

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 18, 2013

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with directors
- Weekly meetings with City Clerk
- Bi-weekly meetings with Economic Development Director
- Reviewed airport lease appraisal report
- Assistant City Manager, City Attorney and Utilities Manager on fluoride issues

Spoke to, attended and/or met with:

- City staff and Dick Jaffe on Town Square welcome sign
- Scott Andrews on mentoring and FCCMA
- Dorian Burt on Downtown Main Street
- City staff on Waste Management contract
- City Commission workshop on gateway signage
- Fire Chief Robert Mandarino reception
- City Commission meeting
- Phone conversation with Chris Holley on FAC's proposal to organize rural county managers
- Conference call on CFLGE sustainability
- FCCMA conference calls with FCCMA staff and Executive committee
- Mayor and County Chair Davis, US1 and beachfront park
- Mayor and County Councilman Daniels, US1 and beachfront park

Community Development

- Planning Services
 - Staff attended a meeting held at Jaffe Corporation regarding the welcome sign to be placed on Town Square property.
 - Staff attended the Technical Coordinating Committee Meeting of the TPO.
 - Staff attended the 2nd Annual District-Wide Planning Workshop sponsored and held at District 5 Orlando Office.
 - Staff attended a school interlocal agreement meeting at the School District facilities.
 - The dog dining application and license have been developed and the Department is ready to respond.
- Building Services
 - 57 permits issued with a valuation of \$615,680.00
 - 161 inspections performed.
 - 8 business tax receipts issued

- Development Services
 - SPRC received the second SUNOCO PBD application and site plan for review and processing before the Planning Board and City Commission. The second application is for the 1546 W. Granada site.
 - SPRC reviewed a water connection request from Kingston Shore in Ormond-by-the-Sea. This is a 106 unit condominium and they want to get off their own water system. The question posed is whether the City would permit the Condo Association to pay the impact fee over 5 years due to the cost (\$100,000+).
 - Received a site plan for 1357 W. Granada. Existing single family house is to be removed and a new office building is planned. A neighborhood meeting was previously held on January 3, 2013 and there were no issues identified by those residents who received notice and who were in attendance.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Tomoka Holding and City Staffs met to discuss the comments and recommendation of the PMUD. Upon resolution of the issues the documents will be at a public hearing with the Planning Board. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- 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 walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming. FPL has completed their tree trimming along the power lines and they expect to notify the City and businesses of long term solutions to the ongoing incidents of power disruptions.

Ormond Beach Chamber, Main Street and Team Volusia

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff is in the process of preparing draft economic development incentive programs that would cover the downtown and citywide economic development projects. The incentive program will be presented to the Main Street Board and City Commission when completed.
- Staff met with Team Volusia economic development practitioners to prepare the Agenda for the next 6 months, which includes business recruitment strategies, economic development incentive programs, and tracking real estate vacancies in the county and cities.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact the property owners and their real estate broker of the Food Lion along East Granada Boulevard to discuss possible users of the property and

any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property.

- Staff is in contact with the owners of the former Texaco Gas Station at 10 Nova Road, who is negotiating with a business to redevelop the property.
- Staff is working with the Mefeedia Company, a high tech business recruited from California in 2010, to set up internship programs for high school and college students. The program includes partnerships with Daytona state College and Center for Business Excellence.
- Staff is finalizing the Growth Assistance Program to provide economic development incentives for expanding and recruitment of businesses.

Airport Operation and Development

- Halifax Paving, Inc. continued work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. The northeast end of Taxiway Charlie and the eastern portion of Taxiway Delta remain closed for taxi operations. New storm water drainage pipes have been installed under what will be the new intersection of Taxiway Charlie and Taxiway Delta. Surface preparation of the new heliport site is underway. Electrical conduit and lighting components for the heliport have also been installed. Surface preparation of the eastern portion of the new Taxiway Alpha is underway. Work to re-position the airport perimeter fence adjacent to Runway 17 also continued this week.
- Staff prepared and submitted FY 2013 1st Quarter Progress Reports to the FAA Orlando Airports District Office regarding the Taxiway Alpha Relocation & General Airfield Improvements Project. This report includes a project status summary, a statement and distribution of project costs, a construction progress and inspection report, project photographs, and a summary of tests that have been conducted.
- Staff has been advised that the FDOT Aviation Office will implement a new airport inspection schedule this year in order to maximize resources and time in the field. Under the new schedule, the Ormond Beach Municipal Airport will be inspected on February 26, 2013.
- Staff prepared and submitted pre-application materials to the FAA Orlando Airports District Office regarding the design phase of the Taxiway Golf project.
- Staff prepared and submitted operating information requested by the Finance Department for the Annual Financial Report.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 31 Journal Entry Batches (# 1292 – 1404).
 - Approved 22 Purchase Requisitions totaling \$245,691.81.
 - Issued 35 Purchase Orders totaling \$177,567.83.
 - Held opening for RFP No. 2013-02, Ormond Beach Aerial Fireworks, on 01/11/2013. One (1) submittal received.
 - Advertised Bid No. 2013-05, South Peninsula 2" Water Main Replacement, in News Journal and posted to DemandStar on 01/13/2013.
 - Held opening for Bid No. 2013-01, North Central Park Lake Interconnects-Division Avenue and Hammock Lane, on 01/16/2013. Six (6) submittals were received.
 - Prepared 192 Accounts Payable checks totaling \$554,297.16 and 30 Accounts Payable EFT payments totaling \$747,365.97.
 - Processed 4,003 cash receipts totaling \$424,701.54.
 - Processed 998 utility bill payments through ACH totaling \$74,026.81.
 - Processed and issued 5,484 utility bills with billed consumption of water of 30,185k.
 - Issued 1,106 past due notices on utility accounts.

Grants/PIO

- Press Releases
 - OBYBSA Youth Spring T-ball, Baseball and Softball
 - Walking with the Manager
 - The Fabulous Hubcaps
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended webinar CodeRED training.
 - Attended Questys overview.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 6
- Fire Alarms: 0
- Hazardous: 2
- EMS: 69
- Motor Vehicle Accidents: 5
- Public Assists: 45

TOTAL CALLS: 127

- Aid provided to other agencies: 11 calls – Volusia County (7), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 6
- Total EMS patients treated: 55

Training Hours

- EMT Refresher: 27
- Hazardous Materials: 13
- Health and Wellness: 13
- Leadership: 16

TOTAL TRAINING HOURS: 69

Station Activities

- Updated 44 pre-fire plans
- Conducted 4 fire inspections

Significant Incidents

- 1/8/13, 2:32 PM: N. Ridgewood Ave. – Structure Fire – Arrived on scene to find heavy smoke showing from rear of house and garage – Engine 93 made entry and located fire in attic – fire extinguished quickly with foam and water – home was not occupied.
- 1/11/13, Southland Rd. – Commercial Structure Fire – Provided assistance to Volusia County – initial call reported visible flames inside HOMAC plant – fire located in PVC drip machine – fire confined to machine of origin.

Human Resources

Staffing Update

- **Approved/Active Recruitment**
 - Leisure Services/Administration – Part Time Office Assistant I advertised on the City web site with a closing date of 01-04-13. Twenty-eight (28) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.

- **Screening/Interviews Scheduled**
 - Finance Department – Accounting Technician advertised on the City web site with a closing date of 01-04-13. Sixty-nine (69) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Seven (7) candidates were invited to interviews on 01-18-13 and 01-22-13.
 - Public Works Department/Drainage Maintenance – Maintenance Worker II position was advertised on the City web site with a closing date of 01-11-13. Thirty (30) applications were received and are being entered on the applicant tracking sheet with qualifications.
 - Leisure Services/Parks- Part Time Maintenance Worker II (2) advertised 12-13-12 on the City web site with a closing date of 12-20-12. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Five (5) applicants have been scheduled for interviews.

- **Background/Reference Checks**
 - Public Works Department/Utilities-Wastewater and Water Distribution - Maintenance Worker II position was advertised 12-11-12 on the City web site with a closing date of 12-21-12. Twenty-one (21) applications were received. Interviews were conducted the week of 01-14-13. Two candidates have been selected to begin pre-employment processing for the Maintenance Worker II position in Wastewater and Water Distribution.

- **Job Offers**
 - Police Department – Conditional offers have been made to three (3) Police Officer applicants. Background, physical, psychological, abilities and Voice Stress Analysis must be successfully completed prior to starting employment
 - Leisure Services/Recreation – Part Time Recreation Leader for the Nova Community Center has been selected and will begin employment on 01-18-13.

- **Demotions**
 - Police Department – Voluntary demotion of a Police Corporal to Police Officer effective 01-12-13.

- **Promotions/Transfers**
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “C” candidate was selected and is being transferred from Finance to Wastewater effective 01-21-13.
 - Police Department – Written Examination for the annual Corporal Promotional Eligibility List was conducted on 12-14-12 with four of the five participants successfully completing the exam.
 - Police Department – Written Examination for the annual Sergeant Promotional Eligibility List was conducted on 12-14-12. All five candidates successfully completed the exam and proceeded to the Assessment Center Exercises that were conducted on 01-11-13 at the Advanced Technology Center (ATC). Awaiting results.

- **Terminations/Resignations/Retirements**
 - FY Attrition – M/E 12-31-12: 1.22% (excluding retirements).

- Police Department – Police Officer on 01-19-13.
- Public Information Requests
 - Request for personnel and payroll information on current employee in the Public Works Department.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program November, 2012 monthly report reflects savings of \$83,421.58 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,004 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 02-06-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- LEAPS - Leadership Skills for Supervisors began weekly training modules with Mark Toombs, Facilitator, on 01-09-13. Modules to include (1) Roles, Expectations, & Responsibilities, (2) Effective Communication Skills, (3) Establishing Healthy Workplace Relationships, (4) Performance Driven Leadership, (5) Creating a Climate for Outstanding Performance, (6) Managing Performance to Ensure Success, (7) Successful Conflict Resolution and (8) Real World: Risk Taking; Decision Making; Problem Solving. Program will end with certificate presentations on 03-13-13.

Risk Management Projects

- The final count for the Mayor's Health & Fitness Challenge is 187 participants!
- United Way fundraiser breakfast raised \$111.
- Attended "Leadership 2013" class project meeting at the Chamber of Commerce.
- Attend Claims Committee meeting.
- Sent request for driving records to State Division of Motor Vehicles.
- Received a 'Freedom of Information' request.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors. Vendor hosted web demo to show specifics of certain features.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 31 New work - 40 completed - 21 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	14,103	Inbound E-Mails Blocked	6,224
Delivered Inbound E-Mails	7,811	Quarantined Messages	68
Percentage Good Email	55.4%	Virus E-Mails Blocked	2

- Notable Events: Virtualized the Document Management server OBDOC over the weekend.

- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 77 Corrections: 0
 - Map/Information Requests: 40
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 1
 - Meter GPS locate and ID: 22,502 total, completed 5,126 (22.8%) potable 4,835, Irrigation 291
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Supervisory staff meeting
 - Public Works meeting
 - City Manager weekly meeting
 - City Commission meeting
 - Park visits
 - Construction Site visits
 - Supervisory evaluations
 - Project ROMP meeting
 - Arbor Day tree planting
 - Staff Meeting Review
 - Staff Meeting
 - One on One's with coordinators
 - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
 - Weekly meeting with Austin Outdoors to discuss landscaping contract.
 - Met with janitorial contractor
 - Attended meeting with Hull Construction to discuss roof replacement at South Ormond Neighborhood Center.
 - Attended RFP selection meeting for Ormond Beach aerial fireworks display.
 - Attended Andy Romano Beachfront Park progress meeting.
 - Attended Arbor Day Ceremony.
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
 - Seabreeze High School girls and boys soccer teams are practicing Monday through Friday at 3:30pm and girls hosted district games Tuesday and Wednesday at 7pm.
 - The Ormond Beach Soccer Club held competitive practices preparing for their tournament where 75 teams were hosted on Saturday and Sunday on all 10 soccer fields at The Ormond Beach Sports complex.
 - Girls Basketball League games were held Monday through Thursday night at the Nova Community Center from 6pm to 9pm.
 - The Ormond Beach Youth Basketball Boys league continued games this week. Games were held Monday through Friday from 6pm to 9pm at South Ormond Neighborhood Center and Nova Gymnasiums.
 - Harry Wendelstedt Umpire School continued training Monday through Saturday from 9am to 5pm and runs for six weeks at the Ormond Beach Sports Complex.
 - The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades, held tryouts Monday and Tuesday.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center softball outfield.
 - Clean up of tennis and basketball courts at South Ormond neighborhood Center.
 - Routine maintenance of infields, tennis and handball courts at Osceola Elementary School.
 - Mowed baseball fields at Nova Community Center.
 - Cleaned skate board park at Nova Community Center.
 - Cleaned tennis and handball courts at Nova Community Center.
 - Daily pickup and delivery of equipment to Fleet.
 - Completed fuel runs for equipment to Fleet.
 - Cleaned restroom, offices and lunch area of maintenance building at Ormond Beach Sports Complex.
 - Continued mowing of baseball fields at Sports Complex.
 - Continued mowing of the soccer fields at Sports Complex.
 - Continued mowing of the softball fields at Sports Complex.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground at the softball quads.
 - Cleaned all sports parks of debris and trash from the events over the weekend.
 - Seabreeze High School and River Bend Academy varsity soccer continued their seasons.
 - Continued the preparation of baseball fields 1 through 3 for the umpire school this month at Sports Complex.
 - Replaced the basketball nets at South Ormond Neighborhood Center.
 - Began preparations of soccer fields for upcoming tournament at Sports Complex.
 - Prepared fields for Golden Spikes and Lady Renegade competitive tryouts at Nova fields and Sports Complex.
 - Performed irrigation repair on baseball field at Nova fields.
 - Prepared South Ormond Neighborhood Center for weekend events.

- Senior Center
 - Civil Air Patrol met on Monday from 6:30pm to 9:00pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
 - Tuesday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
 - Wednesday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
 - Thursday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
 - Friday: Theatre Workshop held on stage rehearsal.
 - The Performing Arts Center is preparing to host the following events:
Fabulous Hubcaps Friday from 7:30pm to 9:30pm., VIP \$40, general admission \$30 or \$35 based on seating

- South Ormond Neighborhood Center
 - Splash Pad (Closed until March 16, 2013).
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place from 1pm until 5:00pm.
 - Ormond Beach Youth Basketball Association held games Monday, Wednesday and Friday from 6pm to 9pm and Saturday 9am to 2pm.
 - The fitness room was open from 1pm until 9pm on weekdays.

- PAL held tutoring Monday through Thursday from 3:30pm to 5:30pm.
- PAL youth basketball practice was held Tuesday and Thursday from 6pm to 8:30pm.
- Martin Luther King prayer breakfast preparations continued.

- Community Events
 - Training and orientation of new Community Events Technician, Debra Terry.
 - Attended presentation of awards for parade winners during City Commission meeting.
 - Assisted with City Commission Workshop.
 - Attended reception for new Fire Chief at City Hall.
 - Planned for Andy Romano Beachfront Park Grand Opening Ceremony.
 - Attended events meeting and weekly staff meeting.
 - Prepared, attended and launched Arbor Day Ceremony at Vadner Park.
 - Attended Art In The Park Meeting.
 - Completed weekly administrative tasks, office work, meeting and activities.
 - Attended committee review meeting for fireworks Request for Proposal.
 - Attended Memorial Day committee meeting.

- Gymnastics
 - The December/January classes for various age groups and levels were held Monday through Friday.
 - Preparing for team cheer competitions in January.
 - Open gym was held Monday evening.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickle ball, the game room and the exercise room.
 - Youth Basketball League held competitive games and practices Monday through Saturday until February.
 - Renovations on the outside handball and basketball courts will continue through January 2013.
 - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
 - The Cat Club of Palm Beach prepared for The Cat Fancier's Cat Show Friday with the show taking place Saturday and Sunday from 9am to 4pm.

- The Casements
 - Classes met this week including Yoga and Pilates.
 - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 11:30am.
 - Artist Carolyn Land's Gallery Exhibit entitled "Mindscapes" will be on display at The Casements through January 29th.
 - The Ormond Beach Garden Club met at Bailey Riverbridge Gardens on Monday morning.
 - A wedding ceremony and reception was held at The Casements on Saturday.
 - The Casements Guild held their Board meeting in the Preservation Room on Monday morning.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Training for new Guild members was held in the Preservation Room on Monday morning.

- The Coordinator met with the Native American Festival Coordinator on Wednesday morning.
- Several new bricks were laid in the courtyard at The Casements in connection with the Guild's brick fundraiser program.
- The Farmers' Market was held in Rockefeller Gardens from 8am to 1pm on Thursday.
- The Memorial Day Remembrance Committee met in the Preservation Room on Wednesday morning.
- On Friday staff set up for a wedding reception which will be held in Rockefeller Gardens and The Casements on Saturday.
- On Friday staff set up for "Your Life is Calling" mini retreat facilitated by Kathleen Moore to be held Saturday from 8am to noon in Room 203.

- Parks Maintenance
 - Removed Christmas tree from Atrium at City Hall.
 - Removed graffiti from men's room at Fortunato Park.
 - Removed debris from paths and parking lot at Riverbend Nature Park.
 - Replaced deteriorated bench at Vadner Park.
 - Removed Christmas garland from light posts on Granada Bridge.
 - Repaired decking at Central Park III.
 - Transported and disassembled river floats and Christmas tree displays.
 - Installed World War II pictures in display at City Hall.
 - Removed graffiti from sidewalk at Central Park.
 - Removed graffiti from women's room at Fortunato Park.
 - Performed City wide safety inspections of parks and equipment.
 - Performed weekly inspections of park facilities for reservations.

- Building Maintenance
 - Weekly inspection of airfield lighting and signage.
 - Daily preventative maintenance of City vehicles and equipment.
 - Continued removal of holiday decorations from City streets and parks.
 - Removed river floats from Christmas tree displays.
 - Performed operational safety inspection of electronically controlled (12) twelve gates throughout the City.
 - Replaced roller wheel on Public Works gate.
 - Greased bearings and wheels on all gates.
 - Installed new first aid kit at Nova Community Center.
 - Installed new pamphlet holder at Nova Community Center.
 - Remounted exit sign at Nova Community Center
 - Displayed pictures at City Hall.
 - Removed snowflakes from Granada Bridge.
 - Removed Christmas tree from City Hall.
 - Installed (3) three new security lights to Nova Community Center.
 - Repaired (2) two sign lights at Ormond Beach Municipal Airport.
 - Repaired streetlights on Nova Road.
 - Repaired streetlights on Granada Bridge.
 - Repaired lights at Fleet facility.
 - Repaired score board at Ormond Beach Sports Complex.
 - Repaired lights in the holding cells at Police Department.
 - Met engineers for Ormond Beach Municipal Airport upgrades.
 - Repaired downstairs men's room door at City Hall.
 - Met contractor for roof vent repair at Lift Station 6M.
 - Cleaned fountains throughout the City.
 - Repaired Sloan valve in restroom at Police Department.
 - Met with contractor at the Water Plant for catwalk repair.

Police Department

Administrative Services

- Lieutenant Godfrey attending the FBI National Academy.
- Attended Florida Police Chief's Associations Winter Conference in St. Augustine.
- Attended bi-weekly meeting with City Manager.
- Staff attended weekly Police Department and Department Head staff meetings.

Community Outreach

- Police Explorers Conference in Gainesville, FL.
- Basketball tryouts were held for the PAL basketball teams. Practice will begin on Saturday.
- Two members of the Youth Directors Counsel participated on the Youth Conference Committee for the Youth Directors conference. They helped organize and run the conference from Wednesday, January 9 until Sunday January 13.
- Nine youths attended the Youth Director's conference January 10-13. The youths participated in leadership training and learned a great amount to help them in their community.
- Meetings with Ormond Beach Elementary School were held to set up the READ program. READ begins the second week of February.
- Applications for the Science on Patrol program were delivered to Ormond Beach Middle School. The Science on Patrol program begins the first week of February.

Community Services & Animal Control

- Animal calls responded to: 54
- Animal Bites: 2
- Animal Reports: 13
- Traps issued:3
- Wildlife Injured:2
- Animals to HHS: 7
- RTO with Reclaim Fee: 2
- TNR: 1
- N.O.V's: 1
- Licenses: 2
- Low Cost Shot Clinic: 2-10-13
- LCSO Owen working with management on issue of cats in Ormond in the Pines.

Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 5
- Inactive: 9
- Fraud: 4
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 6
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0

- Death: 1

Narcotics

- Three buy walks
- Three buy walk attempts.

Comments:

- Grand Theft - 10 Lost Creek Way. Suspect stole approximately \$15,000 worth of silver and jewelry. Suspect was identified and a warrant is being obtained for her arrest.
- Grand Theft of scrap metal from Florida Production and Engineering. Suspect stole scrap steel from the rear of the business and was located at GLE scrap yard selling the stolen property. Suspect was arrested on scene and confessed to the theft.

Records

- Walk - Ins / Window 146
- Phone Calls 200
- Arrest / NTA'S 25
- Citations Issued 75
- Citations Entered 167
- Reports Generated 124
- Reports Entered 133
- Mail / Faxes / Request 62

Patrol

- Total Calls 1,668
- Total Traffic Stops 235

Operations

- Crime Opportunity Report Forms: 177
- 1/9/13
 - 735 S Nova Rd – Female arrested at traffic stop for possession of meth, paraphernalia, and resisting without violence.
 - Retail Theft - Female arrested after attempting to match items on a receipt to steal and then return for cash.
- 1/10/13
 - Retail Theft– Wal-Mart – Male issued a Notice To Appear.
 - Narcotics, Bosarvey Dr. and Halifax Dr.. Started out as a BOLO for a vandalism vehicle from the Volusia County Sheriff's Office. Male arrested.
 - Narcotics/warrant, Cassen Park. Officer Petkovsek discovered a suspicious vehicle in the parking lot. Female passenger had open warrant and was in possession of narcotics.
- 1/12/13
 - Retail Theft, Bealls, Female given a Notice to Appear for shoplifting clothing items.
 - Narcotics, 520 S A1A. Officer Garner stopped a suspicious vehicle behind the store. Search revealed under 20 of marijuana. Female issued a Notice To Appear.
 - Battery, Domestic Violence, 82 Pinecrest. Female pushed her father and ran out the back door as officers arrived. Female was located and arrested.
- 1/13/13
 - Warrant Service, 147 Tomoka Avenue, one arrest.
 - Hit and Run Crash, Resisting with and without violence, Makai Hotel, 707 S Atlantic Ave., Female arrested for Hit and Run with property damage and Resisting without Violence. Male arrested for Battery on a law enforcement officer and Resisting with Violence.
 - Narcotics, Hand and US1. Started out as a traffic stop. Male issued Notice To Appear for possession under 20 and possession of drug paraphernalia.

- Warrant Service, 262 S Orchard Street, Male arrested during warrant sweep.
- Retail Theft; Wal-Mart (1521 W Granada Blvd), Female issued a Notice To Appear.
- Car Burglary, at Calvary Assembly, purse taken out of unlocked vehicle and later recovered in woods nearby.
- 1/14/13
 - Retail Theft, Wal-Mart, Male issued a Notice To Appear.
 - Retail Theft, Wal-Mart, Female issued Notice To Appear.
 - Car Burglary, Publix at Ormond Town Square, Laptop taken from RV in the parking lot while owner was in Wal-Mart
 - Shoplifting Wal-Mart, Male issued a Notice To Appear. Subject watched officers arrest others for shoplifting then tried to shoplift two cases of beer in front of the officers.
 - Retail Theft, Wal-Mart, Female issued a Notice To Appear.
 - Retail Theft, Wal-Mart, Male arrested and transported to the Volusia County Branch Jail.
 - Loitering/Prowling, SR40/Clyde Morris Blvd., Two males stopped for bicycle violations. A juvenile male was arrested for Possession of a Concealed Weapon and Loitering and Prowling.

Traffic Unit

- Traffic Citations: 38
- Parking Citations: 0
- Crash - No Injury: 9
- Crash – Injury: 1
- Crash – Fatal: 0
- Warnings: 2
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations:
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 1200 BLK N. US 1
 - South Yonge Street
 - SR A1A
 - N Beach St
 - Ormond Town Sq.
 - Wal-Mart and Lowes
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - South Kings Road

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 3 Cases initiated
- 81 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with one walk-in and forty-four (44) 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. 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to

building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case was heard by the special magistrate at the November 26th hearing. The respondent did not attend the hearing. The special magistrate made a finding that a violation does exist, provided 30 days from execution of the order in which to comply, pay the \$100 citation, and pay case costs of \$23.25. Further that the respondent is required to contact the Neighborhood Improvement Division for a re-inspection once compliance has been achieved. Failure to comply will result in a \$50 per day fine commencing on the 31 day from execution of the order. The order was executed on December 13, 2012. The respondent has until January 12, 2013 to correct the violation. Failure to do so will result in a hearing to be scheduled for the February hearing.

Zone 2:

1. 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case was presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. The owner was given 60 days from the date of the hearing to achieve compliance and to pay the \$50 citation and case costs. Failure to comply will result in a \$25 daily accruing fine. The respondent contacted the Neighborhood Improvement Division on Monday, November 26, 2012 to request an inspection to confirm compliance. An inspection was conducted on Tuesday, November 27, 2012. While additional effort was made to remove items from the front porch and yard area, there was still a great deal of outside storage in the back yard. This case will be presented to the special magistrate for failure to comply on January 28, 2013.

Zone 4

1. 46 Park Place – Received a complaint about three chickens and one duck have been on site for a month. NID conducted the initial inspection on January 2nd and met with the property owner. She was very cooperative, allowed staff to see the three chickens and one duck. She said her son was taking care of the fowl for a friend and she would have her son call upon his return from work. He called later that same day and said the fowl would be returned to their owner at the latest by the end of weekend. A re-inspection was conducted on Monday. The fowl have been relocated. No further action is required.
2. 4 Pine Shadows – Received a complaint about this property being overgrown. Staff conducted an inspection and found that there were weeds that were growing primarily near the side boundary lines on both sides of the house. It was difficult to determine if the weeds were on just this lot or on adjacent lots as well. Engineering staked the property. This house is in foreclosure. NID is in contact with the maintenance company and is now able to advise them how much of the property part of this site is so that they can keep it mowed. They have agreed to do so. No further action is required.

Public Works

• Engineering

Construction Projects:

- Roadway Resurfacing – Contractor has substantially completed resurfacing of City Streets.
- Transfer Station Pump Station – Station start-up was performed. Concrete finishing pads were constructed and site restoration is progressing.

- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Work continues on the reclaimed watermain tie-in and crossing on N U.S. Hwy 1 at Nova Road. Street lighting power conduit was temporarily relocated to accommodate the work.
- North Halifax Dr. Improvements – Storm drain pipe joint repair and reclaimed watermain extension are complete. Cured-in-place lining of corrugated metal pipe is 90% complete. Curb and gutter are being removed and replaced in areas where the road will be reconstructed. Sections of the roadway under construction will be closed and traffic rerouted, except for local residents and emergency and service vehicles.
- Central Park Paving – Project is complete. As-Builts are being reviewed and a submittal package is being prepared for SJRWMD clearance of the storm drain system.
- Tymber Creek Phase I – Met with the County and the contractor to discuss project start-up, which began on January 7, 2013. Erosion control silt fence was installed and clearing operations have begun.
- Side Street Lighting Conversion – The Verde Green custom color test sample was approved for final fabrication as a color match to the existing poles. A shipping confirmation request has been made but not received.
- Andy Romano Beachfront Park – The contractor is working on all aspects of the park. This includes the paver areas, concrete parking, restroom/concession facility, irrigation and landscaping, the playground, splash park, and front towers. A portion of the newly placed dune was eroded and will be replaced. Contractor indicated he expects final completion to be by Feb. 18th.
- Hand Avenue – The first phase of work from US1 to Coolidge is open. Paving from Nova to Stratford place was completed and this section of road is open. We have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The contractor has completed utility (water and storm water installation) and is working on the road construction. Although originally intending to pave this third section before Christmas, the contractor was delayed due to several utility conflicts and having encountered clay along a section of road that required removal and replacement with clean fill. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, Carousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The additional work associated with the bypass pumping has been completed. The contractor is working on the carousel/post anoxic treatment trains, effluent pumps, and administration building. The majority of the new stormwater piping has been installed. The new perimeter road is being constructed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 72 days. Operator training on completed components is on-going.
- Nova Community Park Basketball and Racquetball Courts – All concrete walls and floors have been poured for the racquetball courts and the basketball courts. Sidewalks surrounding the courts have been poured. Project is approximately 80% complete and should be done by the end of the month. The project is on schedule.
- Fire Station 91 Playground Renovation – Project is complete.
- Nova Street Light Painting – A final inspection was conducted and work was found acceptable.
- FDOT Roadway Resurfacing- SR40 from Washington to bridge – A preconstruction meeting was held on November 20th. Construction is expected to begin in early January.
- Ormond Beach Airport Taxiway Project – Paving has begun on Taxiway Alpha. Permit application for relocating exiting watermain to outside paved area of the taxiway was submitted to VCDOH.

Design Projects:

- Environmental Learning Center – City Commission approved the submittal of the ECHO grant to Volusia County on December 4. Staff submitted the grant application to ECHO on December 6 (final deadline). On December 20 staff was informed that that submission deadline was extended to May 1, 2013 (new applications will be accepted) for the new County Council members time to review the priorities, goals and procedures. County Council has requested a workshop in March/April. At this time, staff has not received any new information relative to the application review and approval.
- Nova Community Park Master Plan – Consultant is making plan revisions per City Commission direction.
- Nova Recreation Center Skate Park Expansion – This project will be presented to the City Commission on February 19, 2013 for approval of the Bid Package for a Design Build Project. The RFP is close to completion.
- Mainland 2-inch Water Main Replacement – Design modifications are under consideration to relocate water meters for certain residents not located at the right-of-way line, which will also necessitate relocation of a section of the proposed potable water main.
- North Peninsula 2-inch Water Main Replacement – A response/re-submittal to establish three permits for their respective neighborhoods was made by the City's consultant to Volusia County Public Health Unit on December 28, 2012. This is part of an effort to address the county's inspection requirement and concerns. Project is scheduled for disposition at the City Commission meeting on January 15, with a bid advertisement date of January 20, 2013.
- South Peninsula 2-inch Water Main Replacement - Final (100%) plans are being completed; staff will be scheduling this for disposition approval prior to bidding.
- FDOT Roadway Resurfacing- US1 – Met with FDOT and other franchise utilities to discuss project design revisions.
- Downtown Underground Utilities – City's consultant is completing plans for the reconnection of building upon completion of the undergrounding of the distribution system; plans are expected by the end of the next week. Staff has scheduled a meeting on Thursday with FPL and property owners to answer questions related to design and easements.
- Audible Pedestrian Signals – FDOT's LAP coordinator requested bid documents and checklists. City staff is working with its consultants to complete this request.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Downtown Banner – City's design consultant has addressed FDOT's comments and will resubmit for a second permit review.
- Downtown Medians – FDOT is working to finalize and issue the project.
- City Welcome Sign – The proposed design with options was presented at the City Commission January 15th workshop.
- Beach Ramp Beautification – Staff is soliciting construction proposals.
- John Anderson Drive- We have received the SJRWMD permit and the consultant is preparing the final plan set. Staff met with the consultant to provide a final review of utility conflicts that were resulting from the construction of drainage improvements. Based on that meeting, staff recommended some changes be made to the current scope of work that would reduce the project cost by \$150,000 and reduce the number of water shutdowns while improving the water system. This will require the consultant to revise the drainage plans and delay completion of the project by a few weeks but will result in a reduction of water shutdown inconveniences to the public and improve water service to the area. Volusia County has indicated they would cost share in drainage Improvements at the north end of John Anderson Drive. A cost share agreement is being prepared for this. Staff met with residents that have easements on their property with regards to the

- existing drainage outfalls which are proposed to be replaced as part of the drainage improvements. All residents were in favor of the project and informed of the temporary impacts that would result during construction.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. At a workshop the issue with regards to Paul Duncan's claim of ownership of the water rights was discussed. Legal indicated they were confident that the City had legal authority and ownership of the water rights. The City Commission approved the disposition item to allow staff to proceed with bidding of the project. The project is currently advertised for bids.
 - Riverside Drive Drainage Improvements – A meeting was held with ZCA to discuss the recommendations in order for them to provide a scope of work for the project design. Staff has received this and sent back comments and is waiting on the final draft with costs. The FEMA agreement was approved for the grant at the December 4th CC meeting.
 - 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. FEMA has provided a modification to the existing agreement to include funding for construction. Staff submitted the modification to the City Commission at the meeting on January 8, 2013.
 - SR40 / Granada Blvd – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to Perrott Drive, which includes milling and resurfacing, installation of mast arms to replace string line poles for signalization, and sidewalk improvements. Staff is working on coordinating a City utility work plan with the FDOT project.
 - Tomoka Avenue, South Beach Street to U.S. Hwy 1 – Met with the contractor to discuss repair work on leaking storm drain joints. In some sections of the road the leaks have undermined the roadway causing subsidence. When the pipe joints have been repaired, the road can be milled and resurfaced.
 - Ormond Crossing C-LOMR – City Engineering and Planning staffs met with the developer's engineer last week to discuss their application to FEMA. The City signed and returned the Community Acknowledgment for the Letter of Map Revision application.

Administration:

- FDOT Utilities Coordination – Met with FDOT, franchise utility providers, Volusia County and other municipalities to discuss utility coordination for current and upcoming projects.
- Nova Road Landfill Closure Site Assessment – A proposed gas monitoring plan, required by FDEP, was submitted for review and approval.
- FEMA Map Updates – FEMA's consultant on the Risk Map Project, Taylor Engineering, said FEMA has approved funds necessary for the completion of the review of the appeal submitted last February. Additional information submitted last May needs to be resubmitted. Staff attended a meeting on Friday that kicked off the coastal map (high velocity storm surge) studies.
- Investigated a concern over a deteriorating wooden wall along Northbrook Drive. Staff will consider the feasibility of removing the wall and re-grading/re-sodding the right-of-way in order to eliminate replacement costs.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia Wall measurement (on-going)
- Created work in the right-of-way franchise utility permit per FPL request for directional bore under Riverbluff Drive to 2 Eagle Court.

- Met with contractor / owner and provided grade and fill options for Ormond Lakes, Lot 12.
 - Completed elevation survey at Hand Avenue railroad tracks per contractor request.
 - Located and identified Traverse Point location along SR40 Multi-Use Trail for the upcoming survey.
 - Researched and located utility information at the intersection of S. Perrott St and West Granada Boulevard to assist in verifying depth of pipes for landscape removal.
 - Completed research and modification of City Standard Detail 9A per Utilities Manager request.
 - Located and provided copies of all phases of Woodland Subdivision as-builts per Wastewater Division request.
 - Completed emergency tree locate at 9 Aviator Way and property line stakeout at 509 Riverside Drive per Streets Division requests.
 - Researched and provided right-of-way information regarding a proposed bus stop at 1200 W. Granada Boulevard.
 - Researched and completed a stakeout of the property lines for Ted Porter Park per Facilities Maintenance Division request
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured concrete driveway on Ellicott
 - Barricaded & coned off a sidewalk at Lucky & Coquina
 - Sidewalk inspection at various citywide locations
 - Ground down sidewalks in Zone 2
 - Assisted the Tree Crew at Ted Porter Park
 - Assisted the Wastewater section with manhole and asphalt repair at Clyde Morris and SR40
 - Asphalted a patch for the Water Department at the Trails Shopping Center – behind Crisper's
 - Concrete repair for the Water Department at 24 Aaron Circle
 - Cleaned up asphalt on SR40
 - Patched potholes at various citywide locations
 - Tree Crew
 - Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Maintenance of tools at Public Works Saw Shop
 - Trimmed trees at various DOT & ROW locations
 - Removed (2) palm trees at Main Street Park
 - Cleaned various equipment at the Public Works Complex
 - Removed trees on Willow Oak Trl.
 - Cleaned up tree debris at Ted Porter Park and Vadner Park
 - 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

- Removed a pile of dirt from the Casements
- Picked up shell for Nova Recreation at Arrow Materials and spread

Sign Shop

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

- Rockefeller Dr., added additional rumble strips
- Tam-O-Shanter Ln. & Arrowhead Cir., straightened stop sign post
- Ordered & printed inventory for the new year
- Fleming Ave., straightened road flooded sign post
- Sauls St., checked out site distance of US1 direction sign
- Division Ave., checked out pedestrian crossing marker that was down
- Knollwood Estates pond, fabricated (3) "No Motorized Vehicles" signs
- Public Works Complex, out front, replaced crossroad warning sign due to damage
- South Ormond Recreation Complex, delivered (5) City Commission parking signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch & Pond Maintenance – various locations
- Basin Repair – 140 Lucky Dr., Coquina Dr. and Sandpoint Cir.
- Brazilian Pepper eradication – Ted Porter Park & outfall
- Sprayed – Riviera boat ramp, Hammock Ln. boat ramp, Hammock Ln. ditch and Lakebridge pond

Vactor

- Excavated around basin on Lucky Dr.
- Cleaned open throat basins on N. Old Kings Rd.
- Pre-inspection of system at Andy Romano Park
- System Inspection – 166 Riverside Dr.
- Cleaned basins & line – N. Old Kings Rd.
- Assisted with basin repair on Coquina Pt.

Mowing

- Reachout – various locations

Street Sweeping/Streetsweeper

- 135.6 miles of road cleaned (This was for 3 days)
- 35.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
29,704

PM Services completed for the week:

Emergency—Vehicles and Equipment
5

Non-Emergency Vehicles and Equipment
11

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 10,400 gallons of unleaded and 9,097 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,161 gallons of unleaded and 626 gallons of diesel.
- Fleet completed 41 work orders this week.

• Utilities

- Concentrate Monitoring and Disinfection Upgrades – The City Commission on January 8, 2013 awarded a contract to McMahan Construction for \$87,000 to install a supplemental chlorination system, conductivity meter and instrumentation and electrical services. Contracts were prepared and sent to the contractor for execution. A proposal to perform construction administration services for this project was received from the consultant. The proposal is based upon time and materials with a not to exceed fee of \$14,100. A separate proposal for \$10,920 was received from the consultant to perform design services to connect the concentrate discharge piping via air gap configuration into the reclaimed water storage tank to eliminate FDOH requirement for installation of redundant backflow prevention devices. These proposals were sent to Engineering for Work Authorization preparation. FDOH was pleased upon receiving notification of the City's decision to proceed with connecting concentrate piping to the reclaimed water storage tank having an air gap.
- Division Avenue Well Field Raw Water Piping - A proposal is pending from the consultant. Additional design services are being considered to provide water and sewer main extensions to serve the proposed Environmental Learning Center on Division Avenue.
- WWTP Dewatering Station Bypass Project – Obtained electrical cost information from the Finance Department needed to prepare the final report due to FDEP in Jan 2013 in concert with Pollution Prevention (P2) Project.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations to include backflow protection device configuration for implementation of reuse service area expansion to the Breakaway Trails and Hunter's Ridge areas. Draft specifications are being reviewed for procurement of dual check valve backflow devices and re-build kits by the City. Draft specifications for installation services were reviewed and awaiting further results of existing device field inventory activities. Application for wastewater facility permit modification to support the reuse service area expansion was prepared by staff and forwarded to FDEP for review.
- Airport Road Force Main/Reuse Main Extension – The carrier piping in jack and bore casing at US1 and Nova Road is connected to the reclaimed water main piping on the east side of US1. A connection to the reclaimed water main on Nova Road is scheduled to be completed by next week. **The turn lane from US1 southbound to Nova Road is presently closed.**
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The utility permit was issued by FDOT.
- North Peninsula 2-inch Water Main Replacement – Project design activities are completed. Project will be advertised for bids on 1/20/13. An inventory of meters was performed by the consultant to determine scope of meter/service relocation.
- South Peninsula 2-inch Water Main Replacement – Final plans are being prepared.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 was installed. The pump needs to be tested at a minimum speed to meet the manufacturer's requirements for the allowable operating range (AOR) for the test impeller. Testing will be performed during higher flow periods as a result. A partial substantial completion certificate for the dewatering pump station is pending. A start-up date for Pump #3 is scheduled to begin the week of January 21st by the manufacturer.
- Ormond Beach Wastewater Treatment Plant Expansion – Diffused aerators were installed in the reaeration tank. The reaeration tank is in service. Installation of the

- aerators continues in Carousel #2. The second anoxic tanks have been cleaned and mixers are being installed. Drywall is being installed in the operations building. Storm drain piping and perimeter roadway base is being installed. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality.
- Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending - no claim filed to date.
 - John Anderson Drive Roadway Improvements – Met with Engineering Division and the Consultant to discuss the utility relocation aspects of the project. Installing deflections on the 12-inch water main first and placing it into service could significantly reduce the number of shut downs experienced by the citizens if services were relocated from the existing 6-inch main to the 12-inch main after it was placed into service. Installing fire hydrants and connecting the mains on the side streets to the 12-inch main would allow the existing 6-inch water main to be abandoned, eliminating the planned deflections to this line. Reducing the length of proposed extension of the 16-inch force main was also discussed to reduce project costs. The consultant will prepare a cost comparison of the proposed changes from the existing design plans for consideration.
 - North Halifax Drive Rehabilitation – Reclaimed water main installation is completed for extension to Memorial Gardens. Pressure testing was performed and passed. The reclaimed water main was connected to the existing main. Work is underway to install the water main stub outs for future piping improvements contained in the North Peninsula 2-inch Water Main Replacement project. Utilities Operations investigating the feasibility of replacing the manhole ring and covers prior to resurfacing the road with regards to contractor's schedule.
 - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. Revised design proposal by John Searcy & Associates is being reviewed.
 - Saddler's Run Lift Station Rehabilitation – A site visit was made with Quentin L Hampton and Associates to develop a scope of work needed at that lift station and to obtain a design proposal for rehabilitation.
 - Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
 - SR40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements – Revised plans of the Clyde Morris Boulevard and SR40 intersection were reviewed. A no conflict letter was sent to FDOT's consultant. Two manholes east of the Clyde Morris Boulevard intersection were investigated. Rings and covers on these manholes were installed by staff along with base restoration activities.
 - SR40 from Tymber Creek Road to Perrott Resurfacing – A meeting was held with FDOT consultants to locate valves that were not shown on the GIS shape files. Quantities were sent to the FDOT consultants. A manhole adjustment detail was prepared and sent to the consultant for their use in preparing the plans. Prepared a cost estimate for the Lump Sum Agreement and sent it to the FDOT consultant. FDOT is finalizing their cost estimate for City confirmation and inclusion with upcoming Work Performed by FDOT Highway Contractor Agreement.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Reviewed revised plans from the consultant and sent comments back for incorporation into the bid document. A revised bid number was received from the Finance Department. Reviewed plans from the Engineering Division and sent comments back for incorporation into the bid document. Specifications are completed.
 - Tymber Creek Road Phase 1 Utility Relocation Project – Clearing is underway on the north end of the project.
 - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
 - Water Storage Tank Cleaning and Inspection – Specifications are being prepared.

- SPRC: Obtained information on the existing water services to the proposed Sunoco Stations at 1565 W. Granada Blvd. and 3 North Yonge Street and gave it to the consultant for their information. Received industrial use survey from Parks Dermatology to determine if an industrial waste permit will be required for that site. A meeting was held with Kingston Shores condominium owner to discuss water service to that location. A main extension will be required. The condo association is interested in metering each unit.
- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration to include preparation of formal procedure for meter testing.
- Water Distribution
 - Exchanged 19 residential/commercial water meters
 - Responded to and/or repaired 13 water service leaks
 - Installed 3 new water services and meters for newly constructed homes
 - Replaced 8 water services due to aged piping
 - Repaired/replaced 20 meter boxes
 - Responded to 2 low pressure and 4 cloudy water complaints
 - Performed 11 backflow tests, repaired 1 and installed 5 new backflow devices on city-owned services with irrigation.
 - Performed water meter tests on 2-3", 2-4" and 1-2" commercial water meters, all tested accurate, scheduled 3 commercial meters for testing
 - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Water Main Breaks: 2- 6" on Alanwood Dr and Stonehaven Trail, and a 2" on Laurie Dr
 - Continued fire hydrant maintenance: rebuilt 3 fire hydrants with new parts
 - Performed valve maintenance on 11 valves
 - Installed an isolation valve and new piping from water main to meter due to aged piping at 591 S. Atlantic Ave (Tropic Sun Towers, North)
 - Performed a water main shutdown to disconnect a 2" water service and installed a new ¾" service for service to the lifeguard tower at Andy Romano Park
 - Moved a water service per request of customer due to driveway replacement on Putnam Ave
 - Assisted Weems Plumbing with a shutdown for San Marco Apartments
 - Rescinded boil water alerts on S. Atlantic Ave and Alanwood Dr
 - Sod and restore excavations on Alanwood Dr, River Dr, S. Atlantic Ave, Stonehaven Trail
 - Utility locate service for water/wastewater/reuse: 72 regular and 1 emergency utility locates have been completed
- Water Treatment
 - Delivered to the city 34.419 million gallons (4.92 MGD avg.) for week ending Jan.13, 2013
 - Backwashed 12 filters for a total of 499,000 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 two Precautionary Boil Water notices
 - Completed low pH cleaning four (4) each 1 MGD LPRO membrane skids.
- Wastewater Collection – Reuse
 - Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Replaced ring and cover on West Granada Blvd. with help from the Streets Division
 - Inspected manholes ring & covers on North Halifax for road resurfacing project.
 - Cleaned twenty eight; root-controlled ten sewer laterals.
 - Ten inch force main on Ocean Shore Blvd. pressure @ 8 psi 01/16/12.

- Six inch force main at 1800 N. US-1 @ 5 psi.
- Checked and cleaned all known trouble spots around town. All good.
- Low pressure sewer psi reading Westland Run 17/15 psi, Foxhunters Flat 19/15 psi and 4" on Shadow Creek Blvd. 13/11 psi.
- Contractor installing 24" reuse pipe at US1 and Nova Rd – supporting as necessary.
- Ongoing flushing of reuse on beach side. Cleaned bermad filter at Tomoka Oaks golf course.
- Wastewater Treatment
 - Domestic and Industrial Wastewater weekly flow @ 25.3 Million Gallons.
 - Produced 13.45 Million Gallons of Reuse.
 - Produced 11.93 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.63 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 148.19 (14%-18% Solids).
 - Submitted the Annual Sludge Report to USEPA.
 - 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
 - Rebuilt 2 pump motor starters at Riverview Booster Station
 - Installed heater in the polymer day tank
 - Pulled the top off the 200 HP H.S.P. #3 and sent to pump repair shop for rebuild. Volute is in good shape and can be reused
 - Pulled the check valve out of 10 D and replaced with new
 - Replaced Polymer pump #2
 - Installed new light covers in the lime slurry building
 - Replaced the pH sample valve at the cone sink
 - Installed new polymer tank and fittings
 - Install new barrel pump and add longer hose to aid in membrane cleaning. Built strap to hold the hose on the mix tank
 - Reamed the injection port on Claricones and greased tube pumps
 - Continued monitoring storage tanks and wells at all Irrigation stations in Hunters Ridge and Breakaway
 - Performed PM's to Rima, Division, SR40 and Hudson Well fields according to MP2 Schedule
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule
 - Performed Booster Station PM's
 - Cleaned shop and offices and put away spare parts
 - Performed Reuse pump station PM's and repairs
 - Attended weekly staff meeting

Wastewater Plant – Lift Stations

- Accepted Transfer Station liftstation from contractor for use. Small punch list items needing completion.
- Sent 9M Liftstation controller to be rebuilt.
- 13M – SCADA – high run time pump #2 – amp draw low – Blockage at volute intake port – pulled pump – cleared blockage accordingly
- McDonald's liftstation – contractors began work on station riser pipe replacement
- Poly Blend #1 – replaced mixing chamber drive motor with new inventory
- Transfer Station – installed grating at stillwell – retrieved old Flygt pump to be cleaned and placed back in stock

- Monthly generator check at all stations, reported findings to Fleet.
- R.A.S. Room – continued assembly & installation of new priming water manifold.
- Barscreens weekly wash down of screens and chutes
- Assisted Contractor with Plant rehab activities.
- Performed PM's to plant equipment according to MP2 schedule.
- Liftstation SCADA repairs to 18 stations.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 26 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 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.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is sending the application for a wastewater permit modification to include these areas in the reclaimed water service area this week.
 - Groundwater Monitoring Report: Staff prepared and delivered the report to FDEP for the final quarter of 2012. The report includes the results from the analysis of samples collected from our groundwater monitoring wells at Oceanside Country Club in compliance of our reuse permit.
 - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and revising the Enforcement Response Plan (ERP) within the IPP. This document requires a periodic review to remain current.
Additionally, The IPP annual report is being constructed by staff for the 2012 calendar year for delivery to the FDEP.

- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: The City's CCC contractor is inspecting the potable water meters in the western Ormond Beach subdivisions of Breakaway Trails and Hunter's Ridge that will begin receiving reuse water in 2013. In accordance with the City's CCC program, the inspections are to assist preparation of the scope of work for new or retrofit backflow prevention device needs for residential reuse service area.
 - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the city improving compliance with this program. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to compliment the City's current needs.
 - Consumer Confidence Report (CCR): Staff is beginning to compile the necessary information to complete the CCR. The EPA issued a memorandum this month outlining acceptable methods of electronic delivery, while still complying with the law. Staff is discussing which method of delivery is both most desirable for our customers and cost effective.
 - Breakaway Trails Irrigation Report: The City's Consumptive Use Permit (CUP) requires an annual report summarizing the groundwater and surface water utilized in the Breakaway Trails subdivision irrigation system. This includes volumes applied and an updated map of the developed areas. Staff is preparing the report for delivery to the St. Johns River Water Management District.

Support Services/City Clerk

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

- City Clerk attended the weekly City Manager Staff Meeting
- City Clerk attended weekly meeting with City Manager
- Assistant City Clerk attended IIMC Conference in South Carolina from January 15, 2013 to January 18, 2013
- Staff attended and provided support for the January 15, 2013 City Welcome Signage Workshop
- Staff attended and provided support for the January 15, 2013, City Commission Meeting.
- City Clerk attended LEAPS Training on January 16, 2013
- Agenda packet preparation and creation for the February 5, 2013 City Commission Meeting

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff.
 - Worked with IT and Vendor regarding latest update
 - Worked with Vendor to troubleshoot glitches resulting from latest update
- Emergency Notification System (CodeRed)
 - Project Status: In Progress
 - Waiting on vendor to update customer database and geographic information.
 - Staff assisted citizens in signing up for the program.
- Mobile Phone Application (myOrmondBeach)
 - Project Status: Application available for download
- Records Management System Upgrade
 - Project Status: On Going
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.
 - Held session with Questsys vendor regarding upgrades available and new features.