

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 8, 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 discussions with City Attorney, City Clerk, Planning Director and HR Director
- Weekly staff meeting with directors
- Debrief on recent wildfire with Assistant City Manager, Police Chief and Fire Chief

Spoke to, attended and/or met with:

- Chamber of Commerce fundraiser
- Three Chimneys Sugar Mill Plantation open house
- Rotary meeting
- Met with Rich Pernel, Director of Facilitation Management at ERAU, discussed various HR issues
- As requested, agenda review with Commissioner Boehm
- Financial Trends Workshop and City Commission meeting
- HUM ribbon cutting
- Weekly conference call with FCCMA staff
- Teresa Rogers, CEO of YMCA, update on renovations at their Ormond Beach facility
- ICMA Southeast Regional Summit in Asheville, NC

Community Development

Planning Services

- Planning Director met with Dwight Selby. Mr. Selby also agreed besides the meeting content, to send a letter requesting the Brownfield expansion from mainland to beachside. He was of the opinion that due to the number of vacant buildings, the incentives could be of benefit in decision making for businesses to locate or not beachside.
- The Board of Adjustment approved staff recommendations for both cases requesting variances at 272 Putnam Avenue and 7A Oriole Circle.
- The Planning Director prepared a presentation on the Mobility Fee and met with Blake Drury (FDOT) and Rebecca Hammock (DeBary) regarding the coordination of presentations for the League of Women's Voters Transportation Summit meeting to be held on March 23rd at the Holiday Inn Express on LPGA. Planning attended the Volusia County Council meeting on February 28th regarding CRAs.
- Drafted the revised Sexually Oriented Business amendments to the Land Development Code along with preparation of the staff report.
- Finalized a Primer on wireless in Ormond Beach at the request of the Planning Board for a future work session.

- A presentation was prepared for the Planning Department's Low Impact Development initiative (alternative to traditional stormwater retention) and Mobility Fee for the VCARD Governing Council meeting scheduled for March 13, 2013.
- Building Services
 - 75 permits issued with a valuation of \$1,339,782.00
 - 181 inspections performed.
 - 8 business tax receipts issued
- Development Services
 - SPRC met this week to consider the following cases:
 - a) 1102 West Granada Boulevard – Proposed 150 foot Telecommunication Tower behind BodeZ which will require a Planned Business Development and approval from the City Commission.
 - b) 1387 West Granada Boulevard – Replacement of Single Family Home with an office.

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 western portion of the new taxiway and run-up area was completed and tested this week. Installation of lighting components for the eastern portion of the taxiway continued this week.
- The City Commission approved staff's request to advertise for bids to acquire components for the airport security lighting upgrade project at their meeting on March 5th. Staff plans to advertise for bids on March 10th.
- Staff worked to service air traffic control tower equipment impacted by power outages due to the brush fires last weekend. The backup generator and other backup power systems have been inspected and serviced to ensure that they will be able to support mission critical systems in the event of another power outage.
- Staff worked to conduct minor repairs to the security gates at the general aviation ramp and the air traffic control tower.
- Staff attended the Aerocon aerospace manufacturer's exposition in Orlando this week.
- The recent FDOT airport 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. Staff has requested and received a permit to remove these trees, and will endeavor to have this work completed within sixty (60) days.
- 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 worked with representatives from FAA and FDOT this week to review and further update 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 received the FAA warning to the City regarding pending budget cuts that may impact the status of the Airport Control Tower operation and Staff is preparing a response to the letter. Staff has also prepared a letter to Congressman DeSantis requesting assistance in retaining funding to operate the control tower. Updates will be provided to the Commission as staff receives them.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Distribution of 2012 Comprehensive Annual Financial Report.
- Completed Projects - Weekly
 - Processed 53 Journal Entry Batches (# 2109 – 2231).
 - Approved 29 Purchase Requisitions totaling \$1,346,954.75.
 - Issued 19 Purchase Orders totaling \$65,096.08.
 - Advertised in News Journal and posted to DemandStar on 03/03/2013:

- RFQ No. 2013-15, Elevator Inspections and Repairs to Include Wheel Chair Lifts Services.
- RFQ No. 2013-16, Emergency Removal of Shade Structure Services.
- RFQ No. 2013-17, Fire Alarm Monitoring Equipment Services.
- RFQ No. 2013-18, Fire Suppression Equipment Inspections & Repair Services.
- RFQ No. 2013-19, Overhead Door Services.
- Posted to DemandStar on 3/5/2013:
 - RFQ No. 2013-21, Facilitation of Lean Six Sigma Employee Evaluations.
 - RFQ No. 2013-22, Facilitation of Lean Six Sigma Change Orders.
- Prepared 126 Accounts Payable checks totaling \$384,707.22 and 40 Accounts Payable EFT payments totaling \$715,111.41.
- Prepared 38 Payroll checks totaling \$28,947.20 and 327 Direct Deposits totaling \$372,322.90.
- Transferred IRS 941 payment of \$145,673.17.
- Wired debt service payment on 2004 W&S Revenue Bonds totaling \$17,579.52.
- Wired debt service payment on 2006 W&S Revenue Bonds totaling \$166,355.98.
- Wired debt service payment on 2007 W&S Revenue Bonds totaling \$310,798.25.
- Wired debt service payment on 2010A W&S Revenue Bonds totaling \$310,798.25.
- Processed 5,337 cash receipts totaling \$910,689.57.
- Processed 1,162 utility bill payments through ACH totaling \$66,570.41.
- Processed and issued 3,203 utility bills with billed consumption of water of 12,982k.
- Issued 559 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Online Ticket Sales
 - Queens of Country Music (4/21)
 - Child And Babysitting Safety Training (CABS) (4/13)
 - 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.
 - Submitted concept paper to FDOT Highway Safety Program for the purchase of 19 digital in-car video cameras for Police patrol vehicles.
 - Met with County staff and Abraham Daughter's House of Refuge relative to their subrecipient agreement with the City for the use of CDBG funds.

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 2
- Hazardous: 4
- EMS: 79
- Motor Vehicle Accidents: 5
- Public Assists: 42

TOTAL CALLS: 137

- Aid provided to other agencies: 15 calls – Volusia County (7), Daytona Beach (6), Holly Hill (1), Flagler County (1)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 51
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 54

Training Hours

- Aerial Operations: 2
- Customer Service: 30
- Driving: 6
- EMS Protocols: 3
- EMT Refresher: 19
- Fire Protection Systems: 3
- Hydraulics: 4
- Leadership: 16
- Policy Review: 12
- Preplanning: 6
- Pump Operations: 6
- Tools and Equipment: 2
- Safety: 20

TOTAL TRAINING HOURS: 129

Station Activities

- Updated 41 pre-fire plans
- Conducted 6 fire inspections
- Provided fire extinguisher training to employees of Pace Center for Girls.

Significant Incidents

- 2/25/13, 9:26 PM – US Highway 1 – Cardiac Arrest – Engine 93 responded to a call reported as a cardiac arrest with CPR in progress – retired Port Orange firefighter was a bystander and advised dispatch of initiating CPR and “working a code” – bystander continued compressions until pulse returned – patient was eventually able to talk to crew and was transported to hospital.
- 2/28/13, 6:01 PM – S. Atlantic Ave. – Vehicle Fire – Responded to fire alarm activation and water flow at Tide Falls Condominiums – fire located in garage with flames showing from hood of passenger vehicle – fire started when vehicle would not turn off – fire extinguished with 500 gallons of water.
- 3/2/13, 9:49 AM - Durrance Ln./Shedd Ln. – Brush Fire – Responded to Mutual Aid request from Flagler County to assist with small brush fire approximately 1.5 acres – due to extremely high winds fire moved rapidly and embers floated downwind igniting additional fires in Ormond Beach – resources were requested from all municipalities in Volusia County – evacuation orders and interstate I-95 was closed to protect life and property – fire grew to over 1100 acres – fire was 85% contained within 24 hours – no homes were damaged – currently crews continue to patrol and apply water to smoldering areas – under investigation by Florida Forest Service.

Human Resources

Staffing Update

- Job Requisitions
 - 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.
 - 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 for approval of ad for web site.
 - Public Works/Wastewater – Supervisor of Systems Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site, Florida Water & Pollution Control Operators Association web site and Government Jobs.com web site.

- 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.
 - 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 forwarded to the department for review. Sixteen (16) applicants were invited to interviews to be conducted on 03-20-13.

- 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.
 - Public Works/Wastewater – Maintenance Worker II candidate will begin employment on 03-11-13.
 - Finance – Part time Account Clerk II applicant has been selected and will begin employment on 03-11-13.
 - Public Works/Drainage Maintenance – Maintenance Worker II candidate has been selected and has begun pre-employment processing. Start date will be determined pending clearance.
 - Leisure Services/Administration – Part Time Office Assistant I candidate has been selected and began pre-employment processing. Start date will be determined pending clearance.

- 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.
 - Leisure Services/ Registration- Office Assistant II effective 03-15-13.

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 twenty-nine 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 is scheduled on 03-22-13 for four (4) new full 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.

Training & Development Opportunities

- LEAPS - Leadership Skills for Supervisors I, began on 01-09-13 with weekly training modules conducted by Mark Toombs, Facilitator. Program will end with certificate presentations on 03-13-13.

Risk Management Projects

- Several fundraiser raffles were held to end the United Way campaign. Total amount raised TBA in mid-March.
- Attended Mayor's Health & Fitness Challenge planning meetings.
- Attend Leadership planning meeting.
- Attend Fire Department Safety 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 – Reviewing additional information requested from the vendors. Vendor hosted web demo to show specifics of certain features.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 26 New work - 52 completed - 51 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,399	Inbound E-Mails Blocked	22,639
Delivered Inbound E-Mails	10,595	Quarantined Messages	165
Percentage Good Email	31.7%	Virus E-Mails Blocked	34

- Notable Events: High percentage of email being blocked as Spam.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 10 Corrections: 1
 - 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 7,561 (33.6%) potable 7,186, Irrigation 375

- Notable Events: Assisted OBFD and VCFS with Durrance Fire perimeter maps (Sunday-Tuesday).

Leisure Services

- **Administration**

Meetings attended/hosted:

- City Manager weekly meeting
- Financial Trends Workshop
- City Commission Meeting
- Staff Meeting
- Events Meeting
- Public Works meeting.
- Park Visits
- One on One meetings with coordinators
- Andy Romano Beachfront Park visits.
- Met with video surveillance contractors at Andy Romano Beachfront Park.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Pre-bid meetings with contractors.
- Met with janitorial contractor.
- Met with landscape contractors for weekly updates.

- **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 and recreational practices this week Monday through Friday at the Sports Complex.
- Father Lopez High School softball team continued games at the Sports Complex softball quads, Wednesday and Friday night at 5pm.
- Seabreeze High School softball team continued their games at the Sports Complex, softball quads, 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 Sports Complex this week.
- Riverbend Academy baseball team continued to hold games this week on the Kiwanis field at the Sports Complex Tuesday night at 6pm.
- The Ormond Beach Youth Baseball and Softball Association continued practices this week at the Sports Complex and the Nova fields.
- Father Lopez High School baseball team held games Tuesday and Wednesday at the Sports Complex Wendelstedt and Kiwanis fields at 5pm.
- Calvary Christian Academy softball team held their first home game of the season Friday night at the Sports Complex softball quads at 6pm.
- Ormond Beach Spring Youth Volleyball program stated their season at the Nova Community Center gymnasium with practices and games being held Wednesday and Thursday nights from 5:30pm to 8pm.

- **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 Skateboard Park at Nova Community Center.
- Cleaned tennis, handball and basketball 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 continued 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 continued games at Nova Community Center fields.
- Completed preparations for new T-ball fields for grand opening and dedication ceremony.
- T-Ball league continued practices this week on new fields.
- Trouble shot and repaired well pump for hydraulic system and have 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.
- Competitive soccer league practices were held Monday through Friday.
- Began fertilization of all fields with soccer fields #1 through #10 being completed.
- Opening day for Ormond Youth baseball and softball programs at the Ormond Beach Sports Complex and Nova Community fields on Saturday.

- 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:
 - KEDA presents, "Peter Pan" dance recital, Saturday, 7pm to 9pm.
 - KEDA presents, "Peter Pan" dance recital, Sunday, 2:30pm to 5:30pm.

- 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 9:00pm.
- 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
 - Cleanup and supply organization of Doug Wigley T-Ball Fields Dedication.
 - Assisted with City Commission Workshop, Tuesday, March 5th.
 - Planning for 2013 Art in the Park.
 - Completed weekly administrative tasks, office work, meeting and activities.
 - Planning for 2013 Memorial Day Remembrance Service.
 - Attended events meeting.
 - Attended Public Safety Awareness Day meeting.

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

- Nova Community Center and Special Populations
 - The Shining S.T.A.R.S. Pageant and Fashion Show took place on Saturday, March 2nd from 1:30-3:30pm at the Performing Arts Center.
 - 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.
 - 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.
 - The Mary McLeod Bethune event was held at The Casements on Saturday.
 - A memorial service was held at Bailey Riverbridge on Saturday afternoon.
 - A wedding was held at Ames Park on Sunday afternoon.
 - On Monday staff set up for the Ellis Model T Ford group of 200 who toured The Casements on Tuesday.
 - The Ormond Beach Garden Club held their General Meeting in the Gallery on Wednesday morning.
 - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - "A Night with the Authors" featuring Ron and Alice Howell was held at The Casements on Thursday.
 - The Guild's Ball and Silent Auction Centennial Committee met in Room 203 on Friday.

- Parks Maintenance
 - Repaired broken door closer at Andy Romano Beachfront Park.
 - Installed misters in all restrooms at Andy Romano Beachfront Park.
 - Assembled pull cart for maintenance staff at Andy Romano Beachfront Park.
 - Installed number signs on pavilions at Andy Romano Beachfront Park.
 - Trimmed low hanging limbs over dock at Central Park II.
 - Met with resident concerning landscape issues at central Park II.
 - Met with two residents for placement of memorial benches at Rockefeller Gardens and Fortunato Park.
 - Installed hardware for reservation signs on pavilions at Andy Romano Beachfront Park.
 - Replanted crepe myrtle removed due to water main break at the Senior Center.
 - Assembled shelving in maintenance building at Andy Romano Beachfront Park.
 - 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.
 - Performed quarterly HVAC service on (12) HVAC systems in (2) City facilities and (24) filters changed.
 - Cut and delivered a dozen keys for new door locks at Standish Tank House.
 - Performed quarterly service to the key machine.
 - Re-programmed thermostat from power outage at Leisure Services Administration offices.
 - Met with chemical vendor for inventory restock.
 - Installed new TV and DVD player at P.A.L. House.
 - Met with landscape architect to review new "Welcome Banner" placement.
 - CIP Initiation of new vent covers for 2nd floor at City Hall.
 - Obtained quotes for electronic control gate at Breakaway Trails maintenance area.
 - Installed (12) 2x4x12 boards for the "Welcome Banner" at city limits.
 - Rebuilt vent for men's room at Nova Community Center baseball fields.
 - Secured walkway boards at Magic Forest Playground.
 - Replaced lights and ballasts in activity room at South Ormond Community Center.
 - Replaced lights in the parking lot at City Hall.
 - Replaced lights in the parking lot at Police Department.
 - Replaced lights in the parking lot at South Ormond Neighborhood Center.
 - Replaced lights and ballasts throughout Wastewater Treatment Plant.
 - Repaired the X Board runway sign at the Ormond Beach Municipal Airport.
 - Traced bad wires for baseball irrigation at the Ormond Beach Sports Complex.
 - Changed bulbs on (3) streetscape lights.
 - Replaced bulbs for outside lighting at Water Plant.
 - Replaced pump for the turtle fountain at Memorial Gardens.
 - Repaired a wall sink at women's restroom at Ormond Beach Sports Complex soccer fields.
 - Repaired vacuum breaker and sink drain at Fire Station 92.
 - Reset water flow for urinals at Police Department.
 - Met contractor for pest control at Senior Center Community Events office.
 - Adjusted the timer for Skateboard Park and parking lot lights at Nova Community Center.
 - Met contractor for the Splash Pad at Andy Romano Beachfront Park.
 - Repaired bathroom water line at Standish Water Station.

Police Department

Administrative Services

- Staff and police personnel assisted with evacuations, residential security and traffic control/redirection related to the Durrance Fire.
- Attended Durrance Fire after-action briefing with City Manager and Fire Chief.
- Staff assisted Daytona Beach Shores PD with their lieutenant selection board process.
- Attended the Financial Trends Workshop.
- Attended weekly Police Department and City Manager staff meetings.
- Lieutenant Godfrey attending FBI National Academy training in Quantico, Virginia. Graduation scheduled for March 22, 2013.
- Attended Grand Opening Ceremony of the new Daytona State College School of Emergency Services.
- Gave welcome/opening presentation on the first night of the OBPD Citizen Police Academy, Class number 28.

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 Services & Animal Service

- Animal calls: 62
- Animal reports: 10
- Animal bites: 3
- Animals to HHS: 4
 - Dogs: 1
 - Cats: 3
- Notice Of Violation issued: 2

Criminal Investigations

- Cases Assigned: 9
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 8
- Inactive: 12
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 2
- Grand Theft: 2
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0

Narcotics

- Narcotics Task Force had five buy walks.
- Two buy walk attempts

Comments:

- Grand larceny reported from a residence where a male posed as a pest control worker. Suspect made entry into the residence and stole jewelry. Several other cases in Volusia County with the same suspect. Charges pending.

Records

- Walk - Ins / Window: 123
- Phone Calls: 162
- Arrest / NTA'S: 20
- Citations Issued: 91
- Citations Entered: 246
- Reports Generated: 122
- Reports Entered: 143
- Mail / Faxes / Request: 45

Patrol

- Total Calls: 1,713
- Total Traffic Stops: 306

Operations

- Crime Opportunity Report Forms:91
- 2/27/13
 - Burglary-Residence, 8 Fox Run Trail, Residence was broken into while resident was in jail for making a meth lab last week. Several TV's and video game system/games taken. Several potential suspects.
 - Battery-Domestic Violence, Bermuda Estates, subject arrested for domestic violence battery.
 - Warrant Service, 294 South Orchard, fugitive arrested.
 - Warrant Service, 810 West Victoria Circle, fugitive arrested.
- 2/28/13
 - Attempted Burglary-Business, Stonewood Restaurant, discovered after an alarm call. Pry marks found on a door
 - Retail Theft, Wal-Mart, female fled after stealing from Wal-Mart and was observed running towards Bermuda Estates. Suspect was captured and charged with retail theft.
 - Narcotics, Division Avenue and Center Street, traffic stop, driver and passenger were given Notices to Appear for possession of a controlled substance.
 - Assault/Narcotics/Misuse of 911, 955 South Nova Road, intoxicated male made a physical assault on a neighbor. The neighbor pulled a knife to defend himself. Officers attempted to make contact with the suspect of the assault, but he would not answer the door. He did, however, keep harassing dispatch via several repeated 911 calls. On his last call, he requested a deputy to respond. Two District 3 units volunteered to attempt to make contact with the subject. Deputies were able to make contact with the subject and he was arrested. Upon searching the defendant, illegal narcotics (Felony Charge) were found on his person.
- 3/1/13
 - Grand Theft-Bicycle, 450 Lakebridge Plaza, \$600 Electra Townie bicycle was taken from the bike rack. Also, the lock and chain that secured it are missing.

- Driving Under the Influence (DUI), 1428 West Granada Boulevard, driver was arrested for DUI following a routine traffic stop.
- Driving Under the Influence, 1058 North US1, driver arrested for DUI following a routine traffic stop.
- 3/2/13
 - Burglary-Vehicle, 305 Clyde Morris Boulevard, occurred on 02/27. Purse taken from an unlocked car.
- 3/4/13
 - Burglary-Residence, 887 N. Lindenwood, elderly woman reported she slept through her house being burglarized. Jewelry taken and the house ransacked. Victim advised that she takes Valium at night to sleep.
 - Narcotics, 801 South Nova Road, driver was given a Notice to Appear for possession of a controlled substance.
 - Burglary-Residence, Ormond Oasis Mobile Home Park (955 South Nova Road) bicycle stolen out of shed.
- 3/5/13
 - Traffic, Habitual Driving While License Suspended arrest following a routine traffic stop.
 - Reckless and Fleeing and Eluding, 330 South SRA1A, Driver fled during a traffic stop. The same driver later returned to the station and provided a story about his friend taking his truck and using his driver's license. Officers were able to identify him as the fleeing driver and arrested him.
 - Warrant Service, Division Avenue and Old Kings Road, Fugitive arrested on an outstanding warrant.
 - Driving Under the Influence (DUI), 1000 block of North Beach Street, driver arrested for DUI after a routine traffic stop.
 - Narcotics, Washington Street and Fairview Avenue. Suspect was given a Notice to Appear for possession of a controlled substance.
 - Battery-Domestic Violence, 420 Lakebridge Apts, boyfriend and girlfriend involved in a physical confrontation. Boyfriend held girlfriend in closet against her will. Boyfriend arrested for Battery and False Imprisonment.

Traffic Unit

- Crash with injury, case # 13-02-00507, West Granada Boulevard, subject operating a scooter had to brake hard to avoid a rear-end collision with a car, lost control and fell down. Scooter driver suffered minor injuries.
- All Traffic Unit officers were called in to work on Saturday for the wild fire to handle traffic in the city as FHP shut down I-95 and all traffic was routed down SR 40 and Nova Road.
- Traffic Citations: 101
- Parking Citations: 0
- Crash - No Injury: 15
- Crash – Injury: 5
- Crash – Fatal: 0
- Warnings: 9
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 1200 Block North US 1
 - South Yonge Street
 - SR A1A
 - North Beach Street
 - Enforced Complaints:
 - Clyde Morris Boulevard
 - SR 40 / US 1

- South Kings Road

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 4 Cases initiated
- 17 signs have either been removed or sign cases created.
- 27 tree removal permit requests.
- Administrative staff assisted with twenty-nine (29) 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 4:

7 Queen Ann Court – This property is in foreclosure. Wells Fargo is the lending institution that has registered this property with the city and has maintenance responsibility for it. The neighbor submitted a concern over the maintenance of this property. It was indicated that he recently had his landscape maintenance contractor edge the front of 7 Queen Ann Court because he was concerned the overgrowth would affect storm water run-off. NID staff conducted an inspection. The site is mowed. There was no evidence to support the complainant's report. Staff did observe a pile of palm fronds that were stacked against the back of the house and some in the backyard. The City has issued notification to the lending institution in the past regarding failure to keep the site maintained. NID has the discretion of issuing a citation and taking this case to the special magistrate. However, it appears that the issue is not with overall maintenance of the site but rather a contractor that is not removing the dead vegetation. It is therefore staff's intent to make contact with the lending institution and advise them of their contractor's neglect and warn them that continued failure to meet the City's code will result in more punitive enforcement action. Please note that the site maintenance requirements do not include edging the yard.

Public Works

- Engineering

Construction Projects:

- Downtown Granada Median Improvements - The contractor is continuing work on the median; their current schedule anticipates a change in their maintenance of traffic resulting in a lane shift 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 Bike Week (March 8-17).
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – developed punch list of final site restoration and staging area cleanup. Work continues on the old forcemain to reclaimed watermain conversion and control system for the booster pump.
- North Halifax Dr. Improvements – Asphalt paving has been completed. Various areas of curb and gutter, some sidewalk and stormdrain aprons are being removed and replaced.
- Tymber Creek Phase I – Clearing has begun around the Little Tomoka River for preparation of the box culvert installation and road widening. Staff met with County and Contractor to discuss additional utility field locates and to coordinate construction activities.
- 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 constructed. Final site restoration is underway. Substantial Completion inspections are on-going. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 42 days. Operator training on completed components is on-going.
- Ormond Beach Airport Taxiway Project – East end of new Taxiway Alpha was paved. Taxiway lighting is being installed along Alpha and Runway 26. The connection between Runway 26 and Taxiway Echo was paved. Work continues on retention pond grading. The existing asphalt was removed at the entrance of taxiway Charlie and new road base has been installed. Paving is near completion for Taxiway Alpha and paving preparation was completed for Taxiway Echo.
- 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 for the grout repairs to the stormdrain between South Beach and US1 was completed and the grouting repairs were started near Washington Street.

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 – The project engineer has made a recommendation to accept the bid from the project low bidder, THADCON. An agenda item is being prepared to award this bid at the 4/18 CC meeting.
- 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.
- Downtown Underground Utilities – Met with FPL on Monday, 2/25, to review the bid drawings for final QA/QC. The City has received a proposal from John Searcy for the design of replacement side street lighting currently on existing FPL poles which will be removed due to the undergrounding project. Project documents have been uploaded to MinuteTraQ for inclusion on the 3/19 CC meeting agenda; it is anticipated that this project will be advertised for bidding on 3/24, with a bid opening on 4/25.
- 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 CC meeting, with a bid advertisement date of 4/21.
- Downtown Banner – The FDOT is currently reviewing our 2nd plan submittal.
- City Welcome Sign – A mock banner has been installed 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 – Residents were mailed information introducing them to the project 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 is making minor modifications to the project specifications. A disposition item is being prepared for bid approval for the 4/2 CC meeting, bid advertisement will follow.
- West SR40 – FDOT Roadway Resurfacing Project – Improvements along SR40 from Tymber Creek to Perrot Drive, including milling and resurfacing the roadway, 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.
- 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/Meetings/Customer Service/Other:

- Pathways Elementary School - Staff investigated the intersection of the western entrance of Pathways and Airport Road to observe traffic patterns to determine recommendations for improvements.
 - 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)
 - Completed the initial sketches and legal descriptions for the 30 FPL power line crossings relating to the Downtown Underground Utility Project
 - Researched and created exhibit drawings for the work in the right of way permit per FPL request.
 - Provided utility and easement information to the homeowner at 5 Stratford Place per request.
 - Located and provided drawing copies of the Public Works Complex per consultant (QLH) request.
 - Created stakeout plan and completed the stakeout of the proposed City Welcome Sign at Ormond Towne Square.
 - Completed tree locates at Riverside/Ormond Pkwy intersection, 37 South St. Andrews, and 5 Iroquois Trail, per Neighborhood Improvement Division requests.
 - Completed Tree locate at Ridgewood/Corbin intersection per Streets Division request.
 - Began working on the SR40 Multi-Use Trail Ph III as-built drawings to create a record drawing set for FDOT approval.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Removed broken concrete and formed for a pour at Nova Recreation
 - Removed a concrete sidewalk and formed on Cardinal Dr.
 - Finished the concrete sidewalk on Cardinal Dr.
 - Repaired a broken sidewalk near the Tennis Courts at Nova Recreation
 - Pulled forms and backfilled on Cardinal Dr. and at Nova Recreation

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
- Cleaned up at Nova Recreation
- Removed a dead oak tree at Central Park III
- Trimmed trees at various City ROW (Right-of-Way) locations, and on Domicilio
- Removed (2) dead bay trees at 501 Oceanshore Blvd.
- Removed dead bay trees at 37 S. St. Andrews Dr. and 5 Iroquois Trl.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens

- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted concrete crew with the pours on Cardinal Dr. and at Nova Recreation
- Assisted Ballfield Maintenance crew with the loader and forks at Airport Sports Complex

Sign Shop

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

- Dorado Beach & Ocean Pines, replaced stop sign & post
- Andalusia, Parque & Coolidge, put in for locates to prepare for installation of (8) 25 MPH speed limit signs
- S. Nova Rd. entrance of Forest Hills subdivision, checked "Do Not Enter" sign that was down
- Andalusia, Parque & Coolidge, installed (9) 25 MPH speed limit signs
- 155 N. Nova Rd. (Shadow Lakes), replaced 25 MPH speed limit sign post & anchor
- Riviera Park, installed "Do Not Enter" sign at front entrance
- Woodridge Dr. & N. Beach St., straightened stop sign post
- Various Locations, checked for signs that may need attention or replacing

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Inspections – Neptune & John Anderson Dr., Tomoka Ave, S. Beach St. to US1
- Equipment maintenance
- Basin Cleaning – citywide hotspots
- Ted Porter Park – brought over rock, rebuilt a wall, etc.

Vactor

- Tomoka Oaks – Riverbluff - (6) basins, 400' line cleaned
- S. St. Andrews – (2) basins
- Ormond Lakes – Volunteer Trail – (4) basins
- Brookside Circle – (2) basins
- 1208 Overbrook Dr. (low spot) – Cleaned gutters (2)
- System Inspections – Behind City Hall, on Foxfords Chase and N. Halifax (being paved)

Mowing

- Nova Rd., north ponds with Reachout Mower

Street Sweeping/Streetsweeper

- 92.5 miles of road cleaned (This is for 4 1/2 days)
- 28.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
28,206

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

45

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 10,315 gallons of unleaded and 10,892 gallons of diesel fuel on hand.
- Fuel used in one week: 2,599 gallons of unleaded and 850 gallons of diesel.
- Fleet completed 76 work orders this week.

• Utilities

- Concentrate Monitoring and Disinfection Upgrades – McMahan Construction Notice to Proceed issued for March 4. Project submittals underway.
- Concentrate Piping Connection to Reuse Storage Tank – Plans sent to the design engineer to assist with the piping layout at Public Works.
- 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 prepared for procurement of dual check valve backflow devices. The survey was completed in the Breakaway Trails, Hunter's Ridge and Deer Creek Subdivisions to determine dual check backflow device installation scope of work. Application for permit modification for reuse service area expansion at FDEP.
- Airport Road Force Main/ Reuse Main Project – The existing force mains are being cleaned by pigging by Contractor for eventual reuse transmission conduit. The booster stations will be tested after the pigging operation is completed.
- Lab Services Contract – Sent a Bid Request Approval Form to Finance Department to obtain a bid number for the bid documents. Bid dates and times are tentatively established. Sent out sample types and frequency to water and wastewater branches for review and determination of updated bid quantities. Feedback received - bid documents nearing completion.
- North Peninsula 2-inch Water Main Replacement – Bids were received on February 20, 2013. Purchasing Department and consultant reviewing bids. Engineering verified the schedule with FDOT for the Additive Alternate Lynnhurst Drive. The Lynnhurst Drive – A1A portion of the project will need to be started immediately after funding is secured.
- 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 – The pump manufacturer (Xylem-Flygt) will supply seal 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 was received in the amount of \$88,650.90. The described SCADA scope of work will be requested in upcoming year capital projects schedule as a separate advertised bid project.
- 2008 Lift Station Repair and Replacement Project – A complaint was filed for breach of contract by Contractor (Worsham). Staff and selected consultant assisting in responses to allegations.
- John Anderson Drive Roadway Improvements – Utilities Relocations - Consultant modifying plans to reduce utility relocation costs associated with project.
- 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.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – A Lump Sum Agreement in the amount of \$51,883.50 was approved by the City Commission on March 5.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Project is in bidding stage. Eight sets of plans and specifications were distributed. Prepared FDOT Utility Permit Application for execution. Prepared FDOT permit plans. Sent utility notification letters to utilities in the area of the Wal-Mart Lift Station force main construction.
- 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 – The City Commission approved proposed bid documents at the March 5 CC Meeting. A legal ad was prepared and sent to the Finance Department for advertisement for bids on March 10, 2013.
- SPRC: Received plans for 1387 W. Granada for review. Received revised plans for the Capital Telcom cell tower at 1102 W. Granada. Sent information to design engineer for Sunoco at 3 N. Yonge Street for storm sewer utilities on New Britain Avenue.
- 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 13 residential/commercial water meters
 - Responded to and/or repaired 12 water service leaks
 - Replaced 3 water services due to age of piping
 - Repaired/replaced 12 meter boxes
 - Responded to 2 low pressure and 2 cloudy water complaints
 - Disconnected 1 water service due to a demolition
 - Performed 1 test of city owned backflow preventers, Water Distribution backflow technician attended the Cross Connection Control Conference
 - Performed annual water meter tests on one 2", 3-3", one 4", 2- 6", and one 8" at commercial properties. Scheduled 3 commercial meters for testing
 - Performed maintenance on 2 city owned fire hydrants, replaced the broken fire hydrant at 111 Dianne Dr, added new fire hydrant valve and tee
 - Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Water Main repairs: 2" water main breaks on River Lane
 - Performed valve maintenance on 15 valves, all valves were located marked and exercised
 - Water Main Flushing: S. Orchard St, Harbor Lights, Charleston Square, Laurel Oaks, Dianne Dr
 - Performed mock shutdowns Dianne Dr, Tymber Creek Rd, SR40 at Tymber Creek Rd
 - Disconnected abandon water service at Cardinal Beach Approach
 - Rescinded boil water alerts on Andrews St and Dianne Dr
 - Utility locate service for Water/wastewater/reuse: 99 regular and 4 emergency utility locates have been completed
- Water Treatment
 - Delivered to the City 34.849 million gallons for week ending March 3, 2013 (4.978 MGD)
 - Backwashed 12 filters for a total of 471,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Continue cleaning Claricone #2 for two cone operation in late March.

- Sampled, cleared and rescinded two Precautionary Boil Water notices
- Wastewater Collection – Reuse
 - Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and five in town.
 - Televised eight - cleaned ten – applied root control four sewer laterals.
 - Repaired sewer cleanouts at 325 S Atlantic Ave. and 479 Hollywood St.
 - Repaired 1” irrigation line at 23 Coquina Lake Way.
 - Cleaned & televised lateral and main at 301 Cardinal Dr. to support final inspection new life guard station.
 - Masci began flushing and pigging existing ten inch force main Airport Rd.
 - Ten inch force main on Ocean Shore Blvd. pressure at 7 psi 02/19/13.
 - Six inch force main at 1800 N. US-1 at 5 psi.
 - Low pressure sewer psi reading Westland Run 10/09 psi, Foxhunters Flat 11/9 psi and 4” on Shadow Creek Blvd. 9/7 psi.
 - Ongoing flushing of reuse on beach side.
 - Cleaned Bermad filter at Tomoka Oaks golf course.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 25.28 Million Gallons.
 - Produced 15.03 Million Gallons of Reuse.
 - Produced 10.25 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.61 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 141.56 (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
 - Continued work on control cabinet rebuild for older Rima Ridge wells, completed 36R, working on 38R currently.
 - Troubleshoot nuisance tripping of circuit breaker in maintenance office, found loose connection on main circuit breaker. Repaired.
 - Lime softening clearwell transfer pump #3 motor malfunction, all motors have been rewound. Purchase request submitted for 3 new motors.
 - Worked with Chief operator on SCADA – RTU programming activities.
 - The #1 lime slurry pump was not pumping well. Found that the suction line was sucking air through a split. Repaired - discarded all used hoses.
 - Assisted operations with cleaning of Claricone #1.
 - Replaced broken 1” water line feeding chlorine residual meter at Standish tank and pumping station. Old galvanized service pipe replaced with PVC.
 - 6D well check valve leaking - ordered replacement.
 - 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, 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

- Clarifier Splitter Box, assembled & installed replacement covers at weir gate screw shafts

- Centrifuge Feed Pump Line – pulled plug valves and checked for blockage at valves, pulled numerous rags out.
- R.A.S. Bldg - assembly & installation of pump blow-off plumbing to trough.
- Feed Pump #2, replaced plug and gate valve with new inventory - replaced sample port.
- R.A.S. Pump #3 – customer complaint of noisy operation – checked pump – consulted contractors – prepared request for warranty repair
- Feed Pump #1 – cleared blockage at plug valve
- Settling Tank – installed hard piping for use with gas powered pumps to blow out Feed Pump underground lines
- Replaced lead float on Wal-Mart liftstation. Bad float preventing alternation of pumps.
- Replaced broken circuit breakers to lighting circuits at plant.
- 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 12 stations.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Monthly PM's to 14 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 86 work orders as reported in MP2 computerized maintenance management system, of which 61 were PM work requests and 25 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.
 - The City has received the FDEP's response to the IPP inspection and audit. City Staff to implement comments into the current program.
 - Waste Water Treatment Facility Permit: Staff submitted application for major permit modification to FDEP Central District for expansion of the City's reuse area. The City is awaiting response from the FDEP.
 - Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forth coming to provide customers with pertinent information.
- 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. Consultant services have been secured for wetlands related discussion.

- State Emergency Response Commission (Tier II-Emergency and Hazardous Chemical Inventory): Staff submitted 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
- Staff attended and provided support for the March 5, 2013, City Commission Meeting
- Staff attended and provided support for the March 5, 2013, City Commission Financial Trends Workshop
- Staff attended and provided support for the March 7, 2013, Quality of Life Advisory Board
- Agenda packet preparation and creation for the March 14, 2013, Public Works Advisory Board meeting
- Agenda packet preparation and creation for the March 19, 2013, City Commission Meeting

Status of Department Projects

- Mobile Phone Application (myOrmondBeach)
 - Project Status: Working with vendor App-Order on enhanced version.
- Records Management System Upgrade
 - Project Status: On Going