

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: March 15, 2013

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Weekly meeting with Public Works Environmental Systems staff
- One on one meetings with City Clerk, IT Manager, HR Director, and Police Chief
- Monthly meeting with Risk Manager
- Weekly staff meeting with directors
- Discussion with Assistant City Manager, City Attorney, Planning Director and Utilities Manager on Hunter's Ridge utilities issues
- LEAPS graduation breakfast for City employees who attended supervisory training
- Preparation work with Assistant City Manager, Finance Director and HR Director for Shade meeting
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Attended County Chair Davis lunch with mayors and city managers
- Held Meeting with the Manager
- Finance Director and The Observer staff on the City's pension obligations
- Weekly conference call with FCCMA staff
- United Way Allocations Panel volunteer training
- Julia Truilo of Ormond MainStreet on various topics
- Public Works Advisory Board

### **Community Development**

- Planning Services
  - The Planning Director presented the Department's Low Impact Development initiative (alternative to traditional stormwater retention) and Mobile Fee to the VCARD Governing Council meeting on March 13, 2013.
  - The Planning Director met with City Administration and Dave Ponitz, Utilities Manager, regarding lift station and Pep tank issues in Hunter's Ridge.
  - Staff had a lengthy telephone conference with Ed Speno regarding Marshside. He continues to advocate the position that the PRD process is flawed and something less than detailed plans should be permitted because of the cost of said preparation and the uncertainty of approval due to the political process. Staff does not believe the PRD or PBD process is flawed regarding the required submittals.
  - The Planning Board met on March 14, 2013, to consider a land use and zoning amendment for property at 305 North Tymber Creek Road which was recently annexed into the city. In addition, a workshop on the proposed Low Impact Development (LID) Ordinance and Manual was conducted.
  - Staff spoke to the property owner of 1535 US1 North. The original intent when the property owner bought the property was a bar. The bar use is not allowed in Volusia

- County and the location would not meet the locational requirements (closer than 1,000 feet to another bar, nightclub, lounge) under the B-7 zoning district. The property owner is willing to annex 1535 North US1 in return for development of a Type D restaurant that has the potential of perpetuating the "Iron Horse" type activity on US1. Concerns of the Planning Director are that these types of uses are not the uses that further a redevelopment of US1. It will continue to perpetuate business activities that cater to special events.
- Dwight Selby has signed a letter requesting the Brownfield Designation to be expanded to the beachside of the CRA area. Staff will schedule the public hearing process before the Planning Board for April.
  - Building Services
    - 86 permits issued with a valuation of \$502,134.00
    - 192 inspections performed.
    - 8 business tax receipts issued
  - Development Services
    - SPRC met this week to consider the following cases:
      - a) 1387 West Granada Boulevard – Replacement of Single Family Home with an office.
      - b) Kitty Scott's building on US1 South.

### **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. Staff met to discuss Tomoka Holdings comments and will transmit responses for their review. 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 has acquired the former Apria building on Sunshine Boulevard. The company is working with staff to prepare an application for job creation growth assistance.
- Staff is in discussion with another existing business in the Park regarding a large expansion project on their property.
- Staff is restoring the City's sign displaying the available industrial lots along Tower Circle West.

##### **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 participated in the Main Street Strategic planning session.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property.
- Staff is in contact with the owners of the former Texaco gas station at 10 Nova Road who are marketing the property to prospective businesses to redevelop the property.
- Staff prepared incentive Agreements for 2 businesses that are proposing to redevelop and reuse a vacant furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Staff is awaiting the State Department of Economic Opportunity approval of the Qualified Target Industry tax credit Agreement for Healthcare Billing Systems.
- The former Kitty Scott property is under agreement to be used for home furnishing related business.
- Staff is working closely with an existing company for the construction of a large facility along North US1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.

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 remains closed for taxi operations. Demolition of the northwest portion of Taxiway Bravo has been completed, and surface preparation for the new Taxiway Bravo tie-in to Runway 8/26 is underway. Taxiway Charlie will be closed from March 18<sup>th</sup> until March 25<sup>th</sup>, during which the entire taxiway surface will be re-habilitated.
- Staff worked with the Embry-Riddle Aeronautical University, the Central Florida Flight Training Group, and Ormond Beach air traffic control tower personnel to compile data and material in support of continued federal funding for the Ormond Beach air traffic control tower facility.
- Staff prepared and submitted the FDOT Active Aviation Grants Status Report this week.
- Staff is working with internal resources to address minor tree clearing needed at the airport. The recent FDOT airport inspection identified a small number of pine trees near the approach end of Runway 26 that will have to be removed in order to meet safety criteria. Staff has received a permit to remove these trees, and will endeavor to have this work completed within sixty (60) days.
- The annual inspection of the airport's Automated Weather Observation Station (AWOS) is due in March. Staff has requested quotes from qualified vendors to perform the inspection.
- Staff worked with representatives from AVCON, FAA and FDOT this week to review and further update the JACIP database to reflect planned funding for the Taxiway Golf project, general airfield electrical upgrades, and upgrades to air traffic control tower systems and equipment.
- Staff received the FAA warning to the City regarding pending budget cuts that may impact the status of the Airport Control Tower operation and staff has prepared a response to the letter. Staff has copied Congressman DeSantis and other member of congress requesting assistance in retaining funding to operate the control tower. Updates will be provided to the Commission as staff receives them.
- Staff has been notified by Sunrise Aviation that it will be engaging an Appraiser to determine the fair market land value of FBO Area 1. Should the values of the City's and Sunrise's appraisal be greater than 10% apart a third appraisal will be necessary.

### **Finance/Budget/Utility Billing Services**

- On-going Projects
  - Distribution of 2012 Comprehensive Annual Financial Report.
- Completed Projects - Weekly
  - Processed 33 Journal Entry Batches (# 2236 – 2335).
  - Approved 24 Purchase Requisitions totaling \$325,817.96.
  - Issued 29 Purchase Orders totaling \$1,129,279.54.
  - Advertised in News Journal and posted to DemandStar on 03/10/2013:
    - Bid No. 2013-11, Storage Tank Inspection and Cleaning (Dunn).
    - Bid No. 2013-20, Airport Security Lighting Project (Lichliter).
  - Mailed Letter of Intent to Award for RFP No. 2013-03, Ormond Beach's Andy Romano Beachfront Park Concession (Carolin), on 03/11/2013.
  - Held pre-bid meeting for Bid No. 2013-09, Lift Stations 4M1, 9M, Towne Square and Wal-Mart Rehabilitation (Dunn), on 03/12/2013.
  - Held opening for RFP No. 2013-13, Proposal for Sports Officials, Umpires and Scorekeepers (Pitchford/Sibley), on 03/13/2013.
  - Held pre-bid meeting for Bid No. 2013-06, 2" Water Main Replacement – Mainland (Blake), on 03/13/2013.
  - Prepared 158 Accounts Payable checks totaling \$255,810.34 and 32 Accounts Payable EFT payments totaling \$255,375.99.
  - Processed 4,256 cash receipts totaling \$747,857.68.
  - Processed 711 utility bill payments through ACH totaling \$46,280.38.
  - Processed and issued 5,466 utility bills with billed consumption of water of 34,848k.
  - Issued 488 past due notices on utility accounts.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Ormond Garage Replica Dedication (3/28)
    - Movies on the Halifax (4/5)
    - Structure Fire (94 St. Anne Circle)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Launched CodeRED Notification of Fire Hydrant Testing beginning March 18th. Notifications will go out each week for the following week to the areas affected.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Completed FY 2013-2014 CDBG Application packet and mailed to interested organizations.
  - Attended quarterly LMS meeting.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 11
- Fire Alarms: 3
- Hazardous: 2

- EMS: 77
- Motor Vehicle Accidents: 7
- Public Assists: 44

**TOTAL CALLS: 144**

- Aid provided to other agencies: 24 calls – Volusia County (16), Daytona Beach (4), Holly Hill (1), Flagler County (3)
- Total staff hours provided to other agencies: 24
- # of overlapping calls: 57
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 65

Training Hours

- Anatomy: 2
- Driving: 3
- EMS Protocols: 2
- EMT Refresher: 12
- Hydraulics: 1
- Pump Operations: 17
- Tactics: 17
- Safety: 1
- Tools and Equipment: 3
- Wildland Fire: 6

**TOTAL TRAINING HOURS: 64**

Station Activities

- Updated 26 pre-fire plans
- Conducted 3 fire inspections
- Conducted 23 hydrant inspections
- Spoke to employees of First United Methodist Church and answered questions on first aid, what to do in an emergency and fire safety.

Significant Incidents

- Durrance Brush Fire – On 3/4/13 crews continued working and monitoring the fire with seven brush units; three from Ormond Beach, two from Flagler County and two from Volusia County. Florida Forest Service assisted with three tractors to clean up the fire lines to provide better access. Brush units patrolled the area keeping numerous flare ups inside the lines. The weather conditions and fire behavior was constantly monitored. From 3/5/13 – 3/9/13 Ormond Beach crews extinguished numerous smoldering hot spots that were all found well inside the burned out area. Currently, there is no active fire.
- 3/8/13, 6:58 AM: Flomich St., Holly Hill – Structure Fire – Provided assistance to Volusia County – upon arrival found smoke showing from home – secured power to home and assisted with overhaul – cleared scene at 8:11 AM.
- 3/9/13, 2:40 PM: US Highway 1 – Motor Vehicle Accident – Single motorcycle vs. car – upon arrival found two patients lying in street – both transported to hospital – a firefighter paramedic assisted EVAC during transport of one trauma alert patient.
- 3/10/13, 12:03 AM: Interchange Blvd. – EMS Call – Two firefighters assisted EVAC during transport to hospital of cardiac arrest patient.

Human Resources

Staffing Update

- Job Requisitions
  - Leisure Services/Casements – Part Time Recreation Leader

- Approved/Active Recruitment
  - Public Works/Streets – Maintenance Worker III was advertised in-house and on the City web site with a closing date of 03-08-13. Twenty (20) applications were received, entered on the applicant tracking sheet with qualifications and are being copied prior to being forwarded to the department for review.
  - Public Works/Streets – Maintenance Worker II was advertised in-house and on the City web site with a closing date of 03-08-13. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications and are being copied prior to being forwarded to the department for review.
  - Planning/Engineering/Joint Permit Counter – Permit Technician was advertised in-house and on the City web site with a closing date of 03-08-13. Fifty-seven (57) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department.
  - Planning – Part Time Civil Engineer was advertised on the City web site with a closing date of 03-08-13. Four (4) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department.
  - Public Works/Wastewater – Maintenance Foreman was advertised in-house and on the City web site 03-13-13 with a closing date of 03-28-13.
  - Public Works/Wastewater – Supervisor of Equipment Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site, Florida Water & Pollution Control Operators Association web site and Government Jobs.com web site. In-house posting closes 03-22-13 and web site postings remain open until filled.
  - Public Works/Wastewater Collections/Reuse – Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13.
- Screening/Interviews Scheduled
  - Police Department- Police Officer advertised on the City web site with a closing date of 02-14-13. Twenty-eight (28) applications were received and forwarded to the department for review. Sixteen (16) applicants were invited to interviews to be conducted on 03-20-13.
  - Leisure Services/Recreation (Special Populations) – Part Time Therapeutic Aide-advertised on the City web site open until filled. Nine (9) applications were entered on the applicant tracking sheet with qualifications and forwarded to the department for review. Position was closed on 03/07/13 and interviews were conducted on 03-12-13.
- Background/Reference Checks.
  - Leisure Services/P.A.C. – A part time Box Office Attendant has been selected and the background is being conducted.
  - Public Works/Wastewater Collection/Reuse – A Maintenance Worker II candidate has been selected and the background is being conducted.
- Job Offers
  - Public Works/Drainage Maintenance – A Maintenance Worker II candidate has been selected and will begin employment on 03-22-13.
  - Leisure Services/Administration – A part time Office Assistant I candidate has been selected and will begin employment on 03-14-13.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 2-28-13: 3.37% (excluding retirements).
  - Leisure Services/ Registration- Office Assistant II effective 03-15-13.
  - Leisure Services/Casements – part time Recreation Leader effective 3-22-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program January 2013 monthly report reflects savings of \$84,288.04 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,069 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 03-22-13. 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 began on 01-09-13 with weekly training modules conducted by Mark Toombs, Facilitator at the Advanced Technology Center (ATC). The program ended with a breakfast at the South Ormond Neighborhood Center for the graduates and their supervisors on 03-13-13. The participants gave testimonials about what they learned from this program and certificates were presented.

Risk Management Projects

- Several fundraiser raffles were held to end the United Way campaign. Total amount raised TBA in mid-March.
- Attended Mayor's Health & Fitness Challenge planning meetings.
- Attend Leadership planning meeting.
- Attend Fire Department Safety meeting.
- Continued to work on updates to property appraisal with Public Works.

Information Technology (IT)

Information Systems (IS)

- Work Plan Projects
  - Finance/Community Development – CRM system replacement – Conference call with Vendor to discuss outstanding item details including hardware requirements.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 32 New work - 61 completed - 49 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	40,875	Inbound E-Mails Blocked	28,732
Delivered Inbound E-Mails	12,005	Quarantined Messages	138
Percentage Good Email	29,4%	Virus E-Mails Blocked	35

- Notable Events: Extremely high numbers of emails rejected as Spam, nearly twice as many emails were blocked as were delivered. Many users reported increased number of Spam emails getting through the systems. These numbers help explain why, the Spammers are increasing the volume of email and getting more creative to try and get through the service's filters.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 2 Corrections: 0
  - Map/Information Requests: 48
  - Information Requests from External Organizations: 1

- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 7,947 (35.3%) potable 7,569, Irrigation 378
- Notable Events: None.

### **Leisure Services**

- **Administration**

Meetings attended/hosted:

- City Manager weekly meeting
- Staff Meeting
- Public Works meeting.
- Public Works Advisory Board Meeting
- Park Visits
- One on One meetings with coordinators
- Attended LEAPS Graduation
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Pre-bid meetings with contractors.
- Met with janitorial contractor.
- Met with landscape contractors for weekly updates.
- Attended Chemical Spill Response class.
- Met with Salty Church members for Andy Romano Park event.

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
- The Ormond Beach Soccer Club continued competitive and recreational practices this week Monday through Friday at The Ormond Beach Sports complex.
- Father Lopez High School softball team continued games at the Ormond Beach Sports Complex softball quads, Tuesday night at 5pm.
- Seabreeze High School junior varsity and varsity baseball teams played this week at the Wendelstedt baseball fields on Thursday and Friday nights at 4:30pm and 7pm.
- 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, Riverbend Academy and Calvary Christian Academy continued baseball and softball practices at the Ormond Beach Sports complex this week.
- Riverbend Academy baseball team continued to hold games this week on the Kiwanis field at the Ormond Beach Sports Complex Tuesday and Thursday nights at 6pm.
- The Ormond Beach Youth Baseball and Softball Association continued practices this week at the Ormond Beach Sports Complex and the Nova fields.
- Father Lopez High School baseball team held games Tuesday and Thursday at the Ormond Beach Sports Complex Wendelstedt fields at 5pm and 7:30pm.
- Ormond Beach Coed Adult softball league began their season, which runs through May, with games being held Tuesday and Thursday nights at the Ormond Beach Sports Complex starting at 6:20pm.
- Ormond Beach Spring Youth Volleyball program continued their program at the Nova Community Center gymnasium with practices and games being held Wednesday and Thursday nights from 5:30pm to 8pm.

- **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 Skateboard Park at Nova Community Center.
- Cleaned tennis, handball and basketball 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/trash from the events over the weekend.
- Seabreeze High School continued softball and baseball programs.
- Repainted (21) soccer fields for competitive, recreational and adult leagues.
- Mowed football fields at Ormond Beach Middle School.
- Prepared fields for Lady Renegades, Golden Spikes, Seabreeze High School, Riverbend Academy and Father Lopez High School at Nova and Ormond Beach Sports Complex fields.
- Golden Spikes competitive baseball continued games at Nova Community Center fields.
- T-Ball league held opening day games Saturday on new T-Ball fields.
- Held adult soccer league games Sunday at the Ormond Beach Sports Complex on fields #5 and #6.
- Competitive and recreational soccer league practices were held Monday through Friday.
- Ormond Beach recreational soccer opening day was held Saturday morning.
- Hosted USSSA baseball tournament on Saturday and Sunday.
- Arranged baseball parking lot with Jersey wall for safety access to restrooms and snack bar.
- Cleaned area around equipment building.
  
- Senior Center
  - Big Band America met on Thursday night from 7pm to 9pm.
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Chinmaya Church met on Sunday from 9am to 1pm.
  - Ormond Beach Youth football and cheer met Monday from 7pm to 9pm.
  
- 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.
  
- South Ormond Neighborhood Center
  - Splash Pad opens Saturday, March 16<sup>th</sup> at 10am.
  - Jazzercise class was held Monday and Wednesday from 5:45pm to 6:45pm.
  - Free play basketball took place every day except Tuesday and Thursday from 1pm until 9:00pm.
  - Continue Park and Splash Pad preparations.

- 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.
- YMCA soccer Tuesday, Wednesday and Friday evenings.
- Youth basketball tryouts, Saturday, 9am.
  
- Community Events
  - Attended Senior Games Committee meeting.
  - Attended Ormond Beach Chamber Tourism Committee meeting.
  - Planning for 2013 Art in the Park.
  - Completed weekly administrative tasks, office work, meeting and activities.
  - Planning for 2013 Memorial Day Remembrance Service.
  - Attended events meeting.
  - Attended Public Safety Awareness Day meeting.
  - Attended memorial Day Remembrance Service Committee meeting.
  - Set up, worked and strike of LEAPS Graduation Breakfast, SONC, March 13<sup>th</sup>.
  
- Gymnastics
  - 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
  - The Girl Scouts Annual Thinking Day took place in the Nova Gymnasium on Saturday from 10am-2pm.
  - 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.
  - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
  - Coed Volleyball League meets Wednesday and Thursday from 5:30pm-8:15pm through May 16<sup>th</sup>.
  
- The Casements
  - Classes met this week including Yoga, Pilates and Mary Maggio's Italian Cooking Class.
  - Tours continued Saturday from 10am to 11:30am and Monday through Friday from 10am to 3:30pm.
  - The National MS Family Fun Walk was held in Rockefeller Gardens on Saturday.
  - A memorial service was held at Ormond Memorial Gardens on Saturday afternoon.
  - A wedding rehearsal was held at Ormond Memorial Gardens on Sunday afternoon.
  - The Casements Guild Board Meeting was held on Monday morning at 10:00am.
  - The Ormond Beach Garden Club held a workshop at Bailey Riverbridge on Monday morning.
  - The Casements Guild held a Gala planning meeting on Monday at 1:30pm
  - The Centennial Timeline Committee met on Tuesday at 9:30am.
  - The Centennial Finance Committee met on Tuesday at noon.
  - There was a wedding rehearsal and ceremony at Ormond Memorial Gardens on Wednesday evening at 5pm
  - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.

- The Casement Coordinator met with Brian Fredley to discuss the gazebo final plans on Thursday morning at 10:00am.
- The Guild Crafters met in Room 203 on Thursday afternoon.
  
- Parks Maintenance
  - Installed two concrete slabs for trash receptacles at Nova Community Center.
  - Repaired door closer on west side restrooms at Andy Romano Beachfront Park.
  - Installed numbers for pavilions at Nova Community Center.
  - Repaired lavatory sink in east side restrooms at Andy Romano Beachfront Park.
  - Installed first aid kit in janitorial room at Andy Romano Beachfront Park.
  - Repaired men's room sink at Fortunato Park.
  - Removed graffiti from men's room at Cassen Park.
  - Repaired loose deck boards at Central Park I.
  - Removed paint and graffiti from picnic table at Birthplace of Speed Park.
  - Repaired railroad tie in parking lot at Central Park I.
  - Citywide safety inspections of all parks and equipment.
  - Weekly inspections of park facilities and reservations.
  
- Building Maintenance
  - Weekly inspection of airfield lighting and signage.
  - Daily preventative maintenance of City vehicles and equipment.
  - Met with the landscape architect to go over plans for the "Welcome Sign".
  - Performed quarterly HVAC service on (4) HVAC systems in (3) City facilities and changed (4) filters.
  - Installed (12) - 2X4X12's for the new "Welcome to Ormond Beach" sign on Granada.
  - Took cardboard boxes to recycle dumpster.
  - Replaced and programmed thermostat in Leisure Services Administration area.
  - Repaired "Welcome to Ormond Beach" sign from wind damage.
  - Repaired cables on Target Retrieval System in Pistol Range.
  - Repaired Ormond Municipal Airport tower gate photo controls.
  - Repaired ice machine at Building Maintenance.
  - Installed proper bracket for fire extinguisher in Finance Department.
  - Installed locking key box in Finance Department.
  - Moved signage in Permitting Center to accommodate new personnel work stations.
  - Escorted contractors through The Casements for future budgetary reasons.
  - Re-programmed thermostat in Nova Community Center Administration area.
  - Repaired broken spigot at Osceola Elementary School.
  - Repaired toilet seat in men's room at Cassen Park.
  - Prepared a list of all fire monitoring and suppression equipment at City facilities.
  - Ordered new batteries for backup system at Ormond Municipal Airport tower.
  - Replaced toilet tank straps at Central Park I.
  - Met flooring contractor for tile at South Ormond Neighborhood Center.
  - Repaired men's room toilet and straps at Fortunato Park.
  - Replaced toilet tank handle outside men's room at Nova Community Center.
  - Removed white letters from the window at former HUM building.
  - Removed old workstation counter at The Casements.
  - Replaced outside light bulbs at The Casements.
  - Replaced (12) light ballasts in the classroom at South Ormond Neighborhood Center.
  - Replaced decorative light head for Streetscape.
  - Remounted security light for Magic Forest Playground at Nova Community Center.

**Police Department**

**Administrative Services**

- Bike Week event officially started and the Department's Bike Week Action Plan implemented.

- Attended Annual PACE Center's "Believing in Girls" breakfast.
- Attended several Bike Week related planning and intelligence meetings with other local, state and federal law enforcement agencies.
- Attended weekly Department and City Manager staff meetings.
- Attended bi-weekly meeting with City Manager.

#### Community Outreach

- The R.E.A.D. program continues at Ormond Beach Elementary. There are now 30 youths participating in the program.
- Tutors R US continues at the South Ormond Neighborhood Center. Currently 25 youths are in the program.
- Science on Patrol at Ormond Beach Middle School continues. Currently 30 youths are enrolled in the program.
- Youth Directors Council held a meeting to discuss upcoming programs.
- OBPAL Basketball program continues with practices to prepare for the upcoming USSSA basketball season.

#### Community Services & Animal Control

- Animal calls: 62
- Animal bites: 2
- Animal reports: 11
- Animals to Halifax Humane Society: 11
  - Dogs: 4
  - Cats: 7
- Traps issued: 2
- Trap, Neuter, Release Program: 1
- Solicitor Permits Issued: 1

#### Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 3
- Inactive: 5
- Fraud: 9
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 2
- Grand Theft: 0
- Auto Theft: 0
- Offense Against Family/DCF Reports: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0

#### Comments:

- Residential Burglary, 1200 Wilmette Avenue, occurred during daytime hours. Several electronics stolen.
- Residential Burglary, 887 North Lindenwood Avenue, occurred at the time of the burglary. Possibly related to the burglary at 100 Wilmette Avenue. Evidence processed in both burglaries. Investigation continues.

#### Narcotics

- Two search warrants
- Two buy walks
- Two buy walk attempts

#### Records

- Walk - Ins / Window: 130
- Phone Calls: 166
- Arrest / NTA'S: 25
- Citations Issued: 353
- Citations Entered: 258
- Reports Generated:142
- Reports Entered: 146
- Mail / Faxes / Request: 73

#### Patrol

- Total Calls: 1,858
- Total Traffic Stops: 557

#### Operations

- Crime Opportunity Report Forms: 92
- 3/6/13
  - Burglary-Vehicle, Winn Dixie, Wallet taken from unlocked vehicle
  - Narcotics, 620 South Atlantic Avenue, (Family Dollar) suspect in retail theft was arrested for possession of Benzodiazepines and Retail Theft.
  - Narcotics, 1950 West Granada Boulevard (7-11), suspect arrested for possession of crack cocaine and drug paraphernalia.
- 3/7/13
  - Warrant Service, suspect from a Domestic Violence incident was reported to be staying at the Hampton Inn Room #410. He was contacted there and arrested. He was also arrested on 4 outstanding local warrants.
  - Aggravated Assault and Vandalism, Bailey Riverbridge, started as a road rage incident. One party pulled in to the park and was followed by the other. The one party exited their vehicle, pulled out a wrench and repeatedly hit the driver side window of the second vehicle until it broke.
  - Battery-Domestic Violence, 734 South Center Street, female suspect kicked officer when being taken into custody for Battery. Later, during incident to arrest search, the defendant started stomping on the searching officer's foot. Defendant was charged with two counts of Battery on a Law Enforcement Officer, Resisting arrest, and Battery.
- 3/8/13
  - Retail Theft, 615 South Yonge Street, female arrested for shoplifting and giving false personal information to an officer
  - Warrant Service, 294 South Orchard, fugitive arrested on outstanding warrant without incident.
  - Burglary-Residence, 100 Wilmette Avenue, similar to other recent burglaries.
  - Retail Theft, Wal-Mart, suspect issued a Notice to Appear
  - Robbery, 3 Burglaries, Narcotics, suspect in custody, various addresses in the Bosarvey Drive area, suspect was charged with Robbery w/Firearm (Implied), False Imprisonment, Aggravated Battery with a weapon (Implied), Violation of Parole, two counts of Occupied Burglary to a Dwelling, Burglary Dwelling, Possession of Cocaine, Resisting an Officer w/o Violence, and Criminal Mischief.

- Violation of City Ordinance, Cheaters Detail; dancer was arrested for exposure of her breasts to undercover officer.
- Burglary-Vehicle, Nova Recreational Facility, Purse stolen out of unlocked car.
- Dating Violence and Battery on a Law Enforcement Officer, Wal-Mart (1521 West Granada Boulevard), victim's ex-girlfriend accompanied him to Orlando, but they stopped in Ormond to drop another person off. Once alone in the vehicle, the female battered the victim while he was driving to the Ocala area. While conducting the investigation, the female suspect battered an officer. Both the officer and the ex-boyfriend suffered minor injuries from the 2 separate battery incidents on them.
- 3/9/13
  - Burglary –Residence, 962 Village Drive, House ransacked. Document safe stolen. No suspects
- 3/10/13
  - Traffic stop, driver was arrested for Driving While License Suspended and possession of hydrocodone.
  - Burglary-Residence, 1035 South Nova Road, known suspect entered through a window.
- 3/11/13
  - Retail Theft, Bealls' suspect was issued a Notice to Appear.
  - Narcotics, SR40 and Timber Creek, driver was arrested for Possession Marijuana under 20 grams.
  - Warrant Service, Flamingo Drive and Palmetto, driver was arrested for Driving While License Suspended. Driver also had an outstanding warrant.
  - Intoxicated Person, 87 Bosarvey Drive, suspect was arrested for Disorderly Intoxication after causing a major disturbance.
- 3/12/13
  - Warrant Service, 284 Military Boulevard, fugitive arrested
  - Narcotics, 60 block of SR A1A, subject was issued a Notice to Appear for possession.
  - Driving Under the Influence (DUI), driver involved in a crash was arrested for DUI.
  - Battery-Domestic Violence, 206 Ormwood Drive, suspect was arrested for battery.
  - Armed Robbery, 295 South Atlantic Avenue (Quality Inn), a prostitute arrested for armed robbery at knife point of a client at the Quality Inn.

#### Traffic Unit

- 13-03-00139, Patrol assisted with Robbery and Burglaries, Royal Floridian Resort. Motor Units assisted Patrol Division with capture of suspect.
- 13-02-00158, Motorcycle Crash with Serious Bodily Injury, US1 and Rosewood Avenue. Westbound passenger car pulled out from a stop sign and into the path of a northbound motorcycle. Both driver and passenger were hospitalized with serious injuries.
- Variable Message Board (VMB) deployed in front of Police Department for Click It or Ticket campaign.
- Met with City Engineer and Streets Supervisor at Pathways Elementary in reference to a traffic complaint.
- SMART deployed at the 1500 Block of North Beach Street.
- Light tower deployed on Airport Road for Bike Week.
- Bike Week operation plan in progress. Heavy enforcement conducted. Heavy turnout so far. Weather has been mostly favorable for the event.
- Traffic Citations: 297
- Parking Citations: 0
- Crash - No Injury: 16
- Crash – Injury: 4
- Crash – Fatal: 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:

- Bike Week Corridors
- US 1
- SR 40
- SR A1A
- North Beach Street
- Enforced Complaints:
  - John Anderson Drive
  - Clyde Morris Boulevard
  - Beach Street

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 0 Cases initiated
- 28 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with thirty-eight (38) 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:

45 Kenilworth Avenue – Received a complaint that there is a trailer with boxes & furniture parked in front of the house for a week, items being stored in the backyard, overgrown bamboo hanging over her mother's property at #35, and trash cans are stored outside with no lids, garbage gets strewn in the neighborhood. An inspection was conducted. The trailer was in the backyard behind a six foot high fence. The trash cans were out for pick up that morning. The complainant was contacted and advised of our findings. The complainant insisted that the City force the neighbor to remove the bamboo that continues to hang over onto her mother's property. She was advised that the City did not have that authority and that she had the ability to remove whatever crossed over to her mother's property. The complainant was not satisfied with NID's assessment.

Zone 2:

289 South Yonge Street – Tattoo Parlor – NID received a complaint that a tattoo parlor was advertising out of this location. This tenant space has been occupied by a hair salon "Melissa's Five Dollar Haircuts." Deanna Lippens is the owner of the tattoo portion of the business. She was contacted by NID and advised that the zoning of the property, B-4, does not allow tattoo parlors as a permitted use. She was directed to Planning. Ms. Lippens spoke with Planning Director Ric Goss. Ric reported that Ms. Lippens went to Planning to see if the zoning was correct but only after doing everything in getting all of her state licenses. Unfortunately, she never inquired as to whether the use was permitted in the zoning district that she is in. She was told that the property is in a B4 (downtown) zoning district which does not permit tattoo shops. Only B5 zoning districts permit tattoo shops. She wanted to know what she could do to make it legal. She was told to file an amendment to the LDC to add tattoo shops to B4 but indicated to her that the Planning staff was not predisposed to recommending approval. Ric Goss indicated he would give her until Wednesday (COB 3.13.13) to file the application and pay the fee. If the application was not filed by the close of business, NID would pursue action to have the business removed from that site. Ric did not give her 30 days because he thought she would stay open during Bike Week and then close/move. Upon receipt of application, her violation would be stayed until the CC acted. If denied, she would have to move. NID has verified that no tattoo business is being conducted at the 298 S. Yonge St. site. The violation is cleared.

Zone 3:

Levee Lane – Cypress Creek Subdivision – A citizen contacted the City expressing concern about a neighbor who was parking on the grass located between the sidewalk and roadbed. This concern was confused with front yard parking. The complainant was informed through the commissioner that the front yard parking regulations only pertains to private property whereas parking anywhere on the right-of-way is a matter for the Police Department Traffic Patrol to enforce. The concern was forwarded to Traffic for investigation and handling.

Zone 4:

7 Queen Ann Court – This property is in foreclosure. Wells Fargo is the lending institution that has registered this property with the City and has maintenance responsibility for it. The neighbor submitted a concern over the maintenance of this property. It was indicated that he recently had his landscape maintenance contractor edge the front of 7 Queen Ann Court because he was concerned the overgrowth would affect storm water run-off. NID staff conducted an inspection. The site is mowed. There was no evidence to support the complainant's report. Staff did observe a pile of palm fronds that were stacked against the back of the house and some in the backyard. The City has issued a repeat citation to the lending institution for continued failure to keep the site maintained. This case will be presented to the special magistrate at the April 22, 2013 hearing. Please note that the site maintenance requirements do not include edging the yard.

**Public Works**

• Engineering

Construction Projects:

- Downtown Granada Median Improvements - FDOT is prohibiting construction activities for this project throughout Bike Week (March 8-17). When work resumes, the contractor's current schedule anticipates a change in their maintenance of traffic resulting in a lane shift as construction moves from the center lanes of the project to the outer lanes and construction activities related to the on-street parking bulbouts, sidewalk, decorative paver, and pedestrian poles. This phase of work is anticipated to continue through the end of March. Staff is appealing the permit denial decision to the FDOT District Secretary.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The old 10-inch pipe formerly used as a forcemain, which was replaced by a new 18-inch forcemain, was cleaned from Sunshine Blvd to The Breakaway Trails subdivision and is being converted into a carrier pipe for reclaimed water.
- North Halifax Dr. Improvements – Thermo-plastic striping was installed on the new asphalt and various sections of curb & gutter were replaced.
- Tymber Creek Phase I – Site preparation continues around the Little Tomoka River for installation of a new box culvert which will be used to replace the current bridge and will be broader to accommodate the road widening.
- Side Street Lighting Conversion – Economy Electric installed all 46 fixtures in the CDBG area. They are currently installing the new fixtures in the Downtown TIF District.
- Andy Romano Beachfront Park – The park is substantially complete and the grand opening was held on Saturday, 2/23. The contractor will be working on punch list items.
- 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 needed 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 on 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 the contractor has moved to is from Coolidge to Center. The contractor is currently waiting for the Health Department to clear the new water main so services to homes can be switched out. The contractor has begun work on the lake interconnects and replacement of the pedestrian walkover at the lake on the South side of Hand Avenue. Within the mitigation planting area 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 City inspectors have been informed to request steps be taken to minimize dust in the work areas.

- Wastewater Treatment Plant Expansion and Rehabilitation – All equipment and process units have been completed. The administration building modifications are being completed. The new perimeter road is constructed. Final site restoration is underway. Substantial Completion inspections are on-going. Operator training on completed components is on-going.
- Ormond Beach Airport Taxiway Project – East end of new taxiway Alpha was paved. Taxiway lighting is being installed along Alpha and Runway 26. The connection between Runway 26 and the Echo taxiway was paved. Work continues on retention pond grading. The existing asphalt was removed at the entrance of taxiway Charlie and new road base has been installed.
- South Ormond Neighborhood Center – Staff is reviewing initial consultant cost proposal for repairing and replacing various sections of the roof.
- Tomoka Avenue Stormdrain - Repairs were completed to leaks in the 30-inch stormdrain between South Beach and US1 and the roadway was milled and resurfaced.

#### Design Projects:

- Environmental Learning Center – Staff submitted ECHO grant application on December 6. On December 20 staff was informed the submission deadline was extended to May 1, 2013, and new applications will be accepted, to give new County Council members time to review ECHO priorities, goals and procedures. County Council has requested a workshop in March/April. Staff has not received any new information relative to grant application review/approval.
- Nova Comm Park Skate Park Expansion – An RFP is being prepared for contracting on a design build for the skate park.
- 2-inch Water Main Replacement - Mainland – Project has been advertised for competitive bidding. Project pre-bid conference is scheduled for March 13. Bids are scheduled to be received, March 28.
- 2-inch Water Main Replacement – North Peninsula – The project consultant has recommended acceptance of the low bid from ThadCon. An agenda item is being prepared to award this bid at the 4/16 CC meeting. Construction administration services will also be included on the 4/16 agenda.
- 2-inch Water Main Replacement South Peninsula – Bids were received and we are awaiting bids on the Mainland Water Main replacement projects before proceeding with award in order to determine the bond amount needed to support the projects.
- Downtown Underground Utilities – Project bid documents will be on the 3/19 CC meeting agenda; it is anticipated that this project will be advertised for bidding on 3/24, with a bid opening on 4/25.
- Audible Pedestrian Signals – Final Bid documents including plans, specifications, and engineer estimates have been submitted to the FDOT LAP Coordinator. Upon execution of the LAP Agreement for construction, and subsequent Notice to Proceed from FDOT, a

disposition item will be submitted for bid document approval, anticipated for the 4/16 CC meeting, with a bid advertisement date of 4/21.

- Downtown Banner – plans will be submitted for the 2<sup>nd</sup> FDOT review prior to March 20<sup>th</sup>.
- City Welcome Sign – The mock banner is being repositioned to address comments received by staff after the initial installation.
- Beach Ramp Beautification – Staff is soliciting construction proposals for review and approval.
- 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 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. Zev Cohen & Associates, as part of their neighborhood involvement task will be coordinating a pre-construction meeting with the residents to inform them of the upcoming work and provide estimated time schedules and inform them how they can stay involved and receive updates throughout the project.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane – The bid was awarded at the February 19 CC meeting. Contracts have been executed by the contractor and are being processed through the City for execution.
- Riverside Drive Drainage Improvements – Residents were mailed information introducing them to the project and making them aware that engineers and surveyors will be on-site in the coming weeks.
- Wilmette Avenue Bypass Pump Station – A disposition item is being prepared for bid document approval for the 4/2 CC meeting, bid advertisement will follow on 4/7.
- West SR40 – FDOT Roadway Resurfacing Project – A utility work plan with the FDOT for the adjustment of existing utilities located within the FDOT right of way, was executed by the City at the 3/5 CC meeting. The City's portion of the work will be \$51,885.
- CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
- CDBG Milton Pepper Park – A conceptual layout has been submitted for staff review.
- OBSC Multi-Use Fields – Survey work has been completed. The consultant is working on plans for staff review.
- OBSC Roadway Improvements - Investigated proposed perimeter road alignment to consider modifications to current design in order to avoid or reduce wetland impacts.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia Wall measurement (on-going)
- Updated and corrected the initial 30 sketches and legal descriptions for the FPL power line crossings relating to the Downtown Underground Utility Project.
- Researched and created exhibit drawings for the work in the right of way permit on Jill Alison Circle per AT&T request.
- Researched old files and drawings to determine if Transfer Station Road is located on F.E.C. property and provided the findings and documents to Legal Department as requested

- Provided right of way widths along Airport Road per Engineering Consultant request.
- Located and provided drawing copies of the Public Works Complex per consultant (QLH) request.
- Created a drawing of the existing parking lots and proposed Multi Use Fields at the OBSC in state plane coordinates per Consultants request.
- Created and provided exhibit drawing showing existing utilities at the Tymber Run/Tymber Creek intersection per FPL request.
- Completed right of way stakeout at Boulevard Executive Center per Water Division request.
- Staked out the right of way lines along North Halifax and East Granada Blvd at the intersection per Neighborhood Improvement Division request.
- Completed tree locates at 176 South St Beach Street and 13 Allenwood Drive per Neighborhood Improvement Division request.
- Compiled drawing data provided by surveyor and Engineering Consultant to create a record drawing of the SR40 Multi Use Trail Ph III.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Inserted stress cuts in sidewalk on Cardinal Dr.
- Removed barricades on Cardinal Dr.
- Pulled forms and barricades and backfilled at Nova Recreation
- Set concrete slabs for solid waste cans at Nova Recreation
- Removed concrete and form on Laurel Oaks Cir.
- Cleaned dirt from walkway at Laurel Oaks Cir.
- Assisted Stormwater Section in cleaning basins
- Repaired asphalt for Water Section at Harvard Dr and Peninsula Dr.
- Repaired asphalt on Northbrook Dr.
- Repaired asphalt on Jamestown Dr.
- Repaired potholes on Pineland Trl.

- Tree Crew

- Trimmed & cleaned up 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
- Trimmed trees near Standish Water Tank
- Trimmed trees on Ivanhoe Dr.
- Trimmed trees on Ridgewood Ave.
- Trimmed trees on Big Buck Trl.
- Removed oak tree at Rosewood Ave and Yonge St.
- Removed litter at various Right-of-Way locations
- Picked up trees on Ocean Shore Dr.

- Maintenance Crew

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

- Assisted Tree Crew with Loader on Ocean Shore Blvd.

#### Sign Shop

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

- Installed stop bars in various areas on Flamingo Dr.
- Straightened Stop Sign post at Knollview blvd and Woodridge Dr.
- Straightened 25 mph speed limit sign post in 700 block of N Ridgewood Ave.
- Replaced Stop Sign post at Ocean Shore Blvd and Sandcastle Dr.
- Replaced sign post at entrance of Nova Community Park
- Replaced 25 mph speed limit sign in 900 block of Ann Rustin Dr.
- Replaced 25 mph speed limit sign in 200 block of Ann Rustin Dr.
- Straightened Stop Sign post at Lynn Cir and Ann Rustin Dr.
- Straightened Stop Sign post at Midway Ave and S Washington St.
- Picked up "No Swimming/Diving" sign for repair at Hand Ave construction site.
- Replaced (3) Stop Signs and (3) 4-Way signs at Tomoka Ave and S Washington St.
- Straightened "Do Not Pass" sign at 300 block of N Halifax Dr.
- Straightened Stop Sign post at the southeast corner of Neptune Ave and N Halifax Dr.
- Straightened Stop Sign post at Banyan Dr and N Halifax Ave.

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inspected grates on Tomoka Ave for replacement
- Investigated sinkhole on Prairieview Ln.
- FDOT pond inspections – Citywide
- Ditch inspections – Citywide
- Repaired broken grate on Riverwood Dr.
- Picked up litter on Granada Blvd.
- Set up lights on Airport Rd for Bike Week
- Investigated manhole at 100 block of Riverside Dr.
- Reset timers at all FDOT pond fountains
- Picked up fittings for Hammock Ln / fire truck test site

##### Vactor

- Cleaned 10 basins and 725 ft of line in Ormond Lakes
- Cleaned 15 open throats on Oakmont Cir.
- Cleaned 20 open throats on Division Ave.
- Cleaned 17 basins and/or open throats on Rio Pinar Dr., north of N Saint Andrews Dr.

##### Mowing

- FDOT Ponds and ditch on Railroad St (Reach-out mower)

##### Street Sweeping/Streetsweeper

- 6.4 miles of road cleaned
- 1.0 cubic yards of debris removed
- NOTE: Streetsweeper had been down most of the week.

- Fleet

Mileage Traveled by all City Departments for the week  
30,918

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
15

Non-Emergency Vehicles and Equipment  
15

Road Calls for the week:  
2

Quick Fleet Facts:

- Fleet has 7,497 gallons of unleaded and 10,103 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,818 gallons of unleaded and 789 gallons of diesel.
- Fleet completed 53 work orders this week.

• Utilities

- Concentrate Monitoring and Disinfection Upgrades - Chlorine skid was delivered to the wastewater plant.
- Concentrate Piping Connection to Reuse Storage Tank – Field measurements were made to assist the design engineer with the pipe installation route in the public works yard.
- Division Avenue Well Field Raw Water Piping – Design proposal was received from McKim & Creed to include water and sewer main extensions to serve the proposed Environmental Learning Center along Division Avenue. The design cost is \$40,097. Approximately 5 months are required to complete the design.
- Cross Connection Control (CCC) Program Management Services – Draft specifications are being prepared for procurement of dual check valve backflow devices. The survey was completed in the Breakaway Trails, Hunter's Ridge and Deer Creek Subdivisions to determine dual check backflow device installation scope of work. Application for permit modification for reuse service area expansion at FDEP.
- Airport Road Force Main/ Reuse Main Project – The existing 10-inch force main was cleaned by pigging by Contractor for eventual reuse transmission conduit. A decision is pending as to whether the parallel 6-inch and 8-inch force main will be pigged by an outside contractor or whether it will be abandoned and grouted as defined in the original contract scope. Booster stations tested on March 14, 2013.
- Lab Services Contract – Bid dates and times established. Bid documents were prepared for review at the April 2, 2013 City Commission meeting.
- North Peninsula 2-inch Water Main Replacement – Bids were received on February 20, 2013. Purchasing Department and consultant reviewing bids. Engineering verified the schedule with FDOT for the Additive Alternate Lynnhurst Drive – A1A portion of the project.
- 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. Staff sent a response to Contractor disputing manufacturer claims that the controller is not a warranty item.
- Ormond Beach Wastewater Treatment Plant Expansion – Carousel/2<sup>nd</sup> anoxic zone #2 was placed into service. Roadway paving at the plant entrance is completed.
- 2008 Lift Station Repair and Replacement Project – A complaint was filed for breach of contract by Contractor (Worsham). A motion was made by the Legal Department's attorney to dismiss the complaint.
- John Anderson Drive Roadway Improvements – Utilities Relocations - Consultant modifying plans to include minimizing utility relocation activities for cost consideration.
- 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 – Received a design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc for review.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR40 from Tymber Creek Road to Perrot Resurfacing – A Lump Sum Agreement in the amount of \$51,883.50 was approved by the City Commission on March 5. Funds will be wired to FDOT.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Project is advertised for bid. Eight sets of plans and specifications were distributed. Received executed FDOT Utility Permit Applications. Sent applications to FDOT for processing. A pre-bid meeting was held on March 12, 2013. An addendum will be issued to address contractor questions. The deadline for questions is March 19, 2013.
- Tymber Creek Road Phase 1 Utility Relocation Project – A meeting was held with the County to discuss the directional drilling of the river crossing. The County will meet with the contractor to determine costs for protecting the existing pipe due to the shallow cover and extra risks of exposure when the culvert is being installed.
- Water Storage Tank Cleaning and Inspection – The disposition memo was accepted at the March 5, 2013 City commission meeting. The project was advertised for bids on March 10, 2013.
- SPRC – Obtained the wastewater permit application, clearance and clearance application for Ashford Lakes in order to determine the owner of the system. Reviewed plans for 1387 W. Granada and the Capital Telcom cell tower at 1102 W. Granada.
- Collaboration with Finance staff to discuss summary of recent small meter testing activity and meter replacement future considerations. Preparing meter testing policy document for current meter testing procedures.
- Prepared and submitted 4<sup>th</sup> Quarter Report for SJRWMD for MFL Cost-Share Agreement reimbursement request – awaiting feedback.
- Attended LEAPS Supervisory Training Graduation Ceremony at SONC.
- Water Distribution
  - Exchanged 11 residential/commercial water meters
  - Responded to and/or repaired 20 water service leaks
  - Installed 4 new water services and meters
  - Replaced 4 water services due to age of piping
  - Repaired/replaced 6 meter boxes
  - Responded to 4 low pressure and 1 cloudy water complaints
  - Performed 8 tests of city owned backflow preventers; Southern Instruments Inc. performed annual calibration/maintenance of backflow test equipment.
  - Performed maintenance on 6 city-owned fire hydrants, completed fire hydrant maintenance on the peninsula, inside city limits. Starting FH maintenance on County fire hydrants in Ormond-by-the-Sea.
  - Assisted 5 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Water Main repairs: 2" water main- Fir St, Repaired the 8" tap on 16" water main at Standish Ave Pump station
  - Performed valve maintenance on 10 valves, all valves were located marked and exercised
  - Water Main Flushing: performed maintenance on 22 permanent flushing devices, rebuilt the flushing device at 52 Allwood Green Blvd.
  - Prepared meter vault and piping for scheduled 4" valve replacement at 1155 Ocean Shore Blvd
  - Met with contractor on Tymber Creek Rd to identify and locate service lines to Walgreens. Schedule shutdown for 16" water main deflections to accommodate future roadway and drainage improvements.
  - Sod/ Backfill excavations on Dianne Dr, Ocean Cir, John Anderson Dr and Princeton Dr.

- Utility locate service for Water/wastewater/reuse: 95 regular and 1 emergency utility locates have been completed
- Water Treatment
  - Delivered to City 37.454 million gallons - week ending Mar. 10, 2013 (5.351 MGD)
  - Backwashed 11 filters for a total of 429,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - Completed cleaning Claricone #2 for two cone operation in late March.
  - Sampled, cleared and rescinded one Precautionary Boil Water notice
- Wastewater Collection – Reuse
  - Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and six in town.
  - Televised ten and cleaned six sewer laterals.
  - Mainline backup on N. Halifax Dr. and Hand Ave. due to new road construction debris. All cleared-no damage or overflows reported.
  - Masci Construction completed ten inch force main cleaning with pig device on Airport Rd. to Breakaway Trails.
  - Ten inch force main on Ocean Shore Blvd. Pressure is at 5 psi 03/06/13.
  - Six inch force main at 1800 N. US1 was 6 psi.
  - Low pressure sewer psi reading Westland Run 21/23 psi, Foxhunters Flat 22/21 psi and 4" on Shadow Creek Blvd. 9/10 psi.
  - Ongoing flushing of reuse on beach side. Cleaned bermad filter at Tomoka Oaks golf course.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 25.42 Million Gallons.
  - Produced 17.66 Million Gallons of Reuse.
  - Produced 7.76 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.03 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 153.15 (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
  - Continued work on control cabinet rebuild for older Rima Ridge wells, completed 36R, working on 38R currently.
  - Replaced the tube on the #1 lime slurry pump
  - Reset the drive for the #2 lime slurry pump
  - Assisted operators to complete Claricone cleaning.
  - Assisted operator unclogging claricone 6" blowdown lines.
  - Installed new calibration tube in polymer pump room.
  - Painted the floor in electrical room storage area.
  - Reamed the injection port on Claricones and greased tube pumps.
  - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
  - Cleaned shop and restocked trucks.
  - 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.

- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Centrifuge Feed Pump Line – pulled plug valves and checked for blockage at valves, pulled numerous rags out. All cleared, centrifuge back online.
  - Feed Pump #2, replaced plug and gate valve with new inventory - replaced sample port.
  - R.A.S. Pump #3 – awaiting response to request for warranty repair
  - Vactor pumped Town Square Lift Station for cleaning wetwell.
  - Swing Zone Blowers Monthly PM.
  - Influent Room – deragged pumps as per Lead Operator.
  - Barscreens – weekly wash down of screens and chutes
  - Assisted Contractor with Plant rehab activities.
  - Performed PM's to plant equipment according to MP2 schedule.
  - Liftstation SCADA repairs to 12 stations.
  - Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
  - Monthly PM's to 2 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
  - Annual PM's to 3 liftstations. (pulled pumps and inspected and changed seal oil)
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP). Provided necessary collaboration with FDEP staff during annual inspection and audit of the City's IPP on February 13 & 14.
    - The City has received the FDEP's response to the IPP inspection and audit. City Staff to implement comments into the current program.
    - Waste Water Treatment Facility Permit: Staff submitted application for major permit modification to FDEP Central District for expansion of the City's reuse area. The City is awaiting response from the FDEP.
    - Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forth coming to provide customers with pertinent information.
- Water Supply/ Treatment and Distribution System Regulatory Activities
    - 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 continues to compile the necessary information to complete the CCR. Staff supplied the required analytical data to the City's consecutive water system, Tymber Creek Utilities. The submittal satisfies the City's reporting requirement mandated by both the FDEP and EPA.
    - 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. Consultant services have been secured for wetlands related discussion.
    - Fluoridation Analysis: The City is employing NSF International to perform a comprehensive analysis of the City's current supply of Hydrofluosilicic Acid as requested by the Commission. Staff submitted a sample of the current acid to NSF to begin the analysis.

**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, assisting staff with and maintaining the agenda automation system, 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 LEAPS Graduation on March 13, 2013
- Staff attended and provided support for the March 14, 2013, Public Works Advisory Board meeting
- Agenda packet preparation and creation for the March 19, 2013, City Commission Meeting

**Status of Department Projects**

- Mobile Phone Application (myOrmondBeach)
  - Project Status: Working with vendor App-Order on enhanced version.
- Records Management System Upgrade
  - Project Status: On Going