Main Flushing: Arrowhead Cir, Ormond Lakes Phase III, S. Center St, Arroyo Pkwy, Orchard Ln, Santa Fe Ave, Santa Ana Ave, Garden Ln
 - Upgrade water service from ¾" to 1" at 272 Putnam Ave
 - Replaced the 4" water service valve at 1133 Ocean Shore Blvd
 - Replaced the 5'x7' metal lid at the Ormond Heritage Condominiums, rebuilt frame and replaced with stainless steel diamond plating and aluminum
 - Rebuilt 2 automatic flushing devices: Coquina Key Dr & Curved Creek Way
 - Rescind the boil water notifications at S. Atlantic Ave and Hand Ave
 - Utility locate service for Water/wastewater/reuse: 92 regular and 5 emergency utility locates have been completed

- Water Treatment
 - Delivered 35.241 million gallons for the week ending Feb.17. (5.034 MGD)
 - Backwashed 11 filters for a total of 434,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators 4 hours under load - routine PM.
 - Sampled, cleared and rescinded two Precautionary Boil Water notices

- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised twelve and cleaned ten sewer laterals.
 - Installed new pep tank at 23 Coquina Lake and 6 Black Pine Way.
 - Installed 4" cleanout at 1259 Gallaten Rd. and 31 Flower Tree.
 - Repaired sewer cleanout at 42 South Capri Dr. and 621 S. Atlantic Ave.
 - Assist Masci Construction with eight inch force main pigging - Airport Rd.
 - Ten inch force main Ocean Shore Blvd.: Pressure @ 8 psi 02/19/13.
 - Six inch force main pressure at 1800 N. US-1 @ 8 psi.
 - Checked and cleaned all known trouble spots around town. All good.
 - Low pressure sewer pressure readings Westland Run 11/09 psi, Foxhunters Flat 12/10 psi and 4" on Shadow Creek Blvd. 10/9 psi.
 - Ongoing flushing of reuse on beach side.
 - Cleaned bermad filter at Tomoka Oaks golf course.

- Wastewater Treatment
 - Domestic & Industrial Wastewater weekly flow @ 24.96 Million Gallons.
 - Produced 13.49 Million Gallons of Reuse.
 - Produced 11.47 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.57 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 185.66 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Completed Well 35R control panel, schedule install date with operations.
 - Installed new wiring diagram in newly built control cabinet at Well 18SR.
 - Replaced worn wiring on High Service Pump #3 control panel, tightened all loose connections.
 - Built and installed shelving in the polymer room for operations
 - Repaired the door on the fluoride building.
 - Replaced tube on Sodium Hypochlorite pumps #4 and #6.
 - Replaced diaphragm on bypass valve Sodium Hypochlorite pump #7.
 - Assisted Chief operator with computer wire identification and organization in control room.
 - Met with welder to discuss cone decks and installing new injection ports
 - Reamed the injection port on Claricones and greased tube pumps.
 - Monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway Trails.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Cleaned Tele-valves
 - 10M liftstation no starts pump #1. Replaced faulty motor starter.
 - Pressure washed exterior storage area adjacent to maintenance shop.
 - Feed Pump #1: pulled Plug Valves 1 & 2 to resolve possible blockage – found clear.
 - Fork Lift to Fleet for repairs
 - Clarifier Splitter Box – changed oil in valve actuators
 - Repaired broken wash down water line on centrifuge conveyor belt.
 - Rebooted RTU's at 10 liftstations, still have communication issues that will be addressed with plant upgrade.
 - Monthly generator check at all remote sites.
 - Influent Room – deragged pumps as per Lead Operator.
 - Barscreens weekly wash down of screens and chutes
 - Assisted Contractor with Plant rehab activities.
 - Performed PM's to plant equipment according to MP2 schedule.
 - Liftstation SCADA repairs to 15 stations.
 - 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 31 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 79 work orders as reported in MP2 computerized maintenance management system, of which 63 were PM work requests and 16 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP). Provided necessary collaboration with FDEP staff during annual inspection and audit of the City's IPP on February 13 & 14. Staff awaiting receipt of formal findings.
 - A portion of the audit included the FDEP representative accompanying City staff to Florida Production Engineering and Thomas & Betts facilities to observe the City's annual inspection of these permittees.
 - Awaiting feedback from FDEP regarding staff prepared WWTF Permit Modification Application for Reuse Service Area expansion.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: HDI has completed the inspections of the potable water meters in the Western Ormond Beach subdivisions of Breakaway Trails, Hunter's Ridge, Briargate, Forest Quest and Deer Creek for reuse service area expansion considerations.
 - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the City improving compliance with this program. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to compliment the City's current needs.
 - Consumer Confidence Report (CCR): Staff continues to compile the necessary information to complete the CCR. The EPA issued a memorandum this month outlining compliant methods of alternative electronic delivery. Staff is obtaining quotations from printing companies for assisting most desirable and cost effective delivery options.

- Wetland Annual Report: The City's Consumptive Use Permit (CUP) requires a report to be issued with regards to the wetland monitoring data that the City collects over each calendar year. Staff has begun collecting the necessary data including: photographs of the Rima Ridge Wetlands in question, groundwater level trends and rainfall data. Consultant services being evaluated for wetlands related discussion.
- State Emergency Response Commission (Tier II-Emergency and Hazardous Chemical Inventory): Staff continues compiling the information to submit the City's hazardous chemical inventory to the State in compliance with this program.

Support Services/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:

- City Clerk attended Weekly City Manager Staff Meeting
- City Clerk attended weekly meeting with City Manager
- City Clerk attended LEAPS Training on February 20, 2013
- Staff attended and provided support for the February 19, 2013 City Commission Meeting
- Staff attended and provided support for the February 21, 2013 Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation and creation for the February 27, 2013 Budget Advisory Board Meeting
- Agenda packet preparation and creation for the February 28, 2013 Public Works Advisory Board Meeting
- Agenda packet preparation and creation for the March 5, 2013 City Commission Meeting
- Staff updating advisory board member contact information
- Staff currently re-organizing closed files in storage facility with nearly 2,700 pounds of paper files on disposition schedule shredded and over 100 file boxes moved in to storage.

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff.
- Emergency Notification System (CodeRed)
 - Project Status: In Progress
 - Waiting on vendor to update customer database and geographic information.
 - Staff assisted citizens in signing up for the program.
- Mobile Phone Application (myOrmondBeach)
 - Project Status: Application available for download
- Records Management System Upgrade
 - Project Status: On Going