

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 5, 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 Public Works Operations staff
- Quarterly staff meeting with Directors and Division Managers
- One-on-one meetings with IT Manager, Economic Development Director, Planning Director, Fire Chief and HR Director
- Field Day with Sign Shop
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- Reception for Lt. Jesse Godfrey for graduating from the FBI Academy
- Weekly conference call with FCCMA staff
- DARE graduation at St. James School
- Tony Capozzi, Executive Director, Ormond Beach Chamber update
- Conference call with FCCMA Board of Directors
- City staff, Mayor and Dorian Burt, appraisal of 164 W. Granada Blvd.
- Matt Mencarini, OB Observer, various topics
- CRA meeting with City Managers

### **Community Development**

- Planning Services
  - The Volusia County Department of Emergency Management and its municipalities in coordination with the East Central Florida Regional Planning Council are soliciting public input and comment for the final draft Floodplain Management Plan. The public comment period will occur from April 3, 2013 through April 12, 2013. An open public meeting will be held as follows:

**DATE AND TIME:** April 8, 2013, 1:00 p.m.  
**PLACE:** Daytona Beach City Island Library Auditorium  
105 East Magnolia Avenue, Daytona Beach.

The draft Floodplain Management Plan will be available on April 3, 2013 at [www.ecfrpc.org](http://www.ecfrpc.org). To submit written comments by email, please send to Tara McCue at [tara@ecfrpc.org](mailto:tara@ecfrpc.org). A copy of the agenda may be obtained by contacting: Tara McCue at (407)262-7772 or [tara@ecfrpc.org](mailto:tara@ecfrpc.org).

- Staff has learned the 2012 National Flood Insurance Program Reform Act will have significant impacts on property owners who are in the Special Flood Hazard Area (SFHA). The law has eliminated "grandfathering" of properties in the floodplain effective 2014. The act also eliminates subsidies and discount programs.

- Owners of non-primary/secondary residents and business owners in a SHFA will experience an annual 25% increase effective January 1, 2013 and October 1, 2013 respectively until rates reflect true risk.
  - Owners of property which has experienced severe or repeated flooding will also see 25% rate increases annually effective October 1, 2013 until rates reflect true risk.
  - Owners of primary residences in SFHAs will be able to keep their subsidized rates unless or until the property is sold; the policy lapses; a severe or repeated flood loss occurs; or a new policy is purchased. The following is a link to the FEMA website to download the fact sheet: <http://www.fema.gov/library/viewRecord.do?id=7187>.
  - This may explain why the projected effective date of the National Flood Insurance Program maps is now 2014.
- Building Services
    - 61 permits issued with a valuation of \$658,483.00
    - 154 inspections performed.
    - 5 business tax receipts issued
  - Development Services
    - Staff reports have been prepared for the Planning Board meeting scheduled for 4/11/13 on the following cases:
      - 1102 West Granada Boulevard – Telecommunication tower
      - Expansion of the Granda Economic Opportunity Brownfield Zone to beachside portion of the downtown CRA.
      - 3 lot subdivision at the NW corner of US1 South and Hand Avenue.

### **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 14 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, Team Volusia, and Volusia County**

- 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.
- Staff is working with economic development practitioners throughout Volusia County regarding proposed changes to the Community Redevelopment Area resolution for proposed new CRA plans. Amendments to the 2010 CRA Resolution, agreed upon by the County of Volusia and the respective cities, were made by the practitioners and recommended to their City Managers, who met Friday to discuss the amendments.

#### 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 US 1. 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. Rehabilitation of Taxiway Charlie has been completed. A tie-in from Taxiway Charlie to the general aviation ramp and additional motor vehicle parking areas in the southeast quad of the airport will be constructed during the final phase of the overall project. Surface preparation for the new Taxiway Bravo tie-in to Runway 8/26 is complete. Surface preparation for the realignment of Taxiway Echo and demolition of the old taxiway surface are underway.
- The annual FDOT airport licensing 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. In response, crews from the Streets Division conducted tree clearing activities near Runway 26 and staff submitted a report to FDOT indicating that this required work was completed. FDOT has since conducted a re-inspection and determined that the airport now meets all safety criteria for the runway.
- Staff prepared and submitted to FDOT a request to extend the Joint Participation Agreement (JPA) which provides state funding for security lighting upgrades at the airport. During the bid opening for this project on March 26<sup>th</sup>, it was determined based upon a review of all bids that the delivery time for certain lighting components could exceed the current expiration date of the JPA. Staff has since received written confirmation from FDOT that the JPA will be extended until October 1, 2013. This extension will provide sufficient time to acquire the components and complete the project.
- The second 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 April 2<sup>nd</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 the 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 met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the two 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 filed a petitioners' emergency motion to stay closure of the airport control tower with the United States Court of Appeals. The City is objecting to the FAA planned defunding of the Ormond Beach contract airport tower services, which would be effective on April 14, 2013.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Drafted the revised investment policy
- Completed Projects - Weekly
  - Processed 65 Journal Entry Batches (# 2460 – 2645).
  - Approved 27 Purchase Requisitions totaling \$170,824.30.
  - Issued 23 Purchase Orders totaling \$157,570.17.
  - Held pre-bid meeting for Bid No. 2013-11, Storage Tank Inspections and Cleaning, on 03/21/2013.
  - Held opening for Bid No. 2013-20, Airport Security Lighting Project, on 03/23/2013.
  - Held opening for Bid No. 2013-06, 2" Water Main Replacement – Mainland, on 03/28/2013.
  - Held opening for the following RFQ's on 4/3/2013:
    - RFQ No. 2013-15, Elevator Inspections and Repairs to Include Wheel Chair Lifts Services.
    - RFQ No. 2013-16, Emergency Removal of Shade Structures Services.
    - RFQ No. 2013-17, Fire Alarm Monitoring Equipment Services.
    - RFQ No. 2013-18, Fire Suppression Equipment Inspections and Repair Services.
    - RFQ No. 2013-19, Overhead Door Services.
  - Prepared 270 Accounts Payable checks totaling \$801,709.80 and 60 Accounts Payable EFT payments totaling \$794,464.57.
  - Prepared 38 Payroll checks totaling \$29,907.99 and 329 Direct Deposits totaling \$388,119.89.
  - Transferred IRS 941 payment of \$149,633.17.
    - Processed 7,967 cash receipts totaling \$1,737,135.69.
    - Processed 1,899 utility bill payments through ACH totaling \$124,741.80.
    - Processed and issued 9,944 utility bills with billed consumption of water of 62,730k.
    - Issued 942 past due notices on utility accounts.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Jim Miller's Jimmy Dorsey Orchestra, Then and Now (4/6)
    - Walking with the Manager (4/12)
    - Public Safety Awareness Day (4/27)

- Casements Tours (Cancelled for April 17th)
- Earth Day 2013 (4/25)
  
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Issued CodeRED calls for annual fire hydrant maintenance.
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended FDLE grant monitoring visit for JAG grant.
  - Attended Summer Camp Provider Training given by Volusia County Community Assistance.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 6
- Fire Alarms: 7
- Hazardous: 2
- EMS: 76
- Motor Vehicle Accidents: 11
- Public Assists: 54

#### **TOTAL CALLS: 156**

- Aid provided to other agencies: 33 calls – Volusia County (13), Daytona Beach (17), Holly Hill (3)
- Total staff hours provided to other agencies: 38
- # of overlapping calls: 45
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 56

#### **Training Hours**

- EMT Refresher: 3
- Paramedic: 3
- Preplanning: 3
- Pump Operations: 3
- Tactics: 34
- Technical Rescue: 20

#### **TOTAL TRAINING HOURS: 66**

#### **Station Activities**

- Serviced 200 fire hydrants to include: flow test and inspection.
- Updated 14 pre-fire plans
- Conducted 6 fire inspections
- Provided presentation of fire truck and spoke to residents at Relay for Life Easter Extravaganza at 2001 W. Granada Walgreens.

#### **Significant Incidents**

- 3/26/13, 4:20 PM: Arroyo Pkwy. – Structure Fire – Assisted Volusia County with a single family structure fire – provided water supply – cleared scene at 6:55 PM.

- 3/26/13, 5:03 PM: Orange Ave. – Structure Fire – Assisted Daytona Beach with report of smoke in a multi floor structure – performed search and located fire in floor of 3<sup>rd</sup> story apartment – cleared scene at 5:51 PM.
- 3/28/13, 4:45 PM: 1478 W. Granada Blvd. – Brush Fire – Responded to brush fire behind Publix shopping center – small area burning – extinguished with 1,000 gallons of water.
- 3/29/13, 9:45 PM: Center St. – Structure Fire – Assisted Holly Hill with a fire involving a single family structure – upon arrival found fire venting through roof – Quint 92 assigned to water supply – cleared scene at 11:17 AM.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Finance – Accounting Technician
  - Leisure Services-Recreation (Nova Community Center)-Part Time Recreation Leader
  - Leisure Services-Recreation – Summer Camp Counselors
- Approved/Active Recruitment
  - Leisure Services/Registration-Office Assistant III was advertised in-house and on the City web site with a closing date of 04-12-13.
  - 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. Department requested to open recruitment until filled in order to obtain a larger pool of applicants. Four original applicants were notified.
  - 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. Three (3) applications were received, two in-house employees and one applicant from outside. These were entered on applicant tracking sheet with qualifications, copied and forwarded to the department.
  - 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.
- 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 and a recommendation was made to the Chief by the Interview Panel to retain the top six (6) on an eligibility list. Interviews scheduled with the Chief for the six candidates on 04-03-13 to fill one vacant position.
  - 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. Six (6) interviews have been scheduled.
  - 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. Thirteen (13) applications were received, entered on the applicant tracking sheet with qualifications and forwarded to the department for review.

- Job Offers
  - Leisure Services/Recreation (Special Populations) – Part Time Therapeutic Aide was advertised on the City web site as “open until filled”. Interviews have been conducted and a candidate has been selected. Will begin employment on 04-01-13.
  - Leisure Services/P.A.C. – A candidate for the Part Time Box Office Attendant position has been selected and will begin employment on 04-02-13.
  - Public Works/Wastewater Collection/Reuse – A candidate has been selected and will begin employment on 04-02-13.
- Promotions/Transfers
  - Public Works/Streets – An in-house employee has been selected to fill the Maintenance Worker III position effective 04/03/13.
  - Planning/Engineering/Joint Permit Counter – An in-house employee from the Finance Department has been selected to fill the Permit Technician position effective 04/15/2013.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 3-31-13: 3.37% (excluding retirements).
  - Leisure Services/Recreation – Part time Recreation Leader effective 04-30-13.
- Public Records Requests
  - Public Records request from Bunnell Police Department to view personnel file of retired police officer.

#### 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

- Florida’s Blood Centers will be bringing the “BIG RED BUS” to the City Hall parking lot on 04-10-13 from 8:30 a.m. until 12:30 p.m.
- A representative from Sam’s Club will be available to meet with employees to sign up or renew memberships on 04-12-13 between 11:00 a.m. and 1:00 p.m
- The ICMA Retirement Corporation representative will be here on 04-17-13 to meet individually with employees and new hires to discuss the 401a Defined Contribution Plan.
- The next Employee Orientation will be held 04-26-13. 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

- Began planning for 2014 United Way campaign.
- Prepared for Mayor’s Health & Fitness Challenge final events.
- Attended Leadership planning meeting.
- Attended Workforce Wellness Action Team meeting.
- Planning meeting for Risk Management Best Practices seminar as member of Risk Advisory Board panel.
- Continued work on updates to property appraisal with Public Works.

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors. Provided vendor short list of additional questions.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 13 New work - 23 completed - 52 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	34,274	Inbound E-Mails Blocked	23,577
Delivered Inbound E-Mails	10,565	Quarantined Messages	132
Percentage Good Email	30.8%	Virus E-Mails Blocked	47

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 0 Changes: 3 Corrections: 0
  - Map/Information Requests: 20
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 9,066 (40.3%) potable 8,673, Irrigation 393
  - Notable Events: None.

### **Leisure Services**

- Administration

Meetings attended/hosted:

  - Supervisory Staff Meeting
  - City Manager Quarterly Staff meeting with Directors and Managers
  - City Commission Meeting
  - Capital Improvement Projects preparation meeting
  - HR Board Meeting
  - Quality of Life Advisory Board Meetint
  - Staffing Meeting
  - Events Meeting
  - Public Works meeting.
  - Park Visits
  - Summer Camp Expo
  - Movie on the Halifax
  - One on One meetings with coordinators
  - Andy Romano Beachfront Park visits.
  - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
  - 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.
- Seabreeze High School baseball team held games this week at the Wendelstedt baseball fields on Tuesday night at 4pm and 7pm.
- The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades continued practices this week.
- Seabreeze High School, Father Lopez High School, Riverbend Academy and Calvary Christian Academy continued baseball and softball practices at the Ormond Beach Sports complex this week.
- The Ormond Beach Youth Baseball and Softball Association continued games this week at the Ormond Beach Sports Complex and the Nova fields.
- 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 softball team played this week at the Ormond Beach Sports Complex, softball quads, on Tuesday night at 6pm.
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield.
  - Went to South Ormond Rec. 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.
  - OBYBSA games continue at OBSC and Nova fields.
  - Fertilized all fields and completed baseball fields.
  - Held adult soccer league games Sunday (OBSC) fields #5 or #6.
  - Competitive and recreation soccer league practices Monday through Friday.
  - Coed softball games twice a week at OBSC, softball field #7.
  - Hand weeding the warning tracks for baseball.
  - Preparing for Seabreeze girls' flag football season on Champion field which starts on Wednesday.
  - Held Dewitt high school softball practice at OBSC softball quads.
  - Held boys' and girls' recreational baseball and softball practices at OBSC softball quads during the week.

- 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.
  - Parikh Golden Anniversary party was held Saturday from 4pm to 10pm.
  
- 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:
      - Tribute to Frank Sinatra starring Tony Sands, "It Was a Very Good Year," Friday, PAC, April 5<sup>th</sup> at 7pm.
      - Miss and Mrs. Florida Pageant, PAC, 4pm.
  
- South Ormond Neighborhood Center
  - Splash Pad Open Daily at 10am.
  - Jazzercise class was held Monday and Wednesday from 5:45pm to 6:45pm.
  - Free play basketball took place every day from 1pm to 6pm.
  - 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 Monday through Thursday from 6pm to 8:30pm.
  - YMCA soccer Tuesday, Wednesday and Thursday evenings.
  - Youth basketball practice, Saturday, 10am.
  
- Community Events
  - Attended The Casements Centennial Celebration 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 staff meeting.
  - Flyer distribution for Public Safety Awareness Day.
  - Attended Home for the Holidays Parade committee meeting.
  - Staffed reception for Lt. Jesse Godfrey before City Commission meeting.
  - Assisted with Summer Camp Expo and Movie Night at The Casements.
  - AITP sponsorship follow-ups, flyer creation and program development.
  
- Gymnastics
  - The April/May classes for various age groups and levels began their new session on Monday and are 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>.
- A new Yoga class began this week with classes meeting Monday through Friday from 10:30am until 11:30am in the Activity Room.
- Challenger Baseball met at the Nova fields for the first practice on Tuesday from 5pm to 6pm and will continue to meet until May 7<sup>th</sup>.
- Challenger Sports of All Sorts began at the Nova Community Center in the Activity Room on Wednesday from 5pm to 6pm and will continue to meet until May 8<sup>th</sup>.
  
- The Casements
  - Classes met this week including Yoga, Pilates and Rock 'n Roll.
  - Tours continued Monday through Friday from 10am to 3:30pm.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Coordinator met with the Yoga instructor on Tuesday afternoon.
  - The Ormond Beach Garden Club held their General Meeting on Wednesday morning.
  - The Guild's Centennial Golf Committee and the Planning Committee met at different times 10am and 11 am, respectively, on Thursday morning.
  - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
  - A large group of over 60 visitors from Breathitt High School in Jackson, Kentucky, toured The Casements on Thursday morning.
  - The Centennial Committee met on Thursday morning with members from Ormond MainStreet, Ormond Chamber, Ormond Memorial Art Museum, the Historical Society and City staff to discuss plans for the centennial events.
  - The Guild Crafters met in Room 203 on Thursday afternoon.
  - Two wedding rehearsals were held at Ormond Memorial Gardens; one in the afternoon and one in the evening.
  - The Leisure Services Camp Expo was held in Rockefeller Gardens on Friday from 5:30pm-7:30pm.
  - "Peter Pan" is scheduled as the feature presentation for Movies on the Halifax Friday evening at 8pm.
  
- Parks Maintenance
  - Installed three new picnic tables at Nova Community Center
  - Repaired vandalized memorial bench and damaged deck board on Joyce Ebbet's pier
  - Transported surplus items from Nova Community Center to Fleet Maintenance for auction
  - Installed four new picnic tables under pavilion at Riverbend nature park
  - Met with purchaser for placement of memorial bench at Bailey's Riverbridge Gardens
  - Trimmed low hanging limbs at Sugarberry Circle
  - Had trash receptacle rings painted prior to installation
  - Installed three new picnic tables in the park at Riverbend Nature Park
  - Removed residential trash placed in island at Sugarberry Circle
  - 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.
  - Changed (6) filters on (6) ice machines throughout the City.
  - Repaired Police Station parking lot gate.
  - Located replacement hinges for partitions at Central Park I restrooms.
  - Replaced and assembled shop vac in section.

- Repaired gate # 10 at Ormond Municipal Airport.
- Traced and removed odor at City Hall.
- Obtained quote for ice machine replacement at the Water Plant.
- Accompanied contractor at Breakaway Trails subdivision for new maintenance gate.
- Cut lumber for Utilities Division's concrete form work.
- Reset gate #9 at Ormond Municipal Airport entrance.
- Adjusted heat in office at Andy Romano Beachfront Park.
- Built saw horses for section use.
- Re-ordered and re-filled first aid cabinet supplies for Building Maintenance section.
- Started project of powering pavilions in Andy Romano Beachfront Park.
- Replaced door knob at Streets Division.
- Replaced closure at Public Works entrance.
- Replaced closure at Tennis Center entrance.
- Finished streetscape upgrade project with new light heads.
- Hung pictures at Ames House.
- Installed light in maintenance shed at Andy Romano Beachfront Park.
- Took down "Welcome to Ormond Beach" banner.
- Replaced burnt fuse jack at Nova Community Center and reset timers.
- Escorted contractor for Elevator RFQ's inspections at City Hall, The Casements, PAC and the Senior Center.
- Took 3x3 bronze plaque to Fleet for recycle.
- Changed stair light at City Hall.
- Adjusted door closure to bay area at Fire Station 92.
- Changed sculpture LED light at Bailey's Riverbridge Gardens.
- Repaired cubical lights in Finance at City Hall.
- Replaced toilet tank handle in ladies room at Softball Quads at OBSC.
- Met vendor to pickup X Light generator at Ormond Municipal Airport.

### **Police Department**

#### **Administrative Services**

- DARE graduation at Calvary Christian Church.
- Lt. Godfrey returned/graduated from the FBI National Academy.
- Attended Keiser University Advisory Board meeting.
- Conducted final interviews with police officer applicants.
- Attended FBINA retraining luncheon/meeting.
- Attended FDLE Grant monitoring meeting.
- Attended bi-weekly meeting with City Manager.
- Attended weekly Police Department and Department Head 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. This week they participated in a tour at the Police Department.
- Youth in the OBPAL Basketball program participated in practices to prepare for the upcoming USSSA basketball season.

#### **Community Services & Animal Control**

- Total Animal Calls: 62
- Total Animal Reports: 13
- Total Animal Bites: 4
- Total Animals to HHS: 4 (cats)

- Total Number of Sick/Injured Animals: 1 (Raccoon/euth)

#### Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 3
- Inactive: 6
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1

#### Narcotics

- Five Buy Walks
- One Buy Walk Attempt
- One Search Warrant

#### Comments:

- Sexual Assault: Investigation into a possible sexual assault from a known subject (two adults).
- Craig's List Scam: Subject obtained the victim's checking account information and withdrew funds from her account.
- Grand Theft: Subject charged for stealing approx \$1,500 worth of scrap metal from a closed business.

#### Records

- Walk - Ins / Window: 125
- Phone Calls: 160
- Arrest / NTA'S: 28
- Citations Issued: 166
- Citations Entered: 127
- Reports Generated: 137
- Reports Entered: 118
- Mail / Faxes / Request: 72

#### Patrol

- Total Calls: 1,707
- Total Traffic Stops: 297

#### Operations

- Crime Opportunity Report Forms: 122
- 3/27/13
  - Warrant arrest, Traffic stop, driver had an open warrant and a suspended driver's license for Habitual Driving While License Suspended (DWLS).
  - Warrant arrest, Traffic stop, 200 block East Granada Boulevard, passenger in a vehicle that had been stopped for a routine traffic violation was arrested on an open Flagler County warrant for Grand Theft.

- Burglary-Vehicle, 48 Byron Ellinor Drive, Apartment A, one-to-two daytime frame. No forced entry but the front door was found ajar. Medication and miscellaneous items missing.
- 3/28/13
  - Narcotics, 900 North US Highway 1, driver given a Notice to Appear (NTA) for possession of drug paraphernalia (crack pipe).
- 3/29/13
  - Retail Theft, 5 South Yonge Street, intoxicated person shoved a pizza down his pants and tried to leave the store without paying for same. Subject arrested for retail theft.
  - Narcotics, 50 Block John Anderson Drive, traffic Stop, driver issued a Notice to Appear (NTA) for Possession of drug paraphernalia.
  - Driving Under the Influence (DUI), South Atlantic Avenue and SR40, DUI Arrest.
  - Battery-Domestic Violence, 11 Oak Avenue, Large Domestic Disturbance, two males arrested for Domestic Violence Battery.
  - Driving Under the Influence, 700 block South Nova Road, DUI from Traffic Stop.
- 3/30/31
  - Burglary-Residence, 184 Tomoka Avenue, door kicked in and window broken. Generator reported stolen.
  - Warrant Service, 52 Byron Ellinor Drive, fugitive arrested on an outstanding warrant.
  - Narcotics, 52 Byron Ellinor Drive, suspect arrested for possession of Cannabis.
  - Battery-Domestic Violence, 20 Oriole Circle #B, suspect arrested for Domestic Violence Battery.
  - Battery, 260 North US Highway 1 (Ormond Lanes), suspect arrested for simple battery.
  - Aggravated Battery, 70 Bluebird Lane, female subject arrested for aggravated battery as she had doubts about her boyfriend's monogamy and decided to try and run him down with her car.
- 3/31/13
  - Burglary-Vehicle, 201 Melrose Avenue, door found open and interior damaged. Nothing taken.
  - Narcotics, Pineland Trail and Ormond Green, traffic stop, driver given a Notice to Appear (NTA) for Possession of Marijuana under 20 grams.
  - Battery-Domestic Violence, 87 Kenilworth Avenue, defendant seriously injured his girlfriend during a physical altercation. Victims suffered injuries to her nose and eyes when her boyfriend repeatedly bit her in the face.
- 4/1/13
  - Retail Theft, Wal-Mart, suspect arrested for retail theft.
  - Burglary-Residence, 2 Barbara Court, laptop stolen from residence.
  - Warrant Service, 570 Collins, fugitive apprehended on outstanding arrest warrant.
  - Driving Under the Influence (DUI), 520 South A1A, driver on a scooter was arrested for DUI.
- 4/2/13
  - Narcotics, Division and US1. Suspect issued a Notice to Appear for possession of marijuana.
  - Burglary-Residence, 21 Arrowhead Circle, lawn equipment was taken or tampered with from three houses on Arrowhead Circle.

#### Traffic Unit

- 13-04-00011, Crash w/Injury, US1/Wilmette Avenue: Inattentive northbound motorist crashed into two other vehicles (almost three) waiting at the red light. One northbound lane shut down until two of the totaled vehicles were removed.
- Speed Monitoring Awareness Radar Trailer (SMART) deployed at North Halifax Drive in reference to a complaint.

- Community Policing Project in progress for the Hand Avenue detour. Streets Division made some enhanced signage for the area. Request sent to advise residents to respect barricades, detours, road closed signs via newsletters, water bills, Code Red, etc.
- Click-It or Ticket campaign is complete. 189 seat belt and child restraint citations issued. 162 speeding citations issued during the campaign as well. Officer Braun was awarded as the highest producer with 55 seat belt citations. Our seat belt compliance rate, based upon pre- and post-campaign surveys went from 85.5% to 91.5% (a 6% increase).
- Traffic Citations: 132
- Parking Citations: 0
- Crash - No Injuries: 10
- Crash – Injury: 6
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridors
      - Division Avenue
      - Fleming Avenue
      - Hand Avenue detour
    - Enforced Complaints:
      - John Anderson Drive
      - Clyde Morris Boulevard
      - Beach Street
      - Fleming Avenue
      - Breakaway Trails

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1:19 Cases Initiated
- Zone 2:1Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 5 Case initiated
- 2 signs have either been removed or sign cases created.
- 3 tree removal permit requests.
- Administrative staff assisted with fifty-five (55) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

#### Zone 1:

54 Domicilio Avenue – Received a complaint that there is a motor home that has been parked there a few weeks. Staff has initiated a case on this matter. The motor home has been moved from the front of the house to the side of the house. The motor home has not been screened from view so the violation still exists. A notice of violation has been issued.

#### **Public Works**

- Engineering
- Construction Projects:
  - Downtown Granada Median Improvements - Work resumed on 3/18 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. FDOT confirmed that the project is on-schedule to be complete by the middle of May. Staff's appeal of the permit denial decision by FDOT

- regarding the planting material in the medians was successful. Received word from FDOT to allow planting of Medjool palms as designed. An agreement is being finalized for execution.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Several tests were performed on the reclaimed watermain booster pump control systems. SCADA screens were installed. Telemetry has been established, but is being refined for system operations. Contractor is working punch-list items for site cleanup.
  - North Halifax Dr. Improvements – Completed.
  - Tymber Creek Phase I – Utility service lines for Walgreens were rerouted. Preparation for the box culvert crossing at the Little Tomoka River is being prepared. Clearing for road widening continues.
  - Side Street Lighting Conversion – The project is complete.
  - Andy Romano Beachfront Park – The park is substantially complete and the contractor is working on punch list items. Staff will be presenting a final change order for the project in order to address additional time and contract costs that occurred through the course of the project.
  - Hand Avenue – Paving from Nova to Oakbrook Dr. was completed and this section of road is open. The contractor has paved the section of road from Oakbrook Drive west to the 600 block of Hand Avenue. 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. Stormwater system improvements are underway. 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. A ribbon cutting ceremony is being planned for April 24<sup>th</sup> at 5:30 PM.
  - Ormond Beach Airport Taxiway Project – Taxiway Alpha and Charlie were paved. Work continues on installation of lights and signs.
  - South Ormond Neighborhood Center – Additional quotes for alternate roofing systems are being obtained. After investigation of the roof condition with a contractor, initial quotations were obtained. Future budgeting to complete all of the repairs is anticipated; however, an important section of the roof repair will be performed this year.
  - Tomoka Avenue Storm Pipe Repairs and Road Resurfacing - Thermo-plastic striping was installed.
  - 2-inch Water Main Replacement - Mainland –Bids were 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. A check was transmitted to Volusia County to pay the inspection fee for the use permit which will allow the County to issue a use permit for this project.

- 2-inch Water Main Replacement - South Peninsula – Bid award has been scheduled for the April 16<sup>th</sup> CC meeting.
- Central Park Lake Interconnects – A pre-bid meeting was held and construction of the interconnects at Division Avenue and Hammock Lane is expected to begin in May. The contractor anticipates starting construction of the interconnect on Hammock Lane which will involve closing the road. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.

#### 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 – Documents were submitted for the Design build RFP on 3/20. It is anticipated that this project will be presented to City Commission for approval on 4/16, and advertised 4/21.
- Downtown Underground Utilities – This project was advertised for construction on 3/24. FPL provided additional areas that require right-of-way agreements, engineering staff is in the process of finalizing these descriptions. Planning staff is continuing to obtain the remainder of the easements.
- 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 – New perspectives are being prepared based on the mock demonstration.
- 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 was held on 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, has been executed by the City. 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 approved by the County and staff is seeking construction proposals.
- OBSC Multi-Use Fields – The project consultant is working to finalize the design plans for staff review.
- OBSC Roadway Improvements - Consultant is preparing proposal to develop design plans for the perimeter road based on realignment to avoid impacts to wetlands.
- Roadway Resurfacing Program - Staff worked on further refinement of the roadway pavement management software for continued improvements in accuracy in forecasting roadway resurfacing needs based on collected data for the city street inventory.

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)
  - Completed the 30 sketches and legal descriptions for the FPL power line crossings relating to the Downtown Underground Utility Project, awaiting comments from FPL.
  - Created work in the AT&T right of way permit for 1400 Hand Avenue.
  - Created exhibit drawings and provided As-Built information for Booth Rd and West Granada intersection per Consultant (Zev Cohen) request.
  - Located and provided drawing copies of the Airport Sports Complex proposed Multi Use Fields and Airport Boundary description per consultant (Mark Dowst) request.
  - Completed stakeout/adjusted location of the City Welcome Sign at Ormond Towne Square.
  - Compiled drawing data to show the location of the gravity mains for Lift Station 9M per Wastewater Division request.
  - Provided old drawings and information of water valve locations to isolate watermains along Wilmette Avenue per Water Division request.
  - Received appraisals for 4 lots for sale adjacent to Central Park for City Commission to consider as part of the CIP process.
  - Received request for providing sewer service to resident on Seton Trail. Will request a cost from the 2" Water Main Replacement contractor that will be working on that street.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Removed forms and backfilled on Coquina Point Dr.
        - Removed concrete and formed for a pour on Trina St.
        - Formed for a basin at John Anderson Dr. & Neptune
        - Asphalted around basins for Stormwater Dept. at John Anderson Dr. & Neptune
        - Filled a pothole with asphalt at Trina & Fleming
        - Installed banners on SR40 (Granada Blvd.)
        - Formed for a concrete pour at Aaron Cir. and Trina St.

- Two employees attended a CPR class at Fire Station #92
- Cleaned basins in Zone 4

#### 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
- Trimmed trees at Central Park I, on Center St., on Blockhouse Ct., and on Sandy Oaks Blvd.
- Cleaned up shop & washed Truck #284 at Public Works Yard
- Removed a stump at 176 S. Beach St.
- Trimmed a palm tree hanging over the road at 173 University Cir.
- Cleaned and trimmed sidewalk, south of Ford St. to Hammock

#### 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
- DOT (Department of Transportation) weed control on W. Granada Blvd.
- Changed Streetscape banners to "Welcome to Downtown" on Granada Blvd. (SR40)
- Conducted interviews for Maintenance Worker II position
- (1) employee attended CPR training at Fire Station #92
- Cleaned catch basins at various citywide locations

#### Sign Shop

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

- Various locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments
- Fleming Ave. & Center St. (NE corner), checked for damaged stop sign
- 82 Ann Rustin Dr., replaced a 25 MPH speed limit sign
- Ginger Cir. & Ann Rustin Dr., replaced a stop sign & straightened post
- Holly Cir. & Ann Rustin Dr., replaced a stop sign
- Banyan Dr. & N. Halifax Dr., replaced (2) pedestrian crossing signs
- 24 Pleasant Dr., straightened a 25 MPH speed limit sign
- Public Works Sign Shop, cleaned office area
- Hand Ave. (various locations), installed signs

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Raised (2) basins – Neptune & John Anderson Dr.
- Basin repair – China Moon Dr.
- Outfall inspection – Beach St. to Riverside Dr. & at Sycamore Cir.

- Sprayed – FDOT ponds, Nova Rd. north & south Lakebridge
- Removed basin spillway – 355 S. Center St.
- Basin inspections & cleaned , when needed – citywide locations
- CPR class at Fire Station 92

Vactor

- Cleaned basins – all zones due to possible rain
- Cleaned drywells – The Trails

Mowing

- Reachout Mower – ditch mowing on US1, SR40 and FDOT ponds

Street Sweeping/Streetsweeper

- 83.7 miles of road cleaned (This is for 3 days)
- 22.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
29,761

PM Services completed for the week:

Emergency—Vehicles and Equipment  
7

Non-Emergency Vehicles and Equipment  
15

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 9,908 gallons of unleaded and 9,333 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,152 gallons of unleaded and 733 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Contractor obtaining schematics from CEC for the SCADA work. Plans were submitted to the Building Division and construction permits were issued. Electrical conduit for the conductivity meter and chlorine piping was installed. The chlorine pump skid was placed into the building.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant is designing the piping connection.
- 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. Permit modification for reuse service area expansion was approved by FDEP and issued to City.
- Airport Road Force Main/ Reuse Main Project - A decision is pending as to whether the parallel 6-inch and 8-inch force main will be pigged by an outside contractor for eventual use or whether it will be abandoned and grouted as defined in the original contract scope. 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 is being determined to minimize pressure gradient variances in the force main.

- Lab Services Contract – The disposition memo was reviewed at the April 2, 2013 City Commission meeting. A legal advertisement was prepared and sent to the Purchasing Coordinator. The specification was modified to eliminate the various criteria used to select a lab that assigned points for various criteria.
- North Peninsula 2-inch Water Main Replacement - Project recommendation for award to Thad to be considered at the April 16, 2013 City Commission meeting. FDOT advertised for bids for the Lynnhurst Drive left turn lane project.
- 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 letter to Contractor requesting a follow up to manufacturer claims that the controller is not a warranty item. Photos of the replaced VFD power module were sent to the contractor in response to their request.
- Ormond Beach Wastewater Treatment Plant Expansion – Site paving was 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 – Met with consultant and engineering department to review modified plans.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power additional two wells. Revised design proposal by John Searcy & Associates is being reviewed.
- Saddler's Run Lift Station Rehabilitation – Received a design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc for review.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Funds associated with the executed agreement were wired to FDOT.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Responded to FDOT Utility Permit Application request for additional information. Bids were received April 1, 2013. The apparent low bidder is Utility Technicians, Inc. at \$445,037.56.
- 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.
- Water Storage Tank Cleaning and Inspection –The project was advertised for bids on March 10, 2013. A pre-bid meeting was held March 21, 2013. Addendum 1 was issued to address questions received during the bidding process. Bids were received on April 4, 2013.
- SPRC – The directional drilling of the force main to serve Pennorth is completed. A determination was requested from the lot owner at 712 Virginia Terrace as to whether the existing well and septic tank could remain. Water and sewer service is available to this lot and needs to be used. An estimate to provide water and sewer service connections to the property is being prepared. A meeting was held to discuss options for providing sewer service to the SR Perrott Distributors site on US1. Final submittals received for Capital Telecom and Sunoco - 460 S. Atlantic.
- 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 17 residential/commercial water meters
  - Responded to and/or repaired 7 water service leaks
  - Installed 2 residential water services and meters, Installed 2" reclaimed water meter and filter at Memorial Gardens
  - Replaced 7 water services due to aged piping
  - Repaired/replaced 8 meter boxes
  - Responded to 3 low pressure and 8 cloudy water complaints
  - Performed 13 tests and installed 1 new city owned backflow preventers
  - Performed maintenance on 5 city owned fire hydrants, Initiated hydrant maintenance in County areas - inspected and maintained 13 fire hydrants
  - Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Performed valve maintenance on 28 valves, all valves were located, marked and exercised
  - Meter Testing: Performed testing on two-2", 3", 4", and a 6" commercial water meters, all tested accurate. Performed a meter test on a residential property due to a billing issue. Scheduled 3 commercial meters for testing
  - Performed two water main shutdowns to support contractor activities on Hand Ave at 9 tie-in locations.
  - Performed a water main shutdown on Tymber Creek Rd to deflect the 16" water main for future roadway and storm drain improvements.
  - Connected 13 water services to the new water main on Hand Ave.
  - Repaired 2" water service leak @ Fleet facility, replaced 2" gate valve
  - Check for existing fire main at 2450 Ocean Shore Blvd for the Finance Department due to a billing discrepancy
  - Initiated installation of 85 leak detection loggers in the water Base Map A5 area in Ormond-by-the-Sea
  - Performed leak detection in The Village subdivision, no leaks were observed
  - Performed flushing on Tam-O-Shanter Lane, Arrowhead Dr, S. Center St, Pine St, Fir St, Plaza Grande Blvd, Castilla St, Cordova St, S. Beach St, Buena Vista Dr, Robin Rd, Oriole Cir, Cardinal Dr, North Shore Dr
  - Utility locate service for Water/wastewater/reuse: 79 regular and 1 emergency utility locates have been completed, Assist Water Distribution crew locate raw water valves on Division Ave, S. Old Kings Rd. Continued to monitor locating needs for contractor on Hand Ave. Completed 2½ mile locate on John Anderson Dr for FPL performing power pole relocations.
  
- Water Treatment
  - Delivered to the City 38.648 million gallons for the week ending Mar. 31, 2013 (5.521 MGD)
  - Backwashed 9 filters for a total of 343,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notices
  
- Wastewater Collection – Reuse
  - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and four in town.
  - Total rainfall for Breakaway Trails (0.00") and Hunters Ridge was (0.00") from 03/28/13 to 04/03/13.
  - Televised six/ cleaned 10/ root controlled seven sewer laterals.
  - Located and adjusted clean outs to grade at 79 Standish Dr. and 718 Knoll View due to trouble call.
  - Installed new PEP tank and removed old at 9 Huntsman Look.

- Masci Crew working to remove pig from 8 inch force main on Airport Rd.
- Ten inch force main on Ocean Shore Blvd. Pressure @ 5 psi 04/03/13.
- Six inch force main at 1800 N. US-1 @ 6 psi.
- Low pressure sewer psi reading Westland Run 17/20 psi, Foxhunters Flat 19/20 psi and 5" on Shadow Creek Blvd. 10/11 psi.
- Ongoing flushing of reuse on beach side.
- Cleaned bermad filter at Tomoka Oaks golf course. (weekly)
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 26.46 Million Gallons.
  - Produced 19.06 Million Gallons of Reuse.
  - Produced 7.40 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.78 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 96.92 (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
    - Adjusted packing on centrifuge disc-flow pump #1
    - Replaced sump pump in chlorine containment area
    - Replaced blown control voltage fuse on well #41
    - Completed new control panel for blowdown valve claricone #1
    - Repaired #3 LPRO transfer pump, found shorted wires in connector device
    - Replaced #1 LS clearwell transfer pump motor
    - Resolved pumping irregularities at Shadow Crossing pump station
    - 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.
    - Cleaned shop and restocked trucks.
    - Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule
    - Continued troubleshooting lift station SCADA system
    - 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

- 12M – SCADA – high run hours #2 – checked pump
- 13M – SCADA – no starts pump #1 – checked pump – checked motor starter
- 8M1 – SCADA – no starts pump #2 – checked pump – checked motor starter
- Thickener Tank – customer complaint of no water at wash down hose – replaced valve - repaired wash down hose
- 4M1 – FPL power failure – use Generator Set to run station and monitor until power restored
- Post Anoxic Basin #1 – assisted Operators with tank cleaning as needed
- Clarifier Splitter Box – further work on Slide Gate Actuator
- Poly Blend #1 – replaced mixer motor with used inventory taken from Poly Blend #2
- Poly Blend #1 – replaced mixing chamber with used inventory
- 6M – SCADA-WIN911 – pump #3 fail – deragged pump

- Clarifier Splitter Box – finished repair and reassembly of actuator
- Influent Room – deragged pumps as per Lead Operator
- 189 work orders completed and closed this week
  
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP).
  - 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: The Utility received approval from the FDEP of all the recommended modifications to the WWTF permit. The highlights include a reduction in analytes for the City's groundwater monitoring program related to reuse and an expansion of the reuse service area to the Breakaway Trails and Hunter's Ridge areas.
  - 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. 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. The report was submitted to the District in order to satisfy the condition of the City's CUP.
  - 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. The results were received this week from staff and are being evaluated.
  - Earth Day Event: Staff is organizing activities for over 120 children planning to attend the City's Earth Day event. The children will walk over from Ormond Beach Elementary School.

#### **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
- City Clerk attended weekly meeting with City Manager
- Staff attended and provided support for the April 2, 2013, City Commission Meeting
- Staff attended and provided support for the April 4, 2013 Quality of Life Advisory Board
- Agenda packet preparation and creation for the April 16, 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: Vendor proceeding with software upgrade and will schedule training for software upgrade.