

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 1, 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
- One on one meetings with Economic Development Director, HR Director and Planning Director
- Discussed County CRA issues with staff
- Airport appraisal summary discussion with Economic Development Director and Airport Manager

Spoke to, attended and/or met with:

- Attended Center for Local Government Excellence meeting at FSU in Tallahassee
- Team Volusia Annual Meeting
- Weekly conference call with FCCMA staff
- Citizens and City staff on Riverside Dr. speeding concerns
- Gave opening remarks at FLGISA conference
- County CRA workshop
- As requested, met with Commissioner Stowers
- Damien Richards and Risk Manager on Ormond Beach Chamber of Commerce Leadership Class X
- Radio interview on Goliath radios with Gwen Azama Edwards, discussed employee pensions
- Walk with the Manager, despite the chilly weather 6 citizens participated, Planning Director Ric Goss provided overview of Downtown Improvements.

Community Development

- Staff is coordinating with Volusia County and the East Central Florida Regional Planning Council on the development of an Integrated Floodplain Management Plan. We are seeking input from residents concerning floodplain management issues, concerns, and other feedback to assist in the development of the Floodplain Management Plan. A short survey has been included in the City's Weekly Review and is available at the following link: https://www.surveymonkey.com/s/Volusia_Floodplain_Management_Public_Survey
- The Planning Director was invited to participate on a panel of transportation professionals sponsored by the Volusia County League of Voters. The Transportation Summit is to be held on Saturday, March 23rd at the Holiday Inn Express conference room in Daytona Beach.
- Staff attended the CRA Workshop where staff from Volusia County presented to the City Council an in depth presentation on financial data related to the establishment of CRA's.
- The Planning Director was the guest walker on the Walking with the Manager. The Director discussed the timing of the median project, cross-walks, undergrounding lighting, installation of trees and streetlights and how development either built (Jimmy John's) or proposed (SUNOCO) furthers the Form Based Code and the public investment in the streetscape improvements.

- The Planning and Legal Departments have established a monthly time and date to discuss issues of mutual interest and concern prior to placement on the Planning Board or City Commission. These meetings should further better understanding and act as an early warning system for issues that require more in-depth legal consideration.
- The new anticipated date for the Letter of Final Determination on the new Floodplain maps from FEMA is 4/16/2013 with an effective date of 10/16/2013. The Department plans on having the revised Floodplain Ordinance completed by 10/16/2013.
- The Planning Director and Finance Director met with Tim Vicker of Tyler Technology to discuss services and costs to be provided for a proposed contract. The RPF committee's goal is to have the contract on the City agenda for award on March 5, 2013.

- Building Services
 - 66 permits issued with a valuation of \$746,004.00
 - 210 inspections performed.
 - 7 business tax receipts issued

- Development Services
 - SPRC reviewed and commented on:
 - 550 West Granada Boulevard (previously approved as the Vistera Site). Proposal is to develop a 55+ residential environment with limited nonresidential space to serve the development (similar to the South 40 project). Issues discussed include Site Plan (administrative approval) vs PBD, drainage, compensated storage due to flood plain encroachment, and parking.
 - Hospice facility (located between the Oncology Center and the residential area on Booth Road). Issues discussed include fire access, drainage location, and wall along residential area.

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. 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. Staff arranged for a site visit for a company interested in leasing a portion of the StyleMark property. One of the companies is negotiating to acquire the former Apria building on Sunshine Boulevard.
- Staff is in discussion with another existing business in the Park regarding a large expansion project on their property.

Ormond Beach Chamber, Main Street and Team Volusia

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating in the new Tourism Committee recently established for greater promotion of the hotel, city and other events during the year.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff 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.
- Staff met with the city economic development practitioners from throughout Volusia County to discuss the County's January 31 workshop on benefits and costs of Community Redevelopment Areas.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with 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. Discussions with the property owner on the future use of the property continue.
- Staff is in contact with the owners of the former Texaco gas station at 10 Nova Road, who are negotiating with a business to redevelop the property.
- Staff is finalizing the Growth Assistance Program to provide economic development incentives for expansion and recruitment of businesses. Prior to final draft of the program, staff is expected to submit an economic development project to the Commission on March 19, which will be based on the principles of the Growth Assistance Program.

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. Surface preparation for the western portion of the new Taxiway Alpha has been completed following re-alignment of water main and force main pipelines, and additional paving in that area is expected to take place next week. Work to re-position the airport perimeter fence adjacent to Runway 17 has been completed.
- Runway 8/26 has been temporarily closed due to construction activity on the Taxiway Alpha project; therefore all flights from the airport must use Runway 17/35. Residents who live near the traffic pattern for Runway 17/35 will experience an increase in traffic until Runway 8/26 is again open for normal operations. In an effort to reduce the perceived impact of aircraft noise, staff has contacted all of the area flight schools and asked them to remind their students and instructors of our voluntary noise abatement procedures, and to be particularly mindful of residential areas near Runway 17/35.
- Staff has received confirmation from FDOT that the airport will be inspected on February 26th, 2013.
- Staff attended a meeting of the Volusia County Aviation Advisory Committee on Friday, February 1st.
- The annual Runway Safety Meeting has been scheduled to take place on February 7th at the Civil Air Patrol hangar and office facility.
- The next meeting of the Aviation Advisory Board has been scheduled for February 28th in the HR Training Room at City Hall.
- Staff was contacted this week by a consultant working for FDOT on construction documents related to planned improvements on SR 40 from Tymber Creek Road to an area west of US1. These improvements include milling and resurfacing, widening of turn lanes at intersections, modifications to existing sidewalks, addition of new sidewalks and signalization work at Williamson Blvd., Clyde Morris Blvd. and Old Tomoka Road. The project is currently scheduled to begin in March 2013. The consultant was seeking input from the airport regarding any possible impacts to airport operations due to this project.

Following consultation with the Air Traffic Control Tower Manager, it was determined that this project will likely have no impact on airport operations.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 43 Journal Entry Batches (# 1511 – 1632).
 - Approved 26 Purchase Requisitions totaling \$682,946.62.
 - Issued 18 Purchase Orders totaling \$48,651.18.
 - Held evaluation committee conference for RFP No. 2013-03, Ormond Beach's Andy Romano Beachfront Park Concession, on 01/25/2013.
 - Prepared 116 Accounts Payable checks totaling \$445,727.80 and 24 Accounts Payable EFT payments totaling \$168,729.84.
 - Processed 3,713 cash receipts totaling \$417,656.49.
 - Processed 894 utility bill payments through ACH totaling \$55,994.89.
 - Processed and issued 4,943 utility bills with billed consumption of water of 18,714k.
 - Issued 372 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Cancellation Notice for Marvelettes and Sam Cooke Salute
 - The Magic of Mathis
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed the February 2013 Employee Newsletter
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Request to Volusia County for Summer Camp Provider

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 4
- Hazardous: 2
- EMS: 66
- Motor Vehicle Accidents: 3
- Public Assists: 33

TOTAL CALLS: 111

- Aid provided to other agencies: 9 calls – Volusia County (5), Daytona Beach (4)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 18
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 49

Training Hours

- Driving: 6
- EMT Refresher: 10
- Hazardous Materials: 17
- Leadership: 40
- Fire Rescue East Training: 62
- Preplanning: 5
- Safety: 2
- Tactics: 24
- Wildland Fire: 4

TOTAL TRAINING HOURS: 170

Station Activities

- Updated 16 pre-fire plans
- Provided presentation of fire truck and equipment to 75 children at Little Blessings Preschool.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Wastewater-(2) Maintenance Worker II positions
 - Leisure Services/Recreation-Part Time Therapeutic Aide
 - Leisure Services/P.A.C.-Part Time Box Office Attendant
- 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, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Background/Reference Checks
 - PT PAL Tutor, Jeanne Neat
 - Volunteer, James Cornelius – PAL
- Job Offers
 - Police Department – Conditional offers have been made to four (4) Police Officer applicants. Background, physical, psychological, abilities and Voice Stress Analysis must be successfully completed prior to starting employment
 - Public Works Department/Utilities-Wastewater and Water Distribution - Maintenance Worker II (2) have been selected to begin pre-employment processing for the Maintenance Worker II positions and will begin employment on 02-04-13 and 02-11-13.
 - Leisure Services/Parks - Part Time Maintenance Worker II (2) have been selected to begin pre-employment processing.

- Promotions/Transfers
 - 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 participated in the Assessment Center Exercises that were conducted on 01-11-13 at the Advanced Technology Center. Results were forwarded to the Chief on 01-28-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 12-31-12: 1.22% (excluding retirements).
 - Leisure Services/Nova Gym – Part Time Therapeutic Recreation Aide 01-24-13.
 - Leisure Services/P.A.C. - Part Time Box Office Attendant 02-08-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program December 2012 monthly report reflects savings of \$83,627.74 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,035 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 02-22-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

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.

Pay & Classification Plan

- Pay and Classification plan was updated with new pay grades for 100 series and new schedule hours for 300 series on 01-30-13.

Risk Management Projects

- Finalized 'Change Your Life' profiles for participants in the Mayor's Health & Fitness Challenge!
- Sent request for driving records to State Division of Motor Vehicles.
- Received follow-up to a 'Freedom of Information' request.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Met with vendor on site to discuss Technology alternatives (Premise/Cloud/Hybrid) and GIS Addressing and Mapping integration options.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 24 New work - 43 completed - 22 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,703	Inbound E-Mails Blocked	9,915
Delivered Inbound E-Mails	10,653	Quarantined Messages	135
Percentage Good Email	51.5%	Virus E-Mails Blocked	133

- Notable Events: Prepared 17 obsoleted servers (due to virtualization implementation) for auction.
- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 51 Corrections: 0
 - Map/Information Requests: 37
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 22,502 (26.1%) potable 5,537, Irrigation 338
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

- Supervisory staff meeting
- Public Works meeting
- City Manager weekly meeting
- OBSC Multi-use fields design meeting
- AM Weigel meeting
- City Commission meeting
- Park visits
- Rockefeller Gardens Project Interest
- Construction Site visits
- Project ROMP meetings
- 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 Andy Romano Beachfront Park progress meeting.

- 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 around their Regional games at 3:30pm at the Ormond Beach Sports Complex. The girls' team is playing Tuesday and boys' team will be announced as they advance.
- The Ormond Beach Soccer Club continued competitive practices this week at The Ormond Beach Sports complex.
- Girls Basketball League games were held Monday through Friday night at the Nova Community Center and South Ormond Neighborhood Center gymnasiums 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 Community Center 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 continued practices this week.
- Seabreeze high School, Father Lopez High School and Riverbend Academy continued baseball and softball practices at the Ormond Beach Sports complex this week.

- 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 Ormond Beach Sports Complex.
 - Continued mowing of the soccer fields at Ormond Beach Sports Complex.
 - Continued mowing of the softball fields at Ormond Beach 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 Ormond Beach Sports Complex.
 - Mowed football fields at Ormond Beach Middle School
 - Prepared fields for Golden Spikes and Lady Renegade competitive practices at Nova fields and Ormond Beach Sports Complex.
 - Performed trouble shooting on irrigation system at softball quads
 - Transported and set up portable bleachers to The Casements for the Native American Festival
 - Hosted district playoff soccer games for Seabreeze High School boys and girls varsity teams
 - Prepared Nova fields for Golden Spikes competitive baseball games to be held Saturday
 - Began preparation of new T-ball fields for grand opening to be held at The Ormond Beach Sports Complex
 - Transported and setup three grandstand bleachers into picture formation for the Harry Wendelstedt Umpire School

- 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 and Kopy Kats held regular classes.
 - Tuesday: Show Club and Kopy Kats held regular classes.

- Wednesday: Show Club and Kopy Kats held regular classes.
- Thursday: Show Club and Kopy Kats held regular classes.
- Friday: Show Club and Kopy Kats held regular classes.
- The Performing Arts Center is preparing to host the following events:
Ernie Haase & Signature Sound, a Gospel Concert, Thursday 7:30pm to 9:30pm
"The Long Run" Eagles Tribute Concert, Friday at 7:30pm
Barry White and Tina Turner Salute, Sunday from 3:00pm to 5:00pm
- South Ormond Neighborhood Center
 - Splash Pad (Closed until March 16, 2013).
 - Jazzercise class was held Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place from 1pm until 5:00pm.
 - Ormond Beach Youth Basketball Association held games Wednesday, Friday and Saturday.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - PAL held tutoring Tuesday through Thursday from 3:30pm to 5:30pm.
 - PAL youth basketball practice was held Tuesday and Thursday from 6pm to 8:30pm.
- Community Events
 - Clean-up of supplies and equipment used for the Native American Festival
 - Planning for Andy Romano Beachfront Park Grand Opening Ceremony
 - Planning for 2013 Art in the Park
 - Completed weekly administrative tasks, office work, meeting and activities
 - Walking with the Manager
 - Senior games inventory
 - Ormond Beach Chamber Tourism Committee meeting
- Gymnastics
 - The December/January classes for various age groups and levels were held Monday through Friday
 - Began February/March classes for various age groups and levels Monday through Friday
 - Continued preparation for team cheer competitions
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickle ball, the game room and the exercise room.
 - Youth Basketball League held competitive games and practices Monday through Saturday until February.
 - Renovations on the outside handball and basketball courts will continue through the middle of February
 - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
 - "Explore the Arts" continues on Wednesdays at 5pm in the activity room for special needs children ages 5 through 18.
 - The Pinewood Derby was held Saturday from 8am to 1pm in the Nova Community Center gymnasium
- The Casements
 - Classes met this week including Yoga and Pilates.

- Tours continued Monday through Friday from 10am to 3:30pm.
- Artist Carolyn Land's Gallery Exhibit entitled "Mindscapes" will be on display at The Casements through January 29th.
- The Native American Festival was held at The Casements on Friday, Saturday and Sunday.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- Replacement of an air conditioning unit took place Monday-Wednesday on the second floor. A portion of the second floor was closed to tours during this time.
- The strike of the Native American Festival took place this week.
- On Monday morning the Coordinator met with Guild members regarding the Centennial Celebration
- The strike of Carolyn Land's Gallery Exhibit took place on Wednesday.
- The Guild's Centennial Publicity Committee met in Room 205 on Tuesday morning.
- Staff met with a bride for a wedding consultation on Tuesday morning.
- The Coordinator met with a member from the Herb Society regarding the upcoming Herb Faire on Wednesday morning.
- The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
- The Ormond Beach Art Guild began hanging their gallery exhibit on Thursday.
- A group of 20 had a scheduled tour of The Casements on Friday morning.
- A wedding rehearsal took place at Ormond Memorial Gardens on Friday afternoon.
- On Friday the Ormond Beach Art Guild held the opening reception for their 2013 Winter Art Show" from 6-7:30pm.
- Dr. Seuss' "The Lorax" was the feature presentation for Movies on the Halifax in Rockefeller Gardens on Friday evening.
- Parks Maintenance
 - Replaced missing pickets at the Magic Forest playground
 - Removed damaged picnic table from Riverbend Nature Park
 - Transported piano from Nova Community Center to fleet Maintenance for auction
 - Installed new dome lid trash can at Nova Community Center
 - Removed bollards from Hand Avenue for contractor
 - Transported surplus file cabinets from City Hall to Fleet Maintenance for auction
 - Removed graffiti from men's room at Cassen Park
 - Repaired men's room door closing mechanism at Riverbend Nature Park
 - Repaired toilet paper dispenser at Central Park I
 - Repaired loose deck boards on overlook at Central Park III
 - Performed safety inspections of parks and equipment throughout the City
 - 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
 - Performed quarterly HVAC service on 55 HVAC systems in 13 City facilities
 - Installed six drawer locks in Nova Community Center reception area
 - Installed Harry Wendelstedt dedication plaque
 - Repaired broken water line at the Fleet fuel pumps
 - Serviced fountains at Fortunato Park, Bailey's Riverbridge Gardens, PAC, Arroyo Park, Riviera Park, Hospital Park and City Hall
 - Replaced soap dispenser in outside men's room at Nova Community Center
 - Replaced toilet seat in ladies room at softball quad at Sports Complex
 - Repaired sink faucet in outside ladies room at Nova Community Center
 - Repaired fountain motor at Hospital Park
 - Met with vendors for pest control at Ormond Municipal Airport tower
 - Unloaded delivery truck of 17 pallets of light fixtures

- Repaired men's room door closing mechanism at Riverbend Park
- Repaired sign light at Central Park I
- Traced broken underground wire for Ormond Municipal Airport runway lights
- Replaced fountain timer at Performing Arts Center
- Repaired flag light at Rockefeller Gardens
- Checked power outage at Nova Community Center
- Checked no power east wall at the Ormond Art Museum
- Hung parachute from the ceiling at the Ormond Art Museum
- Assisted with new art display at the Ormond Art Museum
- Met roofing contractor for Standish water station

Police Department

Administrative Services

- Attended monthly Volusia & Flagler Police Chiefs Association meeting.
- Attended Ormond Beach Chamber of Commerce Banquet/Meeting
- Attended weekly Police Department and City Manager Department Head staff meetings.
- Lieutenant Godfrey attending FBI National Academy.

Community Outreach

- Members of the Youth Directors Council made plans for upcoming community service projects.
- Meetings with Ormond Beach Elementary School were held to finalize plans for the READ program. READ begins the second week of February.
- Details of the Science on Patrol program were reviewed and applications submitted for the program that begins at Ormond Beach Middle School on February 5th.
- Applications for the Regional Police Athletic League Basketball tournament were delivered to the State of Florida Association of Police Athletic/Activities League in Jacksonville. Approximately 36 youths will participated in the Regional Police Athletic League Basketball Tournament.

Community Service & Animal Service

- Animal calls: 65
- Animal reports: 12
- Animal bites: 1
- Animals to HHS: 5
 - Dogs: 1
 - Cats: 4
- Traps issued: 2
- RTO: 1
- TNR: 1
- NOV: 1
- CSO's assisted with Speedometer Calibrations at the Police Department.
- Special Master Cases: 2

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 2

- Grand Theft: 5
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0

Narcotics

- Drug Task force had four buy walks and one buy bust/arrest.

Comments:

- Actively working a possible internet sex case with the assistance of the State Attorney's Office and the Internet Crimes Against Children task force. The investigation is ongoing at this time.
- The suspect in the aggravated battery on Officer Borzner was arrested by Daytona Beach Police Department on 01/25/2013 with the assistance of Volusia County Sheriff's Office.

Records

- Walk - Ins / Window 151
- Phone Calls 169
- Arrest / NTA'S 33
- Citations Issued 132
- Citations Entered 223
- Reports Generated 145
- Reports Entered 149
- Mail / Faxes / Request 52

Patrol

- Total Calls 1,771
- Total Traffic Stops 302

Operations

- Crime Opportunity Reporting Cards issued: 208
- 1/23/13
 - Warrant Service, West Granada Boulevard and Interchange Boulevard, one fugitive arrested on warrant.
 - Car Burglary, Seton Trail, Purse and contents stolen from under seat. Victim states car was locked. Passenger's side door was found unlocked.
 - Burglary-Residence #60, Camelot Mobile Home Park, subject went into the carport to take a bike that was chained.
- 1/24/13
 - Battery Domestic Violence, Queen Ann Court, daughter was arrested for punching her mother in the knee.
 - Retail Theft, Wal-Mart, Notice to Appear Issue for theft.
 - Retail Theft, Wal-Mart, adult male arrested for theft.
 - Retail Theft, Wal-Mart, adult male arrested for theft (these were 2 separate instances).
 - Possession Of Marijuana, 10 North Nova Road, Adult male arrested for possession under 20 grams.
 - Battery Domestic Violence, 51 South Atlantic Avenue, adult male arrested for domestic violence.
- 1/25/13

- Stolen Vehicle, 12 Winding Creek Way, car stolen overnight.
- Retail Theft, Wal-Mart, Notice to Appear issued.
- Alcohol Violation, 150 Williamson Boulevard, Notice to Appear issued.
- Alcohol Violation, Ormond Lanes. Notice to Appear issued.
- Alcohol Violation, Riptides, underage adult male arrested.
- Narcotics, Hand Avenue and Nova Road, Notice to Appear issued.
- Retail Theft; CVS on East Granada Boulevard, adult female arrested.
- Hit and Run Crash, several parked vehicles hit and property damage on Arbor Lake Park and Old Tomoka Road, driver of vehicle was stopped and arrested for Driving Under the Influence.
- 1/26/13
 - Car Burglary, at Royal Dunes Circle, Custom Racing Bike stolen off of the car.
 - Narcotics, South A1A, adult female arrested for possession of Soma
 - Domestic Violence Battery, Fisherman's Circle, one arrest.
- 1/27/13
 - Threatening Messages, male arrested for sending threatening text messages to current live-in girlfriend
 - Stolen Vehicle Tag, physical disturbance between two males. One male was arrested for battery.
 - Burglary Residence, Timberline Trail, red tricycle taken from the garage.
 - Disturbance, Pine Valley Circle, female arrested for resisting without violence.
 - Retail Theft, Wal-Mart, one arrest made. Over \$600 in property was recovered
 - Burglary Residence, Springer Court, house ransacked, nothing discovered/reported missing at this time.
 - Domestic Violence Battery; Northshore Drive, one arrest.
- 1/28/13
 - Warrant Service, Rocky Ridge Trail, adult male arrested for open warrant out of Brevard County.
 - Warrant Service, N Beach Street, adult male arrested for contempt of court warrant.
- 1/29/13
 - Narcotics, North Nova Road, Traffic Stop. Two (2) adults arrested for possession under 20 grams and drug paraphernalia.

Traffic Unit

- 13-01-00453, Motorcycle Crash w/Injury, SR A1A / Neptune Avenue. Motorcyclist following a truck tried to brake when the truck slowed in front of him. He locked his rear wheel and skidded around it, but overturned. He and his passenger were transported to the hospital with minor injuries.
- 13-01-00522, Crash / City Vehicle, 1000 Ocean Shore Boulevard. Motorist caused minor damage to a patrol car that was parked at its ghost car location (St. Brendan's Church).
- FDOT Florida Law Enforcement Challenge and DUI Challenge complete.
- Met with Tymber Creek Home Owners Association in reference to some traffic concerns.
- Met with Bear Creek Home Owners Association in reference to a prior traffic complaint.
- SMART Trailer deployed at the 300 block of S Center Street in reference to a traffic complaint.
- All speedometers recertified this week.
- Traffic Citations 59
- Parking Citations 0
- Crash - No Injury 11
- Crash - Injury 1
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:

- Central Park Corridor
 - Fleming Avenue
 - Hand Avenue (including detour routes)
 - Division Avenue
 - North US 1
 - North Beach Street
- Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Fiesta Heights
 - Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 0 Cases initiated
- 33 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with twenty-six (26) 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. This case has been scheduled for the February 25th special magistrate hearing.

Zone 2:

1. 144 South Ridgewood Avenue – 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 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. A follow-up inspection at the respondent's request was conducted on Tuesday, November 27, 2012. The property was not in compliance. This case was presented to the special magistrate on January 28, 2013 for failure to comply and to impose

the \$25 per day fine effective starting December 4, 2012. The respondent was present and testified. The special magistrate ordered that the respondent have an additional 30 days from the hearing date to comply. If compliance is achieved in that timeframe then the daily accruing fine would be waived. If not the \$1400 that had accrued from December 4th through January 28th is to be paid in 90 days from the date of hearing. Further that the \$50 citation and case costs of \$62.20 is to be paid within \$60 days from date of hearing. If the respondent does not comply within the 30 day timeframe the fines will revert back to the initial \$25 per day from December 4, 2012 until compliance is achieved.

Public Works

- Engineering

- Construction Projects:

- Roadway Resurfacing – Project is substantially complete.
- Transfer Station Pump Station – Project is substantially complete.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The 24-inch reclaimed watermain on Nova Road was tied into the extension on N. U.S. Hwy 1. The southbound right turn lane is expected to be reopened by February 8, 2013. The SCADA system for the booster pump station on Airport Road is being installed and tested. Site restoration continues. Project is 95% complete.
- North Halifax Dr. Improvements – The roadway base material was installed in the reconstruction area and milling of N. Halifax Drive was completed. Utility work has begun for the watermain stub-outs for future 2-inch line replacement along side roads. Manhole covers and valve boxes are being adjusted prior to paving which began this week. The reclaimed watermain extension is installed, and 90% of the storm drain rehabilitation is complete.
- 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 – Clearing operations continue for accommodating the roadway widening and required stormwater management ponds.
- Side Street Lighting Conversion – The new fixtures have arrived and are being stored at the Public Works yard. Three installation quotes are being finalized for County review.
- 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 in order to have the park completed before the February 23rd grand opening.
- Hand Avenue – Paving from Nova to Oakbrook Dr. was completed and this section of road is open. The contractor is continuing road construction from Oakbrook west to the 600 block of Hand Avenue. A clay layer about 2 feet thick was encountered in this area that needs to be removed and replaced with suitable fill. The contract did include for this cost as it was identified in the geotechnical design report. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The next work phase, from Coolidge to Center, the contractor is currently installing the new water main. Within the mitigation planting area that was required by the SJRWMD within Central Park Lake 4, the contractor had completed grading and upon inspection it was found that the final grade occurred within a clay lens that will not support plant growth. Therefore we have requested a cost from the contractor to remove 6-inches of the clay and replace this with fill suitable for growing plants. This cost was not included in the contract. Due to the lack of rain dust control has become an issue in areas where work is occurring. The contractor has agreed to make every attempt to control dust and the City inspectors have been informed to request steps be taken to minimize dust in the work areas. 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 42 days. Substantial Completion is estimated for February 26th. Operator training on completed components is on-going.
 - Nova Community Park Basketball and Racquetball Courts – Project is 90% complete. Remaining items include painting, sports lighting installation, fence installation, and restoration.
 - Fire Station 91 Playground Renovation – Project is complete.
 - Nova Street Light Painting – Project is complete.
 - FDOT Roadway Resurfacing- SR40 from Washington to bridge – The FDOT contractor has completed the milling of the surface and paving of the structural course of asphalt. The placement of this course has allowed for temporary striping to shift lanes outward allowing for median work to occur with a minimal amount of (after hours) lane closure. The contractor has commenced the construction of the proposed medians; concrete work on the construction of median curbing is anticipated next week. FDOT is permitting the concrete work to be done during daytime hours; the District will review the performance of the daytime operations to ensure that disturbance to traffic is minimized.
 - Ormond Beach Airport Taxiway Project – The watermain relocation near Taxiway Alpha was cleared by VCDOH and the line was tied-in for service. Grading preparation for Taxiways Alpha and Echo continues.

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 – City staff met with Volusia County ECHO to discuss our approach in bidding, constructing, and managing the grant. A discussion meeting will be set with a construction management company from our continuing contracts.
- Mast Arm Maintenance - City staff met with Volusia County engineers to discuss priorities for the bid and identifying responsibilities for an inter-local agreement.
- Mainland 2-inch Water Main Replacement – Plans and bidding documents are being finalized and are scheduled for approval at the City Commission meeting on February 19, 2013.
- North Peninsula 2-inch Water Main Replacement – A pre-bid meeting is scheduled for Thursday, January 21, 2013; the project was advertised in the Daytona Beach News Journal on Sunday, January 20.
- South Peninsula 2-inch Water Main Replacement – Project has been advertised for bids. A Pre-bid meeting was held. Bids are due on February 12th.

- FDOT Roadway Resurfacing- US1 – Met with FDOT and other franchise utilities to discuss project design revisions.
- Downtown Underground Utilities – The construction plans, about 90% complete, have been submitted to the City for review. Planning will schedule a meeting with additional property owners to finalize the execution of easements.
- Audible Pedestrian Signals – A draft of bid documents and the LAP Checklist has been submitted to FDOT LAP Administrator for approval.
- 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 – Design is being revised and alternate locations reviewed.
- 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 – Bids for the project were opened and the award for bid will is scheduled for February 18th.
- Riverside Drive Drainage Improvements – The firm of Zev Cohen & Associates was given a Work Authorization to design the project. A meeting was held on January 23 to kick off this project. The Project received a 100% grant fund from FEMA. Notification of property owners is forthcoming. Conceptual graphics to present to residents are almost complete.
- Wilmette Avenue Bypass Pump Station – The firm of Zev Cohen & Associates who designed the project will assist the City in Construction services. A meeting was held on January 23 to coordinate what was required to prepare the project for bidding. 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. The Bid documents should be ready for disposition at the City Commission meeting scheduled for March 19, 2013,
- SR40 / Granada Blvd – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to Perrot 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 – Reviewed quotes and qualifications from multiple vendors to perform pipe-joint grout repairs on the 30-inch storm drain between S. Beach Street and N. Halifax Drive.
- 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:

- 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)

- Environment Management

Street Maintenance

Asphalt / Concrete

- Asphalted a patch for the Water Department behind Crispers at the Trails
- Asphalted a patch for Wastewater on Orchard Ln.
- Filled in potholes with asphalt on Pineland Trl.
- Assisted the Tree crew at Ted Porter Park, 1044 John Anderson Dr.
- Repaired a sidewalk on Fairway Dr. at Forest Hills Blvd.
- Poured concrete sidewalks on Forest Hills Blvd. and on Fernway Dr.
- Removed forms and backfilled on Forest Hills Blvd. (Zone 7)
- Asphalt patches at 179 Dix Ave. and at N. Ridgewood & Aragon
- Removed sod and replaced with asphalt at Fire Station #94 – 2301 Airport Rd.

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
- Removed Brazilian peppers at Ted Porter Park
- Cleaned out Streets Shop
- Removed a tree at Nova Recreation
- Took down trees on Orchard St.
- Trimmed trees on various City ROW (Right-of-Way) locations
- Removed (2) bay trees at Tomoka Oaks

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
- Assisted the Tree crew at Ted Porter Park
- Trimmed at citywide ROW locations
- Placed coquina rocks at Hidden Hills to block access

Sign Shop

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

- Hand Ave., checked for street names that needed replacing from construction
- City Hall & Library, straightened historical sign post
- Hand Ave., replaced HIP (High Intensity Prismatic) street names due to new construction
- Knollwood Estates pond, checked out missing motorized vehicle sign
- Riverside Dr. & Casements Dr., straightened stop sign posts, E & W
- Casements Dr. & Casements Parking Lot, replaced stop sign post

- US1 by U-Haul place, checked out one-way sign that was down
- On Clyde Morris and on west SR40, installed 22-year stickers on (2) Tree City USA signs
- Granada Blvd., coming out of McDonald's entrance, checked out downed sign
- Rosewood Ave. & US1, checked for downed one-way sign
- 88 McAlister Dr., checked for "Children at Play" speed limit signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Brazilian Pepper eradication – Ted Porter Park
- Basin cleaning at various locations
- Inspected for pipe at 393 John Anderson Dr.

Vactor

- Knollwood Estates – excavated pipe for pipe repair
- Hand Ave., line cleaning at 288 Sauls St.
- N. Old Kings Rd. - (4) basins
- Abacus – (9) basins
- Mayfield Terr. – (1) spillway and (1) basin

Street Sweeping/Streetsweeper

- 160.1 miles of road cleaned (This is for 5 days)
- 49.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
24,634

PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

30

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 5,207 gallons of unleaded and 7,026 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,207 gallons of unleaded and 777 gallons of diesel.
- Fleet completed 64 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – The City Commission awarded contract to McMahan Construction to install a supplemental chlorination system, conductivity meter and instrumentation and electrical services at the WWTP. Executed contracts from the contractor were received. Work Authorizations for Quentin L. Hampton to perform construction administration services for this project prepared for design services to connect the concentrate discharge piping via air gap configuration into the reclaimed water storage tank. Shop drawings received for the chlorination system.
- Division Avenue Well Field Raw Water Piping – Awaiting design proposal from the consultant to include water and sewer main extensions to serve the proposed Environmental Learning Center along Division Avenue.

- WWTP Dewatering Station Bypass Project – The final report with recently completed Pollution Prevention (P2) Project was accepted by FDEP.
- 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 - 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 –US1 SB to Nova Road turn lane is presently closed. The 24-inch main was pressure tested.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The project scope is included with the North Peninsula 2-inch Water Main Replacement.
- Lab Services Contract – Sent out sample types and frequency to water and wastewater branches for review for determination of bid quantities.
- North Peninsula 2-inch Water Main Replacement – A pre-bid meeting held on 1/31/13. Field checked meters on Riverbreeze Drive to determine location relative to the right-of-way. They are accessible from the road but many are located a few feet from houses on private property.
- South Peninsula 2-inch Water Main Replacement – A pre-bid meeting was held to discuss the project. City crews will make the final connection between the service lateral and the meter. An addendum will be issued. Bids are due on February 12, 2013.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. The manufacturer claims that the controller is not a warranty item. Replacement cost at \$13,175. This item was replaced last year under warranty and has not been operated for more than 10 days. The manufacturer's claim is being disputed.
- Ormond Beach Wastewater Treatment Plant Expansion – Aerators are installed in Carousel #2. Mixers are installed in the second anoxic tanks. Drywall and CVT flooring is being installed in the operations building. The manufacturer is performing systematic seal replacement for the internal recycle pumps and larger dewatering pump station pumps under warranty. The contractor is relocating the computer server room in the operations building. Operators continue making provisions for minimizing disruption to plant stability and corresponding effluent quality during remaining construction activities.
- 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 - Consultant to discuss the utility relocation aspects of the project. Installing deflections, 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 to assess cost savings of the proposed changes for presentation and further consideration.
- North Halifax Drive Rehabilitation – 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. Connections to the water main for the stub outs are completed. Milling is completed. Operations furnishing valve boxes to replace older ones found broken.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power additional two wells. Revised design proposal by John Searcy & Associates is being reviewed.
- Saddler's Run Lift Station Rehabilitation – Awaiting receipt of design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc.

- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR 40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements – FDOT consultants requested additional utilities confirmation regarding depth of the force main near the proposed mast arm foundation on the northwest corner of the Williamson Boulevard and Granada. As built plans were sent to the consultant showing that the force main depth is three feet and location was not anticipated to be in conflict.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – FDOT finalized the cost estimate for inclusion with upcoming Agreement for Work Performed by FDOT Highway Contractor. The cost is \$51,883.50 for construction and administration. A Commission Memo is being prepared for Agreement approval at the 3-5-13 City Commission meeting. Funding from the Utility Relocation budget (originally set aside for Tymber Creek Road-Phase 2) is available since the County has delayed construction for that project.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Received revised plans from the consultant incorporating comments. Reviewed final plans from the Engineering Department. A disposition memo was prepared for the February 19, 2013 City Commission meeting. Prepared legal notice for the project advertisement for bids.
- Tymber Creek Road Phase 1 Utility Relocation Project – A meeting was held to discuss the upcoming utility relocations. County to confirm accurate utility scope of work is provided to the contractor. Utilities related work is scheduled to begin in approximately three weeks.
- 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. Submitted the Bid Request Approval Form to the Finance Department to obtain a bid number.
- SPRC: Reviewed revised plans for Sunoco at 1546 W. Granada Boulevard. Batniji Medical Center site plans were approved. Met with members of the Kingston Shores condominium association to discuss options for connecting to the City water system. The condo association determined that a master meter was preferable to metering each unit. Met with the engineer and developer concerning a proposed condominium complex at 550 West Granada. Met with the engineer about a hospice center proposed to be constructed on Booth Road behind Halifax Medical Center. Received revised plans for Sunoco at 3 N. Yonge Street and 460 S. Atlantic Avenue.
- 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 10 residential/commercial water meters and boxes
 - Responded to and/or repaired 11 water service leaks
 - Replaced 6 water services due to aged piping
 - Responded to 5 low pressure and 3 cloudy water complaints
 - Performed 12 tests and 2 repairs of City owned backflow preventers
 - Performed water meter tests on 2-4", 3-3", and a 2" commercial water meters. A 3" and 4" water meter were rebuilt due to inaccurate test reading. Scheduled 6 commercial water meters for future testing
 - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Water Main repairs: 2" GSP on Plaza Dr
 - Continued fire hydrant maintenance: 11 fire hydrants were checked for operation and any maintenance needs were performed
 - Performed valve maintenance on 10 valves
 - Water Main Flushing: Hull Rd, Airport Rd, Spring Meadows Subdivision, Chelsea Place subdivision

- Assisted Leisure Services with filling pool for the festival at The Casements.
- Performed a shutdown for the water main disconnect to facilitate the water main installation on Hand Ave, east of Tropical Lane
- Restored landscaping due to excavation on Wisteria Dr, Plaza Dr
- Utility locate service for Water/wastewater/reuse: 89 regular and 1 emergency utility locates completed for weekly period.

- Water Treatment
 - Delivered to the City 35.102 million gallons for the week ending Jan. 27, 2013 (5.015 MGD)
 - Backwashed 12 filters for a total of 493,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Wastewater Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Installed new PEP System at 92 Westerly Run.
 - Replace sod at 137 Orchard Lane
 - Televised eight and cleaned fifteen sewer laterals.
 - Masci Construction completed pressure testing 6,500' of the 24 inch reuse main along N US1.
 - Ten inch force main on Ocean Shore Blvd. Pressure is at 10 psi (good) as of 01/30/13.
 - Six inch force main at 1800 N. US1 @ 8 psi (good).
 - Checked and cleaned all known trouble spots around town. All good.
 - Low pressure sewer psi reading Westland Run 14/10 psi, Foxhunters Flat 14/11 psi and 4" on Shadow Creek Blvd. 10/8 psi (all good).
 - Ongoing flushing of reuse on beach side. Cleaned bermad filter at Tomoka Oaks golf course.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 25.86 Million Gallons.
 - Produced 17.46 Million Gallons of Reuse.
 - Produced 8.40 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.69 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 141.56 (14%-18% Solids).
 - Submitted the Quarterly Consent Decree Report FDEP.
 - Submitted Quarterly Chronic Bioassay results 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
 - Replaced motor and gear oil - west side lime slurry mixer
 - Rebuilt polymer pump motor
 - Installing new motor control centers for wells 35, 36, 37 and 38R.
 - Installed new Aerator speed feedback to SCADA at control room. Existing system would not give correct speed reading for operations. New system gives actual indication for each pump.
 - Met with manufacturer representatives for specifications for new gate/check valves for aerator pumps.
 - Reamed the injection port on Claricones and greased tube pumps.
 - 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.

Wastewater Plant – Lift Stations

- Moved overhead door switch to new location in maintenance shop to support addition of racks for new spare parts received from contractor.
 - Performed surface water control and indicator alarm improvements.
 - Chlorine Contact Tanks – assisted operators as needed with tank cleaning & maintenance to include feed pump line blockage corrections.
 - 8M1 – performed wetwell maintenance with Vactor crew assistance
 - R.A.S. Room –assembly & installation of new priming water manifold.
 - Barscreens- performed 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 16 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 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 5 liftstations. (pulled pumps and inspected and changed seal oil)
 - Utilities Division completed 87 work orders as reported in MP2 computerized maintenance management system, of which 60 were PM work requests and 27 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - 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. The IPP annual report for 2012 was sent by staff to FDEP. The FDEP has contacted the Utility to perform the annual inspection and audit of the City's IPP. The 2-day audit will take place February 13th and 14th. Staff is preparing the requested documents prior to their visit.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: The City's CCC contractor has completed the inspections of the potable water meters in the Western Ormond Beach Subdivisions of Breakaway Trails, Hunter's Ridge, Briargate, Forest Quest and Deer Creek areas for reuse water service area considerations. In accordance with the City's CCC program, the inspections 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 anticipated for modification 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 compliant methods of electronic delivery. 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 submitted the report to the St. Johns River Water Management District this week.
 - Wetland Annual Report: The City's Consumptive Use Permit (CUP) requires a report to be issued with regards to the wetland monitoring data that the City collects over each calendar year. Staff has begun collecting the necessary data including: photographs of the Rima Ridge Wetlands in question, groundwater level trends and rainfall data.
 - State Emergency Response Commission (Tier II-Emergency and Hazardous Chemical Inventory): Staff has begun compiling the information to submit the City's hazardous chemical inventory to the State in compliance with this program.

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 LEAPS Training on January 30, 2013.
- Staff attended and provided support for the January 28, 2013 Historic Landmark Preservation Board Meeting
- Agenda packet preparation and creation for the February 5, 2013 City Commission Strategic Planning/Goals Workshop
- Agenda packet preparation and creation for the February 5, 2013 City Commission Meeting
- Agenda packet preparation and creation for the February 7, 2013 Quality of Life Advisory Board Meeting
- Staff updating advisory board member contact information
- Staff currently re-organizing closed files in storage facility

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff.
 - Coordinated with IT to distribute patch to correct glitch to pertinent staff
- 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