

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 22, 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:

- Weekly meeting with Environmental Systems staff
- Weekly staff meeting with directors
- Completed ICMA annual City Manager credentialing report
- Completed 2013 Evaluation Memo to City Commission

Spoke to, attended and/or met with:

- Agenda Review with CM Boehm and CM Stowers (separately)
- Rotary Board meeting
- United Way Executive Committee meeting
- City Commission Shade Meeting
- FCCMA Executive Committee conference call
- Volusia Day in Tallahassee
- United Way Allocations Committee tour in DeLand
- County Council meeting on CRAs
- Radio Appearance – Goliath Radio – The Via Report with Roland Via
- Speaking engagement for CANDO
- Matt Mencarini – Ormond Beach Observer
- Walk with the Manager, one citizen participated

### **Community Development**

- Planning Services
  - The Planning Director, along with Blake Drury, FDOT, and Rebecca Hammock, City of DeBary in the League of Women Voters' of Volusia County March, participated in the transportation summit entitled, "The future of Public Transportation in Central Florida." Mr. Drury spoke about SunRail while Ms. Hammock spoke about DeBary's Transportation Oriented Development (TOD) land use change surrounding the DeBary's Sunrail station. Ormond Beach was invited to speak about its Mobility Plan and Fee which was approved by the former Department of Community Affairs.
  - The HLPB approved a letter supporting the Halifax Heritage Byway which is in the corridor management plan preparation phase of the Scenic Highway Corridor approval process. This was previously supported by the City Commission in December 2009 when initial designation was being sought. The roadways affected by the designation include South Atlantic from Granada to the south city limits and South Beach Street from the south city limits. The segment of Granada between S. Atlantic and S. Beach is already designated as part of the Loop Scenic Highway.
  - April 19 at 10:00 a.m. is the confirmed date for a walkabout with residents and business people interested in the downtown improvements currently underway.

- Finalized the Planning Director's response to Mr. Sullivan's formal appeal of a decision to classify Arena LAN Center, LLC as an Automated Amusement Center/Game Room.
- Planning Director attended a meeting at Votran on trolley usage in Ormond Beach.
  
- Building Services
  - 62 permits issued with a valuation of \$1,195,395.00
  - 206 inspections performed.
  - 15 business tax receipts issued
  
- Development Services
  - SPRC did not have any new activities which have not been reported previously.
  - The Planning Board will have the Granada Brownfield Designation expansion to beachside and the telecommunication tower at Clyde Morris and Granada at the April public hearing meeting.

### **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 has transmitted their recommended amendments to the Master Development Plan Tomoka Holdings 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. Delta P Carver has acquired 154 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.
- Staff has restored the City's sign displaying the available industrial lots along Tower Circle West.

##### **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 the real estate broker of the Food Lion, which is located 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.

- 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 Healthcare Billing Systems and Edge Physicians to redevelop and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Staff is awaiting the State Department of Economic Opportunity approval of the Qualified Target Industry tax credit Agreement for Healthcare Billing Systems.
- The former Kitty Scott property is under agreement to be used for home furnishing related business.
- Staff is working closely with an existing company for the construction of a large facility along North US1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.

#### Airport Operation and Development

- Halifax Paving, Inc. continued work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. Taxiway Charlie is closed from March 18<sup>th</sup> until March 25<sup>th</sup>, during which the entire taxiway surface will be re-habilitated and the taxiway will be re-opened for access to the general aviation ramp area. Additional motor vehicle parking areas in the southeast quad of the airport will also be constructed during this time. Surface preparation for the new Taxiway Bravo tie-in to Runway 8/26 is complete.
- Crews from the Streets Department conducted tree clearing activities near Runway 26 this week. The recent FDOT airport inspection identified a small number of pine trees near the approach end of Runway 26 that had to be removed in order to meet safety criteria. Staff has submitted a report to FDOT indicating that this required work has been completed.
- The annual inspection of the airport's Automated Weather Observation Station (AWOS) is due this month. Staff has submitted a purchase order request to engage the selected vendor to complete this work.
- The first reading of an ordinance to establish a new fixed base operator category at the airport was passed by the City Commission at their meeting on March 19<sup>th</sup>. The ordinance expands the definition of a fixed base operator (FBO) to provide for a Category 8: Specialized Aviation Service Operation (SASO).
- Staff has scheduled the annual airport project planning meeting with representatives from FAA and FDOT. The meeting will take place on May 9<sup>th</sup> at the FDOT office in Orlando. Staff has worked with representatives from AVCON, FAA and FDOT in recent weeks to review and further update the JACIP database to reflect planned funding for the Taxiway Golf project, general airfield electrical upgrades, and upgrades to air traffic control tower systems and equipment.
- Staff has been notified by an attorney representing the airport tenants that Velie Appraisal Services has been hired to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates.
- Staff has submitted a letter to FAA objecting to the potential defunding of the Ormond Beach contract airport tower services. A decision by the FAA in the tower funding is expected by March 26. Staff will provide the Commission with updates throughout this process.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Drafted the revised investment policy
- Completed Projects - Weekly
  - Processed 42 Journal Entry Batches (# 2344 – 2453).

- Approved 17 Purchase Requisitions totaling \$74,530.88.
- Issued 14 Purchase Orders totaling \$421,785.64.
- Advertised in News Journal and posted to DemandStar on 03/18/2013:
  - RFP No. 2013-10, Proposal for Sports Officials, Umpires and Score Keepers (Pitchford Sibley).
- Prepared 141 Accounts Payable checks totaling \$674,706.28 and 36 Accounts Payable EFT payments totaling \$1,109,127.31
- Prepared 38 Payroll checks totaling \$31,276.67 and 326 Direct Deposits totaling \$380,282.95.
- Transferred IRS 941 payment of \$148,858.44.
- Processed 4,353 cash receipts totaling \$1,652,350.53.
- Processed 1,502 utility bill payments through ACH totaling \$106,103.89.
- Processed and issued 5,090 utility bills with billed consumption of water of 20,478k.
- Issued 835 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - FPL Tree Trimming
    - Household Hazardous Waste Collection Event
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Issued CodeRED call for annual fire hydrant maintenance.
    - Completed Employee Newsletter for April.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Met with HUM and Volusia County staff regarding upcoming CDBG application cycle.
  - Submitted concept paper to FDOT Highway Safety Program for the purchase of 5 radar/laser measuring units; 1 radar display trailer with violator alerts and traffic statistics package; 1 variable message board; 1 stealth stat.

#### Fire Department

##### Weekly Statistics

- Fires: 7
- Fire Alarms: 1
- Hazardous: 3
- EMS: 86
- Motor Vehicle Accidents: 13
- Public Assists: 55

##### **TOTAL CALLS: 165**

- Aid provided to other agencies: 20 calls – Volusia County (13), Daytona Beach (6), Holly Hill (1)
- Total staff hours provided to other agencies: 26
- # of overlapping calls: 50
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 68

#### Training Hours

- EMS/ACLS: 17
  - EMT Refresher: 20
  - Leadership: 8
  - Preplanning: 11
  - Tactics: 14
  - Technical Rescue: 8
- TOTAL TRAINING HOURS: 78**

#### Station Activities

- Updated 26 pre-fire plans
- Conducted 3 fire inspections

#### Significant Incidents

- 3/11/13, 10:47 PM: San Marco Apartments – Structure Fire – Responded to three story apartment building for smoke in a structure – heavy gray smoke located in bathroom of one unit – source of fire found to be a dryer – thermal imaging camera used to check for extension of fire – fire contained to one unit – no injuries.
- 3/14/13, 4:11 PM: St. Anne Cir. – Structure Fire – Responded to fire and smoke on outside of single story residential structure – fire located in storage shed within close proximity to residence – some damage to outside of home and fence – State Fire Marshal determined cause of fire to be electrical - no injuries.
- 3/15/13, 12:30 AM: Sauls St. – Structure Fire – Responded to single story home with light haze of smoke showing – checked residence with thermal imaging camera and located source of heat – cover of air handler removed and found melted wires indicating blower motor had caught fire – damage confined to heater's air handler.
- 3/16/13, 10:09 AM: Arabian Tr. – Brush Fire – Upon arrival found column of white smoke – brush fire located in moderate fuel approximately one acre – three Ormond Beach units, two Daytona Beach units and Department of Forestry with two tractors worked to contain area and all hot spots – cleared scene at 2:17 PM.
- 3/17/13, 12:48 PM: SR40 and SR11 – Brush Fire – Assisted Volusia County with two acre brush fire – Tender 94 and Brush Attack 94 assigned to structural protection – cleared scene at 1:55 AM.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Leisure Services/Registration - Office Assistant III
- Approved/Active Recruitment
  - Public Works/Streets – Maintenance Worker III was advertised in-house and on the City web site with a closing date of 03-08-13. Twenty (20) applications were received, entered on the applicant tracking sheet with qualifications and are being copied prior to being forwarded to the department for review.
  - Public Works/Streets – Maintenance Worker II was advertised in-house and on the City web site with a closing date of 03-08-13. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications and are being copied prior to being forwarded to the department for review.
  - Planning – Part Time Civil Engineer was advertised on the City web site with a closing date of 03-08-13. Four (4) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department. After reviewing the applications received, the Department has requested that the recruitment be reopened in order to obtain a larger pool of applicants.

- Public Works/Wastewater – Maintenance Foreman was advertised in-house and on the City web site 03-13-13 with a closing date of 03-28-13.
- Public Works/Wastewater – Supervisor of Equipment 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. In-house posting closes 03-22-13 and web site postings remain open until filled.
- Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13.
- Leisure Services/Casements – Part Time Recreation Leader was advertised on the City web site on 03-14-13 with a closing date of 03-28-13.
  
- Screening/Interviews Scheduled
  - 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. Fifteen (15) applicants were interviewed on 03-20-13 a recommendation will be made to the Chief by the Interview Panel.
  - 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. Fifty-seven (57) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department. Five candidates were scheduled for interviews from 03-20-13 to 03-22-13.
  
- Background/Reference Checks.
  - Leisure Services/Recreation (Special Populations) – Part Time Therapeutic Aide-advertised on the City web site open until filled. Interviews have been conducted and a candidate has been selected to begin pre-employment screenings.
  - Public Works/Wastewater Collections/Reuse – A Maintenance Worker II candidate has been selected to begin pre-employment processing.
  
- Job Offers
  - Public Works/Drainage Maintenance – A Maintenance Worker II candidate has been selected and began employment on 03-22-13.
  - Leisure Services/P.A.C. – A Part Time Box Office Attendant candidate has been selected and will begin employment shortly.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 2-28-13: 3.37% (excluding retirements).
  - Leisure Services/Casements – Part time Recreation Leader effective 3/22/13.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program February 2013 monthly report reflects savings of \$84,935.93 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,101 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- New Employee Orientation was held on 03-22-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

**Risk Management Projects**

- The City of Ormond Beach's United Way campaign raised \$8,479 (includes payroll deductions and special events) for 2013.
- Attended the Mayor's Health & Fitness Challenge activities.
- Attend Leadership planning meeting.
- Attend restitution hearing.
- Planning meeting for Risk Management Best Practices seminar as member of a panel.
- 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 hardware requirements
    - Held conference call with vendor regarding mapping integration with Geoblade.
    - Wireless link to Fire Station 91 (Beachside) put in to production replacing the Cable-modem based VPN connection.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - Virtualized 1 additional server, Symantec Endpoint Protection server.
    - Networking System: - None.
    - Work Orders: - 0 New work - 0 completed - 0 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

|                           |        |                         |        |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails     | 35,969 | Inbound E-Mails Blocked | 23,712 |
| Delivered Inbound E-Mails | 12,090 | Quarantined Messages    | 167    |
| Percentage Good Email     | 33.6%  | Virus E-Mails Blocked   | 53     |

- Notable Events: None.

- Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 0 Corrections: 0
- Map/Information Requests: 15
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 8,243 (36.6%) potable 7,864, Irrigation 379
- Notable Events: None.

**Leisure Services**

- Administration

Meetings attended/hosted:

- Supervisory Staff Meeting
- City Manager weekly meeting
- City Commission Meeting
- Staffing Meeting
- Concessionaire Meeting
- Events Meeting
- Public Works meeting.
- Park Visits
- One on One meetings with coordinators

- Attended Walk with the Manager
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Attended VCRDA Director's Meeting and Strike Guard Presentation
- 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 Ormond Beach Sports complex.
  - Father Lopez High School softball team continued games at the Ormond Beach Sports Complex softball quads, Tuesday and Thursday nights at 5pm.
  - Seabreeze High School baseball team played this week at the Wendelstedt baseball fields on Tuesday night at 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 Monday 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.
  - Father Lopez High School baseball team held their game Tuesday at the Ormond Beach Sports Complex Kiwanis field at 7pm.
  - Ormond Beach Coed Adult softball league began their season, which runs through May, with games being held Tuesday and Thursday nights at the Ormond Beach Sports Complex starting at 6:20pm.
  - Ormond Beach Spring Youth Volleyball program continued their program at the Nova Community Center gymnasium with practices and games being held Wednesday and Thursday nights from 5:30pm to 8pm.
  - The Seabreeze High School flag football team held their first home game at the Ormond Beach Sports Complex, Championship field 7, Wednesday night at 6pm
  - The Seabreeze High School softball team played this week at the Ormond Beach Sports Complex, softball quads, on Wednesday and Friday night at 5pm and 7pm
  
- Athletic Field Maintenance
  - Mowed South Ormond Neighborhood Center softball outfield.
  - Went to South Ormond Neighborhood Center to clean tennis and basketball courts
  - Went to Osceola school to tend to the infields, tennis and handball courts
  - Mowed infields and outfields at Nova fields
  - Cleaned Skateboard Park at Nova Community Center
  - Cleaned tennis, basketball and handball courts at Nova Community Center
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continued mowing of baseball fields, 3 times a week
  - Continued mowing of the soccer fields, 2 times a week
  - Continued mowing of the softball fields, 2 times a week
  - Replaced sprinklers as necessary
  - Daily clean up of Limitless Playground by the softball quad
  - Mowed football fields at Ormond Beach Middle School

- Cleaned all sports parks of debris/trash from the events over the weekend.
  - Repainted (21) soccer fields for competitive, recreational and adult leagues.
  - Prepared fields for Lady Renegades, Golden Spikes, Seabreeze High School, Riverbend Academy and Father Lopez High School at Nova and OBSC fields
  - Golden Spikes competitive baseball continues games at Nova fields
  - T-Ball games were held Saturday on new fields
  - Began fertilizing all fields and completed baseball fields 1 thru 4.
  - Held adult soccer league games Sunday (OBSC) fields #5 or #6
  - Competitive and recreation soccer league practices Monday through Friday
  - Cleared additional land around Hull Road signage for better visibility.
  - Picked up new cart sprayer from Fleet along with a new reel mower.
  - Completed hand weeding on the warning tracks for baseball.
  - Replaced clay irrigation valves at softball quads 1 through 4.
- Senior Center
    - Big Band America met on Thursday night from 7pm to 9pm.
    - Granada Squares Dance was held on Tuesday from 6:30pm 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:
      - Senior Show Club, 2013 Ormond Beach Follies, Friday and Saturday from 7:30pm to 9:30pm.
      - Senior Show Club, 2013 Ormond Beach Follies, Sunday from 2:30pm to 4:30pm.
- South Ormond Neighborhood Center
    - 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.
    - 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.
    - YMCA soccer Tuesday, Wednesday and Friday evenings.
    - Youth basketball tryouts, Saturday, 9am.
    - Activity room rental, Saturday from 1pm to 3pm
    - Director's luncheon was held on Wednesday with a Strike Guard demonstration.
- Community Events
    - Attended Ormond Beach Chamber Tourism Committee meeting.
    - 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 site visit
    - Attended Walk with the Manager today at The Casements.
    - Attended Memorial Day Remembrance Service.
    - Set up, worked and strike of City Commission Workshop dinner.

- Set up, worked and strike of VCRDA Directors Meeting Luncheon.
- 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
  - 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.
  - Coed Volleyball League meets Wednesday and Thursday from 5:30pm-8:15pm through May 16<sup>th</sup>.
- The Casements
  - Classes met this week including Yoga and Pilates.
  - Tours continued Saturday from 10am to 11:30am and Monday through Friday from 10am to 3:30pm.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - Members of The Guild met with Alta Vista in Room 203 on Monday afternoon.
  - A new session of the Rock 'n' Roll class began Tuesday afternoon in Room 205.
  - The Memorial Day Remembrance Committee met in Room 205 on Wednesday morning.
  - Ormond Beach Elementary had a field trip to Ames Park on Thursday 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.
  - Students from St. James School took a tour of The Casements on Thursday morning.
  - Two wedding rehearsals were held at Ormond Memorial Gardens on Friday afternoon.
  - Friday staff set up for a wedding reception to be held at The Casements on Saturday.
  - A wedding rehearsal was held in Rockefeller Gardens on Friday afternoon.
- Parks Maintenance
  - Installed key box in janitorial room at Andy Romano Beachfront Park.
  - Installed form boards for installation of two park benches at Fortunato Park.
  - Installed form boards for installation of three picnic tables at Nova Community Center.
  - Installed additional picket fencing at Magic Forest Playground.
  - Assembled portable hose cart for Andy Romano Beachfront Park.
  - Assisted with packing snowflakes up to be sent away for refurbishing.
  - Replaced hex screws with low profile stainless steel screws at Andy Romano Beachfront Park.
  - Assembled portable hose cart for Andy Romano Beachfront Park.
  - Replaced damaged American flag at Bailey Riverbridge Gardens.
  - Repaired doors on storage shed 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 (1) HVAC system(s) in City facilities and (3) filters were changed.
- Changed various thermostats for correct time.
- Performed safety inspection on (13) controlled access gates.
- Repaired one ADA access door.
- Escorted contractor through Ormond Beach Police Department for annual termite inspection.
- Troubleshoot nonfunctioning condenser unit at City Hall.
- Escorted contractor through The Casements basement for additional measurements.
- Adjusted occupancy sensor at Fire Station 93.
- Monitored progress of installation controlled access gate at Wastewater Treatment Plant.
- Cut several keys for various installations.
- Granted access to contractor for garage door replacement at Standish Water Tank House.
- Replaced United States flags at South Ormond Neighborhood Center and Ormond Beach Police Department.
- Granted access to contractor for garage door repairs at Fire Station 92.
- Worked on quotes to install controlled access gate at Breakaway Trails subdivision.
- Repaired lights at Kiwanis Field at Ormond Beach Sports Complex.
- Repaired lights at batting cage at Ormond Beach Sports Complex.
- Repaired motion sensor at ladies soccer at Ormond Beach Sports Complex.
- Repaired stall door on ladies restroom at Central Park I.
- Changed time clocks to Daylight Savings Time.
- Checked filter pump at Andy Romano Beachfront Park.
- Installed non-skid surface at Magic Forest Playground.
- Escorted contractor to Ormond Municipal Airport vault for photographic records.
- Adjust door closure at Performing Arts Center office.
- Took down City banner at Williamson and State Road 40.
- Equipment delivery to Fleet for service.
- Cleaned Building Maintenance Shop.
- Prepared snowflakes for shipping to refurbishing vendor.
- Re-located pallets of LED pole heads for easier access for installing contractor.
- Replaced compressor from second floor split A/C system at City Hall.
- Repaired chain on Gate 13 at Ormond Municipal Airport.

### **Police Department**

#### **Administrative Services**

- Staff held quarterly sergeants' meeting.
- Conducted swearing-in ceremony for new officers, L. Sanders, A. Bayne, A. Chewning and J. DeLong.
- Lieutenant Godfrey graduating from the 252<sup>nd</sup> Session of the FBI National Academy on Friday in Quantico, Virginia. Chief Osterkamp attended the graduation ceremony.
- Staff attended weekly Police Department and City Manager staff meetings.

#### **Community Outreach**

- The R.E.A.D. program continues at Ormond Beach Elementary. There are now 29 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.
- On Saturday, March 16<sup>th</sup>, nine members of the OBPAL Youth Directors Council attended a State PAL Regional training in Melbourne, Florida. The leadership training will assist youth complete their requirements for the YDC program.

- Youths in the OBPAL Basketball program practiced to prepare for the upcoming USSSA basketball season.
- All PAL educational programs will close for the week of March 25 – 29 for Spring Break. Classes will resume April 1, 2013.

#### Community Services & Animal Control

- Animal calls: 69
- Animal Repots: 2
- Animal Bites: 1
- Animals to HHS: 6
- Dogs 5 Cats: 1
- Traps issued: 1
- 2 Injured birds to Ponce Inlet
- 2 Injured wildlife to Tomoka Pine's Vet

#### Criminal Investigations

- Cases Assigned: 29
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 2
- Inactive: 4
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 7
- Larceny Car break: 10
- Grand Theft: 5
- Auto Theft: 1 (not Bike Week related; no motorcycles stolen)

#### Narcotics

- Northeast Narcotics Task Force completed:
  - One search warrant
  - One buy walk.
  - Assisted VBI on a wire.

#### Comments:

- Burglary-Vehicle, 1 Rollingwood Trail, Suspect was identified after locating stolen property at Blue Dragon game store. After speaking with the suspect, it was learned that several other juveniles were responsible for five car burglaries in The Trails over the weekend. One suspect was arrested. Charges are pending on the other juveniles.

#### Records

- Walk - Ins / Window: 157
- Phone Calls: 233
- Arrest / NTA'S: 31
- Citations Issued: 340
- Citations Entered: 429
- Reports Generated: 156
- Reports Entered: 158
- Mail / Faxes / Request: 61
  
- Patrol
  - Total Calls: 1,882
  - Total Traffic Stops: 529

Operations

- Crime Opportunity Report Forms:99
- 3/13/13
  - Burglary at 55 North Capri Drive, A neighbor saw a white male about 20 years of age tinkering with the front door. He was riding a blue bicycle.
  - Narcotics, 800 block South A1A, started as traffic stop, driver was given a Notice to Appear.
  - Suspicious Person/Warrant Arrest - Publix 220 North Nova Road, subject was contacted in reference to a suspicious person call. Subject had an open warrant for Failure to Appear.
  - Dating Violence (DV), Motel 6, 1614 North US1 #224, a hotel patron contacted police in reference to a battery in progress. Contact made with boyfriend/girlfriend. Neither party was cooperative; however an independent witness observed the boyfriend hit the girlfriend. The girlfriend had a busted lip but would not allow the officer to photograph her. Boyfriend was arrested for Dating Violence (DV) battery.
  - Narcotics, Country Club and Oceanshore Drive, subject was stopped for riding a bicycle with no lights. After further investigation it was discovered that the subject was in possession of a small amount of marijuana and a pipe. Subject was issued the Notice to Appear and released.
  - Narcotics, Plantation Island, 145 South Atlantic Avenue, hotel security from the Cove flagged down an officer in reference to a girl screaming in the area. Contact was made with a witness at Plantation Island that heard the screaming coming from one of the rooms. Contact was made with the patrons of one of the rooms. One of the subjects in the room was in possession of drug paraphernalia. That subject was issued a Notice to Appear.
- 3/14/13
  - Retail Theft, Wal-Mart. Suspect was arrested.
  - Warrant Service, 10 Byron Ellinor Drive, fugitive was arrested.
  - Burglary-Residence, 570 Collins Street, Residence was entered and a phone was stolen. Time frame was during the daytime hours.
- 3/15/13
  - Warrant Service, Center Street and Johnson Drive, fugitive arrested.
  - Traffic arrest, Putnam and McIntosh, suspect stole his neighbor's tag. Subject's driver's license had multiple suspensions
  - Fleeing and Eluding, Wilmette Avenue and North US1, subject fled from an officer and crashed into two vehicles at the intersection. He broke his arm. Minor injuries to others in the other vehicles. He was arrested for possession of crack cocaine and fleeing/eluding.
  - Burglary-Business, 801 North US1, Crab Shack, Burglary Just Occurred discovered at an alarm call. Officer saw burglars paddling away in a canoe upon arrival. Air-1 assisted with area search but they were not located.
- 3/16/13
  - Burglary-Vehicle, 7 Rollingwood Trail; Wallet stolen from unlocked vehicle overnight
  - Burglary-Vehicle, 1 Rollingwood Trail, Tom-Tom and other valuables stolen from unlocked vehicle overnight.
  - Burglary-Vehicle, 142 Pinion Circle, GPS, iPod & pink stun gun stolen from unlocked vehicle overnight
  - Burglary-Vehicle arrest from this morning. Officer Pearson located a stolen item in pawn at Blue Dragon. Officers were able to locate the male that pawned this item, he was charged with Dealing in Stolen Property. CID responded for the interview. Suspect provided good information on the other burglaries to vehicles from this morning
  - Driving Under the Influence, 201 West Granada Boulevard, driver was arrested
  - Burglary-Vehicle, 156 West Granada Boulevard

- Burglary-Residence, 24 South Saint Andrews Drive
- Burglary-Vehicle, 1 South Beach Street, (Cassen Park)
- Narcotics, 1478 West Granada Boulevard, suspect was arrested for possession of Marijuana.
- Battery-Domestic Violence, 20 Allenwood Look, male suspect arrested for battery.
- Battery-Domestic Violence, 303 Selden Avenue, suspect arrested for battery.
- 3/17/13
  - Burglary-Vehicle, 1 Rollingwood Trail, overnight. 1 iPod and 2 laptops taken.
  - Battery-Domestic Violence, 133 Arroyo Parkway, DV arrest of a husband that threw his wife down by the hair.
  - Warrant Service and Narcotics, 1521 West Granada Boulevard. Suspicious vehicle in the parking lot, occupant lied about his name and was eventually arrested for open warrants out of Hernando Co., poss. of methamphetamine, hydrocodone, and counterfeit bills and equipment.
  - Warrant Service, 8 Byron Ellinor Drive #8, fugitive arrested with 3 open warrants.
  - Warrant Service, 200 block South A1A, fugitive apprehended.
  - Violation of Injunction, 36 Twelve Oaks Trail, suspect was arrested for being within 500 feet of the respondent's residence.
  - Battery-Domestic Violence, 16 Carrington Lane, suspect arrested for attacking his father.
  - Aggravated Assault, 85 Ford Street, suspect arrested for swinging machete at his transient house guest.
- 3/18/13
  - Auto Theft, 612 Johnson Drive, supervisor from a business in Palm Coast reported that an employee was a no show today at work. Apparently his phone is also shut off. The subject's roommate advised the subject left last night with his boss' work van and has not returned. History of drug problems and boss feels subject is off on a drug binge.
  - Grand Theft, 674 Alcazar Drive, victim reported subject entered her residence while she was at work today. She supplied possible suspect information of an ex-family member that was staying at the residence. Officer Jarrell developed the suspect's information and location. Officer Jarrell responded to Twilight Hotel in Holly Hill with HHPD. Officer Jarrell obtained a confession. Subject was arrested for grand theft and VOP.
  - Burglary-Vehicle, 264 Timberline Trail, victim advised items taken out of her vehicle with sometime over the past week.
- 3/19/13
  - Burglary-Vehicle, 51 South A1A.
  - Retail Theft, Wal-Mart, suspect given a Notice to Appear.
  - Retail Theft, Wal-Mart, shoplifter was arrested.
  - Retail Theft, Wal-Mart, suspect given a Notice to Appear.
  - Burglary-Vehicle, Tidesfall Condo, 395 South Atlantic Avenue, suspects broke into 2 vehicles. Incidents were captured on video.
  - Burglary-Vehicle, 55 Vining Court, # 221, unlocked vehicle.
  - Burglary Residence, 10 Indian Springs Drive; torn screen on pool deck, broken rear window to master bedroom.

#### Traffic Unit

- 13-03-00201, Motorcycle Crash, SR 40 / US 1, Motorcycle was backed into by another vehicle while waiting for the red light. Other vehicle driver said he wanted to change lanes and did not see the motorcycle. No injuries.
- 13-03-00236, Motorcycle Crash w/Injury, US 1 / Laws Lane, Southbound motorcycle lost control for reasons unknown. Hospitalized with minor injuries.
- 13-03-00257, Motorcycle Crash w/Injury, 125 Interchange Boulevard, Motorcycle was backed into by another vehicle in the parking lot. Minor injuries / not transported.

- 13-03-00279, Motorcycle Crash w/Injury, 1000 Block North US 1, Motorcycle rear tire blew and overturned its occupants. Hospitalized with non-life threatening injuries.
- 13-03-00288, Motorcycle Crash w/Injury, SR 5A / Wilmette Avenue, Eastbound motorcycle lost control for reasons unknown and crashed into a fire hydrant. Hospitalized with non-life threatening injuries.
- 13-03-00299, Motorcycle Crash w/Injury, 1628 W. Granada Boulevard, Motorcyclist lost control within the gas station lot for reasons unknown and struck another vehicle in the lot. Minor injury / not transported.
- 13-03-00307, Motorcycle Crash w/ Injury, US 1 and Hernandez Ave. Southbound motorcycle lost control around the curve while moving too fast. Struck the center median, overturned, ejected the operator, and came to rest against a tree in the median. Hospitalized with non-life threatening injuries.
- Stealth Stat radar is out of service with an unknown malfunction.
- Variable Message Board (VMB) deployed in front of Police Department for Click It or Ticket and St. Patrick's Day DUI campaigns.
- Speed Monitoring Awareness Radar Trailer (SMART) deployed at the 1500 Block of North Beach Street.
- Light tower deployed on Airport Road for Bike Week.
- Bike Week operation plan in progress. Heavy enforcement conducted. Heavy turnout so far. Weather has been mostly favorable for the event.
- Sgt. Smith assisting with training of newly hired personnel.
- Traffic Citations: 283
- Crash - No Injury: 15
- Crash – Injury: 9
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Bike Week Corridors
    - US 1
    - SR 40
    - SR A1A
    - North Beach Street
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Boulevard
    - Beach Street

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 1 Case initiated
- Zone 4: 3 Cases initiated
- 44 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with one walk-in and forty-three 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 serves as a follow-up to staff's last report in which it was indicated that we have issued Wells Fargo a \$100 repeat citation for failure to maintain the property and also issued a notice of hearing to go before the special magistrate on April 22<sup>nd</sup>.

Wells Fargo has not yet received the notice but has responded to an email and placed a rush order to have 7 Queen Ann Court cleaned up.

The contractor contacted NID to ask specifically what needed to be done. He was advised that the palm fronds that were stacked up behind the house needed to be removed and the grass area around the pool deck cleaned up from overgrowth. Further that the property is to remain cleaned.

During their conversation NID learned that the contractor has been tending to this property for the last four or so years. His orders were to clean the site every month which included edging the front along the right-of-way. He is now on an every other week schedule.

Secondly, the contractor was requested to trim the sago palm in the front yard just for aesthetics. However, he can only do what the bank allows him to do but he said he would report to the bank that Staff suggested that be done.

According to the contractor, the bank directed the contractor to leave the fronds stacked up behind the house. It was made clear to both the bank and the contractor that this activity is unacceptable and will not be tolerated. Once staff attends the special magistrate hearing in April, we have the potential of establishing a daily accruing fine against the bank for future violations.

### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Downtown Granada Median Improvements** - Work resumed after the Bike Week shut down. The contractor's current schedule anticipates a change in 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 on-street parking bulbouts, sidewalk, decorative paver, and pedestrian poles. This phase of work is anticipated to continue through the end of March. Staff has appealed the permit denial decision to the FDOT District Secretary regarding the planting material in the medians.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Staff met with the contractor and consultant for initial startup and manual testing of the reclaimed watermain booster pump system. The booster pumps at the Breakaway Trails storage tanks site and along Airport Road are functional. Flow testing was performed with several scenarios. Additional work will continue towards completing the remote and automated controls of the system.
- **North Halifax Dr. Improvements** – Approximately 400 feet of curb & gutter was replaced including spot repairs to the sidewalk and stormdrain inlet aprons.
- **Tymber Creek Phase I** – Met with contractor to discuss water service connections for Walgreens which were field located and determined to have insufficient cover in relation to the proposed road widening and thus will need to be lowered and re-tapped to the watermain. A new valve was installed on the existing watermain near Walgreens in order to minimize service outages while sections of the watermain will need to be offset when new stormdrain is installed for the road widening.
- **Side Street Lighting Conversion** – The project is 90% complete
- **Andy Romano Beachfront Park** – The park is substantially complete and the contractor is 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 needed 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 recently received the Health Department clearance for the new water main so services to homes can be switched out. The contractor has begun work on the lake interconnects and replacement of the pedestrian walkover at the lake on the South side of Hand Avenue. 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.

- Wastewater Treatment Plant Expansion and Rehabilitation – All equipment and process units have been completed. The administration building modifications are being completed. The new perimeter road is constructed. Final site restoration is underway. Substantial Completion inspections are on-going. Operator training on completed components is on-going.
- Ormond Beach Airport Taxiway Project – Taxiway lighting continues to be installed. The helicopter pad was constructed and stormdrain was installed.
- South Ormond Neighborhood Center – Staff is reviewing initial consultant cost proposal for repairing and replacing various sections of the roof.
- Tomoka Avenue Stormdrain - The contractor returned to perform site cleanup and temporary striping.

#### 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 contracting on a design build for the skate park.
- 2-inch Water Main Replacement - Mainland – The project pre-bid conference was held. Bids are scheduled to be received March 28, 2013.
- 2-inch Water Main Replacement – North Peninsula – The project consultant has recommended acceptance of the low bid from ThadCon. An agenda item is being prepared to award this bid at the 4/16 CC meeting. Construction administration services will also be included on the 4/16 agenda.
- 2-inch Water Main Replacement - South Peninsula – Bid award has been scheduled for the April 16<sup>th</sup> CC meeting.
- Downtown Underground Utilities – Project bid documents will be on the 3/19 CC meeting for approval; it is anticipated that this project will be advertised for bidding on 3/24, with a bid opening on 4/25.
- Audible Pedestrian Signals – The LAP Agreement for construction was approved and executed by CC and has been forwarded to FDOT for their execution, and subsequent issue of the Notice to Proceed for the project. A disposition item will be submitted for bid document approval, anticipated for the 5/7 CC meeting, with a bid advertisement date of 5/12.
- Downtown Banner – The revised plans were submitted for an 2<sup>nd</sup> FDOT review.

- City Welcome Sign – The mock banner was moved to the revised location for review.
- 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 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. Zev Cohen & Associates, as part of their neighborhood involvement task will be coordinating a pre-construction meeting with the residents to inform them of the upcoming work and provide estimated time schedules and inform them how they can stay involved and receive updates throughout the project.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane – A pre-construction meeting has been scheduled for March 27<sup>th</sup>.
- 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 – A disposition item is being prepared for bid document approval for the 4/2 CC meeting, bid advertisement will follow on 4/7.
- West SR40 – FDOT Roadway Resurfacing Project – A utility work plan with the FDOT for the adjustment of existing utilities located within the FDOT right of way, was executed by the City at the 3/5 CC meeting. The City's portion of the work will be \$51,885.
- CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
- CDBG Milton Pepper Park – The plans have been reviewed and staff will solicit construction proposals.
- OBSC Multi-Use Fields – The project consultant is finalizing plans for staff review and SPRC review.
- OBSC Roadway Improvements - Staff has reviewed a proposed perimeter road alignment adjustment to avoid or reduce wetland impacts, which appears to be plausible. A meeting has been scheduled with the design consultant to discuss the alignment modifications so they can develop a new set of plans for the perimeter road to be included with this project.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia Wall measurement (on-going)
- Updated and corrected the initial 30 sketches and legal descriptions for the 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 on Jill Alison Circle per AT&T request.
- Researched old files and drawings to determine if Transfer Station Road is located on F.E.C. property and provided the findings and documents to Legal Department as requested
- Provided right of way widths along Airport Road per Engineering Consultant request.

- Located and provided drawing copies of the Public Works Complex per consultant (QLH) request.
- Created a drawing of the existing parking lots and proposed Multi Use Fields at the OBSC in state plane coordinates per Consultants request.
- Created and provided exhibit drawing showing existing utilities at the Tymber Run/Tymber Creek intersection per FPL request.
- Completed right of way stakeout at Boulevard Executive Center per Water Division Request.
- Staked out the right of way lines along North Halifax and East Granada Blvd at the intersection per Neighborhood Improvement Division request.
- Completed tree locates at 176 South St Beach Street and 13 Allenwood Drive per Neighborhood Improvement Division request.
- Compiled drawing data provided by surveyor and Engineering Consultant to create a record drawing of the SR40 Multi Use Trail Ph III.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Ground down sidewalks at 514 N. Ridgewood, Aaron, Cir., on Northbrook and at Airport Tower parking lot
  - Training to prepare for CDL (Commercial Driver's License) test
  - Removed, cleaned and prepared for patching with asphalt at Airport Sports softball field
  - Checked out a broken, undermined sidewalk on N. Nova at railroad tracks
  - Poured a concrete sidewalk for the Water Dept. on S. Atlantic and Bosarvey Dr.
  - Pulled forms & barricades at S. Atlantic & Bosarvey Dr.
  - Checked forms and laid down limerock in areas to be concreted at #7 & #14 Laurel Oaks Cir.
  - Cut sidewalks to be removed on Aaron Cir.
  - Cleaned asphalt tools and straightened out form board rack at the Public Works Complex

- 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
  - Ground down stumps at 501 Oceanshore Blvd., Central Parks I & II, 33 Central Ave., 176 S. Beach St., Rosewood & Yonge, Bonita and on Main Trl.
  - Removed litter on rights-of-way at Orchard St., Wilmette Ave. & Center St.
  - Inspected trees on Runway 26 at the Ormond Beach Airport
  - Trimmed trees at Ames Park, east & west of Central Park I, Standish Tank, and on John Anderson Dr.
  - Cut down a bay tree at 585 John Anderson Dr.

- 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

- Loaded concrete into the roll-off at the Public Works Yard
- Replaced banners at Cassen Park
- Repaired the shoulder at 498 N. Ridgewood Ave.
- Trimmed ROW areas on Midway Ave., between S. Washington St. & US1
- Straightened various signs on SR40
- Flagged for Forestry at 585 John Anderson Dr.

Sign Shop

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

- Nova Community Park, installed "No Parking" signs
- Woodgate Ct., installed a "No Outlet" sign
- Arbor Lakes, did locates for installation of (2) curve signs
- Domicilio Ave., straightened a dead end marker
- Dianne Dr., replaced stop bars
- Nova Tennis Courts, installed signs
- Various Locations, checked for signs & stop bars that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Delittered ditches and ponds – SR40, west of I-95
- Hauled limerock & stone from beach side to Nova Rd.
- N. Halifax & side streets – used loader to clean area for paving

Vactor

- Cleaned basins – all zones due to rain

Mowing

- Reachout Mower – mowed on Wilmette Ave.

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

28,391

PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

15

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 7,497 gallons of unleaded and 9,333 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,858 gallons of unleaded and 770 gallons of diesel.
- Fleet completed 44 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Contractor is obtaining schematics from CEC for the SCADA work.
- Concentrate Piping Connection to Reuse Storage Tank – Field measurements were made to assist the design engineer with the pipe installation route in the public works yard.
- 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 10-inch force main was cleaned by pigging by Contractor for eventual reuse transmission conduit. A decision is pending as to whether the parallel 6-inch and 8-inch force main will be pigged by an outside contractor or whether it will be abandoned and grouted as defined in the original contract scope. Booster stations were tested March 14, 2013. A control signal from the high level float is needed for the shut off valve to activate it when the tank is full. The closure rate for the valve needs to be reduced to prevent excess pressure build up in the force main.
- Lab Services Contract – Bid dates and times established. Bid documents were prepared for review at the April 2, 2013 City Commission meeting.
- North Peninsula 2-inch Water Main Replacement – Bids were received on February 20, 2013. Project recommendation for award to Thad to be considered at the April 16, 2013 City Commission meeting. FDOT will be starting the Additive Alternate Lynnhurst Drive – A1A portion of the project in the middle of June.
- 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 – Carousel/ 2nd anoxic zone #2 was placed into service. Roadway paving at the plant entrance is completed.
- 2008 Lift Station Repair and Replacement Project – A complaint was filed for breach of contract by Contractor (Worsham). A motion was made by the Legal Department's attorney to dismiss the complaint.
- John Anderson Drive Roadway Improvements – Utilities Relocations – Received modified plans from the consultant for review.
- 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. Executed agreements were received from FDOT. Funds will be wired to FDOT.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Project is advertised for bid. Sent executed FDOT Utility Permit Applications to FDOT for processing. Issued Addendum 1 to address contractor questions through March 19, 2013.

- Tymber Creek Road Phase 1 Utility Relocation Project – A meeting was held with the County to discuss the directional drilling of the river crossing. The County will meet with the contractor to determine costs for protecting the existing pipe due to the shallow cover and extra risks of exposure when the culvert is being installed. Lowering of the 6-inch fire service line and installation of a new 2-inch water service line to Walgreen's will be required because the existing lines were too shallow for the proposed road grade. The water service relocation pay item of \$850 in the specs is proposed to be used for compensation.
- Water Storage Tank Cleaning and Inspection – The project was advertised for bids on March 10, 2013. A pre-bid meeting is scheduled March 21, 2013.
- SPRC – Reviewed plans for 1387 W. Granada and the Capital Telcom cell tower at 1102 W. Granada. Met to discuss Sahl Subdivision (subdividing lots on Hand Avenue and South Ridgewood into 4 lots) and a proposed condominium community at 550 W Granada. Attended the preconstruction meeting for Pennorth. A pump station and force main connection is being constructed to serve the plaza.
- 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.
- 4<sup>th</sup> Quarter Report for SJRWMD for MFL Cost-Share Agreement Airport Road FM-Reuse reimbursement request – awaiting payment.
- Water Distribution
  - Exchanged 16 residential/commercial water meters
  - Responded to and/or repaired 8 water service leaks
  - Replaced 6 water services due to age of piping
  - Repaired/replaced 12 meter boxes
  - Responded to 4 low pressure and 2 cloudy water complaints
  - Disconnected 1 and located 1 water services
  - Performed 8 tests of city owned backflow preventers
  - Performed maintenance on 2 city owned fire hydrants, Initiated hydrant maintenance in County areas - inspected and maintained 18 fire hydrants
  - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Water Main repairs: 2" water main - Driftwood Cir
  - Performed valve maintenance on 10 valves, all valves were located marked and exercised
  - Meter Testing: Performed testing on 4-2" and 1-4" commercial water meters, all tested accurate. Scheduled 7 commercial meters for testing
  - Performed maintenance on 10 permanent flushing devices (checked battery, timer and leaks). Operational status has been checked on all permanent flushing devices in our system
  - Replaced an aged 4" water meter isolation valve at 1155 Ocean Shore Dr
  - Assisted Contractor on Hand Ave repair a newly installed 12" valve damaged during road construction
  - Utility locate service for Water/wastewater/reuse: 85 regular and 2 emergency utility locates have been completed
- Water Treatment
  - Delivered to the City 38.022 million gallons for the week ending March 17, 2013 (5.432 MGD)
  - Backwashed 11 filters for a total of 439,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notices

- Wastewater Collection – Reuse
  - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
  - Total rainfall for Breakaway Trails (0.21”) and Hunters Ridge was (0.18”) from 03/14/13 to 03/20/13.
  - Televised four and cleaned eight sewer laterals.
  - Repaired sewer lateral 63 S. Atlantic damaged by 2” gas main installation.
  - Located six inch sewer main on N. Old Kings Rd. for contractor for new bank construction N. Nova Rd. - N. Old Kings Rd.
  - Crews removing pigging ports at Airport Rd. and Ormond Green Blvd.
  - Ten inch force main Ocean Shore Blvd. pressure at 7 psi 03/19/13.
  - Six inch force main at 1800 N. US-1 at 5 psi.
  - Low pressure sewer psi reading Westland Run 20/22 psi, Foxhunters Flat 20/21 psi and 4” on Shadow Creek Blvd. 10/11 psi.
  - Ongoing flushing of reuse on peninsula.
  - Cleaned bermad filter at Tomoka Oaks golf course.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 25.38 Million Gallons.
  - Produced 19.13 Million Gallons of Reuse.
  - Produced 6.25 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.63 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 164.19 (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, installed control panel 37R
  - Replaced lime slurry mixer
  - Replace ballasts in wells 22H & 33H and phase monitor in 33H
  - Replaced relay for BAT 100 HP pump
  - Completed repairs on reuse pump #2.
  - Assisted operator unclogging claricone 6” blowdown lines.
  - Installed new calibration tube in polymer pump room.
  - Painted the floor in electrical room storage area.
  - 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.
  - Continue troubleshooting lift station SCADA system
  - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
  - Performed Booster and Reuse Station PM's.
  
- Wastewater Plant – Lift Stations
  - Feed Pump #2 – excavate line to clear possible blockage at “T” fitting
  - 8M1 – SCADA – no starts pump #2.
  - HOMAC – SCADA – no starts pump #2.
  - 11M – SCADA – tested alarm system – failed.

- 1P – citizen customer complaint of noisy operation – check station – found nothing wrong at station.
- 1P – pulled pump #1 – deragged pump and check valve – replaced gate hinge – cleaned both domes & probes
- Centrifuge #2 – pulled torque tube – inspected – all OK
- Feed Pump #1 – adjusted pump packing as needed
- Airport Business Park – power failure – FP&L equipment failure – set up generator to run station during power outage
- Feed Pump #2 – pulled pump – cleaned for shipment to vendor for repair
- Digester Tank #1 – repaired broken plumbing
- Influent Odor Control – quarterly PM
- Clarifier #2 – repaired spray mist nozzles as needed
- Chlorine Residual Meter – replaced pump
- Influent Room – deragged pumps as per Lead Operator
- Alum Tanks – re-installed vent plumbing blown off by delivery driver
  
- 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 providing response to preliminary feedback request from the FDEP.
  - Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forthcoming to provide customers with system 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. Staff supplied the required analytical data to the City's consecutive water system, Tymber Creek Utilities. The submittal satisfies the City's reporting requirement mandated by both the FDEP and EPA.
  - 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.
  - 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. Staff submitted a sample of the current acid to NSF to begin the analysis.

#### **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, assisting staff with and maintaining the agenda automation system, 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 19, 2013, City Commission Meeting
- Staff attended March 20, 2013 Records Management Workshop at the City of Daytona Beach
- Agenda packet preparation and creation for the March 27, 2013 Budget Advisory Board 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