

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 8, 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:

- General discussion with City Attorney
- One-on-one meeting with City Clerk
- Staff meeting with directors

Spoke to, attended and/or met with:

- Rotary meeting
- Florida City & County Management Association (FCCMA) Winter Institute

Community Development

- Planning Services
 - The Planning Director attended the City Commission Workshop and Meeting on February 5, 2013.
 - The Planning Director met with the rest of the RFP Enterprise System Committee to discuss contract negotiations regarding the recommended vendor – Tyler.
 - The Planning Board agenda was prepared along with the Staff Reports for 1546 W. Granada and 3 N. Yonge Street. The Planning Board meets on Thursday, February 14, 2013.
 - Work continues on the draft Wireless Communication Plan requested of staff by the Planning Board. The report will present information on the Telecommunications Act of 1996 as amended, the evolving technology of wireless since the 80's, existing wireless towers and antennae locations in and around Ormond Beach, the process of locating wireless towers, public safety and gaps in coverage based upon height, locations, and frequencies of the towers and antennae.
- Building Services
 - 66 permits issued with a valuation of \$263,632.00
 - 123 inspections performed.
 - 6 business tax receipts issued
- Development Services
 - There is nothing new to report on regarding SPRC activities.

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 presented at a public hearing with the Planning Board. Following the meeting with the Planning Board, staff will present the findings to the City Commission for review and approval.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial. Staff arranged for a site visit for a company interested in leasing a portion of the StyleMark property. 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 on the new Tourism Committee recently established for greater promotion of the hotel, city and other events during the year.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff met with Team Volusia economic development practitioners to discuss the organization's business prospects and to determine 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 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.
- The former Kitty Scott property is under agreement to be used for home furnishing related business.

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 and similar preparations will be completed this week on the eastern portion of the new taxiway. Paving of the new taxiway is expected to begin next week.
- 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.

- The annual FAA-required Runway Safety Meeting was conducted 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 participated in a teleconference with the FAA Orlando Airports District Office regarding the structure of a proposed multi-year design and construction grant for airport improvement projects over the next two fiscal years.
- Staff prepared and submitted to the FAA FY2013 Airport Improvement Program grant pre-application materials for the following projects at airport: Precision Approach Path Indicators (PAPIs) on Runways 8, 26, 17 & 35; Runway End Identifier Lights (REILs) on Runway 17; Medium Intensity Taxiway Lights (MITLs) and lighted airfield guidance signs on Taxiway C; electrical vault upgrades, vault building expansion and a standby generator for airfield lighting and equipment.
- Staff conducted a representative from Bristow Aviation on a tour of the airport this week. Bristow Aviation has extended an invitation to staff to attend helicopter association meetings at their facilities and to participate in other such professional functions.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 63 Journal Entry Batches (# 1634 - 1781).
 - Approved 37 Purchase Requisitions totaling \$218,400.10.
 - Issued 22 Purchase Orders totaling \$348,652.60.
 - Issued Addendum No. 1 for Bid No. 2013-05, South Peninsula 2" Water Main Replacement, on 01/30/2013.
 - Held pre-bid meeting for Bid No. 2013-04, 2" Water Main Replacement – North Peninsula, on 01/31/2013.
 - Prepared 139 Accounts Payable checks totaling \$492,577.05 and 47 Accounts Payable EFT payments totaling \$1,323,284.09
 - Prepared 32 Payroll checks totaling \$27,691.17 and 328 Direct Deposits totaling \$376,324.56.
 - Transferred IRS 941 payment of \$145,744.85.
 - Processed 4,807 cash receipts totaling \$1,026,428.45.
 - Processed 1,100 utility bill payments through ACH totaling \$68,560.86.
 - Processed and issued 3,084 utility bills with billed consumption of water of 12,617k.
 - Issued 543 past due notices on utility accounts.

Grants/PIO

- Press Releases
 - Folkin' Up The 80's
 - Daddy and Daughter Valentine Dance (February 9th)
 - Magic Forest/Rainbow Park Needs Volunteers
 - Water Main Break
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted VOCA Application for FY 2013-2014 funding.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 2
- Hazardous: 1
- EMS: 72
- Motor Vehicle Accidents: 9
- Public Assists: 29

TOTAL CALLS: 116

- Aid provided to other agencies: 7 calls – Volusia County (3), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 4
- # of overlapping calls: 20
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 60

Training Hours

- Driving: 3
- EMT Refresher: 23
- Emergency Operations: 21
- Hazardous Materials: 14
- Health and Wellness: 10
- Leadership: 16

TOTAL TRAINING HOURS: 87

Station Activities

- Updated 16 pre-fire plans
- Conducted 3 fire inspections

Significant Incidents

- 1/29/13, 1:45 AM: Cypress Cir. – Building Fire – Responded to multi-family residential duplex with heavy smoke showing upon arrival – all occupants out of home – interior attack made through front door – fire located in kitchen – ventilation and search of units conducted – no injuries – estimated value loss to unit was \$15,000 with property value saved at \$63,000.

Human Resources

Staffing Update

- Job Requisitions
 - 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.
 - Public Works/Wastewater – Maintenance Worker II advertised on in-house and on the City web site with a closing date of 02-14-13.

- Finance – Part time Account Clerk II advertised on the City web site with a closing date of 02-14-13.
- Leisure Services/Recreation (Special Populations) – Part Time Therapeutic Aide- advertised on the City web site open until filled.

- Screening/Interviews Scheduled
 - Public Works Department/Drainage Maintenance – Maintenance Worker II position was advertised on the City web site with a closing date of 01-11-13. Interviews have been conducted and selection is pending.

- 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/Water Distribution - Maintenance Worker II position has been selected and will begin employment on 02-11-13.
 - Leisure Services/Parks- Part Time Maintenance Worker II (2). Two candidates have been selected and began employment on 02-04-13.

- 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 (ATC). Results were forwarded to the Chief on 01-28-13.

- Finance Department – An in-house part time Account Clerk II has been selected for the full time Accounting Technician position effective 02-04-12.

- Terminations/Resignations/Retirements
 - FY Attrition – M/E 12-31-12: 1.22% (excluding retirements).
 - Leisure Services/P.A.C. – Part time Box Office Attendant 02-08-13.
 - Public Works/Engineering – Permit Technician 02-06-13.

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 29 months that the program has been in effect in Ormond Beach. Over 2,035 residents have utilized the program during that time.
- ICMA 457 Deferred compensation meeting scheduled for 2-21-13 in the H.R. Training Room.
- Nationwide 457 Deferred compensation meeting scheduled for 02-22-13 in the second floor conference room.

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 1, begins weekly training modules with Mark Toombs, Facilitator, on 01-09-13. Modules 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 employees and new schedule for 300 series employees on 01-30-13.

Risk Management Projects

- Finalize 'Change Your Life' profiles for participants in the Mayor's Health & Fitness Challenge!
- A fundraiser was held in two City locations on Thursday, January 24th to benefit the United Way. The lunch raised \$226.
- 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 – Waiting for latest vendor response to questions brought in meeting last week..

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 48 New work - 60 completed - 37 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,436	Inbound E-Mails Blocked	8,889
Delivered Inbound E-Mails	9,403	Quarantined Messages	144
Percentage Good Email	51.0%	Virus E-Mails Blocked	50

- Notable Events:
 - Upgraded backup server hardware using one of the better machines recently decommissioned due to the virtualization project. The backup server function is not a good candidate for virtualization.
 - One of the virtual hosts had a hardware anomaly, the virtual servers residing on the host automatically moved to the two other hosts with no interruption of service. The host was brought back online after passing diagnostics and resumed load balancing with the other hosts.
 - Increased Internet intrusion attempts being noticed from IP addresses outside of North America, specifically China and Hong Kong. We are currently working on the firewall upgrade to implement Intrusion Detection System (IDS) as part of the current FY budget.

Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 3 Corrections: 0
- Map/Information Requests: 19
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 6,386 (28.4%) potable 6,020, Irrigation 366
- Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Supervisory staff meeting
- Public Works meeting
- Project ROMP Demolition
- Met with new Andy Romano Beachfront Park staff
- City Manager weekly meeting
- City Commission meeting
- Park visits
- Construction Site visits
- Project ROMP meeting
- Quality of Life Advisory Board meeting
- Staff Meeting Review
- Staff Meeting
- One on One meetings 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 boys' soccer team is practicing around their Regional games at 3:30pm at the Ormond Beach Sports Complex.
- 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 finished training Tuesday at the Ormond Beach Sports Complex. Over (175) Participants took part in this six week program.
- 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.
- The Seabreeze High School softball team played their opening day games at the Dale Buttlerman softball quad on Wednesday with the junior varsity playing at 4pm and varsity at 6pm.

- **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 varsity soccer completed their season.
- 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.
- Prepared Nova and Ormond Beach Sports Complex baseball fields for Seabreeze High School, Golden Spikes and Lady Renegades competitive baseball games to be held Saturday.
- Continued preparation of new T-ball fields for grand opening to be held at the Ormond Beach Sports Complex.
- Transported portable bleachers from The Casements back to the Ormond Beach Sports Complex.
- Transported (6) bleachers used for Sally Tournament from Oceanside Country Club back to Ormond Beach Sports Complex.

- 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 CMT held regular classes.
 - Tuesday: Show Club, Kopy Kats and CMT held regular classes.
 - Wednesday: Show Club, Kopy Kats and CMT held regular classes.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: Show Club, Kopy Kats and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - "Folkin Up The 80's", Friday at 7pm.

- 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.
 - Facility rental, Saturday 2pm to 4pm.

- Community Events
 - Distributed "Call for Artists" Art in the Park flyers to area businesses and City facilities.
 - 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
 - Attended Public Safety Awareness Day meeting.
 - Assisted with City Commission workshop.
 - Attended Senior Games meeting.
 - Planning for 2013 Memorial Day Service.

- Gymnastics
 - The February/March classes for various age groups and levels were held Monday through Friday.
 - Continued preparation for team cheer competitions.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickle ball, the game room and the exercise room.
 - 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 Challenger Volleyball program for special needs children began Tuesday and will continue through March 12 from 5pm-6pm.
 - The SPARC Valentine Party for those with special needs was held Friday from 6pm to 8pm.
 - The Magic Forest Playground is closed for renovations until February 17th.

- The Casements
 - Classes met this week including Yoga and Pilates.
 - Tours continued Saturday from 10am to 11:30am and Monday through Friday from 10am to 3:30pm.
 - The Ormond Beach Art Guild's 2013 Winter Art Show is on display in the Gallery through February 21 during normal business hours.
 - On Saturday afternoon a wedding ceremony took place at Ormond Memorial Gardens followed by a reception at The Casements.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - On Monday, staff prepared for the Ormond MainStreet breakfast which was held in Room 205 on Tuesday morning.
 - Members of the Guild's Centennial Timeline Committee met in Room 203 on Tuesday morning.
 - On Tuesday, staff set up for the Ormond Beach Garden Club's Sweetheart Tea and Flower Show which was held on Wednesday afternoon.
 - The Farmer's Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
 - The Casements Camera Club met at Bailey Riverbridge on Thursday evening.

- Staff set up for Janet Roger's art classes to be held next week Monday through Friday.
- Parks Maintenance
 - Installed (2) two new park benches on dock at Central Park III.
 - Repaired loose dock railing at Riverbend Nature Park.
 - Removed graffiti from picnic tables at Waldo Berry Park.
 - Repaired damaged railing at the Magic Forest playground.
 - Cleaned litter from around shore area at Rockefeller Gardens.
 - Assembled picnic tables for the pavilions at Nova Community Center.
 - Removed graffiti from men's room partitions at Cassen Park.
 - Screwed down loose deck boards at Riverbridge Gardens.
 - Removed graffiti from bench at Joyce Ebbet's pier.
 - Screwed down loose deck boards 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 (46) HVAC systems in (11) City facilities.
 - Hung mats on walls in Nova Gymnasium.
 - Checked Nova Gymnasium a/c for (3) phase power.
 - Made keys for several city facilities.
 - Repaired dummy knob at The Casements.
 - Oversaw installation of new/replacement #7 unit at The Casements.
 - Re-programmed new #7 thermostat at The Casements.
 - Washed and vacuumed truck 403.
 - Delivered several replenishment orders of air filters to various facilities.
 - Extracted broken key from storage hatch on emergency operations mobile unit.
 - Replaced Sloan valve on toilet in ladies room at City Hall.
 - Installed trash cans by exit doors at all restrooms in City Hall (Wellness Program).
 - Checked roof progress at Standish Water Station.
 - Replaced faucet in the ladies restroom at Ames House.
 - Replaced 1.5 inch brass ball valve for the wash rack fire hose at Fleet.
 - Rebuilt urinal Sloan valve at the Ormond Beach Municipal Airport shuffle board court.
 - Installed tank fill valve, screws, gasket and shut off valve at Ormond Municipal Airport shuffle board court.
 - Replaced sign outside of Gymnastics Center.
 - Remounted bathroom door closers in Gymnastics Center.
 - Replaced door handles on bathroom doors at Gymnastics Center.
 - Replaced ceiling tiles in HR training room.
 - Replaced light bulbs in HR training room.
 - Reset wall outlets in records room at Police Department.
 - Remounted surveillance camera in the Sally Port at Police Department.
 - Installed light bulbs in lobby men's restroom at Police Department.
 - Replaced defective breakers for Skateboard Park and parking lot lights at Nova Community Center.
 - Reset all timers associated with power outage at Nova Community Center.
 - Remounted electric service wires to the Gymnasium at Nova Community Center.
 - Built service panels for Project R.O.M.P.

Police Department
Administrative Services

- Lieutenant Godfrey attending the FBI National Academy in Quantico, Virginia.

- Attended organizational/planning meeting for Public Safety Awareness Day event.
- Attended weekly Police Department and Department Head staff meetings.
- Tour of Police Department/meeting with Boy Scout troop.

Community Outreach

- Members of the Youth Directors Council made plans for upcoming community service projects.
- Science on Patrol at Ormond Beach Middle school began Tuesday Feb. 5th. Currently 30 students signed up for the program which is held on Tuesdays and Thursdays after-school.
- Teams practiced for the Regional Police Athletic League Basketball tournament. Currently we have teams for the 14U, 12U and 10U boys' divisions. 36 youths are participating in the Regional PAL Basketball Tournament.
- Meetings with the storytelling staff for the READ program were held. The READ program begins Feb. 11th at Ormond Beach Middle School.
- The Tutors R Us program will begin February 11th at the South Ormond Neighborhood Center. Currently 20 youths are enrolled in the afterschool tutoring program.

Community Services & Animal Service

- Animal Calls: 73
- Animal Bites: 2
- Animal Reports: 6
- Animal Licenses: 7
- Animals to HHS: 5
 - Dogs: 1
 - Cats: 4
- Traps issued: 2
- Returned To Owner: 1
- Notice Of Violation: 2

Criminal Investigations

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 8
- Inactive: 7
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 6
- Auto Theft: 0
- Offense Against Family/DCF Reports: 2
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0

Narcotics

- Meth lab discovered.
- One knock and talk.
- Three buy walks.
- Two buy walk attempts.

Comments:

- Two incidents of thefts relating to Johnny's Pest Control. Subject performed pest services at two residences and then stole jewelry and pawned the items. Several items recovered, and charges are pending.
- Four theft cases at 1211 Fernway Drive. Adult son stole several items from family members including a firearm. The firearm has not been recovered to date. Charges are pending on the suspect.

Records

- Walk - Ins / Window 152
- Phone Calls 213
- Arrest / NTA'S 35
- Citations Issued 184
- Citations Entered 307
- Reports Generated 135
- Reports Entered 177
- Mail / Faxes / Request 66

Patrol

- Total Calls 1,812
- Total Traffic Stops 365

Operations

- Crime Opportunity Report Forms: 110
- 1/30/13
 - Battery by Strangulation-Domestic Violence, male arrested for the battery and possession of narcotics.
 - Resisting without Violence, Harvard Drive and SR A1A. Driver advised she did not know her name or any other information about herself. Officers were able to identify her.
 - Retail Theft and Child abuse, Wal-Mart. Male stole 2 boxes of hair dye and ran away while pushing his 9 month old in a stroller. He was located and arrested.
 - Suspicious Incident (Possible Robbery), 11 Oak Avenue, victim claimed that friends took his prescribed narcotics. We located suspects matching the description and brought the victim for a show up. He identified them, then he changed his mind, then he thought it "might" be the same people.
 - Warrant Service, 3 Carmel Court, one arrested.
 - Battery Domestic Violence, 70 Mayfield Terrace, one arrested
- 1/31/13
 - Burglary-Car, 4 Lakewood Trail, 3 month time lapse, passport taken.
 - Burglary Residence, 21 Silver Fox and 26 Silver Fox. Pest control employee suspected in both.
 - Burglary-Vehicle, former Food Lion (101 East Granada Blvd), Gun stolen from a vehicle.
 - Stolen Trailer, Lewis Street and West Granada, Road construction equipment trailer stolen.
- 2/1/13
 - Stolen Firearm, 9 King Edward, Family member is the suspect.
 - Assault-Domestic Violence, 366 Forest Hills Boulevard, male arrested.
 - Criminal Mischief, 175 Interchange Boulevard, an intoxicated male was arrested for vandalizing three hotel rooms.
- 2/2/13
 - Burglary Residence, 708 Knollview Drive, no further information.
 - Warrant Service, Coral Sands #612, male arrested for outstanding warrant.

- Narcotics, McIntosh Road and Warwick Avenue, driver of a vehicle was involved in a crash and found to be in possession of a controlled substance.
- Loitering and Prowling, 1009 Oceanshore Boulevard, suspicious person contacted on Coral Sands property.
- Narcotics, 1950 W Granada Boulevard, Traffic Stop resulting in the arrest of the driver for Possession of Hashish, Possession of Meth, Possession of Xanax, Possession of Marijuana and Possession of Narcotics Paraphernalia.
- Driving Under the Influence, 128 S Nova Road, driver was arrested.
- 2/4/13
 - Retail Theft, Wal-Mart, adult male arrested.
 - Warrant Service, 619 Arroyo Parkway, one fugitive arrested.
 - Narcotics and Warrant Service, 707 South Atlantic Avenue, Officers received information about a possible meth lab in rooms 231 and 232. Officers confirmed the smell of burning chemicals. Male and female arrested for two warrants. VBI, OBFD, and Northeast Task Force responded for the search warrant and meth/hazardous chemical disposal.
- 2/5/13
 - Fraud, 75 North Nova Road, female arrested for forging an uttered instrument at PNC Bank. Arrestee cashed two other checks in Port Orange yesterday.
 - Warrant Service, Mario's Restaurant, one arrested.
 - Warrant Service, 6 Shadow Creek, one arrested.

Traffic Unit

- Crash with minor injuries– 13-02-00048 – SR40 and Clyde Morris Boulevard – car was rear ended then the driver hits the gas instead of the brake and drives into the South Forty shopping center hitting a fence and landscaping belonging to the Ormond Wine Co.
- Crash # 13-01-00556 – Started out as a minor crash and ended with an arrest for Violation Of Probation.
- Traffic Citations: 82
- Parking Citations: 0
- Crash - No Injury: 20
- Crash – Injury: 7
- Crash – Fatal: 0
- Warnings: 11
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 1200 Block North US 1
 - South Yonge Street
 - SR A1A
 - North Beach Street
 - Enforced Complaints:
 - Clyde Morris Boulevard.
 - SR 40 / US 1
 - South Kings Road

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 7 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 1 Case initiated
- 33 signs have either been removed or sign cases created.
- 19 tree removal permit requests.

- Administrative staff assisted with twenty-nine (29) 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. 153 South Lindenwood Circle - This property is in foreclosure and is vacant. The owner who has since died. The house is full of debris. The property was not properly maintained. There have been issues with outside storage of personal property as well as other building maintenance issues. Since the foreclosure suit, the lending institution has made repairs to the roof and keeps the property mowed. The city has received complaints from two adjoining neighbors about rodent infestation that they believe is coming from this house. An inspection was conducted to determine if any access points remained that would allow rodent harborage. Most of the house is secured with exception of one hole in the soffit in the area of the front porch. The lending institution was contacted and asked to seal the hole. In response staff has been informed that the lending institution has received permission to clean out the debris within the house. Once that is completed any exterior holes will be fixed. The house is to be cleaned out within the next week. The complainants will be advised of the bank's plans.
2. 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 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 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 violation still exists. The respondent shall have an additional 30 days from the hearing date to bring the site into compliance. If compliance is achieved in the 30 days, the daily accruing fine would be waived. If compliance is not achieved within the 30 days, the respondent must pay the \$1400 that had accrued from December 4th through January 28, 2013 within 90 days from the date of

hearing. Further that the \$50 citation and case costs of \$62.20 are 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 conversion of the old forcemain is in progress from the booster pump to Breakway Trails. The pipe is being cleaned and flushed. Work continues on the controls system for the booster pump station.
- **North Halifax Dr. Improvements** – All of the watermain utility stubouts for future side road watermain upgrades are complete. Nine hundred (900) feet of curb and gutter were installed. Approximately 3,000 feet of asphalt pavement was laid from Banyan Drive to Ray Mar Drive, and Country Club Road was milled.
- **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.
- **Tymer Creek Phase I** – Staff met with County to discuss utility work coordination. 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, Carrousel/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 93% complete.
 - 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.
 - A1A Sidewalk – Milsap Beach Approach/Parking Area – Met with contractor to discuss removal and replacement of the sidewalk along A1A in front of Andy Romano Beachfront Park and the milling and resurfacing of Milsap Beach approach.
 - South Ormond Neighborhood Center – Staff met with the contractor to investigate the SONC roof for upgrades. Several areas of the roof were identified as being in need of replacement or repair.

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 – An RFP is being prepared for the skate park design.
- 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 was held Thursday, January 21, 2013; the bidding process is on-going with a bid date of February 20, 2013.
- 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 – Reconnection plans have been submitted to McKim and Creed for inclusion with their plan set. 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. The LAP Agreement has been modified with 100% of funds provided by the State of Florida. The agreement has been submitted to the City Commission for approval on March 5, 2013.
- 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 is scheduled for February 19th.
- Riverside Drive Drainage Improvements – A letter to residents will be mailed this week informing them of the project and that engineers and surveyors will be in their area in the coming weeks.
- 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 staff 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:

- Nova Road Landfill Closure – The City received the required FDEP permit for the gas monitoring plan, which will be implemented around the perimeter of the closure area west

of the Nova Recreation Center. Staff is negotiating a cost proposal for installation of the monitoring system.

- 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)
 - Researched and created exhibit drawings and an FPL right-of-way permit for Tomoka Christian at 1380 Hand Avenue.
 - Reviewed documents and created a Wetland Protection Permit for the dune walkover at 565 Oceanshore Boulevard.
 - Had an on-site meeting with the contractor regarding the demolition of Magic Forest Playground and placement of new equipment.
 - Researched and provided information for the property line location at 788 Hand Avenue per an Inspector's request.
 - Researched and created exhibits for utility location in the westerly right-of-way of North Orchard Street between Lincoln and Sterthaus, per FPL request.
 - Researched and created exhibits and GIS contour information for a complete utility location on Cordova Avenue south to the city limits for the Mainland 2" watermain replacement, per consultant request.
 - Researched and provided information for the storm drain pipe in the rear yard of 388 Sauls Street relating to the Hand Avenue project, per City Engineer request.
 - Created composite drawings of the As-built survey for the SR40 Multi-Use Trail, Phase 3.
 - Researched and provided documentation relating to the stormwater easement behind 100 Hay Bale Trail, per N.I.D. request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired broken sidewalks on S. Halifax Dr., on Riverbeach Dr., at 215 Rockefeller Dr., at 90 Rockefeller Dr., and at 195 Benjamin Dr.
 - Assisted Parks section at Nova Recreation with project ROMP
 - Removed a broken concrete sidewalk at Main Trl. and Rio Pinar
 - Cut out concrete at 71 Cardinal Dr.
 - Formed a sidewalk at Main Trl. and Rio Pinar
 - 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 on Grove St., at various ROW (Right-of-Way) locations, and at Nova Community Center for project ROMP
 - Trimmed around streetlights in Tomoka Oaks
 - Removed an oak tree on Sterthaus Dr.
 - Removed a dead bay tree on Stonehaven Trl.
 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
 - Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
 - Daily maintenance of various vehicles in Public Works Yard

- Printed daily work orders and distributed for job assignments
- Dropped off road base at road's edge for Melrose Park
- Filled in low spots at Central Park III boat ramp
- Trimmed trees at various ROW locations
- Assisted with road closure for water main break on Wilmette Ave.
- Assisted Parks section for project ROMP at Nova Community Center

Sign Shop

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

- Mulberry Dr. & S. Halifax Dr., straightened "No Parking" & "No Litter" sign posts
- Mulberry Dr., replaced 25 MPH speed limit sign
- Mulberry Dr. & S. Halifax Dr., replaced a stop sign
- 333 S. Halifax Dr., replaced 35 MPH speed limit sign
- Knollwood Estates, reinstalled "No Motorized Vehicle" sign with concrete
- Airport Rd. & Pathways School, replaced 35 MPH speed limit sign & post
- Division Ave. & Collins St. at the corner, replaced 25 MPH speed limit sign post
- Airport Rd., straightened pedestrian crossing sign post by Pathways School
- 333 S. Halifax Dr., replaced (2) "No Parking" signs & straightened post
- 230 Pinecone Trl., replaced our stop sign post
- Riverside Dr., checked out "Children at Play" speed limit sign
- 904 & 906 Woodmere Cir., checked out to see if additional "No Parking" signs are needed
- Wilmette Ave., assisted Wastewater crew in shutting down street due to a water main break
- Arbor Lakes community, checked out to see if "Curve Warning" signs are needed
- Various locations, checked signs to see if they need attention or replacing

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Assisted with demo at the Magic Forest at Nova Community
- Transported debris to the Transfer Station
- Repaired irrigation system at the Wastewater Plant

Vactor

- Assisted Water Department on line break at Wilmette & Center St.
- Sprayed water to cut down on dust at the Wastewater Plant

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

29,151

PM Services completed for the week:

Emergency—Vehicles and Equipment

17

Non-Emergency Vehicles and Equipment

6

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 11,295 gallons of unleaded and 6,287 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,377 gallons of unleaded and 739 gallons of diesel.
- Fleet completed 41 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. A preconstruction meeting will be scheduled. Work Authorizations for Quentin L. Hampton to perform construction administration services for this project were prepared for execution. Shop drawings were received for the chlorination system.
- Concentrate Piping Connection to Reuse Storage Tank – A work authorization is being reviewed for Quentin L. Hampton and Associates to perform design services to connect the concentrate discharge piping via air gap configuration into the reclaimed water storage tank.
- 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.
- 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 - The survey was completed in the Breakaway Trails, Hunter's Ridge and Deer Creek subdivisions to determine which homes already had dual check backflow preventers installed. The vast majority of residences had Ford model assemblies. 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 Project – The existing force mains are being cleaned by pigging for eventual reuse transmission conduit.
- Lab Services Contract – Sent out sample types and frequency to water and wastewater branches for review and determination of updated bid quantities. Feedback received and bid documents are nearing completion.
- North Peninsula 2-inch Water Main Replacement – Reviewed Addendum #1 based upon questions received during pre-bid meeting. Addendum also specifies work on Lynnhurst Drive to be completed prior to end of May 2013 to support FDOT Project State Road A-1-A Left Turn at Lynnhurst Drive. Bids are due on February 20, 2013.
- South Peninsula 2-inch Water Main Replacement – 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 – 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. Seal replacement will start next week. The contractor relocated the computer server room in the operations building. A meeting was held with CEC, the

SCADA subcontractor to discuss adding the lift stations to the IFIX (Intollution) software data base. A proposal from the contractor will be forthcoming next week. 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 – Scheduled water main stub outs are completed although a couple of unanticipated conflicts are also being resolved prior to final overlay. Utilities 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.
- SR40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements – This project is associated with the SR40 Resurfacing from Tymber Creek Road to Perrot Resurfacing.
- SR40 from Tymber Creek Road to Perrot Resurfacing – A Lump Sum Agreement in the amount of \$51,883.50 is prepared for City Commission consideration for March 5. A meeting is scheduled on February 13 to review the plans with FDOT and their consultant.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – A disposition memo was prepared for the February 19, 2013 City Commission meeting. Attachments are being revised.
- Tymber Creek Road Phase 1 Utility Relocation Project – A meeting was held to discuss the upcoming utility relocations. Contractor plans to construct water main offsets at Walgreens on February 20th. A new valve will be installed north of Walgreens during this time to minimize future water outages to this business for the duration of the project. Contractor is to perform locates of the existing water and force main underneath the Tomoka River tributary prior to starting the directional drill of the water main. This will be performed the week of February 18th.
- 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: Jimmy Johns is 95% completed. A punch list is being developed and forwarded to water and wastewater operations groups for comments. Plans Review: Sunoco at 3 N. Yonge Street & 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.
- Prepared 4th Quarter Report for SJRWMD for MFL Cost-Share Agreement reimbursement request.

- Water Distribution
 - Exchanged 2 residential/commercial water meters, and disconnected 1 water service due to demolition
 - Responded to and/or repaired 9 water service leaks
 - Installed 3 new / replaced 3 residential water services
 - Repaired/replaced 14 meter boxes
 - Responded to 1 low pressure and 5 cloudy water complaints
 - Performed 11 tests 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
 - Performed meter tests on 11-2" commercial water meters
 - Assisted customers misc. water items (i.e. stiff valves, leaks in house, etc.)
 - Water Main Repairs: 2" GSP on Palmetto Dr/ Hand Ave.; 8" Wilmette Ave.
 - Continued fire hydrant maintenance: 8 fire hydrants checked for operation and maintenance needs performed. Repaired hydrant damaged by vehicle at Warwick/McIntosh Avenue.
 - Performed valve maintenance on 21 valves
 - Water Main Flushing: Palmetto Dr, Airport Business Park, Spring Meadows Subdivision, Mallards Reach Subdivision
 - Utility locate service for Water/wastewater/reuse: 89 regular and 1 emergency utility locates have been completed

- Water Treatment
 - Delivered to the City 35.465 million gallons for the week ending Feb.3, 2013 (5.066 MGD Avg. for weekly period)
 - Backwashed 11 filters for a total of 429,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notice

- Wastewater Collection – Reuse
 - Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and six in town.
 - Assisting water crew with main break at Wilmette Ave. and N. Center St.
 - Rehab PEP System tank at 26 Forest View Way.
 - Installed new poly pep tank system at 92 Westerly Run.
 - Televised three and cleaned six sewer laterals.
 - Masci Construction to begin pigging of existing 6" and 8" force mains on Airport Rd.
 - Ten inch force main - Ocean Shore Blvd. Pressure @ 10 psi on 01/30/13.
 - Six inch force main - 1800 N. US-1 @ 8 psi.
 - Checked and cleaned all known trouble spots around town. All OK
 - Low pressure sewer psi reading Westland Run 13/11 psi, Foxhunters Flat 13/10 psi and 4" on Shadow Creek Blvd. 10/8 psi.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow @ 24.49 Million Gallons.
 - Produced 16.50 Million Gallons of Reuse.
 - Produced 7.99 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.50 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 107.67 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division

- Water Plant - Well Fields - Booster Stations

- Repaired the drain line on #2 Lime Slaker.
 - Replaced water spigot at sample rack for operations.
 - Replaced the lock on Well 4-D
 - Rebuilt motor starter and replaced wiring on High Service Pump #6
 - Prepped and primed pipe storage rack
 - FPL shutdown @ Well 18SR: installed new control panel & disconnect.
 - Built new control cabinet for Well 38R
 - Reamed the injection port on Claricones and greased tube pumps.
 - Monitor storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
 - Performed PM's to Rima, Division, SR 40 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.
 - Performed Reuse pump station PM's and repairs.

- Wastewater Plant – Lift Stations

- Final Tanks – assisted operations with break down & removal of equipment used during tank cleaning
 - 6M Liftstation Pump #2: found bad winding set in motor. Pulled and shipped to vendor for warranty repair.
 - Chelsea Place #1 – repaired pump riser, installed elbow w/swivel flanges.
 - Riverbend liftstation, SCADA indicated high starts, deragged check valves.
 - Maintenance Building, repainted safety marking lines at doorways & curbs
 - Barscreens: weekly wash down of screens and chutes
 - 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.
 - Monthly PM's to 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 5 liftstations. (pulled pumps, 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 updating Enforcement Response Plan (ERP). 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 Department 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 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 installation for this 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 compliant methods of alternative 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 weekly City Manager staff meeting
- City Clerk attended weekly meeting with City Manager
- City Clerk attended records management seminar
- City Clerk attended LEAPS Training on February 6, 2013
- Staff attended and provided support for the February 5, 2013 City Commission Strategic Planning/Goals Workshop
- Staff attended and provided support for the February 5, 2013 City Commission Meeting
- Staff attended and provided support for the February 7, 2013 Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation for the February 15, 2013 Pension Board Meeting
- Agenda packet preparation and creation for the February 19, 2013 City Commission 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.
- 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