

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 1, 2013

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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:

- One on one meetings with Economic Development Director, HR Director
- Discussion with Planning Director on transportation topics for commissioner meeting with Congressman DeSantis
- Financial Trends workshop preparation with City staff
- Met with Fire Chief and Assistant City Manager on Fire administrative office
- Inspected new Wigley t-ball field

Spoke to, attended and/or met with:

- Attended beachfront park grand opening
- Met with City staff and FPL representatives on Airport Business Park
- Weekly conference call with FCCMA staff
- City/County Managers' meeting
- Volusia County's EOC ribbon cutting
- Budget Advisory Board meeting
- County Council meeting regarding no drive zone in front of the beachfront park and CRA issues
- Mike Sibley of James Morris, Lean Six Sigma discussion
- Neighborhood Improvement Advisory Board meeting
- FCCMA nominating committee meeting in Orlando
- Doug Wigley t-ball field dedication

### **Community Development**

- Planning Services
  - Planning met with representatives from Consolidated Tomoka Land Company (CTLC) to discuss annexation of CTLC lands located on Williamson Boulevard. CTLC expressed no opposition to annexation. The CTLC lands are wetlands and they would like to not to own the property in fee simply due to liability issues. The Department volunteered to contact Volusia County who is in land management of wetlands to determine if they would be willing to take title.
  - Participated in a webinar that featured Springfield, Missouri, as a case study for multi-departmental electronic plan submittals. The webinar was most timely since the Department is in the process of going to electronic submittal using ProjectDox.
  - The Department has reviewed the newspaper advertising costs associated with public hearings such as Special Exceptions, Planned Developments, re-zonings, and Comprehensive Plan amendments. There are two types of newspaper advertisements: display and legal advertisements. City staff has historically provided display advertisements for Special Exceptions, Planned Developments, re-zonings, and

- Comprehensive Plan amendments. This form of advertisement exceeds the requirements for a legal ad (no map). Based upon the current rates of advertising costs, the display ads are costing applicants and the City approximately \$400 more per advertisement, or \$800 on a Special Exception or \$1,200 on a Planned Development or Rezoning. It is the intent of City staff to stop utilizing display advertisements where not required by the City's Land Development Code or State statutes. The cost savings to the applicant and to the City would be approximately \$400 per advertisement.
- Planning attended the Volusia County Council meeting on February 28<sup>th</sup> regarding CRAs.
  - Planning attended the 2<sup>nd</sup> Main Street Strategic Planning session held at the Casements on March 1.
- Building Services
    - 74 permits issued with a valuation of \$815,239.00
    - 251 inspections performed.
    - 14 business tax receipts issued
  - Development Services
    - There were no new SPRC activities this week.

### **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 has acquired the former Apria building on Sunshine Boulevard. The company is working with staff to prepare an application for job creation growth assistance.
- 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 participated in the Main Street strategic planning session.

##### 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. Installation of illuminated taxiway signs and perimeter lighting for the eastern portion of the new taxiway and run-up areas proceeded this week. The steel-reinforced concrete slab for the new public-use heliport was poured this week.
- Staff participated in the annual FDOT airport licensing inspection on Tuesday, February 26<sup>th</sup>. The airport passed inspection and will be issued a facility license renewal, pending review of the official inspection report. The inspection identified a small number of pine trees near the approach end of Runway 26 that will have to be removed in order to meet safety criteria.
- The first meeting of the new term for the Aviation Advisory Board was held on Thursday, February 28<sup>th</sup> in the HR Training Room at City Hall.
- The annual inspection of the airport's Automated Weather Observation Station (AWOS) is due in March. Staff has requested quotes from qualified vendors to perform the inspection.
- Staff was recently advised by the FAA that the Joint Automatic Capital Improvement Program (JACIP) is available for FY2014-2018 CIP updates until March 1st. Staff has updated the JACIP database to reflect airport project elements proposed for inclusion with the Taxiway Golf project. These projects include 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 is monitoring the FAA warning to the City regarding pending budget cuts that may impact the status of the Airport Control Tower operation. Staff has prepared a letter to Congressman DeSantis requesting assistance in retaining funding to operate the control tower. Updates will be provided as staff receives them.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Distribution of 2012 Comprehensive Annual Financial Report.
  - Financial trends analysis for upcoming workshop.
- Completed Projects - Weekly
  - Processed 34 Journal Entry Batches (# 2012 – 2099).
  - Approved 13 Purchase Requisitions totaling \$54,794.09.
  - Issued 10 Purchase Orders totaling \$23,314.82.
  - Advertised Bid No. 2013-06, 2" Water Main Replacement – Mainland, in the News Journal and posted to DemandStar on 2/24/2013.
  - Advertised Bid No. 2013-09, Lift Stations 4M1, 9M, Towne Square and Wal-Mart Rehabilitation, in the News Journal and posted to DemandStar on 2/24/2013.
  - Prepared 144 Accounts Payable checks totaling \$365,659.91 and 38 Accounts Payable EFT payments totaling \$592,227.88.
  - Processed 3,378 cash receipts totaling \$974,232.01.

- Processed 400 utility bill payments through ACH totaling \$31,247.47.
- Processed and issued 8,221 utility bills with billed consumption of water of 56,958k.
- Issued 120 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Movies on the Halifax (3/1)
    - Welcome Sign
    - Firefighters Conduct Hydrant Maintenance (Beginning March 18<sup>th</sup>)
    - Meeting with the Manager (March 11<sup>th</sup>)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Thank You ads for Project ROMP – News-Journal, Hometown News, Ormond Beach Observer
    - Completed March 2013 Employee Newsletter
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

##### Weekly Statistics

- Fires: 4
- Fire Alarms: 1
- Hazardous: 0
- EMS: 65
- Motor Vehicle Accidents: 6
- Public Assists: 41

**TOTAL CALLS: 117**

- Aid provided to other agencies: 11 calls – Volusia County (8), Daytona Beach (2), Flagler County (1)
- Total staff hours provided to other agencies: 64
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 52

##### Training Hours

- Customer Service: 18
- EMT Refresher: 15
- Leadership: 16
- Preplanning: 4
- Pump Operations: 11
- Tactics: 12
- Tools and Equipment: 3
- Safety: 14

**TOTAL TRAINING HOURS: 93**

#### Station Activities

- Updated 27 pre-fire plans
- Conducted 4 fire inspections

#### Significant Incidents

- 2/18/13, 8:16 AM – Garden Ln. – Structure Fire – Upon arrival found flames and smoke showing from residential home – fire located in attic above bedroom – all occupants out of home with no injuries – estimated value loss to home was \$48,000 with property value saved at approximately \$137,000 – cleared scene at 11:42 AM.
- 2/18/13, 12:39 PM – Eagle Walk Dr. – Brush Fire – Provided assistance to Volusia County and Department of Forestry for 70 acre brush fire – units assigned to structural protection – cleared scene at 7:00 PM.
- 2/19/13, 11:35 AM – Boice Ln. – Brush Fire – Mutual Aid requested from Flagler County – two acre brush fire located on Flagler/Volusia County line at Boice Lane and end of Durrance Lane – cleared scene at 1:24 PM.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Public Works/Wastewater – Supervisor of Systems Maintenance
  - Public Works/Wastewater- Maintenance Worker IV
- Approved/Active Recruitment
  - Leisure Services/Recreation (Special Populations) – Part Time Therapeutic Aide- advertised on the City web site open until filled. On 02-26-13, eight (8) applications were entered on the applicant tracking sheet with qualifications and forwarded to the department for review.
  - Police Department- Police Officer advertised on the City web site with a closing date of 02-14-13. Twenty-eight (28) 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.
  - Public Works/Streets – Maintenance Worker III was advertised in-house and on the City web site with a closing date of 03-08-13.
  - Public Works/Streets – Maintenance Worker II was advertised in-house and on the City web site with a closing date of 03-08-13.
  - Planning/Engineering/Joint Permit Counter – Permit Technician was advertised in-house and on the City web site with a closing date of 03-08-13.
  - Planning – Part Time Civil Engineer was advertised on the City web site with a closing date of 03-08-13.
  - Public Works/Wastewater – Maintenance Foreman position was approved for recruitment. Waiting on revised job description.
- 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.
- Background/Reference Checks
  - Finance – Part time Account Clerk II candidate has been selected and will begin pre-employment processing as soon as background is successfully completed.

- Leisure Services/Administration – Part Time Office Assistant I candidate has been selected and will begin pre-employment processing as soon as background is successfully completed.
- Public Works/Drainage Maintenance – Maintenance Worker II candidate has been selected and will begin pre-employment processing as soon background is successfully completed.
  
- 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 started employment on 02-25-13.
  - Public Works/Wastewater – Maintenance Worker II candidate has been selected and has started the pre-employment processing. Start date is pending clearance of final pre-employment requirements.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 1-31-13: 3% (excluding retirements).
  - Public Works/Water Production – Supervisor of Equipment Maintenance effective 03-08-13.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program January 2013 monthly report reflects savings of \$84,288.04 for City residents in the thirty months that the program has been in effect in Ormond Beach. Over 2,069 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- New Employee Orientation was conducted on 02-22-13 for three (3) new full time employees and three (3) part time employees. 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. The full time employees met with the I.C.M.A. representative on 02-27-13 to review their 401 plan and discuss the 457 deferred compensation plan. They also met with H.R. staff to sign up for their insurance.

#### 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 raffle was held to benefit the United Way; campaign ends March 8.
- Attended Mayor's Health & Fitness Challenge planning meetings; Main Street & YMCA.
- Reviewed Risk Management module for Nexis system.
- Continued 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: - 39 New work - 76 completed - 51 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

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

- Notable Events: None.
- **Geographical Information Systems (GIS)**
  - Addressing Additions: 3 Changes: 0 Corrections: 0
  - Map/Information Requests: 11
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 7,304 (32.5%) potable 6,931, Irrigation 373
  - Notable Events: None.

### **Leisure Services**

- **Administration**

Meetings attended/hosted:

- Supervisory staff meeting
- City Manager weekly meeting
- Park visits – Central Park, Nova, Porter Park, OBSC, Wigley Fields
- Staff Meeting Review
- Staff Meeting
- Public Works meeting.
- One on One meetings with coordinators
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Weekly meeting with Austin Outdoors to discuss landscaping contract.
- Met with janitorial contractor.
- Attended Doug Wigley T-Ball Field Dedication Ceremony.

- **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.
- Father Lopez High School softball team held their first home game of the season at the Ormond Beach Sports Complex softball quads, Thursday night at 6pm.
- Seabreeze High School softball team continued their games at the Ormond Beach Sports Complex, softball quad #1, Tuesday and Thursday nights at 4:30pm and 6:30pm.

- 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, Riverbend Academy and Calvary Christian Academy continued baseball and softball practices at the Ormond Beach Sports complex this week.
- Riverbend Academy baseball team continued to hold games this week on the Kiwanis field at the Ormond Beach Sports Complex Tuesday and Thursday nights at 6pm.
- The Ormond Beach Youth Baseball and Softball Association continued practices this week at the Ormond Beach Sports Complex and the Nova fields.
  
- 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 all sports parks of debris/trash from the events over the weekend.
  - Seabreeze High School began softball and baseball programs
  - Repainted 12 soccer fields for competitive and adult leagues.
  - Mowed football fields at Ormond Beach Middle School.
  - Prepared fields for Lady Renegades, Golden Spikes, Seabreeze High School, Riverbend Academy and Father Lopez High School at Nova and Ormond Beach Sports Complex fields.
  - Golden Spikes competitive baseball began games at Nova Community Center fields.
  - Prepared new T-ball fields for grand opening and dedication ceremony.
  - T-Ball league began practices this week on new fields.
  - Seabreeze High School continued with their softball and baseball programs.
  - Troubleshoot and repaired well pump for hydraulic system and additional repairs in control panel.
  - Held adult soccer league games Sunday at the Ormond Beach Sports Complex on fields #5 and #6.
  - Repair work done on spreader at Fleet facility.
  - Golden Spikes competitive baseball program began their season at Nova Community Center fields.
  - Competitive soccer league practices were held Monday through Friday.
  - Removed extra material at Nova Community Center's Magic Forest Playground and transported it to the Ormond Beach Sports Complex for storage
  - Helped spread mulch with bucket tractor at the Magic Forest Playground.
  - Repaired broken water main for baseball common areas at Nova Community Center.

- Senior Center
  - Big Band America met on Thursday night from 7pm to 9pm.
  - 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:
      - "Shining Stars Pageant," a Special Populations pageant, Saturday, March 2<sup>nd</sup> from 1:30pm to 3:30pm.
  
- 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 every day except Tuesday and Thursday from 1pm until 5:00pm.
  - Begin Park and Splash Pad preparations.
  - 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.
  - Set up, work and strike of Ormond Beach's Andy Romano Beachfront Park Grand Opening Ceremony, Saturday, February 23, 2013.
  - Planning for 2013 Art in the Park.
  - Completed weekly administrative tasks, office work, meeting and activities.
  - Planning for 2013 Memorial Day Remembrance Service.
  - Attended Senior Games Committee meeting.
  - Attended Chamber Tourism Committee meeting.
  - Attended staff 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.
- 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 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.
  - A wedding ceremony took place in Rockefeller Gardens on Saturday afternoon followed by a reception at The Casements.
  - Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Guild's Centennial Publicity Committee met in the Preservation Room on Monday morning.
  - A Centennial meeting was held in Room 203 Monday afternoon.
  - The Casements Camera Club received photos in the Gallery on Monday afternoon for their upcoming Gallery exhibit.
  - The Daytona Beach Carefree RV Resort Group toured The Casements on Tuesday afternoon.
  - On Tuesday The Casements Camera Club hung their photos for their Gallery opening today.
  - The Guild held their General Board Meeting in the Gallery on Wednesday morning.
  - The Guild's Centennial Harvest Moon Planning Committee met in Room 205 on Wednesday afternoon.
  - Judging for The Casements Camera Club exhibit took place in the Gallery on Thursday.
  - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
  - The Guild Crafters met in Room 203 on Thursday afternoon.
  - Mary Maggio's "Timeless Baked Pastas" Cooking Class was held in the kitchen at The Casements on Thursday evening.
  - The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
  - Ormond MainStreet held a meeting in Room 205 at The Casements on Friday morning.
  - The Casements Camera Club held the opening reception for their 20<sup>th</sup> annual Ebony & Ivory exhibit on Friday evening.
  - Thunderstruck is the feature presentation for "Movies on the Halifax" in Rockefeller Gardens this evening.
  
- Parks Maintenance
  - Repaired slide at the Magic Forest Playground.
  - Transported office furniture to Andy Romano Beachfront Park.
  - Installed new restroom signs at Nova Community Center.
  - Attended final walk-through at Andy Romano Beachfront Park.
  - Installed 15 new trash can liners at Andy Romano Beachfront Park.
  - Replaced mister in men's room at Fortunato Park.
  - Repaired loose deck boards at Central Park I.
  - Moved boxes from City Hall to Fleet Maintenance for storage.
  - Installed six new picnic tables at Nova Community Center.

- Assisted with mulch installation at the Magic Forest Playground.
- Citywide safety inspections of all parks and equipment.
- Weekly inspections of park facilities and reservations.
  
- Building Maintenance
  - Weekly inspection of airfield lighting and signage.
  - Daily preventative maintenance of City vehicles and equipment.
  - Built two activity stations at Project R.O.M.P Magic Forest Playground.
  - Repaired the heat strips for Ormond Municipal Airport Control Tower.
  - Replaced a/c blower motor at Nova Community Center game room.
  - Repaired ice machine at Water Plant.
  - Re-ordered air filters for 6 City facilities.
  - Inspected damaged bay door at Fire Station 92 and effected repairs with contractor.
  - Selected, picked-up and installed new dishwasher at Fire Station 92.
  - Obtained quote for AHU replacement for Fire Station 91 and installed.
  - Ordered and programmed 22 remote transmitters for 6 City facilities.
  - Repaired broken bay door tension spring Fire Station 93.
  - Picked up power tools and ladders loaned for Project R.O.M.P.
  - Researching solution to pad lock problem at Ormond Beach Sports Complex.
  - Assisted with wireless relay internet installation at Fire Station 91.
  - Cut keys for new door locks at Standish Tank House.
  - Installed Andy Romano Beachfront Park signage.
  - Assisted Economy Electric with lighting repairs throughout the City.
  - Removed water fountain from Magic Forest Playground.
  - Repaired locker room drain and toilet at Ormond Beach Police Department.
  - Met contractor for tile repair at Standish.
  - Repaired microwave outlet at the Bait Shop.
  - Repaired urinal in down stairs men's room at PAC.
  - Met Health Department for the Splash Pad inspection at Andy Romano Beachfront Park.
  - Met pest control contractor for the Senior Center Community Events Office.

### **Police Department**

#### Administrative Services

- Attended monthly Volusia and Flagler Police Chiefs meeting.
- Attended ribbon cutting ceremony for the Ormond Beach's Andy Romano Beachfront Park.
- Lieutenant Godfrey attending the FBI National Academy training.
- Attended ribbon cutting ceremony for The Volusia County Sheriff's Office Emergency Operations Communications Center.
- Attended the quarterly Citizens Law Enforcement Advisory Board meeting.

#### Community Outreach

- The R.E.A.D. program continues at Ormond Beach Elementary began. There are now 30 youths participating in 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.
- Youth in the OBPAL Basketball program participated in practices to prepare for the upcoming USSSA basketball season.

Community Service & Animal Service

- Animal calls: 68
- Animal bites: 2
- Animals reports: 10
- Animals to HHS: 11
  - Dogs 3
  - Cats: 8
- Injured wildlife: 2
- TNR: 1

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 4
- Inactive: 6
- Fraud: 6
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 2
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1 (stalking text message)

Narcotics

- Narcotics Task Force attended a week long training seminar on Meth labs.
- Two buy walks completed.

Comments:

- Scrap metal theft occurred at Publix. Possible suspect vehicle was identified. Employees from scrap yard were able to identify who the vehicle belonged to leading to the identity of the suspect. Charges pending

Records

- Walk - Ins / Window:136
- Phone Calls: 175
- Arrests / Notice To Appears: 21
- Citations Issued : 145
- Citations Entered: 204
- Reports Generated: 131
- Reports Entered: 122
- Mail / Faxes / Request: 98

Patrol

- Total Calls: 1,600
- Total Traffic Stops: 288

Operations

- Crime Opportunity Report Forms issued: 105
- 2/20/13
  - Burglary Attempt-Business, Tomoka Elementary, the padlock to a shed was cut and force applied to the door open but the door lock held.
- 2/21/13
  - Battery-Domestic Violence, Laurel Oaks, male subject and his girlfriend had an argument over cigarettes. The male subject slapped the victim/girlfriend and trashed the house. Male subject was arrested for domestic violence battery.
  - Burglary-Residence, Main Trail, IMac and Sony LCD TV Stolen.
- 2/22/13
  - Traffic Stop, 200 Block North Orchard Street, driver arrested for driving with a revoked license.
  - Battery-Domestic Violence, Bosarvey Drive, female arrested for Injunction violation/possession of crack cocaine.
  - Warrant Service, Deer Lake Circle, fugitive arrested on outstanding arrest warrant.
  - Narcotics, Cardinal and South Atlantic Avenue during routine traffic stop, driver issued a Notice to Appear for misdemeanor possession of a controlled substance.
- 2/23/13
  - Battery – Domestic Violence, Military Boulevard, female subject arrested for domestic violence battery.
  - Burglary Residence, Grandview Avenue, house being rented for race week. Victim invited guests from an adult entertainment establishment to the residence. Property belonging to renters stolen while they were sleeping.
  - Alcohol violation, South Yonge Street, Notice to Appear issued for under-aged possession of alcohol.
  - Alcohol violation, 1058 North US1, Notice to Appear issued for under-aged possession of alcohol.
  - Alcohol violation, 1622 North US1, Notice to Appear issued for under-aged possession of alcohol.
  - Alcohol violation, 1520 West Granada Boulevard, Notice to Appear issued for under-aged possession of alcohol.
  - Burglary-Residence (reported as in-progress), a Hispanic Male in his 30's was observed removing a window screen and attempting entry into a residence on Hand Ave. The suspect fled in an unknown direction of travel when he observed the homeowner. He was last seen wearing an unknown color hat and a white t-shirt, possibly carrying a white bag or white shirt with him. The suspect left behind a knife just inside the window he was attempting to open. Air-1, VCSO K-9, several VCSO units and patrol officers set up a perimeter. While searching for the suspect a second resident in the area reported several items of jewelry and cash missing from their residence. It was later discovered that a pillow case was stolen from another residence and possibly used to transport jewelry boxes and other items stolen from the second residence. A search of the area was completed but the suspect was not found.
  - Battery-Domestic Violence, 26 Cypress Circle, mother and adult daughter involved in a physical altercation. Daughter arrested for domestic violence battery.
- 2/24/13
  - Traffic stop/Driving While License Suspended, driver was arrested for habitual offender following a routine traffic stop.
  - Traffic stop, Kenilworth Avenue and Yonge Street, driver arrested for DUI.
- 2/25/13
  - Burglary - Vehicle, Parque Drive - Igloo Air, lock on back door of a van was punched out and items removed.

- Retail Theft, Wal-Mart, suspect tried to leave with a flat screen TV. Detained by Loss Prevention and arrested for felony retail theft.
- Burglary-Residence, Hickory Hills Circle, door found open and interior of home ransacked.
- Burglary-Business, North US 1(Tomoka Business Center), two trailers behind the plaza broken into during the last few weeks.
- Burglary-Business, South Atlantic Avenue, The Cove, burglary to hotel room with two I-Pads stolen. No suspects.
- Narcotics, 600 Block Fleming Avenue, suspicious male was arrested for possession of marijuana under 20grams and possession of drug paraphernalia.
- Crash-Driving Under the Influence Arrest, Cub Path (Bear Creek), driver was westbound on Bear Creek Path, speeding, when he hit a coquina rock causing their vehicle to leave the roadway and crash into the bedroom of a home. There were no injuries to the driver or residents inside the home. Major damage to both the interior and exterior of the residence. Driver was arrested for DUI.
- 2/26/13
  - Retail Theft, Wal-Mart, suspect was arrested for retail theft/shoplifting.
  - Narcotics, Riverbeach Drive and South Atlantic Avenue, Notice to Appear issued for misdemeanor possession of marijuana.
  - Narcotics, South Nova Road, Notice to Appear issued for misdemeanor possession of Marijuana.
  - Narcotics, Bear Creek, Notice to Appear issued for a narcotics violation.

#### Traffic Unit

- 13-02-00341, Traffic Stop and Arrest, 800 Block Arroyo Parkway, motorist stopped for speeding.His Driver's License (DL) was suspended as Habitual Traffic Violator. Driver arrested for felony DL charge.
- 13-02-00388, Traffic Stop and Arrest, 200 Block North Orchard Street, Motorist stopped for speeding. His DL was permanently revoked for Driving Under the Influence (DUI) Manslaughter. Driver arrested for felony DL charge, and an additional felony probation violation.
- Conducted escort of Budweiser Clydesdales within city as they conducted a NASCAR/military service recognition of two local military veterans.
- Conducted escort for PAL / "Do the Right Thing" program.
- Met with City Engineer and Streets Supervisor at Pathways Elementary in reference to a traffic complaint. Investigation to continue.
- Traffic Citations: 92
- Parking Citations: 1
- Crash - No Injury: 5
- 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
    - N. US 1
    - N. Beach Street
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd.

- Beach Street

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 23 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with one walk-in and thirty-four (34) 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. The owner 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 26<sup>th</sup> 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. The respondent had until January 12, 2013 to correct the violation. This case was heard again by the special magistrate on February 25<sup>th</sup> for the respondent's failure to comply with the order. The special magistrate made a finding of "failure to comply and ordered a \$50.00 per day fine to begin accruing retroactively on January 13, 2013. Staff may need to pursue other avenues of law to obtain compliance. No further reports will be provided

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 4<sup>th</sup> 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** – The FDOT contractor restarted work on the median construction for the Granada resurfacing project this week following a week of inactivity mandated by the Department of Transportation due to increase traffic from the race events during the week spanning February 16 – 24. The contractor is currently continuing work on the median; their current schedule anticipates a change in their maintenance of traffic resulting in a lane shift during the week of March 3 as construction moves from the center lanes of the project to the outer lanes and construction activities related to the on-street parking bulbouts, sidewalk, decorative paver, and pedestrian poles. This phase of work is anticipated to continue through the end of March. FDOT is prohibiting construction activities for this project throughout the duration of Bike Week (March 8 -17).
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Work continues on the forcemain- reclaimed watermain conversion, which includes a primary 10-inch line heading southwest along Airport Road from the booster pump to beyond Pathways Elementary School. An 8-inch line parallels the existing 10-inch for part of the route, which is currently being cleaned. The reclaimed watermain booster pump located on Airport Road has been substantially installed and the pump system is working, while the telemetry controls for the station continues to be worked on. Milling and resurfacing of the Nova Rd-US1 turn lane was completed, for the reclaimed watermain tie-in.
- **North Halifax Dr. Improvements** – Milled and resurfaced approximately 1.1 miles of side roads. South Halifax Drive at SR40 was patched where the reclaimed watermain was extended. Work has begun on removal and replacement on select areas of curb and gutter and sidewalk. North Halifax Drive resurfacing is complete and temporary striping was painted.
- **Tymer Creek Phase I** – Met with contractor and Volusia County to discuss field verification of existing utilities and discuss installation of proposed box culvert to be placed at the Little Tomoka River to replace the existing bridge crossing.
- **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 substantially complete and the grand opening was held on Saturday, 2/23. The contractor will be working on punch list items.
- **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 March 8th. Operator training on completed components is on-going.
- Ormond Beach Airport Taxiway Project – Paving is near completion for Taxiway Alpha and paving preparation was completed for Taxiway 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 – Staff is reviewing initial consultant cost proposal for repairing and replacing various sections of the roof.
- Tomoka Avenue Stormdrain - Cleaning and TV-ing the 30-inch stormdrain has begun for the grout repairs to the stormdrain on Tomoka Avenue between South Beach and US1.
- 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 Comm Park Skate Park Expansion – An RFP is being prepared for skate park design.
- 2-inch Water Main Replacement - Mainland – Project has been advertised for competitive bidding. Bids are scheduled to be received, March 28.
- 2-inch Water Main Replacement – North Peninsula – Bid opening was held Wednesday, 2/20. Five contractors submitted bids, all of which were below the original engineer's estimate for the work. The City's consultant is reviewing the submitted bids - the lowest three bids, including Alternate 1 were:

THADCON	\$1,125,158.00
Hazen Construction	\$1,149,936.00
McMahan Construction	\$1,412,076.50

A letter was sent to Volusia County to finalize a renegotiated fee of \$7,355.00 for inspection of the use permit, as opposed to the \$19,740.00 fee calculated most recently by the County.
- 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 7<sup>th</sup> CC meeting.
- Downtown Underground Utilities – A meeting with FPL on Monday, February 25, 2013 is scheduled to review the bid drawings submitted by McKim and Creed for final QA/QC. Project documents have been uploaded to MinuteTraq for inclusion on the March 19 City Commission meeting agenda; it is anticipated that this project will be advertised to bid on March 24, with a bid opening on April 25.
- Audible Pedestrian Signals – Final Bid documents including plans, specifications, and engineer estimates have been submitted to the FDOT LAP Coordinator. Upon execution of the LAP Agreement for construction, and subsequent Notice to Proceed from FDOT, a disposition item will be submitted for bid document approval, anticipated for the 4/16 meeting, with a bid advertisement date of 4/21.

- Downtown Banner – The FDOT is currently reviewing our 2<sup>nd</sup> 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 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 – The City's consultant provided updated project specifications on Wednesday, 2/20. A disposition item is being prepared for bid approval for the 4/2 City Commission meeting, bid advertisement will follow.
- 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.
- OBSC Roadway Improvements - Specifications and bid documents are being compiled for construction of a perimeter road and paving of the Doug Thomas Way extension and complex entrance road.

Administration:

- 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)
- Began researching and creating the sketches and legal descriptions for the 30 FPL power line crossings relating to the Downtown Underground Utility Project
- Met with surveyor regarding as-built creation for SR 40 Multi Use Trail Phases 2 & 3.
- Completed tree locate at Main Trail near Wildwood Entrance.
- Completed the sketch and legal descriptions for 220 and 250 Williamson Blvd per Planning Division request.

- Provided detailed information (height, diameter, and high water levels) for the multiple City water tanks per Utilities Division request.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Assisted Leisure Services Department spreading mulch for Project ROMP at Nova Recreation
      - Pulled pavers & reset where the door's sidewalk meets the City sidewalk on SR40 at Jimmy Johns Sub Shop
      - Ground down the sidewalk at 14 Cliffside Dr.
      - Removed broken sidewalks on Cardinal Dr. and other various locations in Zone 2
      - Cut out a broken sidewalk at Nova Recreation
      - Removed broken concrete and formed for a pour on Cardinal Dr.

#### 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
- Stump removals at Nova Recreation, at 71 Cardinal Dr. and other various citywide locations
- Cleaned ROW's (Right-of-Way) of litter at various locations
- Trimmed trees on Wilmette, McIntosh Rd., Flomich Ave., Orchard St., Sterthaus Dr., and Center St.
- Removed a dead hickory tree at the Library
- Cleaned basins at citywide locations

#### 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
- Took 34 cones to Andy Romano Park and then removed when finished with them
- Trimmed at various citywide ROW locations

#### Sign Shop

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

- Fabricated donations sign for Ormond Beach Police Department officers memorial
- Fabricated a sign for the Water Treatment Plant gate
- Fabricated & installed 2 new "No Parking" signs on US1 & Arroyo Pkwy
- Hummingbird Ln. & Bramblewood Ln., replaced a stop sign & post
- Andy Romano Park, installed 7 signs in various locations
- Airport Sports Complex, installed a "No Dogs" sign
- Nova Recreation Center, installed a "No Dogs" sign
- Alden Dr. & Ocean Ter., replaced a stop bar at stop sign, N. & S. sides
- Alden Dr. & Wedgewood Cir., replaced stop bar at stop sign
- Hall Dr. & Ocean Ter., replaced stop bar at stop sign

- Checked various locations for stop bars that may need to be replaced

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Removed stumps at Ted Porter Park
- Built a headwall at Ted Porter Park
- Reshaped outfall at Ted Porter Park
- Picked up debris at Lakebridge
- Assisted at Nova Recreation Project ROMP spreading mulch
- Forklift Class Training at Public Works Complex

Vactor

- Cleaned outfall at Ted Porter Park
- Inspected and cleaned basins at various citywide locations
- FDOT pond inspections at citywide locations
- Ormond Lakes, cleaned (6) basins, 625' line cleaned

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

30,213

PM Services completed for the week:

Emergency—Vehicles and Equipment

18

Non-Emergency Vehicles and Equipment

19

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 12,914 gallons of unleaded and 4,251 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,875 gallons of unleaded and 608 gallons of diesel.
- Fleet completed 52 work orders this week

- Utilities

- 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. Engineering is verifying schedule with FDOT for the Additive Alternate Lynnhurst Drive – A1A portion of the project to determine if funding needs to be accelerated.
  - 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. Public Works Advisory Board Agenda Item.
  - Ormond Beach Wastewater Treatment Plant Expansion – The pump manufacturer (Xylem – Flygt) 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 - 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 – Project was advertised on February 24 for receipt of bids in March.
  - Tymber Creek Road Phase 1 Utility Relocation Project – Contractor performed additional locates of the existing water 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.
  - 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 5<sup>th</sup> City Commission meeting for review of proposed contract and specifications.

- SPRC: Received plans for Tomoka Christian Church illustrating field revisions to the onsite sanitary sewer collection system.
- 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 4<sup>th</sup> Quarter Report for SJRWMD for MFL Cost-Share Agreement reimbursement request – awaiting feedback.
  
- Water Distribution
  - Exchanged 22 residential/commercial water meters
  - Responded to and/or repaired 10 water service leaks
  - Installed 11 residential & 7 commercial water services for new construction
  - Replaced 4 water services due to age of piping
  - Repaired/replaced 5 meter boxes
  - Located 2 water services for meter readers
  - Responded to 5 low pressure and 3 cloudy water complaints
  - Performed 7 tests of city owned backflow preventers, 1 required repair
  - Performed water meter test on the 8” meter serving Bear Creek, 4” meter at 170 Williamson Blvd. per Finance Dept request due to meter reading anomaly, and 1” meter at PD. All tested accurate.
  - Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
  - Water Main repairs: 2- 8” main breaks on John Anderson Dr and Andrews St.
  - Performed valve maintenance on 28 valves
  - Water Main Flushing: LaPalma, Lynnhurst, John Anderson, Andrews, Melrose and Wilmette roadways.
  - Rebuilt and tested 3” meter Loves Travel Center (N US1) – broken 2” bypass valve was also repaired.
  - Rescinded boil water notifications at S. Atlantic Ave and Hand Ave
  - Utility locate service for Water/wastewater/reuse: 86 regular and 3 emergency utility locates have been completed
  
- Water Treatment
  - Delivered to the City 36.815 million gallons for the week ending Feb.24, 2013 (5.259 MGD average for weekly period)
  - Backwashed 12 filters for a total of 485,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Filled and placed on-line Claricone #1, drained and began cleaning Claricone #2 for dual cone configuration operation in late March for anticipated seasonal increases in water demand.
  
- Wastewater Collection – Reuse
  - Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and six in town.
  - Rainfall (1”) in BAT and HR PEP System areas for 2/21 – 2/26.
  - Televised three and cleaned nine sewer laterals. Also televised 8 inch main line in Forest Hills due to reported sink hole. Sewer main is OK.
  - Repaired sewer cleanout at 919 Northbrook Drive.
  - Assisted Masci Construction with eight and ten inch force main pigging - Airport Rd.
  - Ten inch force main Ocean Shore Blvd.: Pressure @ 5 psi 02/26/13.
  - Six inch force main pressure at 1800 N. US-1 @ 7 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 and Industrial Wastewater flow was 24.73 Million Gallons.
  - Produced 18.61 Million Gallons of Reuse.
  - Produced 10.50 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.53 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 153.15 (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 motor starter control box installation on well 36R. Tested all ok
    - Looked at Irrigation controls at Hull Road ball field as per facilities maintenance electrician request. Controls run on 24 volt DC and they want to run on 120 volt. Offered guidance and help with design if needed.
    - Completed auto blowdown timer control box installation for Claricone #2.
    - Plumbed the polymer and lime lines and installed cone hatch & gasket on Claricone #2
    - Cleaned out the grit valve for blowdown line on Claricone #1
    - Poured concrete pillars - installed pipe rack off ground to preserve legs
    - Adjusted valves on scrubber #2 for the operators
    - Checked leak on the #2 cone sample line. Must obtain lift to repair.
    - Installed new mixer on the #1 slurry tank
    - Worked on the old slurry mixer gear box. Trying to obtain parts to rebuild it for spare parts inventory.
    - Reamed the injection port on Claricones and greased tube pumps.
    - Continued monitoring storage tanks and wells at all Irrigation Stations in Hunters Ridge and Breakaway.
    - Performed PM's to Rima, Division, SR40 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 and Reuse Pump Station PM's.
  
  - Wastewater Plant – Lift Stations
    - Chlorine Pump #1 not adjusting in automatic, found pump electronics malfunctioning – replaced pump assembly
    - 2P – pull pump #1 – deragged pump and checked valve as needed
    - Clarifier Splitter Box - Assemble & Install two prototype covers for weir gate adjustment screws
    - Installed floor grates at trough in RAS/WAS room
    - Began assembly & installation of permanent plumbing from pump blow-offs to floor drain trough in RAS room.
    - Clarifier Splitter Box – repaired rusted gate actuator as needed – replaced side cover at actuator gear box
    - Repaired wash down system on Centrifuge conveyor.
    - 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 18 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 18 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pulled pumps, inspected and change seal oil)
- Utilities Division completed 89 work orders as reported in MP2 computerized maintenance management system, of which 69 were PM work requests and 20 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 reviewing formal inspection findings received earlier this week and will implement prior to next annual audit.
  - Waste Water Treatment Facility Permit: Staff has submitted an application for a major permit modification to the FDEP Central District in order to expand the City's reuse area. The City is waiting on the response from the FDEP.
  
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - 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. A consultant work authorization is moving forward for specialty wetland evaluation services.
  - 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.
  - Fluoridation Analysis: The City is employing NSF International to perform a comprehensive analysis of the City's current supply of Hydrofluosilicic Acid as requested by the Commission.

#### **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 LEAPS Training on February 27, 2013

- Staff attended and provided support for the February 27, 2013 Budget Advisory Board Meeting
- Staff attended and provided support for the February 28, 2013 Public Works Advisory Board Meeting
- Staff attended and provided support for the February 28, 2013 Aviation Advisory Board Meeting
- Agenda packet preparation and creation for the March 5, 2013 City Commission Meeting
- Agenda packet preparation and creation for the March 5, 2013 City Commission Financial Trends Workshop
- Agenda packet preparation and creation for the March 7, 2013 Quality of Life Advisory Board

Status of Department Projects

- Agenda Automation System
  - Project Status: Complete
- Emergency Notification System (CodeRed)
  - Project Status: Complete
  - Customer database updated and tested and system ready for alerts.
- Mobile Phone Application (myOrmondBeach)
  - Project Status: Working with vendor App-Order on enhanced version.
- Records Management System Upgrade
  - Project Status: On Going