

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 9, 2012

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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 staff meeting with Directors
- Weekly meetings with City Clerk and HR Director
- Met with Fire Chief on mock exercise for Chamber of Commerce Leadership program
- Bi-weekly meetings with Police Chief, Planning Director and I/T Manager
- Met with Assistant City Manager, Economic Development Director and Airport Manager regarding Marlowe & Associates and FAA on NextGen (next generation) business initiatives

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with City staff and Ormond Leadership member on this year's program
- Participated in conference call for FCCMA annual conference
- Attended Team Volusia board meeting
- Attended Code Red presentation with City staff and Commissioner Kent
- Participated in conference call with Assistant City Manager, Airport Manager and Michael Willis of Marlowe & Assoc. on NexGen business initiatives
- Attended PACE Center for Girls fundraiser

### **Community Development**

- Planning
  - Staff attended the Scenic Loop and MainStreet meeting regarding wayfinding signage. MainStreet was relieved to learn that of the 46 wayfinding signs placed in the downtown on city-owned property; only five would require relocation to meet FDOT standards. In the meantime, AECOM will be drafting sign designs to more closely compliment the city's current wayfinding signs. Loop replacement signs for the city's relocated signs will be paid for by the FDOT wayfinding grant for the Loop. The city signs will be relocated onto city streets where additional signs are needed.
  - Planning and Engineering staff attended the TPO's workshop on the IT Enhancement and Bike/Pedestrian Project Priority Application guidelines recently distributed to all of the cities and the County. It is expected that about \$2 million will be available for XU Traffic Operations/ITS/Safety Projects and \$1.6 million for XU Bicycle/Pedestrian Projects. Staff is considering filing applications for a "real Time Adaptive" system for signalized intersections on SR40 from Nova to Breakaway Trails. Estimated cost per signal is \$28,700 per intersection. The system anticipated by staff would make decisions in real-time based upon data gathered and evaluated every second along the SR40 corridor. Signal timing adjustments are not made every few cycles, but instead, decisions are made every second on the current signal status and how to best service current, real-

- time demand. In addition, two span wire intersections on A1A will have grant applications prepared also.
- Representatives from Planning and Neighborhood Improvement conducted noise decibel readings on outdoor music at Caffeine on Friday night. A member of the Planning Board was also in attendance along with representatives of the property owner. Several noise samplings were taken along New Britain as well as along the property line abutting residential homes on the south side of Lincoln Street. There were no noise violations. This is a requirement prior to filing for a Special Exception to permit outdoor live music.
  - Staff completed the final revisions to the VC Interlocal Agreement (ILA) and to the City's Interlocal Boundary Agreement. The only change not discussed with VC which was made is the provision that VC retain waste collection rights on the US1 corridor subject to the ILA.
- Building Inspections, Permitting & Licensing
    - 52 permits issued with a valuation of \$728,739.00
    - 123 inspections performed.
    - 5 business tax receipts issued.
  - Development Services
    - Final approval was issued for a crossover deck onto the beach from the Grand Floridian.
    - Draft plans for the retention wall between Lot 1 and Lot 2 of Olive Grove was received and commented upon. Revisions are expected soon and if acceptable will be distributed to the property owner of Lot 1 for his review and comment before final action by staff.
    - A site plan for a 150 foot camouflaged monopine communication tower at 610 South Yonge Street was received. A balloon test will be required prior to the neighborhood meeting. This will be processed as a Planned Business Development requiring Planning Board and City Commission public hearings.
    - American Legion – Draft comments due 03.06.12, final comments due 03.13.12.
    - Marshside Subdivision – courtesy review, comments due 03.08.2012.
    - Meeting with Applicants:
      - **712 South Atlantic Avenue.** Building façade with some site work, including culvert in existing drainage area to allow for sidewalk. Additional sidewalk detail needed. Roof colors need to be selected for permit. Staff agreed to allow landscaping to be performed after site visit with City Landscape Architect prior to issuance of Certificate of Completion.
      - **489 South Yonge Street.** Individual desires to convert office to a restaurant use. Change of use shall require landscape of site. No existing sewer in area, no objections from Utilities to use existing septic system. Applicant must verify with County Health Department regarding septic usage.
      - **1521 West Granada Boulevard (Wal-Mart).** Applied for extension of engineering permit for site improvements. SPRC agreed to a 6 month extension and requested timeline for site landscaping improvements. Failure to pursue landscaping would result in code enforcement action.
      - **125 East Granada Boulevard (Granada Plaza).** Submittal for engineering permit for handicapped modifications to plaza. Submittal under review.
      - **570 South Atlantic Avenue.** Owner interested in dividing building into 3 tenant units. No issue from a zoning perspective, but potential building issues with tenant separation.
    - Board of Adjustment: Two variance cases recommended for approval by staff were approved by the BOA – 325 S. Atlantic Avenue (SFD tear down/new construction requiring front and side yard variances) and 26 Chippingwood Lane (screen room addition into the rear yard setback).

## **Economic Development**

### Economic Development

#### Ormond Crossings

- Staff is finalizing their comments to Tomoka Holdings this week regarding the draft Master Development Plan and design standards documents. A final meeting will be scheduled with Tomoka Holdings to resolve the remaining items and then the documents will be sent to the Planning Board and City Commission for review and approval.

#### Airport Business Park

- Staff is working with an existing business on a possible plant expansion project.
- Staff is preparing a proposal to an existing business for the development of Lot 2 along West Tower Circle.
- Staff is working with Germ Free, located at 11 Aviator Way, on constructing an addition to their plant. The Company has received a new contract to build mobile environmental labs.
- Staff met with the new CEO of Emergency Communications Networks (ECN) to discuss their sale to the Riverside Company. ECN provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECN service proposal. A third service provider is being sought for a quote. Staff is preparing a service agreement with ECN for emergency notification services and will provide a disposition item for the City Commission in April.
- Staff is working with Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff arranged a meeting last week with some of the business owners and an FPL representative to discuss the power issues. The outcome included FPL preparing plans to clear around the power lines, providing estimates for undergrounding a key portion of the overhead line, and providing plans for the connection to Pineland Trail.

#### Ormond Beach Chamber and MainStreet

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff met with members of the MainStreet Economic Restructuring Committee to discuss potential development opportunities in the district.

#### Prospective Business Attraction/Retention/Expansion

- Staff participates on monthly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff also spoke to the real estate agency representing the property owner and a meeting is being arranged for a site visit to discuss retail reuse opportunities.
- Staff is working with a start up rain water bottling company to locate financing to begin operating at Hull Pointe business complex, located on north US 1.
- Staff met with First Green Bank representatives to discuss dates for an opening of the new Bank, located at 175 West Granada Boulevard. The open house is scheduled for clients and invited guests on May 3 and a public opening on May 12.

#### Special Economic Development Projects

- Staff is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

- Staff met with the Daytona Beach Area Association of Realtors monthly meeting to discuss economic development initiatives and programs.

#### Airport Operation and Development

- Staff has received a proposal for an updated survey of FBO Area 1 and FBO Area 2 at the airport, as part of a proposed amended and restated lease agreement for those parcels of airport property.
- The Euro American School of Aviation has approached the City with plans to install new landscaping and other exterior upgrades to their facility at the airport. Plans have been forwarded to the City's Landscape Architect for review and approval.
- Staff has been approached by Eagle Magneto, Inc. about the possibility of re-locating to Ormond Beach in order to work with several of our existing airport businesses.
- Staff continued to work this week with representatives from Airport Power Solutions (APS) regarding a proposal to lease approximately 2.5 acres of airport property for the purpose of installing a solar photovoltaic array to generate electrical power. If successful, this project could significantly reduce the need to purchase power from outside utilities for the airport and the sports complex.
- Staff continues to work with the FAA Eastern Flight Procedures Office in Atlanta, GA to address the City's request that an FAA proposal to lower the minimum descent altitude (MDA) for certain approaches to the airport be revised to maintain the current MDA values.
- Staff continues to work with the FAA Airports District Office in Orlando regarding airport grant programming for the current fiscal year. Although grant funds have not yet been released, staff expects the City will receive an FAA grant offer to fund the Taxiway Alpha Relocation and General Airfield Improvements Project.
- Staff has received a verbal response to staff's request for a "Letter of Technical Advice" from the Florida Department of Revenue (DOR) to determine whether or not the City should be collecting sales tax on the fuel flowage fee charged to airport businesses that sell aviation fuel at the airport. The DOR has found that sales tax is collectable on the fuel flowage fee. The City will receive a formal letter from the DOR following a review by their legal counsel.
- Staff continues to work to prepare a project based upon a current estimate to upgrade security lighting systems at the airport. Staff is seeking state funding for a project to replace the existing lighting systems via a Joint Participation Agreement (JPA) with FDOT. It is anticipated that this project will qualify for 100% funding as a general aviation security initiative.

#### Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 70 Journal Entry Batches (# 1973 – 2128).
  - Approved 23 Purchase Requisitions totaling \$169,928.11.
  - Issued 16 Purchase Orders totaling \$125,373.96.
  - Held pre-bid conference for Bid No. 2012-11, Dewatering Pump Station Piping Modifications, on 03/01/2012.
  - Advertised Bid No. 2012-18, Ormond Beach's Andy Romano Beachfront Park, in the News Journal and posted to DemandStar on 03/07/2012.
  - Prepared 157 Accounts Payable checks totaling \$140,392.63 and 40 Accounts Payable EFT payments totaling \$396,432.72.
  - Prepared 45 Payroll checks totaling \$36,601.27 and 314 Direct Deposits totaling \$356,014.80.
  - Transferred IRS 941 payment of \$127,009.79.
  - Processed 5,080 cash receipts totaling \$905,521.05.
  - Processed 1,221 utility bill payments through ACH totaling \$68,865.24.

- Processed and issued 4,957 utility bills with billed consumption of water of 17,305k.
- Issued 493 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Nova Community Center...More Than Meets the Eye (weekly)
    - Protect Yourself from Automobile Burglaries (PSA)
    - Meeting with the Manager (3/12)
    - Walking with the Manager (3/22)
    - Household Hazardous Waste Collection Event (3/30)
    - Movies on the Halifax (4/5)
    - Child And Babysitting Safety (CABS) (4/21)
    - Ormond Beach's Andy Romano Beachfront Park – City Advertises for Construction
  - Other
    - Citizen Contacts
    - Media Contacts
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

##### Weekly Statistics

- Fires: 8
- Fire Alarms: 5
- Hazardous: 6
- EMS: 100
- Motor Vehicle Accidents: 12
- Public Assists: 21

**TOTAL CALLS: 152**

- Aid provided to other agencies: 13 calls – Volusia County (10), Daytona Beach (3)
- Total staff hours provided to other agencies: 35 hours
- # of overlapping calls: 35
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 82

##### Training Hours

- EMT Refresher Modules: 16
- Preplanning: 9
- Pump Operations: 6
- Reports: 2
- Safety: 5
- Technical Rescue: 9
- Tools and Equipment: 2

**TOTAL TRAINING HOURS: 49**

##### Station Activities

- Serviced 134 fire hydrants to include: flow testing, inspecting and flushing.
- Updated 23 pre-fire plans.
- Conducted 2 fire inspections.

- Held Fire Explorers training at Station 92.

#### Significant Incidents

- 2/27/12, 7:39 PM: 45 Bear Creek Path – Structure Fire – Responded to Bear Creek Subdivision – upon arrival found smoke showing in shed under carport – fire contained to shed that was attached to home with a common roof and breezeway between shed and home – fire caused by a stored Christmas wreath igniting while laying against a light bulb – moderate damage to shed – no damage to home.
- 3/4/12, 12:52 PM: US17 and SR40 – Brush Fire – Provided automatic aid to Volusia County for a 100 acre brush fire – Brush Attack 94 engaged in fire control on plow lines – Engine 94 set up a water shuttle and drop tanks – fire was in heavy fuels and moved rapidly – other crews assisted from DeLand, Daytona, Flagler, Department of Forestry and St. Johns Water Management.

#### Operations

- Met with Building Department regarding burn permits.
- Attended Volusia County Sheriff's Office Communications Center groundbreaking ceremony.

#### Human Resources

##### Staffing Update

- Job Requisitions
  - Leisure Services/Special Populations – PT Recreation Leader
  - Leisure Services/Performing Arts Center – PT Box Office Attendant
- Approved/Active Recruitment
  - Police Department – Police Officer was advertised on the Florida Police Chief's web site and the City web site and closed on 01-13-12. Sixty-two (62) applications were received and entered on applicant tracking sheet with qualifications prior to being forwarded to department for review. Twenty-four (24) candidates were selected to continue in the process and have been invited to interviews to be held on 03-21-12 and 03-22-12.
  - Public Works Department/Wastewater Plant – Treatment Plant Operator "A," "B" or "C" (re-advertised the position) advertised on City web site and will remain open until filled.
  - Public Works Department/Fleet Operations – Fleet Operations Manager advertised on City web site, FLAGFA web site, the NAFA web site, the Government Fleet web site and will remain open until filled.
  - Finance Department/Part Time Account Clerk II – re-advertised on the City web site and the News-Journal on-line with closing date of 02-17-12. One hundred fourteen (114) applications were received and entered on applicant tracking sheet with qualifications which were forwarded to the department for review.
  - Public Works Department/Utilities – Utility Electrician has been advertised on the City web site, the News-Journal web site, Florida Water Resources Journal (FWRJ) web site, Florida Rural Water Association (FRWA) web site and in house. This position closed on 02-24-12 and nineteen (19) applications were received from qualified applicants which will be entered on applicant tracking sheet.
  - Public Works/Utilities – Water Quality Control Technician advertised on the City web site, Florida Water Pollution Control Operators Association (FWPCOA) web site, Florida Rural Water Association (FRWA) web site, Southeast Desalting Association (SEDA) web site, American Water Works Association (AWWA) web site and in-house with a closing date of 03-16-12.
  - Leisure Services/Recreation (Sports) - Part Time Recreation Leader – Advertised on the City web site with a closing date of 03-23-12.
- Screening/Interviews Scheduled

- Public Works Department/Engineering – the Engineering Inspector position closed on 11-18-11. Thirty-four (34) applications were received. Department short listed the candidates and have begun the interview process.
- Background/Reference Checks
  - Public Works Department/Wastewater - Maintenance Worker II advertised on the City web site and closed on 01-13-12. Forty-four (44) applications were entered on applicant tracking sheet. Interviews were conducted and two candidates have been selected pending clearance on background checks.
  - Finance Department – Meter Reader position was advertised on City web site and in house and closed on 01-20-12. Seventy-three (73) applications were entered on applicant tracking sheet with qualifications and forwarded to department for review. Twelve (12) interviews were conducted and a candidate was selected to fill the position pending clearance on background.
- Job Offers
  - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk position closed on 01-27-12. Ten (10) applicants were interviewed and the selected candidate will begin pre-employment processing on 03-06-12.
  - Leisure Services Department/Building Maintenance – Maintenance Foreman was advertised on the City web site and in-house. Position closed on 01-20-12. Thirty-four (34) applications were entered on applicant tracking sheet with qualifications and forwarded to department for review. Interviews were conducted and one candidate was selected to begin the pre-employment processing.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 2-29-12: 1.53% (excluding retirements)
- Promotions
  - Leisure Services Department – Recreation Center Coordinator position, interviews were conducted and an in-house applicant was selected. Promotion is effective 03-19-12.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program January 2011 monthly report reflects savings of \$66,855.16 for City residents during the nineteen months that the program has been in effect in Ormond Beach. Over 1,464 residents have utilized the program during that time. Public Information news release sent out on 01-18-12 to re-notify citizens about this benefit.
- As part of the Wellness Cove program, our first Lunch and Learn will be presented on 03-14-12. The topic for the first Lunch and Learn will be on nutrition.

#### Training & Development Opportunities

- HR Staff member will meet with facilitator on 03-14-12 to discuss upcoming LEAPS training for all full time employees. Next training topic will be on Ethics.

#### Risk Management Projects

- Conducted eleven (11) Random Drug Tests and two (2) Random Alcohol Tests.
- Met with Chamber of Commerce Leadership Program facilitators for Government Day [April 12] briefing.
- Draft PowerPoint presentation for New Employee Orientation to HR Director for editing.
- Researched a background check for a candidate for employment.

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

- **Information Systems (IS)**

- Work Plan Projects
  - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
  - City Clerk – Agenda Preparation application – Software is being installed on computers for user testing. Application updating/maintenance process is being tested as the vendor normally releases updates quarterly.
  - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
  - Finance/Community Development – CRM system replacement – Finance is scheduling demos from the shortlist of vendors for review by the City's user base for evaluation.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - Internet outage for 1.5hr Tuesday afternoon related to Brighthouse routing issues in Central Florida.
  - Work Orders: - 20 New work - 30 completed - 70 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,789	Inbound E-Mails Blocked	12,745
Delivered Inbound E-Mails	9,949	Quarantined Messages	95
Percentage Good Email	43.7%	Virus E-Mails Blocked	436

- Notable Events: Extremely high number of Virus emails were blocked this week, the average is around 100.
- **Geographical Information Systems (GIS)**
  - Addressing Additions: 2 Changes: 0 Corrections: 0
  - Map/Information Requests: 11
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Notable Events: None.

### **Leisure Services**

- **Administration**

Meetings/Attendance:

- Supervisory Staff meeting
- Public Works weekly meeting
- City Manager weekly meeting
- Summer Camp planning meeting
- Volusia County Summer Food Service Program Meeting
- City of Port Orange, City of Daytona – Camp T-Rec
- City Commission meeting
- Supervisors/Coordinators
- Coordinator one on one meetings
- Ping Pong Players at Nova Community Center
- Jazzercise Instructor - Adrienne Austin
- SAL Services - PAC Curtain
- Ormond Beach Soccer Club Board Meeting
- Pine Trail Elementary - Central Park Trail Plant ID Markers
- Dog Park Meeting - Daytona Beach City Hall

- Met with Servello to discuss landscape contract.
- Met with painting contractor to discuss painting project at the PAC.
- Building and exterior inspection at Fire Station 91.
- Storm damage evaluation at Nova Community Park.
- Met with Chief Building Official at Birthplace of Speed Park to discuss improvements.
- Met with Fleet to discuss vehicle and equipment needs for next budget year.
- R&R budget revision.
- Met with door contractor at Cassen bait house installing replacement door.
- Met with dock contractor to finalize renovation plans for Cassen Park gazebo.

Events/ Activities attended:

- Youth Volleyball
- Challenger Volleyball
- College Baseball Jamboree
- Athletics
  - The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
  - The Lady Renegades Softball competitive program continued their practices at the softball quad, Sports Complex, Monday through Friday from 6pm to 8pm.
  - Calvary Christian Academy Softball continued their spring practices at the Sports Complex, Softball Quad and Wendelstedt fields. They practice Monday, Tuesday, Thursday and Friday at 3:30pm. Games this week were held on Tuesday at 4:30pm (baseball) and Friday at 6:30pm (softball).
  - The Ormond Beach Golden Spikes continued practice/game play at both the Nova Fields, as well as the Wendelstedt Fields at the Sports Complex. Ages range from 9 and under to 14 and under.
  - River Bend Academy Baseball continued their practice season this week, Monday through Saturday (excluding Wednesday) at the Sports Complex, Kiwanis Field.
  - Seabreeze High School Softball had JV and Varsity games on Tuesday at 4:30pm and 6:30pm, as well as 5pm on Thursday, at the Softball Quad, Sports Complex. Their practices are held at the High School.
  - Seabreeze High School Baseball continued their practices this week on Monday, Tuesday and Thursday, with games on Wednesday and Friday at 4pm and 7pm on Wendelstedt Fields #1 and #2.
  - The OBYBSA Baseball and Softball Program held Opening Day on Saturday, March 3<sup>rd</sup> and started games this week for the recreational level of play at Nova Fields and the Sports Complex Softball Quad.
  - The College Baseball Jamboree continued games and practices this week at the Wendelstedt Fields at the Sports Complex. Games are daily, starting at 10am.
  - Father Lopez High School Baseball held games this week on Tuesday, at the Sports Complex. Games were played at Wendelstedt Field #1.
  - The City Youth Volleyball Program started this week at the Nova gymnasium. Nights are Monday and Wednesday from 6pm to 8pm. Over 50 participants are currently registered.
- Athletic Field Maintenance
  - Mowed South Ormond Neighborhood Center outfield and prepped the infield.
  - Cleaned tennis and basketball courts at the South Ormond Neighborhood Center.
  - Went to Osceola school to tend to the infields, tennis and handball courts.
  - At Nova Park, mowed infields and outfields, cleaned Skateboard Park, tennis and handball courts.
  - Picked-up and dropped off equipment to Fleet on a daily basis.
  - Made fuel runs for equipment.
  - Cleaned restroom, offices and lunch area of the Maintenance Building.

- Mowed the baseball fields 3 times per week.
- Continued mowing the soccer and softball fields.
- Replaced sprinklers as necessary.
- Cleaned Limitless Playground daily.
- Baseball practices and games continued for Golden Spikes and high school teams.
- Softball practices and games continued for Lady Renegades, Seabreeze High School, and Calvary Christian Academy.
- Prepared all fields including baseball, softball, soccer and T-ball, for March 3<sup>rd</sup> Opening Day.
- Continued repairing the baseball dugout entrances with new concrete.
- Prepared fields for recreational softball, baseball and T-ball practices.
- Laid out and painted 3 more soccer fields for up coming recreational season.
- Began to host the College Baseball Jamboree, which will run for the next couple of weeks.
- Spread pre-emergent fertilizer for spring sod treatment.
  
- Senior Center
  - March classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Civil Air Patrol meeting was held on Monday from 6:30pm to 9:30pm.
  - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
  - Big Band America rehearsal was held on Thursday from 7pm to 9pm.
  
- Performing Arts Center
  - The Performing Arts Center hosted various classes and on stage rehearsals Monday through Friday, including: Kopy Kats, Show Club, CMT, and Horan Judo.
  - Hosted Shining STARS pageant on Saturday afternoon for special needs participants.
  - The Performing Arts Center is preparing to host the following event:
    - South Dance Competition Team, Sunday, March 11th, 5pm, \$10.
  
- South Ormond Neighborhood Center
  - United Hands Meeting was held Monday at 6pm.
  - Youth baseball machine pitch practice was held Tuesday and Thursday at 5pm to 8pm.
  - Continued splash pad park maintenance painting project.
  - Open play basketball was held daily from 1pm to 5pm.
  - PAL held basketball practices Tuesday and Thursday evenings.
  - South Ormond Sports Club youth basketball tryouts were held Saturday, 9am to 2pm
  - Jazzercise classes were held Monday and Wednesday at 5:45pm.
  
- Community Events
  - Continued 2012 Art in the Park preparations: distributed 300 "Call For Artist" flyers, tracking of applications and payments, scheduling entertainment and food vendors.
  - Continued 2012 Memorial Remembrance Service preparations: coordinating group contacts and confirmations for participation, interviews for potential speakers, redesigning event flyer.
  - 2012 Senior Games preparations: continued venue and location research, cross reference research for 2010 and 2011 participating applicants, assisted board with finding new committee members and volunteers, attended Senior Games Committee meeting.
  - 2012 Independent Day Celebration: ordering new décor items, research for sound, stage and lighting companies, researching bands and entertainment.
  - Projects in progress: audio/visual inventory organization, storage room cleanup and organization, community events props cleaning and maintenance.
  - Completed weekly administrative tasks, office work and activities.
  - Attended bi-monthly events meeting.

- Assisted with City Commission Workshop on Tuesday, March 6th.
- Gymnastics
  - The February/March session classes for various age groups and levels were held Monday through Friday.
  - Boys entered competition on March 3<sup>rd</sup> in St. Pete.
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training, tennis lessons and FitMoms.
  - Regular classes continued throughout the week, including: Adult Jazzercise, "Take Off Pounds Sensibly" (TOPS), Miss Debby's Dance Classes, and Phonics.
  - 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, the game room and the exercise room.
  - Challenger Volleyball program continued on Tuesday from 5pm to 6pm for special needs participants.
  - Youth Volleyball began on Monday at 6pm in the gymnasium.
  - Opening Day for youth baseball and softball took place on Saturday on the Nova ball fields.
- The Casements
  - A wedding was held at Ormond Memorial Gardens on Saturday from 2:30 to 3:30pm.
  - A wedding ceremony was held in Rockefeller Gardens on Saturday at 4:30pm.
  - Church services were held at Bailey Riverbridge on Sunday morning.
  - Senior pictures were taken in Ormond Memorial Gardens on Sunday afternoon.
  - The Casements Camera Club exhibit "Ebony and Ivory" is on display in the gallery through March 29.
  - Tours continued from 10am to 4pm Monday through Friday and also on Saturday from 10am to 11:30am.
  - Classes that met this week included: Art Class, Pilates, Teeny Tiny Yoga, Yoga, and Zumba.
  - The Coordinator had a wedding consultation on Tuesday afternoon.
  - The Ormond Beach Garden Club met in the gallery on Wednesday morning.
  - Staff assisted with the weekly Farmers' Market on Thursday.
  - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
  - Staff continued planning for the Camp Expo and Movies on the Halifax to be held in Rockefeller Gardens on Thursday, April 5.
  - Staff continued the planning for Enviro Camp to be held July 9 - August 3.
- Parks and Irrigation
  - Cleaned up a downed tree at Central Park III.
  - Cleaned graffiti at Sanchez Park.
  - Repaired wind damaged fence at the future beach front park.
  - Trimmed low hanging palms at Sanchez Park.
  - Took delivery of new picnic tables and trash cans.
  - Moved approx 80 boxes from City Hall to Fleet Maintenance for storage.
  - Repaired vandalized picnic table at Nova Rec.
  - Removed scrap lumber and debris from Bailey Riverbridge Gardens.
  - Repaired a door at South Ormond Neighborhood Center.
  - Cleaned up various pocket parks city wide.
  - Conducted city wide safety inspections of parks and equipment.
  - Moved all furniture and supplies into the new office.
  - Turned on reuse water to the police station.

- Turned on timer at Bailey Riverbridge Gardens parking lot.
- At Fire Station #93, removed broken wall timer and installed new Hunter X core timer, ran zones, flagged and replaced 6 damaged heads, and trimmed bushes from rotors.
- Repaired lock on timer cabinet, ran zone, repaired leaking head and put fill dirt around heads at Birthplace of Speed Park.
- At Central Park II and III, ran zones #6 through #18 (except #16), replaced 4 rotors, and repaired 1 swing line break.
- Hauled over 6 cans of fill for holes at Central Park II and III.
- Ran zones at Woodlands Cir., Hamlet Cir., Butternut Cir., replaced batteries in timer, installed 1 new timer, and installed 1 new valve.
- Building Maintenance
  - Rewired switches and replaced covers for 4-way switches in RO room at the Water Plant.
  - Repaired lights at Wastewater Plant.
  - Repaired toilet and door at the Senior Center.
  - Replaced toilet seat at the Police Dept.
  - Rebuilt toilet at the PAL house.
  - Repaired leaking mop sink at the Gymnastics Center.
  - Repaired loose carpet in Performing Arts Center auditorium.
  - Repaired handicap door at City Hall.
  - Serviced and cleaned ice machines city wide.
  - Serviced AC condensing coils city wide.
  - Patched a wall at City Hall.
  - Renovated an office at Public Works.
  - Repaired the iron gate at The Casements.
  - Repaired lights in parking lot for the Police Dept.
  - Repaired lights for batting cage at the Airport Sports Complex.
  - Repaired door at the soccer fields bathroom.
  - Repaired lights in jail at the Police Dept.

### Police Department

- Administrative Services
  - Attended the groundbreaking ceremony for the new Volusia County Sheriff's Communications Center.
  - Attended the swearing-in ceremony for new Ponce Inlet Police Chief Frank Fabrizio.
  - Attended a demonstration of the TIP411 notification program.
  - Attended weekly police department and department head staff meetings.
  - Attended first night of 26<sup>th</sup> Citizen Police Academy class.
- Community Outreach
  - The READ program continues. Currently 22 youths are enrolled.
  - The OBMS Science on Patrol program continues. Currently 27 youths are enrolled.
  - Tutors R Us was held at the SONC. Currently 20 youths are enrolled.
  - Members of the 14U basketball team began playing games against area teams in preparation for the State of Florida Association of PAL basketball tournament to be held in New Smyrna Beach in April.
  - Practice for the 10U boys' team was held at the SONC.
  - YDC meeting was held to review items for upcoming training meeting scheduled for March 17th.
- Community Service/Animal Service
  - Animal Calls: 43
  - Animal Bites: 3
  - Animal Barking: 3

- Animals to FHS: 13 (11 Cats/2 Dogs)
- Animal Licenses: 3
- Traps Out: 5 (all for cats)
- Criminal Investigations
  - Cases Assigned: 14
  - Cases Cleared by Arrest/Complaint Affidavit: 5
  - Cases Exceptionally Cleared: 9
  - Inactive: 8
  - Fraud: 3
  - Burglary Residential: 3
  - Larceny Car break: 3
  - Grand Theft: 3
  - Missing Persons: 1
  - Sex Offense/Rape: 1

Narcotics:

- Five Buy-Walks
- One Search Warrant

Comments:

- Home Invasion Robbery: Investigators identified one of the subjects responsible for the recent home invasion robbery on the beachside. An arrest warrant was obtained and the suspect was arrested at a residence in Daytona Beach. The subject was taken into custody under a \$100,000 bond. Additional arrests are expected.
- Investigators received a CODIS hit on blood evidence submitted back in 2008 on a business burglary from Town Square (Jewel House). Investigators obtained an arrest warrant and the subject was located and arrested in Miami, FL.

- Records
  - Walk - Ins / Window 124
  - Phone Calls 185
  - Arrest / NTA'S 16
  - Citations Issued 133
  - Citations Entered 135
  - Reports Generated 428
  - Reports Entered 131
  - Mail / Faxes / Request 117
- Patrol
  - Total Calls 1476
  - Total Traffic Stops 223
- Operations

Crime Opportunity Reporting Forms issued: 299

**02/29/12 DUI arrest** – N Nova Road/Tomoka Oaks Blvd – Adult female arrested for driving under the influence.

**02/29/12 Narcotics arrest** – Tomoka River Bridge – Male on probation for dealing in cocaine left his cocaine and morphine pills on the front passenger seat of his disabled car in plain view while he went to get gas. He returned with the gas to find officers at his vehicle. One of the terms of his probation is to consent to search. Subject was arrested and vehicle seized for forfeiture.

**03/01/12 Aggravated battery** – Kickstart Saloon – male bar patron hit another male bar patron on the head with a bottle.

**03/01/12 Burglary/Residence** – Byron Ellinor – tools taken from within home and left outside residence in the yard.

**03/02/12 Stalking** – Lucky Drive – female was following estranged husband to his hotel room and place of work. She did this several times until officers caught her in the act – she was arrested for stalking.

**03/02/12 Narcotics** – Brookwood – felony amount of Ecstasy located in defendant's vehicle – vehicle seized as contraband.

**03/02/12 Warrant Arrest** – Nova and FEC RR crossing – male arrested on an open warrant.

**03/02/12 Larceny/Theft** – Fernway Drive – reporting party suspects' relatives staying in the house have stolen over 100 oxycodone pills.

**03/02/12 Burglary/Vehicle** – Central Park – purse stolen out of unsecured vehicle – one latent print obtained as evidence.

**03/02/12 DV /Stalking** – Lucky Drive – Husband and Wife (separated) – husband thought his wife was prowling around the rear of his residence – reported on-going stalking issues – wife was found at his work and admitted to following him around. Wife was arrested for DV / Stalking.

**03/02/12 Failure to report** - Fleming - officer initiated case regarding sexual predator not properly reporting his address – CID to obtain an arrest warrant.

**03/02/12 Death/undetermined** – Bryant Street – 39 year old female with cardiac issues passed away – nothing suspicious – victim had visited hospital and doctor recently complaining of chest pains.

**03/03/12 Warrant Arrest** – adult female arrested on an outstanding warrant following a routine traffic stop.

**03/03/12 Baker Act** – Collins St. – adult male threatened to kill himself as officers arrived at his home – entry made and subject taken into custody without incident.

**03/04/12 Missing person/Alzheimer's** – Aaron Circle - elderly female wandered off from care facility and was missing for approximately two hours before police were called. The subject was located wandering on Prince of Peace property and reunited with family.

**03/04/12 Theft** – Tomoka Plaza – wallet taken from inside a truck by known suspect.

**03/04/12 DUI Arrest** – Rio Pinar Drive – adult male arrested for DUI and driving with a suspended/revoked license.

**03/04/12 Missing person** – Ormond in the Pines – adult male in wheelchair took off and was missing approximately two hours – subject was located in Daytona and returned to Ormond in the Pines.

**03/04/12 Stalking** – OBPD – adult female suspect released from jail for DV/stalking – followed her estranged husband and his girlfriend into the front lobby of the Police Department – suspect was re-arrested for violation of pre-trial release and stalking.

**03/05/12 Domestic Disturbance** – Hand Avenue – changed to Missing person – possibly suicidal – verbal argument between boyfriend and girlfriend after girlfriend broke off relationship – male left making suicidal statements – search for male was negative and he was listed as missing person. Subject was later located unharmed.

**03/05/12 Burglary/Vehicle** – Ocean Shore Blvd – GPS stolen from an unlocked vehicle.

**03/05/12 Shoplifting** – N Nova Road/Publix – adult female arrested for retail theft.

**03/05/12 Burglary/Residence** – Collins Street – vacant trailer home, vandalism to the interior – unknown persons have been sleeping inside the trailer at night.

**03/06/12 Burglary/Residence** – Knollwood Estates Dr – unlawful entry open garage door – two golf cart battery charges taken – possible suspect is the reporting party's ex husband.

**03/06/12 DUI arrest** – N Us Hwy 1 / River Grille – reported as a disturbance – manager and subject – subject attempting to pull out of parking lot when officer arrived – subject was arrested for DUI and trespassed from the River Grille.

- Traffic Unit:
  - 12-02-00544, Crash w/Injury, Wal-Mart, 1521 W. Granada Blvd.: Vehicle backed into a pedestrian, knocking him to the ground. He was hospitalized with non-life-threatening injuries. Driver cited for improper backing.
  - 12-03-00001, DUI, 600 BLK N. Nova Road: Motorist leaving the Rockin' Ranch northbound on Nova Road in a reckless manner was reported by an anonymous tip. She was stopped by officers and arrested after a DUI investigation. BAC 0.229. Apparently, she left her four children at home during the incident, which required DCF to respond and arrange custody of them.
  - 12-03-00029, DUI Crash w/ Injury, 133 Cardinal Drive: Motorist drove westbound on Cardinal Drive at a high rate of speed, lost control, and crashed into a tree in the front yard of #133. He was ejected by the impact and transported to the hospital with non-life-threatening injuries. DUI investigation pending.
  - 12-03-00088, Hit & Run Crash, US 1 / Hand Avenue. Vehicle ran the red light heading southbound on US 1 and collided with a westbound vehicle that was traveling with the green signal. That vehicle spun and struck a third vehicle. The at-fault vehicle deflected and struck a fourth vehicle that was eastbound on Hand Avenue waiting to turn left. The at-fault driver, described as an adult male, wearing a green shirt, fled on foot to the west. A perimeter was set up, but the suspect could not be located. No injuries, but three vehicles were towed due to damage. Partial road blockage of US 1 for about an hour.
  - 12-03-00094, Crash w/ Injuries, 555 W. SR 40. Single vehicle westbound was struck by two deer running from the south side of the roadway to the north. Occupants within the vehicle suffered injuries from broken glass. Both deer were deceased and disposed of by the Streets Division. Partial road blockage of SR 40 westbound for 30 minutes.
  - Contact made with Waste Management and Waste Pro in reference to complaints of truck losing refuse on the roadways.
  - Bike Week Operations Plan in place. Hotel / motel organizations reporting increased occupancies this year.
  - Traffic Citations 94
  - Parking Citations 2
  - Crash - No Inj. 20
  - Crash - Injury 5
  - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
    - Self-Initiated Enforcement Locations:
      - Central Park area
      - Breakaway Trails
      - 600 BLK Division Avenue
      - 400 BLK N. Yonge Street
      - 1500 BLK N. Beach Street
      - OBMS School Zone
    - Enforced Complaints:
      - Clyde Morris Blvd.
      - 40 BLK S. St. Andrews
      - 700 BLK Fleming Avenue
      - Riverside Drive
      - Pathways School Zone
- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

  - Zone 1: 4 Cases Initiated
  - Zone 2: 10 Cases initiated
  - Zone 3: 2 Cases initiated
  - Zone 4: 3 Case initiated
  - 30 signs either removed or sign cases created

- 16 tree removal permit requests
- Administrative staff assisted with fifty-three (53) telephonic inquiries.

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

Zone 1:

- 1) 133 Country Club Drive – Received a complaint an individual operating a business from his home. The problem is the two trailers, one that is rather large and a large commercial vehicle. The name of the business on the vehicle is Set N Stone Creation Inc. NID has a case on this issue. A citation has been issued. The Special Magistrate hearing is scheduled for March 26<sup>th</sup>. The Traffic Unit has also been advised since the trailer is parked in the right-of-way from time to time.

**Public Works**

- Engineering  
Construction Projects:
  - Roadway Resurfacing- Project bidding documents were completed and approved for bidding by City Commission on March 6.
  - Rima Ridge Well 41- Well was returned to operational status after replacement of motor starter electrical equipment.
  - Downtown Way Finding Signage- The contractor completed installing signs north of Granada Boulevard and west of Beach Street and on the Beachside. The work is 80% complete.
  - Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Contractor is tying in directional drills and installing the pigging ports located between the Pathways Elementary School up to Tymber Creek Rd. Directional drilling has resumed east of the Tymber Creek intersection, while the drill beneath Tymber Creek is coordinated with ATT and the County.
  - Transfer Station Pump Station- Project is advertised, bids will be received on March 28 and pre-bid conference will be held on March 14.
  - SR40 Sidewalk / Trail Phase III- Coordinated pre-construction meeting, received FDOT Notice to Proceed. Coordinated the pre-construction agenda and meeting date.
  - SR40 A1A to Nova Interconnect- Conducting sub system testing of system. Final Change Order was approved by the City Commission on March 6<sup>th</sup>. Assisted Volusia County in the connection of CCTV and switches in the network. Prepared CC memo on adding e-verify on agreement.
  - Mast Arm Rehab- Met with Volusia County for the work to be done.
  - Tomoka State Park- Received Notice to proceed for this project.
  - Cassen Park Fishing Pier Lighting – The contractor is removing the existing lighting and installing new poles and fixtures. The work is 75% complete.
  - Wastewater Treatment Plant Expansion and Rehabilitation – Contractor continues working on Clarifier No.4, underground piping, chlorine contact tanks, RAS/WAS Pump Station, ABW Filter #3, swing zone blowers, fermentation tank, internal recycle pump station, Acetic Acid feed station, and the main electrical building. A proposal was requested for the contractor for additional work that is also being advertised for bids.

Design Projects:

- Andy Romano Beachfront Park – The City Commission approved the project for bidding on March 6<sup>th</sup>. The project is currently in the bidding phase. Bids are due April 9<sup>th</sup>.
- Granada Utilities Underground- Street lighting plans were sent to FDOT for review and comments. FPL submitted the street lights that are going to be removed for

- undergrounding. Meeting to address street lights away from Granada Blvd. that the aerial service is being taken down. Submitted information for permit to Volusia County.
- Nova Community Park Basketball and Racquetball Courts- Revised scope and processed work authorization for design.
  - Nova Community Park Master Plan- Attended kick off meeting, compiled and provided information requests from consultant.
  - Ormond Scenic Loop- Sent reminder for March 5 meeting. Posted public meeting.
  - South Peninsula 2-inch Water Main Replacement- Negotiated scope of work for 2-inch water main replacement. City Commission approved the work authorization on March 6<sup>th</sup>.
  - Mainland 2-inch watermain- Negotiated scope of work for replacement of multiple areas on the city mainland in need of 2-inch watermain replacement. City Commission approved the work authorization on March 6<sup>th</sup>.
  - North Peninsula 2-inch Water Main- Negotiated scope of work for 2-inch water main replacement. Item will be presented to the City Commission on March 6<sup>th</sup> for approval of work authorization. City Commission approved the work authorization on March 6<sup>th</sup>.
  - SR40 Washington to Beach St.- Responded to FDOT on right of way for Lewis – sent copy of deed.
  - Central Park Paving – Met with consultant to address design change needs and prepared permits for stormwater management of the proposed paved areas to be submitted to the SJRWMD.
  - Tymber Creek Phase I – The Joint Project Agreement between the County and City for including the City's utility relocation with the roadway widening by the County has been prepared and is scheduled for resolution on April 3, 2012.
  - Cardinal Beach Approach – The County is currently in the process of approving our grant application so they can allocate funding for construction. Once funding is allocated, staff will start the process to solicit bids for construction.
  - N. Halifax Dr. Improvements- Horizontal Directional Drill plans for extension of the reclaimed watermain were submittal to the FDOT for crossing SR40.
  - Side Street Lighting Conversion- Staff is currently preparing the bid documents to purchase the replacement LED fixtures.
  - John Anderson Drive – ZCA has distributed a sidewalk survey to the residents as part of the public involvement process for determining whether or not a sidewalk is desired to be included in the project. A public meeting was held on February 22<sup>nd</sup> at The Casements from 6:30 to 8:00 pm for residents wanting to attend to discuss the sidewalk. It is anticipated that the results of the public survey will be presented to the City Commission in April.
  - Hand Avenue– Bids were opened for the project and are being reviewed by the engineer. The apparent low bidder was Hazen Construction with a base bid of \$3,925,447. Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850. The City Commission was presented the project for disposition approval prior to advertising the project.
  - Central Park Lake Interconnects – Division Ave. and Hammock Lane- Project to interconnect the Central Park lakes 1&2 and 2&3. Consultant met with SJRWMD and is preparing permit submittal based on meeting discussion.
  - Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Sent final plans to FEMA for approval. FEMA is reviewing prior to approval of Phase 2 (Construction).

Department Activities

Administration:

- Negotiated scope of work for Nova Road Landfill environmental services for second phase of additional ground water monitoring being directed by the FDEP. Obtained extension for field testing and reporting which has been moved to June.
- Responded to reporter from News Journal on Ormond Scenic Loop wayfinding signs.
- Sent Title VI documents to FDOT.

Meetings:

- Attended EVCTSC meeting.
- Meeting with Staff for project submittals to TPO.
- Attended VTPO project submittal requirements.

Customer Service:

- Assisted Streets Division on curb ramp and hand rail installation.
- Inspected TECO directional boring in city roadways.
- Assisted the title company for 140 Country Club Dr. by providing easement vacation documents and research.
- Updated and emailed requested City Standard Details to Consultant per Utilities Div request.
- Researched and staked out the right of way at Neptune Ave. / N. Halifax intersection for fire hydrant relocation per Water Division request.
- Researched and staked the right of way lines at Northshore Dr. and Pinewood St. per Streets Division request.
- Research and staked the right of way lines at 1000 N. Beach St. and 15 Woodmere Cir. per N.I.D. request.

Other:

- Created TECO gas line location map per Economic Dev Dept. request.
- Created survey site plan of the Birthplace of Speed Park for possible future development per Planning Dept. request.
- Located site plans for city information sign placement.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Asphalted potholes on John Anderson Dr., Oceanside, Country Club and Seton Trail
- Stress cut a sidewalk on Standish
- Asphalted patches for the Water Department on Pinion Circle, on Lincoln Avenue behind Winn Dixie, and on US1 at Lincoln
- Pulled forms and backfilled on Sandalwood in Hidden Hills
- Poured concrete for the Water Department on N. St. Andrews and on Pine Valley
- Asphalt repairs on Orchard Lane (2 – 2' x 4' and 1 – 4' x 10')
- New sidewalk construction at Pinewood and North Shore Boulevard

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station

- Saw and Equipment Maintenance at Public Works
- Trimmed trees on S. Ridgewood Ave. various citywide ROW areas, 37 Reynolds Ave., Lakebridge Dr., and various other citywide locations
- Removed a tree at 1000 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
- Picked up (3) loads of shell from Arrow Materials in Flagler
- Spread shell at Central Park I, Sanchez and Nova Recreation
- ROW trimming at various city locations

#### Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - 168 Dix Ave., straightened a 25 mph sign and a speed limit sign
  - Picked up barricades at the fishing pier behind Riverbridge Gardens now that the construction work is finished
  - 320 Sanchez Ave., straightened a "No Dumping" sign
  - 898 N. Ridgewood Ave., cleaned a school speed limit sign
  - 904 Woodmere Cir., cleaned a "No Parking" sign
  - 1053 Northbrook Dr., straightened a stop sign
  - Riverside Dr. & Ormond Pkwy, replaced a bent stop sign post
  - Pineland Trl., replaced a bent speed limit sign post
  - Military Blvd. & Fernway Dr., straightened a stop sign post
  - Cuadro Pl. & Fiesta Dr., straightened a stop sign post
  - Fir St. & Division Ave., cleaned the stop sign & street names
  - Tropical Ln. & Hand Ave., cleaned the stop sign & street names
  - Sent out Request for Quotation for road striping with paint to (3) contractors for striping on (6) roads in the City

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Installed a drain lid at 560 Parque Dr. (pictures)
- System Inspection – Pine Trails Subdivision – serious problems with pipes/HOA problem (pictures)
- Cleaned inlets – Zones I, II, and III
- Picked up jersey barriers
- Vacon – 87 Timucuan, 7 basins, 467' line and 17 Greenfern Cir., cleaned concrete swale
- Dump truck maintenance and training
- Reachout Mower – trimmed west of I-95 on US1, SR40, all ponds
- Sprayed all ponds west of I-95
- Repaired basin on Flamingo & Cardinal with rip rap bags and sod
- Installed pipe under the driveway at 714 Santa Fe Ave.

Street Sweeping/Streetsweeper

- 150.8 miles of road cleaned
- 44.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
24,829

PM Services completed for the week:

Emergency—Vehicles and Equipment  
3

Non-Emergency Vehicles and Equipment  
15

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 11,774 gallons of unleaded and 7,849 gallons of diesel fuel on hand.
- Fleet completed 58 work orders this week.

- Utilities

- City's Consumptive Use Permit (CUP) Compliance Report - SJRWMD. Forwarded District final edits for historic and future water use projection worksheets, additional well field allocation scenarios, preliminary well specifications for future permit condition consideration and refining future year allocation illustration with District staff for future demands. Staff providing District waiver for additional time for performing model runs and preparing staff report. CUP renewal anticipated for consideration by District Board in May 2012.
- Concentrate Disposal Study – Obtained check to process permit applications. Submitted permit application forms for processing.
- A revised proposal from McKim and Creed for modifying configuration of the Division Avenue well field raw water piping to optimize use of low pressure reverse osmosis process at the water plant and for improving meter flow into plant was reviewed. The modeling portion of the proposal was revised so McKim and Creed would utilize their own model to size the pipe and determine mass balance of pertinent parameters.
- WWTP Dewatering Station Bypass Project – Addendum 1 is being prepared for issuing at the end of this week. The project advertised for bid receipt on 3/15/12. Project also being considered for FDEP P2 Program consideration.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. City received copy of FDOH approval of proposed plan. Currently workshop is scheduled with CC in early May.
- Airport Road Force Main/Reuse Main Extension – Construction is now underway by Masci Construction. Pig launch assemblies are being installed in the vicinity of Pathways Elementary School. Approximately 108 feet of 16-inch pipe was installed. Atlantic Drilling is preparing for a 700 foot directional drill. This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. District Board approved project for proposed MFL and Recovery Strategy program funding. Prepared CC Agenda item for acceptance of grant funding agreement @ 40% of project cost will be approximately \$1.3 million.
- Fire Hydrant Replacement Program – The project is approximately 60% complete. The contractor (R&M Services) is replacing fire hydrants on N. Beach Street, Putnam Avenue and Warwick Avenue this week.
- Hand Avenue Extension – Bids were received on 2-29-12 and are being evaluated.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pump #3 impeller is broken and the pump remains out of service. CDM (Consultant) requested the Contractor move forward with the pump manufacturer's phase 2 solutions to retrofit the current impellers with a semi-open configuration. A retrofit of pump 3 is proposed for testing the new impeller design. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items.
- Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. The main electrical building is under construction. Work is proceeding to install RAS and WAS pumps. Clarifier #1 is being rehabilitated. Screw pump #2 is being installed. Filter #3 structure was leak tested and the underdrain system is being constructed.
- Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (Contractor) decides to accept final payment.
- Town Square and Lift Station 4M1 Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Engineering prepared base plans for these stations for design purposes.
- Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
- SPRC: Obtained conceptual plans for Marshside for review. Reviewed resubmitted plans for American Legion Post 267. Received plans for 610 S. Yonge Street.
- Transfer Station Lift Station Upgrades – The project is presently advertised for scheduled bid receipt on 3/28/12.
- Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
- WWTP Sludge Conveyor System Replacement – The project includes replacement of rollers and belt for proper operation of existing conveyor. The conveyor system's manufacturer's representative provided a list of items needed to refurbish the system. A separate quotation for parts and labor was requested from the vendor. Parts cost approximately \$47,000. Parts are intended to be purchased from the vendor and quotes will be obtained from contractors for installation activities.
- 1701 N. US1 Forcemain Valve and Air Release Valve Installation – an additional blow off was installed. A comparison of pressure readings at the air release valve and the CP Lift Station site was used to determine the location of the obstruction in the main. Obstruction was preventing Microflex and CP Foods lift stations from properly operating. The obstruction was removed by staff and pumps are operating properly. Dye testing was used to verify that pump station flows are no longer blocked. A maintenance program is being formulated to prevent future blockages from occurring by offsetting loss of flow from decommissioned US Foods.
- WWTP Operation Permit - FDEP Central District Inspection Findings – Staff is awaiting receipt of the Department's draft order to include recently requested interim TN and CBOD limits until such time that construction activities are completed and facility is operating under normal conditions. Anticipated interim limits are requested through the tentatively scheduled construction period end date of July 2013. WWTP flow model development from CDM procured for collaboration of appropriate total nitrogen interim limits. Staff prepared and formatted a letter to FDEP recommending total nitrogen of 12 mg/L peak, 9 mg/L weekly and 6 mg/L monthly along with a CBOD of 20 mg/L. levels for forward FDEP. Scheduled meeting with FDEP staff next week for site review of Pollution Prevention (P2) Project proposed for program acceptance.

- Water Distribution
  - Exchanged 8 residential water meters, installed 1 new water service
  - Responded to and/or repaired 8 water service leaks
  - Replaced 2 water services due to aged piping, repaired 7 meter boxes
  - Responded to 7 low pressure complaints
  - Flushed 10 cloudy water complaints
  - Assisted 2 customers with misc. water issues
  - Repaired 2-2" GSP water mains leaks
  - Installed a 2" meter and piping at the wastewater plant
  - Installed a new solenoid valve and timer, added piping for flushing to the force main at US Foods on N US1
  - Meter Testing: 3-3", 2-4" and a 6" commercial water meters, all tested accurate
  - Tested 7 city owned backflow preventers and installed 1 new backflow meter on the beachside reuse area
  - Valve Maintenance: located and exercised 14 valves for fire hydrant replacement, future Hand Ave shutdowns.
  - Water main flushing: Deer Creek, Briargate, Forest Quest, N. Beach St, Seminole Dr, Carib Dr, Oleeta St, Magnolia Dr, Valencia Dr, Castle Manor Dr, Rocky Ridge Trail, W. Granada Blvd, Tomoka Ave, Sandy Oaks Dr, Jeanette Ave, Cherrywood Dr, Division Ave, Coolidge Ave, Fir St
  - 2012 Fire Hydrant Replacement Project – hydrant located at 546 N Beach St, customers were given advanced notice and shutdowns started and ended on time.
  - Assist Wastewater Div. with a repair on the irrigation blow-off in Breakaway Trails
  - Utility locate service for Water/wastewater/reuse: 91 regular and 2 emergency locate have been completed
  - Rescinded boil water alerts: N Beach St, Royal Dunes Blvd
  
- Water Treatment
  - Delivered to the City 35.744 million gallons for the week ending Mar. 4, 2012 (5.106 MGD)
  - Backwashed 11 filters for a total of 456,000 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 three Precautionary Boil Water notices.
  
- Waste Water Collection - Reuse
  - Crews responded to trouble calls out west Breakaway/Hunters Ridge. Area and six in town.
  - Began assessing condition and repair needs for Clarifier 2 well point system at WWTP.
  - Root control activities for fifteen sewer laterals.
  - Televised two sewer laterals.
  - Cleaned two sewer laterals.
  - Located and cleared blockage in 6" force main on US- 1 causing previous pump stations excessive pump run times.
  - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
  - Checked irrigation system at Breakaway and Hunters Ridge.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 27.91 Million Gallons.
  - Produced 14.01 Million Gallons of Reuse.
  - Produced 13.90 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.99 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 144.50 (14%-18% Solids).

- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Reuse service status – current filter and aeration equipment conditions are keeping pace with demand and storage volumes continue to be replenished.
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Replaced pressure gauge on well 28H
  - Repaired leak on the pump at Shadow Crossings pump station
  - Lime Softening Clearwell Pump #3 motor bad, secured Bryson crane services, pulled motor and shipped to vendor for evaluation and repair.
  - Performed minor deficiencies noted during recent FDOH well field portion of Sanitary Survey Inspection.
  - Well 41R pump operation normal - contractor installed new soft starter.
  - Replaced sump pump in Granada Booster station.
  - Repaired leaking pump packing at Standish Booster tank pump #2.
  - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
  - Performed PM's to LPRO and Lime Softening Plant equipment.
  - Performed Booster Station PM's.

Wastewater Plant – Lift Stations – Reuse System

- Deragged submersible aerators daily.
- Submersible Aerator #1 Inboard – replaced with rebuilt vendor inventory
- Influent Room – deragged pumps as needed due to FPL electrical failures
- R.A.S. Room – repaired sump pump as needed
- Carrousel #1 – dug up & exposed pipe at underground water leaks, repaired
- Post Anoxic #2-2 – repaired mounting hardware as needed – rewired – all OK
- Screw Pump #1 – adjusted belts as needed
- Carrousel #1 South – repaired underground water leak near Bar Screens
- Replaced blown fuse on Breakaway Trails liftstation controller.
- R.A.S. Room – made replacement gaskets for deragging inspection ports
- SCADA liftstation repair to 10 stations
- Assisted contractors with plant rehab activities
- Performed PM Service to all plant equipment.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 24 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 89 work orders as reported in MP2 computerized maintenance management system, of which 65 were PM work requests and 24 were repair work orders.
- Support Services (formerly City Clerk)

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

  - Staff attended the weekly City Manager Staff meeting
  - Staff attended and provided support for the City Commission meeting on March 6, 2012

- Agenda packet preparation and creation for the March 15, 2012, City Commission meeting.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Agenda packet preparation for March 13, 2012, Charter Review Committee meeting

#### Status of Ongoing Projects

- Agenda Automation System:
  - Staff is working with the agenda automation system vendor, IQM2, to have digital signatures added to the City Manager memorandum templates so that they will display a digital signature after staff reviews and approves each agenda item.
  - Staff worked to finish customizing the Agenda layout and templates for the City Manager and City Attorney memorandum templates for all City Commission meetings
  - Staff continued training pilot users on how to create, review and approve agenda items.
  - Staff facilitated MinuteTraq Training for the City Attorney's Office in the Training Room on Tuesday, March 6, 2012.
- City Stationary and Business Card Services:
  - Sent bid tabulation and letter of intent to companies that responded to the request for quotations.
  - Sent bid tabulation and letter of intent to the Legal Department in order for them to draft the services agreement with Pride Enterprises, Inc.
- Elections:
  - The Geographical Information Systems (GIS) division is working on creating an interactive Commission Zoning and Voting Precinct map for the 2012 City Elections, so that the public can easily locate their commission zone and voting precinct by inputting their home address.
  - Staff continued working on the 2012 Election Candidate Packets and City Elections webpage, including making necessary revisions, and plans to have the packets available in Mid-March 2012.
- Live Streaming Upgrade:
  - Staff is currently evaluating the live streaming and archiving services that are available through the new cloud-based agenda automation system provider, IQM2, called MediaTraq.
- Mobile Phone Application or iOS and Android (myOrmondBeach):
  - Staff received the second version of the myOrmondBeach iPhone and Android mobile application, and began internal testing.
- Website:
  - Green Ormond Beach ([www.ormondbeach.org/gogreen](http://www.ormondbeach.org/gogreen))

Submitted requisition to the Finance Department in order for them to issue a purchase order for video equipment as part of the Department of Energy Grant to be used for the Green Ormond Beach Educational Programming