

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 23, 2012

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:

- Bi-weekly meetings with Economic Development Director, I/T Manager, and Planning Director
- Weekly meeting with HR Director
- Held quarterly staff meeting with Department Directors and Division Managers
- Prepared ICMA accreditation report

Spoke to, attended and/or met with:

- Met with Fire Chief, Police Chief, Utilities Manager, Risk Manager and Chamber of Commerce representative on government day for the Chamber's Leadership Program
- Met with Linda Camp, coordinator of the Chamber's Leadership Program
- Attended Rotary meeting
- Met with Economic Development Director and Tony Capozzi, Executive Director of the Chamber on the Business Forum and State of the City Luncheon
- Participated in FCCMA legislative session conference call
- Met with Assistant City Manager, Economic Development Director, and representatives from FPL, Larry Volenec, Mal Lock and Jonathan Tyler on the Business Park electrical reliability issues
- Held Walking with the Manager, Loretta Moisis, Grants Coordinator/PIO, was guest walker
- Participated in FCCMA webinar on Budgeting Pension Changes for Local Governments
- Attended VLC dinner in Deltona

Community Development

- Planning
 - City staff from Planning and Engineering met with Robert Neil and Kathy Enot (FDOT) and members of Ormond Main Street (Maggie, Dorian, and Bill Partington, Sr.) to review the final plan set for the medians from Beach Street to Washington Street along Granada Boulevard. There were no major issues so the project will be on the following schedule:
 - June 2012 – plans locked, bid process starts – no changes will be permitted
 - Late August 2012 – award of bid
 - November 2012, start of construction – no lane closures in daytime anticipated
 - June/July 2013 – construction completed

Mark Dowst and Associates has been selected to apply for the landscaping of the medians. It is expected that they will submit a median landscaping plan within the next 30 days for FDOT review. It is likely that the underground utilities project will start construction either at or behind the road resurfacing. It does not appear that the

- underground utilities project would negatively impact the road resurfacing project (no open cuts of roadways).
- Staff received a request for sales tax refund to the Florida Department of Revenue for building materials related to the Olive Grove residential development. Staff is attempting to establish the initial Brownfield Advisory Board meeting for the second week in April due to advertisement requirements with City Commission action tentatively scheduled for April 17, 2012. A draft agenda and Rules of Procedures have been drafted for the Board's consideration. A staff report on the request will be prepared once the completed application package is received from Olive Grove. Staff has also linked the request to outstanding conditions attached to the Certificate of Occupancy on building #4.
 - Staff attended the monthly Technical Coordinating Committee of the TPO. A new Rail Safety Project at Wilmette Avenue was added by FDOT in the amount of \$88,072. The work involves a generator case, event recorder and 6 sets of LED lights. The project is scheduled during FDOT fiscal year of 2011/12.
 - Tymber Creek Rd (from SR 40 to Peruvian Way) – Construction advertisement is scheduled April 8, 2012.
- Building Inspections, Permitting & Licensing
 - 63 permits issued with a valuation of \$292,482.00
 - 123 inspections performed.
 - 5 business tax receipts issued.
 - A fence permit application was filed for the purpose to secure the former Memorial Hospital site in anticipation of salvage prior to complete demolition. Staff is reviewing the access gates to ensure heavy trucks and equipment only use collector or higher classified roads.
 - Development Services
 - Lowe's Home Improvement filed a Special Exception for outdoor activities involving display of merchandise. This item will be scheduled for the Planning Board in April.
 - Caffeine's has filed a Special Exception for outdoor music. This item is scheduled for the Planning Board in April.
 - The Final Development Order for the Andy Romano Park was approved and executed.
 - Annexations of the Super 8 Motel and the MBA Business Center on US1 North pursuant to recorded deed restrictions and covenants have been processed for City Commission action.
 - Reviewed and sent final comments for a camouflaged monopine cell tower at 610 South Yonge Street.
 - Staff met with Jimmy Johns. Discussed site layout, stormwater requirements, signage, architecture, and landscaping for property at 2 South Perrott Street.

Economic Development

Economic Development

Ormond Crossings

- Staff finalized their comments to Tomoka Holdings this week regarding the draft Master Development Plan and design standards documents. A final meeting is scheduled for April 26 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 two existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle land in the Business Park.

- 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 met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff will be meeting at the Business Park with FPL representatives to review vegetation clearing around the power lines.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff met with members of the Main Street 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 of the Economic Development/Business Assistance Fund for discussion with the Commission.

Airport Operation and Development

- The Flagler County Airport and the New Smyrna Beach Municipal Airport will offer limited availability to general aviation aircraft this weekend, due to special activities at those facilities. As a result, the amount of air traffic at the Ormond Beach Municipal Airport is expected to be elevated.
- Staff worked this week to prepare adjusted airport CIP and budget documentation to reflect recent changes in federal funding for airport projects.
- Staff worked with ATS Land Surveying, LLC to schedule and conduct required boundary surveys for FBO Area 1 and FBO Area 2 at the airport.
- Staff continues to work with the FAA Airports District Office (ADO) in Orlando regarding airport grant programming for the current fiscal year. Staff has been advised that the ADO may begin programming grant funds next week.
- Staff continued to work this week to review recent appraisals of airside lands at other general aviation airports in Florida, in an effort to identify current trends in airport land values.

- 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 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 18 Journal Entry Batches (# 2225 – 2342).
 - Advertised Bid No. 2012-01, 2012 Road Resurfacing, in the News Journal and posted to DemandStar on 03/18/2012.
 - Advertised RFP No. 2012-16, Temporary Personnel Staffing Services, in the News Journal and posted to DemandStar on 03/18/2012.
 - Bid opening for Bid 2012-11, Dewatering Pump Station Piping Modifications, on 03/15/2012.
 - Held mandatory pre-bid conference for Bid No. 2012-10, Grounds Maintenance Services-Facilities, Parks & Right of Ways on 03/14/2012.
 - Prepared 131 Accounts Payable checks totaling \$564,809.14 and 26 Accounts Payable EFT payments totaling \$133,946.33.
 - Began preparation of the five year Capital Improvement Program.
 - Held Financial Trends Workshop.
 - Began preparation of FY 2012-13 personnel budget.
 - Issued 155 Accounts Payable checks (\$227,530.03) and 25 EFT's (\$327,987.51).

Grants/PIO

- Public Information
 - Press Releases
 - Nova Community Center...More Than Meets the Eye (weekly)
 - Increased Flight Activity—Ormond Beach Municipal Airport (3/23-3/25)
 - Buzz the Bellhop: Last Chance (3/30)
 - Members of the Ormond Beach Composite Squadron of the Civil Air Patrol Honored
 - Other
 - Citizen Contacts
 - Media Contacts
 - Participated in Walking with the Manager
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 0
- Hazardous: 0

- EMS: 85
- Motor Vehicle Accidents: 10
- Public Assists: 40

TOTAL CALLS: 136

- Aid provided to other agencies: 19 calls – Volusia County (12), Daytona Beach (7)
- Total staff hours provided to other agencies: 18 hours
- # of overlapping calls: 26
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 68

Training Hours

- Driving: 8
- EMT Refresher Modules: 12
- Preplanning: 11
- Pump Operations: 19
- Reports: 5
- Splinting/Immobilization: 5
- Technical Rescue: 14

TOTAL TRAINING HOURS: 74

Station Activities

- Serviced 160 fire hydrants to include: flow testing, inspecting and flushing.
- Updated 5 pre-fire plans.
- Conducted 3 fire inspections.
- Held Fire Explorers training and meeting at Fire Station 92.
- Provided Fire Station 91 tour to 13 girl scouts.

Significant Incidents

- 3/15/12, 10:22 PM: 960 N. US1 – Medical Call – assault at Kick Start Saloon – two patients treated on scene.
- 3/17/12, 9:18 PM: Airport Rd. and US1 – Motorcycle Accident – trauma alert called for motorcycle rider down with no helmet – firefighter paramedic assisted EVAC during transport to hospital.

Operations

- Attended Volusia County Fire Chief's Association training and operations committee meeting.
- Met with northeast county quadrant Fire Chiefs.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/Special Populations - PT Recreation Leader
 - Leisure Services/Performing Arts Center - PT Box Office Attendant
 - Leisure Services/Recreation - Summer Camp Counselors (including Enviro Camp, Nova and SONC)
- Approved/Active Recruitment
 - 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. Three (3) applications have been forwarded to department for review.
 - 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. Twenty-five (25) applications have been received, entered on applicant tracking sheet with qualifications and forwarded to the Assistant City Manager for review.
- 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. Thirty-nine (39) applications were received and are being entered on applicant tracking sheet with qualifications prior to being forwarded to department for review.
 - Leisure Services/Recreation (Sports) - Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12.
- Screening/Interviews Scheduled
 - Police Department – Police Officer was advertised 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. Eighteen (18) candidates were interviewed on 03-21-12 and 03-22-12.
 - Public Works Department/Utilities – Utility Electrician has been advertised on the City web site, the News-Journal web site, the Florida Water Resources Journal (FWRJ) web site, the Florida Rural Water Association (FRWA) web site and in-house. This position closed on 02-24-12 and eleven (11) applications were received from qualified applicants which were entered on applicant tracking sheet and forwarded to the department for review. Interviews for six (6) applicants have been scheduled for 04-04-12 and 04-05-12.
 - 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 a candidate was selected pending clearance on background checks.
 - 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 was forwarded to the department for review. Six (6) candidates were interviewed on 03-21-12 and 03-22-12. A candidate was selected pending clearance on background checks.
 - Job Offers
 - 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 a candidate was selected to fill one of the two vacant positions and will begin employment on 03-19-12.
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk position closed on 01-27-12. Ten (10) applicants were interviewed and a candidate was selected and will begin employment on 03-26-12.
 - 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. One candidate was selected and will begin employment on 03-26-12.
 - 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 and will begin employment on 04-02-12.

- Public Works Department/Engineering – the Engineering Inspector position closed on 11-18-11. Thirty-four (34) applications were received. Three (3) interviews were conducted and a candidate was selected and will begin pre-employment processing on 03-26-12.
- 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 and promotion is effective 03-19-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program February 2012 monthly report reflects savings of \$69,969.54 for City residents during the twenty months that the program has been in effect in Ormond Beach. Over 1,527 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.
- ICMA-457 Deferred Compensation representative Dee Turner will meet individually with employees on 03-27-12 to discuss retirement options.

Training & Development Opportunities

- HR Staff member met with facilitator on 03-14-12 to discuss upcoming LEAPS training for all full time employees. Next training topic will be on Ethics. Dates have been selected and forwarded to facilitator for approval. After approval is received, an announcement will be sent out.

Risk Management Projects

- Attended Liability claim mediation.
- Met with Chamber of Commerce Leadership facilitators for Government Day.
- Attended Beautification Committee meeting.
- Began collecting WC records in response to subpoena.

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. Participated in demo of FileNexus document management system with City Clerk to gather information at this early stage.
 - 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: - None.
 - Work Orders: - 18 New work - 40 completed - 54 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,435	Inbound E-Mails Blocked	12,020
Delivered Inbound E-Mails	10,320	Quarantined Messages	095
Percentage Good Email	46.0%	Virus E-Mails Blocked	1

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 79 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Corrected 77 NaviLine facility maintenance records.

Leisure Services

- Administration

Meetings/Attendance:

- City Manager Staff Meeting
- Public Works Meeting
- Administrative Staff Meeting
- Supervisors/Coordinators
- Coordinator one on ones
- SAL Services - PAC Curtain
- Staff Evaluations (2)
- Met with Joyce Ebbets
- Landscape Maintenance Pre-Bid Meeting
- Agenda Item Preparations
- Summer Camp Registration Preparations
- GEA Negotiations
- Budget CIP Preparation
- Chamber of Commerce Leadership Program Preparation

Events/ Activities attended:

- Girl Scout Event - Nova
- Spring Break Day Camp - Nova
- Youth Volleyball
- College Baseball Jamboree final games

- 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 Thursday from 6pm to 8pm.
- Calvary Christian Academy Softball and Baseball were off this week due to Spring Break.
- 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. Games were held on Tuesday at 6pm.
- Seabreeze High School Softball held no games this week due to spring break. Their practices are held at the high school.
- Seabreeze High School Junior Varsity Baseball practiced this week while the Varsity Baseball was on the road for a tournament.

- The OBYBSA Baseball and Softball Program held practices only this week due to spring break.
- The College Baseball Jamboree finished games this week at the Wendelstedt Fields at the Ormond Beach Sports Complex. The games were held on Monday and Tuesday starting at 10am.
- Father Lopez High School was off this week due to spring break.
- The City Youth Volleyball Program was off this week due to spring break.

- 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 fields.
 - Continued mowing the 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; baseball, softball, soccer, T-ball for games and practices daily.
 - Continued to repair the baseball dugout entrances, adding new concrete.
 - Prepared fields for recreational softball, baseball and T-ball practices.
 - Applied pre-emergent fertilizer to fields at Nova and South Ormond Neighborhood Center.
 - Continued hosting the College Baseball Jamboree.
 - Repaired main water line on baseball field #2.

- 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, on stage rehearsals and dress rehearsals Monday through Thursday, including: Kopy Kats, Show Club, CMT, and Horan Judo.
 - Friday: Show Club Follies Performance and CMT performed.
 - The Performing Arts Center is preparing to host the following events:
 - Show Club Follies 2012, March 23, 24, 25. \$15.

- South Ormond Neighborhood Center
 - Splash pad opened Sunday at 10:00 am.
 - Youth baseball machine pitch practice was held Tuesday and Thursday from 5 pm to 7 pm.
 - Continued park maintenance project.
 - Open play basketball was held daily from 1 pm to 5 pm.

- PAL held basketball practices Tuesday and Thursday evenings.
- South Ormond Sports Club youth basketball games were held Friday, Saturday and Sunday in Melbourne.
- Jazzercise classes were held Monday and Wednesday at 5:45 pm.
- Community Events
 - Continued 2012 Art in the Park preparations: solicitation for sponsorship, tracking applications and payment, scheduling entertainment and food vendors.
 - Continued 2012 Memorial Remembrance Service preparations: group contacts and confirmations for participation, interviews for potential speakers, redesigning event flyer.
 - Attended Senior Games Meeting and presented research data from previous annual games. Assisted board with finding new committee members and volunteers.
 - 2012 Independence Day Celebration: submitted formal requests for quotes for sound, stage and lighting companies, researched bands and gathered quotes for bands and entertainment and researched and gathered quotes for shuttle service. Initial letters of invitation to past participating food vendors and potential new vendors were sent out.
 - Attended event review meeting with the Recreation Manager.
 - Completed weekly administrative tasks, office work and activities.
 - Repaired 10' x 10' tent and performed maintenance of accessories.
 - Assisted at the Walk with the Manager on Thursday at 8:30 am at The Casements.
- Gymnastics
 - The February/March session classes for various age groups and levels were held Monday through Friday.
 - Cheer Class prepared for an upcoming competition in Jacksonville.
 - All competitive teams practiced routines and prepared hard for events.
- 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.
 - 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.
 - Spring Break Day Camp took place Monday through Friday.
 - The Girl Scouts Multicultural Festival took place on Saturday in the Nova Gymnasium and Activity Room.
 - The OBYBSA Baseball and Softball Program continued games and practices on Nova's ball fields.
- The Casements
 - 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 met this week including: Art Class, Pilates, Teeny Tiny Yoga, Yoga, and Zumba.
 - The Memorial Day Remembrance Committee met in the Preservation Room Wednesday from 11:30am to 1:30pm.
 - Guests from Roadtrek RV group toured The Casements on Wednesday morning and Thursday afternoon.
 - Guests from Windsor Assisted Living in Palm Coast toured The Casements on Thursday morning.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.

- Church services were held at Bailey Riverbridge on Sunday morning.
- Staff assisted with the weekly Farmers' Market on Thursday.
- Staff continued planning for the Camp Expo and Movies on the Halifax to be held in Rockefeller Gardens on Thursday, April 5th.
- Staff continued planning for Enviro Camp to be held July 9th through August 3rd.
- Staff continued the planning for the Guild Appreciation Luncheon scheduled for April 18th.
- The Herb Society met at Bailey Riverbridge on Saturday morning.

- Parks and Irrigation
 - Repaired wiring problem at Vining Court streetscape.
 - Changed schedule on timers throughout the City.
 - Repaired valve at Cassen Park.
 - Checked planters at Police Department.
 - Repaired stuck valve at West Granada streetscape.
 - Repaired broken main at West Granada streetscape.
 - Repaired clock at Bailey Riverbridge Gardens.
 - Checked irrigation at Ormond Beach Sports Complex.
 - Worked on parking lot and sidewalk systems at Ormond Beach Sports Complex.
 - Repaired sprinkler on Cherrywood Drive.
 - Assisted in installation of volleyball net.
 - Installed new volleyball standards on beach behind Birthplace of Speed Park.
 - Installed new picnic table at Central Park II.
 - Repaired and installed umbrella for splash pad at South Ormond Neighborhood Center.
 - Installed new picnic table at South Ormond Neighborhood Center.
 - Pressure cleaned seating area at Milton Pepper Park.
 - Pressure cleaned fish cleaning area on pier at Cassen Park.
 - Transported equipment from P.A.L. House to Fleet Maintenance for auction.
 - Installed new trash receptacle on pier at Bailey Riverbridge Gardens.
 - Repaired and oiled playground equipment at South Ormond Neighborhood Center.
 - Conducted safety inspections of parks and equipment throughout the City.

- Building Maintenance
 - Replaced a decorative light on Granada Blvd.
 - Cleaned roofs for bike parking.
 - Repaired gear drive on gate opener at the water plant.
 - Reprogrammed thermostats throughout the City for daylight savings time.
 - Set time clocks throughout the City for time change.
 - Repaired AHU#5 at City Hall.
 - Completed fence job at old landfill.
 - Repaired floor drain at Fire Station #92.
 - Repaired ice machine at Fire Station #92.
 - Replaced vandalized water cooler at the Softball Quads.
 - Repaired sinks in Sanchez Park bathrooms.
 - Checked Airport lights.
 - Serviced and repaired equipment.
 - Repaired hinges and locks at City Hall.
 - Refinished gate control boxes and bollards at the Airport.
 - Replaced ceiling tile in MacDonald house.
 - Checked lights in various locations throughout the City.
 - Upgraded lighting in firing range.

Police Department

Administrative Services

- Attended weekly staff meeting for department heads and division managers.
- Attended funeral services for retired Volusia County Sheriff's Chief Deputy Bill Lee.
- Gave presentation to the Citizen's Police Academy.
- Conducted employment interviews for police officer candidates
- Attended planning meeting for the Chamber of Commerce Leadership class.

Community Outreach

Due to Volusia County School spring break, all education PAL programs did not occur this week. All programs will resume on March 26, 2012, when students return to school.

Community Services/Animal Service

- Animal calls responded to: 46
- Animal Bites: 2
- Animals to FHS: 10
 - Cats: 7
 - Dogs: 2
 - Iguana: 1
- Wildlife to Ponce Inlet: 1
- Animal Notice of Violation issued: 2
- CSO's are conducting extra patrols in the city parks for leash law violations.
- CSO assisted with disabled vehicles and crashes during Bike Week.

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 9
- Inactive: 13
- Fraud: 6
- Burglary Business: 2
- Burglary Residential: 4
- Larceny Car break: 5
- Auto Theft: 1
- Missing Persons: 3
- Recovered Missing Persons: 1
- Robbery: 2 (3 Card Monty scam)

Comments:

- Robbery Motel 6: Several subjects from out of state lured a Bike Week visitor over to observe a card game of luck (playing for money). When the victim pulled out \$1,100.00 they snatched his money and fled the area. These subjects are known to investigators and a photo line-up was shown to the victim. The victim picked out one of the men responsible for the theft. Charges are pending.
- Robbery Sleep Inn: Several subjects from out of state lured a Bike Week visitor over to observe a card game of luck (playing for money). When the victim pulled out \$7,200.00 they snatched his money and fled the area. These subjects are known to investigators and a photo line-up was shown to the victim. The victim picked three of the men responsible for the theft. Charges are pending. The same subjects hit several other areas in Volusia and Flagler counties over Bike Week 2012.
- Investigation continues into a recent rash of time share fraud cases. The suspects have been identified and arrests are expected this week.

Records

• Walk - Ins / Window	146
• Phone Calls	171
• Arrest / NTA'S	24
• Citations Issued	287
• Citations Entered	338
• Reports Generated	159
• Reports Entered	157
• Mail / Faxes / Request	84

Patrol

• Total Calls	2,015
• Total Traffic Stops	495

Operations

- Crime Opportunity Reporting Forms issued: 199
- **03/14/12 Battery** – Pine Valley Circle – victim (brother) filed a complaint affidavit against suspect (sister) – brother was granted an injunction against sister.
- **03/14/12 Auto theft** – Pine Valley Circle – victim (sister) reported that suspect (brother) stole her motorcycle – motorcycle has been returned.
- **03/15/12 Burglary/Business** – W Granada Blvd – business entered and safe forced open.
- **03/15/12 Aggravated Battery** – N US Hwy 1 – Suspect hit victim in head with a beer bottle – victim was uncooperative with investigation. No charges filed.
- **03/15/12 Suspicious Incident** – Division – Witness observed a male attempting to get into parked vehicles – suspect left on a bike with a red blinking tail light – unable to locate suspect or any car breaks.
- **03/15/12 Domestic Violence/Reckless Driving** – female flagged down officer at Denny's to report her ex husband had been following her for the past half hour all around Daytona, Holly Hill and Ormond Beach. Officers attempted a traffic stop with the ex-husband at which time he fled onto I95 – FHP observed the attempted traffic stop and the subject flee from OBPD officers. FHP continued to follow the subject's vehicle and eventually stopped him just north of SR-40 on I-95. Subject was arrested for stalking and fleeing.
- **03/15/12 Crash** – W Granada Blvd – driver suffered some type of medical condition that caused him to crash into two cars and a city owned light post.
- **03/15/12 Missing Person** – Petrea Terr – elderly male – last seen mid morning – search assisted by VCSO Air One – found safe later in South Daytona.
- **03/15/12 Stolen Motorcycle** – N US Hwy 1/Kangaroo – victim paid \$10 to park in the lot to attend Bike Week activities in the area. Victim returned to find his motorcycle had been stolen.
- **03/16/12 Accident assist** – US Hwy 1/Airport Road – fatality. Motorcyclist struck by a vehicle turning off of Airport Road. FHP conducted investigation while OBPD units assisted with traffic and crowd control.
- **03/16/12 Burglary** – E Granada Blvd/Shear Dimension - \$30 and a laptop taken overnight.
- **03/16/12 Vandalism/Attempted motorcycle theft** – S A1A – lock cut off a motorcycle in an attempted theft.
- **03/16/12 DUI arrest** – N US 1 – adult female charged with driving under the influence following a traffic stop.
- **03/16/12 Disturbance** – S Nova, Rockin' Ranch – three males arrested for disorderly intoxication, battery, and battery on a law enforcement officer following a fight at closing time.

- **03/16/12 Burglary/Vehicle** – S Atlantic Avenue/Souvenir City – tailgate stolen off of the rear of a pickup truck.
- **03/16/12 Larceny** – Parkside Drive – basketball hoop stolen from the yard while the resident was on vacation.
- **03/17/12 Domestic Violence** – S Washington – adult male threw broken glass on his live-in girlfriend and fled.
- **03/17/12 Weapons complaint** – Main Trail/Hwy 40 – Outlaw affiliate stopped for possible driving under the influence – subject was carrying a concealed weapon – had an expired concealed weapons permit from Tennessee. Complaint affidavit filed.
- **03/17/12 Burglary/Occupied** – King Edward Court – homeowner found a male inside his garage – suspect fled on foot when confronted.
- **03/17/12 Felony Vandalism** – Orchard Avenue – vehicle vandalized.
- **03/17/12 Theft** – Bermuda Estates – bicycle stolen.
- **03/17/12 Auto Theft** - Bermuda Estates – 99 Green Dodge Caravan stolen.
- **03/18/12 Shoplifting / Possession** – Granada Plaza – adult male arrested for retail theft and possession of a controlled substance under 20 grams.
- **03/18/12 Suspicious Vehicle** – Woodland Blvd – two heavily intoxicated males were asleep in the front seats of a pickup truck parked in the street blocking a driveway – driver vacated vehicle and consented to a search – small bag of marijuana discovered in his sock.
- **03/18/12 Burglary/Trailer** – N US 1 – trailer lights were stripped off a motorcycle trailer.
- **03/18/12 Shoplifting** – WalMart W Granada Blvd – adult male arrested for retail theft.
- **03/18/12 Myers Act** – N US 1/Econo Lodge – intoxicated adult female refusing to leave
- **03/19/12 Burglary/Vehicle** – Hudson Falls Drive – victim had two vehicles entered – no forced entry – change stolen.
- **03/19/12 Domestic Violence** – Woodgate Court – girlfriend struck boyfriend with metal chair and plastic broom because he would not give her money so she could buy drugs.
- **03/19/12 Fugitive Arrest** – Pine Valley Circle – female advised OBPD that her brother had an open warrant – the open warrant was confirmed, the brother was located on the property and arrested.
- **03/20/12 Burglary/Vehicle** – W Granada Blvd – Samsung tablet stolen – passenger side window smashed out.
- **03/20/12 Burglary/Conveyance** – N Yonge Street – registration and decal taken from boat console – no suspects.
- **03/20/12 Missing Persons** – Pine Trail – 50 year old male missing since Sunday morning – reported by girlfriend – BOLO distributed and subject entered into teletype system as a missing person.
- **03/20/12 Larceny/Shoplifting** – N Nova Road/ 7-11 – 10 packs of cigarettes stolen – suspect last seen southbound on Nova Road on foot.
- **03/20/12 Info** – 170 W Granada Blvd – while doing a child exchange in the PD parking lot, father threw a milkshake at the mother and hit her – no injuries – complaint affidavit filed

Traffic Unit

- 12-03-00276, Traffic Stop / Arrest, 309 N. US 1. Motorcyclist stopped for speeding. His license was revoked for DUI. Subject was issued a citation for unlawful speed and charged with driving on a revoked driver license.
- 12-03-00339, DUI, 800 BLK N. US 1. Vehicle observed stopped in the middle of traffic with headlights off. Upon approach of officer, vehicle suddenly lurched in reverse and was stopped. DUI investigation conducted and driver was arrested.

- VMB deployed on US1 SB at Wilmette Avenue to warn motorists to slow down due to traffic congestion at SR40.
- SMART Trailer deployed on Beach Street SB at the 1500 BLK to warn motorists to slow down coming out of the loop.
- Light towers deployed on Airport Road between FEC and Bear Creek for pedestrian and parking safety at night.

Weekly Statistics

- Traffic Citations 218
- Parking Citations 8
- Crashes
 - Injuries 6
 - Motorcycle 7
 - Motorcycle w/Injury 2
 - Total Crashes 29
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Bike Week Corridors
 - SR A1A
 - SR 40
 - US 1
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 4 Case initiated
- 14 signs either removed or sign cases created
- 17 tree removal permit requests
- Administrative staff assisted with fifty-two (52) 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 of 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. This case is scheduled for a Special Magistrate hearing on March 26th. As of this week, the respondent has chosen to park his commercial trailer and vehicle across the street at a home that is vacant and up for sale. The realtor and owner are being advised of the infraction in hopes they will assist NID in getting the trailer and vehicle removed. NID expects the respondent will then continue parking at his residence which will result in our continuation of the case.

Public Works

- **Engineering**

Construction Projects:

- Roadway Resurfacing- Project was advertised for bids on Sunday, March 18, 2012.
- Rima Ridge Well 41- Project complete.
- Downtown Way Finding Signage- Project complete.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The 16" forcemain crossing beneath Tymber Creek Rd was directionally drilled.
- Transfer Station Pump Station- A Pre-Bid conference was held. Bids will be received March 28, 2012.
- SR40 A1A to Nova Interconnect- Project completed, processed C.O. # 1 and working on FDOT project close out.
- SR 40 Sidewalk / Trail Phase III- Prepared inspector reports and documents. Negotiated geotech proposal, conducted pre-construction meeting, prepared minutes of meeting. Emailed plan set to Contractor.
- Tomoka State Park- Coordinated pre-construction meeting, received FDOT NTP. Coordinated the pre-construction agenda and meeting date.
- Cassen Park Fishing Pier Lighting – The project is 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 from the contractor for additional work that is also being advertised for bids for the dewatering pump station bypass.

Design Projects:

- Andy Romano Beachfront Park –The project is currently in the bidding phase. A pre-bid meeting was held on March 14th. Bids are due April 9th.
- Granada Utilities Underground- Reviewed FPL easement requirements, reviewed street light 60% plans, set up review meeting.
- Nova Community Park Basketball Court- Revised scope and processed Work Authorization.
- Nova Community Park Racquetball Court- Revised scope and processed Work Authorization.
- Nova Community Park Master Plan- Met with consultant and Leisure Services to review and input on conceptual plan development. Provided additional information. Provided meeting dates of QLB & LSAB Board members.
- Mast Arm Replacement- Responded to TCD request for lay down area for new mast arm at SR 40 and John Anderson.
- Ormond Scenic Loop- Held Public Meeting on March 19, responded to questions.
- South Peninsula 2-inch Water Main Replacement- Held kick-off meeting and sent resident notices out.
- Audible Pedestrian Signals- In design for ADA Compliance.
- Mainland 2-inch watermain- Held kick-off meeting with consultant and created residential notifications to inform the public about this project.
- North Peninsula 2-inch Water Main- Prepared mailing list and resident letters. Set up kick off meeting.
- SR40 Washington to Beach St.- Attended meeting and reviewed schedule of project. Estimate time for work to begin Nov-Dec 2012. Provided specs on pull box.
- Central Park Paving – Met with consultant to value engineer design to stay within budget. Application was made to SJRWMD for permit.
- Tymber Creek Phase I – The Joint Participation Agreement between the City and County was prepared for resolution by City Commission on April 3, 2012.

- Cardinal Beach Approach – The County is 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- Plans were revised and resubmitted to FDOT for the reclaimed watermain portion of the project. Cost estimate for overall project was updated.
- Side Street Lighting Conversion- The advertisement for bid to purchase the fixtures is tentatively schedule for April 8th.
- 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 22nd 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 on April 17th.
- 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 \$3,925,447.00. Staff intends to present the contract for award at the April 17th City Commission meeting. 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 \$3,033,850.00. 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 engineering has informed staff that they have approved the project. FEMA environmental and tribal lands still must review before Phase 2 (Construction) can proceed.

Administration:

- Requested crash data from Volusia County and letter of support for XU funding submittals. Prepared write up of the Adaptive Signal Control System.
- Requested FDOT and letter of support for XU funding submittals.
- Check reported gap on SR40 bridge west end.
- Processed project invoices/pay requests totaling \$162,687
- Prepared work authorizations totaling \$27,070
- Prepared requisitions/PO's totaling \$22,200
- Nova Road Landfill Closure - Reviewed status of phase 1 environmental assessment mandated by FDEP and the follow-up action being required for the phase 2 assessment. Consultant prepared scope of work to conduct further investigation and reporting.
- Approved TECO Permits on directional borings on New Britain, Arroyo Pkwy and Thompson Creek Rd.

Meetings:

- 2" water line kick off meeting South Peninsula
- Attended Andy Romano Beachfront Park Pre-Bid meeting
- Attended Volusia County Council meeting for award of ECHO grant.
- Attended Financial Trends workshop
- 2" water line kick off meeting Mainland
- SR 40 sidewalk Phase 3 Pre-construction

- Met homeowner at 1003 John Anderson Dr. regarding drainage concern.
- FDOT A1A and Lynhurst left turn lane design meeting.
- Nova Master plan conceptual meeting.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Repaired a sidewalk on Buckeye Rd.
- Asphalted a patch at 39 Woodhaven Cir.
- Filled pot holes on Leeway Trl., Seafarer Terr. and West St.
- Pulled forms and backfilled on N. Halifax Dr.
- Constructed a new sidewalk on Pinewood & Ormond Shores

- 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 Arroyo Pkwy, at Nova Recreation, on S. Ridgewood, at The Casements and other various city locations
- Removed fencing & barrels at Airport Rd.
- Removed a tree at 300 Washington St.
- Removed (4) pines on Woodland Trl.

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- ROW trimming at citywide locations

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Dix Ave. e/of Ridgewood Ave., straightened 25 mph sign
 - Fleming Ave. & S. Center St., straightened a stop sign post
 - 46 Fleming Ave. & Charleston Pl., installed (4) "Do Not Enter" markers
 - Corner of US1 & Hull Rd., hung a blue shuffleboard sign
 - Various Locations, checked for signs that need assistance or replacing
 - Ellsworth Ave. & s. Beach St., straightened a 25 mph post
 - Cordova Ave. & Arroyo Pkwy, straightened a stop sign & street names
 - Arroyo Pkwy & S. Ridgewood Ave., reinstalled "Park Hours" sign
 - Lynn Cir. & Ann Rustin, straightened a stop sign post & 25 mph post
 - Jamestown Dr. & Loyola Dr., installed High Intensity Prismatic (HIP) street names
- Fabricated (5) 18" x 9" signs for Leisure Services.
- Working with Neighborhood Improvement to install "No Dumping" signs in the ROW in the 500 block of Andalusia Ave.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Vacon – Oak Forest Dr.; Iroquois & Choctaw, 1 basin; 84 N. Arbor Dr., 3 basins, 84' line; 29 Sycamore Cir., 2 basins, 256' line; and, 940 Old Mill Run, 5 basins, 596' line
- Slope Mower – Lakebridge, Nova and Old Kings ponds (102,664 sq. ft.)
- Slope Mower – Bennett Ln. and Arroyo Pkwy pond (175,510 sq. ft.)
- Basin Cleaning – citywide locations
- Brush Hog Mowing – SR40
- Pond Spraying – SR40 (3) ponds; Division Ave. (1) pond; and, Nova Rd. (1) pond
- Ditch Inspection – citywide locations

Street Sweeping/Streetsweeper

- 98.0 miles of road cleaned
- 65.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

35,021

PM Services completed for the week:

Emergency—Vehicles and Equipment
30

Non-Emergency Vehicles and Equipment
22

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 6,621 gallons of unleaded and 7,501 gallons of diesel fuel on hand.
- Fleet completed 75 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. District staff prefers to obtain most future demand from the Hudson Well Field. Staff providing District waiver for additional time for performing model runs and preparing staff report through anticipated District Board action May 2012.
- Concentrate Disposal Study – Reviewed preliminary design report and plans. Sent the permit applications and the check to the consultant for processing.
- Division Avenue Well Field Raw Water Piping - A meeting was held with McKim and Creed to discuss the modeling portion of the proposal. The model will be used to predict a mass balance of chlorides obtained at the plant and discharged into the concentrate when the Division Avenue well field line is reconfigured to deliver most of the well field raw water into the reverse osmosis system for treatment. The mass balance results will be used to determine the feasibility of modifying the well field piping.
- WWTP Dewatering Station Bypass Project – Bids were received for the project. Brasfield and Gorrie submitted a concurrent change order proposal to the Wastewater Plant Expansion project that was underneath the lowest bid. Performing the work by a change order is being evaluated.

- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Currently workshop is scheduled with CC in early May.
- Airport Road Force Main/Reuse Main Extension – Preparing to directional drill approximately 1540 feet of 16-inch HDPE at the intersection of Airport Road and Timber Creek Road. 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 75% complete. Hydrants replaced are shown in the water distribution section of the report.
- Hand Avenue Extension – The apparent low bidder was Hazen Construction with a base bid of \$3,925,447.00. Bids are under evaluation.
- 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. A retrofit of pump 3 is proposed for testing the new impeller design. The contractor was directed to proceed with the installation of the impeller in Pump #3. 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 RAS and WAS pumps are being installed. Clarifier #1 is being rehabilitated. Screw pump #2 was installed and training performed. Recycle pumps 2 and 3 are being installed. Filter #3 underdrain system is being constructed. A meeting was held to prepare for the temporary relocation of SCADA monitoring equipment.
- Lift Station Repair and Replacement Project – The final pay request is pending until Worsham (Contractor) decides to accept final payment.
- Town Square Lift Station 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Lift Station 9M and Wal-Mart lift stations are included in this project. Base plans for Lift Stations 9M and Wal-Mart ready 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 final plans for Andy Romano Beachfront Park. Received revised plans for Alfie's Restaurant. Received plans for Tomoka Elementary School Water Line replacement.
- Transfer Station Lift Station Upgrades – Potential bidders met at the site to observe the field conditions. Bids are scheduled to be received 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 prolonging proper operation of existing conveyor. A separate quotation for additional parts and labor was received from the conveyor system's manufacturer's representative vendor. Parts are intended to be purchased from the vendor and quotes will be obtained from contractors for installation activities.
- WWTP Operation Permit - FDEP Central District Inspection Findings – Staff received the Department's draft order including recently requested interim TN and CBOD limits until such time that construction activities are completed. A disposition memo was prepared for the April 3rd City Commission memo for execution of the consent order. Anticipated interim limits are proposed to be in effect until August 2013.

- Water Distribution
 - Exchanged 5 residential water meters, installed 1 new water service
 - Responded to and/or repaired 8 water service leaks
 - Replaced 7 water services due to aged piping, repaired 10 meter boxes
 - Responded to 5 low pressure complaints
 - Flushed to resolve 10 cloudy water complaints
 - Disconnected 1 water service due to a demolition
 - Replaced a 2" valve at the corner of Idlewood Dr and N Halifax Dr
 - Tested 5 and repaired 1 city owned backflow preventers
 - Valve Maintenance: located and exercised 11 valves for fire hydrant replacement and future Hand Ave shutdowns.
 - Meter testing: 4" meter tested accurate at 915 Ocean Shore Blvd, scheduled 3 condominiums for testing
 - Water main flushing: Mainsail Dr, Aston Cir, S Nova Rd, Tennessee Ter, N Beach St, Neptune Ave, Triton Rd
 - 2012 fire hydrant replacement program: replaced hydrants located at 83 Neptune Ave, 622 N Beach St and 930 Old Mill Run. Customers were given advanced notice and shutdowns started and ended on time.
 - Performed maintenance on 3 city owned fire hydrants.
 - Utility locate service for Water/wastewater/reuse: 81 regular and 4 emergency locates were completed
 - Backfill/sod: Cherrywood Dr
 - Rescinded boil water alert: N. Halifax Dr
 - Cleaned and organized all storage areas and service trucks

- Water Treatment
 - Delivered to the City 38.221 million gallons for the week ending Mar. 18, 2012 (5.460 MGD)
 - Backwashed 13 filters for a total of 496,000 gallons backwash water.
 - Produced and hauled 27 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notice.
 - Completed FDEP/DOH inspection and reviewed operations of the water treatment plant and all records/logs for the tri-annual sanitary survey on Mar.14 & 15. Anticipate final report in 3 to 4 weeks.

- Waste Water Collection – Reuse
 - Crews responded to seven trouble calls in Breakaway/Hunter's Ridge. area and eight in town.
 - Raised reuse valve box at 160 Royal Dunes Blvd. (customer request)
 - Disconnected sewer at 706 Montana Terr. and 10 Sunset falls Dr.
 - Televised ten sewer laterals.
 - Cleaned six sewer laterals.
 - Installing 2" clean outs on low pressure sewer line on Huntsman Look in Hunter's Ridge.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunter's Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.02 Million Gallons.
 - Produced 15.46 Million Gallons of Reuse.
 - Produced 13.56 Million Gallons of Surface Water Discharge.
 - Influent flow average for the week is 4.15 MGD, plant designed for 6 MGD
 - Hauled 144.40 tons of sludge (14%-18% Solids).

- Submitted Water Quality Summary and Correlation Report to FDEP
- 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
 - Performed PM's to Rima, Division, SR40 and Hudson Well fields.
 - Well #3 at B.A.T. had a leak on the Bermad valve, replaced leaking line
 - Replaced flow meters on wells 29 and 30H with new remote read heads with 4-20 ma output and installed new flow meters on wells 24, 26, 30 and 31H.
 - Installed new check valve on well 10D
 - Worked on the installation of power and lights over the work bench in the electrical room
 - Went to the Division wells and checked drawings to determine the best method to send flow data from all wells back to plant
 - Checked all Irrigation wells for proper operation, all good.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.
 - Cleaned shop and put away spare parts.

Wastewater Plant – Lift Stations – Reuse System

- Feed Pump Centrifuge #1 – repacked pump as needed
- Troubleshoot centrifuge issue, found bad signal switch on conveyor, bad phase monitor on #2 centrifuge and bad power supply on #1 centrifuge.
- Adjusted main bowl drive belts on Centrifuge #2.
- Rebuilt rake on Grit snail.
- Poly Blend #2 – installed new metering pump – LMI pump
- Deragged influent pumps.
- Deragged all 4 submersible aerators
- Assisted operations staff cleaning tele-valves on clarifiers.
- Clarifier #2 – replaced timer for automatic trough wash down system
- Assisted contractors with plant and other rehab activities
- Chlorine Residual Meter – replaced pump with new inventory
- Performed PM Service to all plant equipment.
- Attended start up training for the new screw pumps
- Attended generator class at the W.W.T.P.
- 4P – SCADA - pump #1 stuck on – pump #2 stuck on – found bypass switches for wet well washing left on – turned switches off – all OK
- Towne Square – cleaned & deragged both check valves
- 2M – disassembled & deragged both check valves – found baseball in one check valve – had to disassemble check valve to remove it.
- SCADA liftstation repair to 6 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 26 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 1 liftstation. (pulled pumps and inspected and changed seal oil)
- Replaced the level probe on reuse storage tank #1.
- Tighten up the packing on the #4 gate valve at B.A.T. reuse
- Cleaned shop and trucks and put away spare parts.

- Utilities Division completed 80 work orders as reported in MP2 computerized maintenance management system, of which 55 were PM work requests and 25 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.
- Prepared legal ads for submission to the Daytona Beach News-Journal
- Agenda packet preparation and creation for the April 3, 2012, City Commission meeting.
- Agenda packet preparation for March 26, 2012, Charter Review Committee meeting.
- Agenda packet preparation for the April 3, 2012, City Commission Workshop: LDC Amendments
- Agenda packet preparation for the March 28, 2012, Budget Advisory Board Meeting

Status of Ongoing Projects

- Agenda Automation System:
 - Staff added digital signatures to the City Manager memorandum templates so that they will display a digital signature after staff reviews and approves each agenda item.
 - Staff continued working on the customizations to the Minutes portion of the system.
 - Staff created customized city manager memorandum templates and workflows for various city departments.
 - Staff continued training pilot users on how to create, review and approve agenda items.
- City Stationary and Business Card Services
 - Sent bid tabulation and letter of intent to the Legal Department in order to them to draft the services agreement with Pride Enterprises, Inc.
- Elections:
 - Staff finalized the 2012 Election Candidate Packet and plans to have the packet available for candidates by the end of March.
 - Staff began testing the 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.
- Live Streaming Upgrade:
 - Staff is currently evaluating several live streaming providers.
- Mobile Phone Application or iOS and Android (myOrmondBeach):
 - Staff submitted feedback to the vendor and is waiting on changes to be made to the mobile application.