

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: January 11, 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 meetings with City Attorney, City Clerk, HR Director
- Bi-weekly meeting with Police Chief
- Conducted performance evaluations with Directors
- Weekly meeting with Directors
- Employee of the Quarter committee meeting

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Rotary meeting
- Met with Bill Partington, II regarding a possible community project at Rockefeller Gardens

### **Community Development**

- Planning Services
  - Staff attended a neighborhood meeting on January 9 for a proposed 150 foot high monopine tower to be located at 1102 West Granada. The meeting was held at the Trails South Forty HOA Community Center. A balloon test was held on January 8 and 9. The meeting was well attended with approximately 23 residents along with a member from the Planning Board. Identified issues by the residents include: height, visual appearance, possible depreciation of property values, and why not place it somewhere else. The application is a Planned Business Development which will require public hearings before the Planning Board and City Commission. Identified concerns by staff are the setback waivers requested by the applicant from the residential area. The type of tower proposed is the same type as the one depicted below which is located at 601 S. Yonge Street which was approved administratively by staff.



Looking SW from Mario's on US1 S



Looking N from residential area

- The Planning Board met on January 10<sup>th</sup> to discuss Sunoco's plans for 460 S. Atlantic. The Planning Board conducted a public hearing and after hearing no adverse comments, recommended approval.
- Building Services
  - 40 permits issued with a valuation of \$752,517.00
  - 98 inspections performed.
  - 4 business tax receipts issued
- Development Services
  - There is no new development activity to be reported this week from the SPRC.

### **Economic Development**

#### **Economic Development**

##### **Ormond Crossings**

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

##### **Airport Business Park**

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual

plans for the use of the available City land located along West Tower Circle in the Business Park.

- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming. FPL has completed their tree trimming along the power lines and they expect to notify the City and businesses of long term solutions to the ongoing incidents of power disruptions.

#### Ormond Beach Chamber, Main Street and Team Volusia

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

#### Prospective Business Attraction/Retention/Expansion

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

#### Airport Operation and Development

- Halifax Paving, Inc. continued to 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 are now closed for taxi operations. In order to access the airfield from FBO Area 2, pilots must taxi southwest on Taxiway Charlie to the general aviation (GA) ramp, then contact Ground Control from the GA ramp for taxi instructions to the active runway. When Runway 17 is in use, Ground Control will instruct pilots to taxi via Runway 8/26 to Taxiway Echo for access to Runway 17. Work to re-position the airport perimeter fence to accommodate the re-alignment of Taxiway Echo also continued this week.
- Staff issued a Notice to Airmen (NOTAM) indicating that Runway 8/26 is now open for taxi operations only.
- The FAA has provided the airport with a favorable response to a request that the Minimum Descent and Circling Altitudes be increased for the Area Navigation (RNAV) Runway 26 Procedure in order to accommodate a wireless communications tower proposed for construction at the airport.

- Staff recently conducted two meetings and a facility tour with representatives of Passero Associates regarding their participation in projects planned for construction at the airport.
- Staff continues working with Towercom and the FAA to finalize a lease agreement for a cellular tower on the CAP parcel along Hangar Way.

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

- On-going Projects
  - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
  - Processed 80 Journal Entry Batches (# 5466 – 5470 and # 1060 - 1280).
  - Approved 57 Purchase Requisitions totaling \$320,479.83.
  - Issued 27 Purchase Orders totaling \$145,855.94.
  - Prepared 322 Accounts Payable checks totaling \$1,212,132.01 and 99 Accounts Payable EFT payments totaling \$1,590,653.00.
  - Prepared 68 Payroll checks totaling \$83,093.68 and 655 Direct Deposits totaling \$884,859.22.
  - Transferred IRS 941 payment of \$354,195.74.
  - Processed 11,666 cash receipts totaling \$2,837,727.31.
  - Processed 2,617 utility bill payments through ACH totaling \$170,646.85.
  - Processed and issued 13,887 utility bills with billed consumption of water of 81,207k.
  - Issued 1,398 past due notices on utility accounts.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Anything Goes
    - Arbor Day
    - Magic Forest Playground Renovation
    - The Casements Closure
  - 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.

#### **Fire Department**

##### **Weekly Statistics**

- Fires: 1
- Fire Alarms: 2
- Hazardous: 0
- EMS: 83
- Motor Vehicle Accidents: 6
- Public Assists: 32

**TOTAL CALLS: 124**

- Aid provided to other agencies: 14 calls – Volusia County (12), Daytona Beach (2)
- Total staff hours provided to other agencies: 16

- # of overlapping calls: 27
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 73

#### Training Hours

- EMT Refresher: 3
- Hazardous Materials: 5
- Leadership: 2
- Search and Rescue: 2
- Tools and Equipment: 3

**TOTAL TRAINING HOURS: 15**

#### Station Activities

- Updated 14 pre-fire plans
- Provided tour of fire station 91 to group of 15 children and parents.
- Provided blood pressure readings at the Mayor's Health & Fitness Challenge.

#### Human Resources

##### Staffing Update

- Approved/Active Recruitment
  - Public Works Department/Utilities-Wastewater-Maintenance Worker II- Position advertised 12-11-12 on the City web site with a closing date of 12-21-12. Twenty-one (21) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Public Works Department/Water Distribution - Maintenance Worker II- Position re-advertised 12-11-12 on the City web site with a closing date of 12-21-12. Twenty (20) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Leisure Services/Parks- Part Time Maintenance Worker II (2) advertised 12-13-12 on the City web site with a closing date of 12-20-12. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - 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 and are being entered on the applicant tracking sheet with qualifications.
  - Finance Department – Accounting Technician advertised on the City web site with a closing date of 01-04-13. Sixty-nine (69) applications were received and are being entered on the applicant tracking sheet with qualifications.
  - Public Works Department/Drainage Maintenance – Maintenance Worker II- Position advertised on the City web site with a closing date of 01-11-13.
- Screening/Interviews Scheduled
  - Police Department – Police Officer position was advertised on 09-17-12 on the Florida Police Chief's web site and the City web site and closed on 10-05-12. Forty-eight (48) applications were received. Interviews were held on December 11 & 12, 2012 with fourteen (14) candidates. A ranking sheet was sent to the Lieutenant, who will make the Board's recommendations to the Chief. Interviews with the Chief were conducted between 12-20-12 and 01-07-13.
  - Leisure Services/Recreation – Part Time Recreation Leader (Nova Community Center) advertised 12-13-12 on the City web site as open until filled. Six (6) applications have been forwarded to the department for review and interview scheduling.

- Job Offers
  - Police Department – Conditional offers have been made to three (3) Police Officer applicants. Background, physical, psychological, abilities and Voice Stress Analysis must be successfully completed prior to starting employment
- Demotions
  - Police Department – Voluntary demotion of Police Corporal to Police Officer effective 01-12-13.
- Promotions/Transfers
  - Public Works Department/Wastewater Plant – Treatment Plant Operator “C” – Lateral transfer of Accounting Technician/Finance to Wastewater Treatment Plant Operator “C” effective 01-21-13.
  - Police Department – Written Examination for the annual Corporal Promotional Eligibility List was conducted on 12-14-12 with four of the five participants successfully completing the exam. Eligibility List was forwarded to the Chief on 12-17-12.
  - 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 will therefore proceed to the Assessment Center Exercises being conducted on 01-11-13 at the Advanced Technology Center (ATC).
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 12-31-12: 1.22% (excluding retirements).
- Public Records Requests
  - Request from Auditors for Pension Election paperwork on fifteen (15) former employees.

#### Employee/City Benefits Program Update

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

#### City Events/Employee Relations Update

- New Employee Orientation is scheduled for 01-23-13. 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 to include (1) Roles, Expectations, & Responsibilities, (2) Effective Communication Skills, (3) Establishing Healthy Workplace Relationships, (4) Performance Driven Leadership, (5) Creating a Climate for Outstanding Performance, (6) Managing Performance to Ensure Success, (7) Successful Conflict Resolution and (8) Real World: Risk Taking; Decision Making; Problem Solving. Program will end with certificate presentations on 03-13-13.

#### Risk Management Projects

- The launch of the Mayor's Health & Fitness Challenge was held on Saturday, 01-05-13 at The Casements. Health Risk Assessments were conducted by Florida Health Care with the coordination and assistance of staff. Over 170 participants were signed up, given the HRA's and will participate in the 12 week challenge!
- Conducted random drug and alcohol testing. All negative results.

- United Way fundraiser; breakfast.
- Begin property appraisal for structures greater than \$100,000 in value.
- Leadership 2013 planning meeting for Government Day.
- Launch ad campaign for 3-on-3 Basketball Tournament to be held on 02-16-13. This is a United Way fundraiser.
- Responded to a WC Request to Produce.

### **Information Technology (IT)**

- **Information Systems (IS)**

- Work Plan Projects
  - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 20 New work - 36 completed - 21 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	13,225	Inbound E-Mails Blocked	7,239
Delivered Inbound E-Mails	5,931	Quarantined Messages	55
Percentage Good Email	44.8%	Virus E-Mails Blocked	1

- 2012 Annual Email Statistics

Total Inbound E-Mails	1,189,386	Inbound E-Mails Blocked	636,708
Delivered Inbound E-Mails	547,124	Quarantined Messages	5,542
Percentage Good Email	46.0%	Virus E-Mails Blocked	19,289
- Notable Events: None.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 12
- Information Requests from External Organizations: 4
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 4,600 (20.4%) potable 4,319, Irrigation 281
- Notable Events: None.

### **Leisure Services**

- **Administration**

Meetings attended/hosted:

- Supervisory staff meeting
- Public Works meeting
- City Manager weekly meeting
- City Commission meeting
- Park visits
- Leisure Services Advisory Board meeting
- Construction Site visits
- Project ROMP meeting
- Staff Meeting Review
- Staff Meeting

- One on One's with coordinators
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Weekly meeting with Austin Outdoors to discuss landscaping contract
- Met with janitorial contractor
- Attended meeting with painting contractor regarding projects throughout the City.
- Attended Andy Romano Beachfront Park progress meeting.
- Attended meeting with Purchasing Coordinator regarding Miscellaneous Crafts and Trades RFP.
  
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
  - Seabreeze High School girls and boys soccer teams are practicing Monday through Friday from 6pm to 9pm and Saturday 9am to 2pm.
  - Riverbend Academy Soccer held final practice Monday at 6pm.
  - Girls Basketball League games were held Monday through Friday night at the Nova Community Center from 6pm to 9pm and Saturday 9am to 2pm.
  - The Ormond Beach Youth Basketball Boys league continued games this week. Games were held Monday through Friday from 6pm to 9pm and Saturday 9am to 2pm at South Ormond Neighborhood Center and Nova Gymnasiums.
  - Harry Wendelstedt Umpire School began training Monday through Saturday from 9am to 5pm and runs for the next six weeks at the Ormond Beach Sports Complex.
  
- Athletic Field Maintenance
  - Mowed South Ormond Neighborhood Center softball outfield.
  - Clean up of tennis and basketball courts at South Ormond Neighborhood Center.
  - Mowed football fields at Ormond Beach Middle School.
  - 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 baseball fields at Ormond Beach Sports Complex.
  - Continued mowing soccer fields at Ormond Beach Sports Complex.
  - Continued mowing softball fields at Ormond Beach Sports Complex.
  - Replaced sprinklers as necessary.
  - Daily clean up of Limitless Playground at the softball quads.
  - Cleaned all sports parks of debris and trash from the events over the weekend.
  - Seabreeze High School and River Bend Academy varsity soccer continued their seasons.
  - Continued the preparation of baseball fields 1 through 3 for the umpire school this month at Ormond Beach Sports Complex.
  - Replaced the basketball nets at Osceola Elementary School.
  - Fertilized baseball fields at 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 9:00pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Chinmaya Church met on Sunday from 9am to 1pm.



- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
    - Tuesday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
    - Wednesday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
    - Thursday: Show Club, Kopy Kats and Theatre Workshop held regular classes.
    - Friday: Theatre Workshop held on stage rehearsal.
    - The Performing Arts Center is preparing to host the following events:
      - Theatre Workshop "Anything Goes," Jan. 11 & 12, 7:30 pm, \$15
      - Theatre Workshop "Anything Goes," Jan. 13, 2:30 pm, \$15
- South Ormond Neighborhood Center
  - Splash Pad (closed until March 16, 2013).
  - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
  - Free play basketball took place from 1pm until 5:00pm.
  - Ormond Beach Youth Basketball Association held games Monday, Wednesday, Friday 6pm to 9pm and Saturday 9am to 2pm.
  - The fitness room is open from 1pm until 9pm on weekdays.
  - PAL held tutoring Monday through Thursday from 3:30pm to 5pm.
  - PAL youth basketball practice was held Tuesday and Thursday from 6pm to 8:30pm.
- Community Events
  - Training and orientation of new Community Events Technician, Debra Terry.
  - Assisted with the Mayor's Health and Fitness Challenge Saturday at The Casements
  - Mailed invitations for upcoming Arbor Day ceremony.
  - Planned and prepared for Fire Chief reception.
  - Planned for Andy Romano Beachfront Park Grand Opening Ceremony.
  - Attended events meeting and weekly staff meeting.
  - Attended RFP fireworks display opening meeting.
  - Attended Senior Games Board committee meeting.
  - Completed weekly administrative tasks, office work, meeting and activities.
- Gymnastics
  - The December/January classes for various age groups and levels were held Monday through Friday.
  - Preparing for team cheer competitions in January.
  - Open gym was held Monday evening.
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, ping pong, pickle ball, the game room and the exercise room.
  - Youth Basketball League held competitive games and practices Monday through Saturday until February.
  - The new program "Play Unplugged" began Monday and is held Monday through Friday from 3pm-4pm.

- The Casements
  - Classes met this week including Yoga and Pilates.
  - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 11:30am.
  - Artist Carolyn Land's Gallery Exhibit entitled "Mindscapes" will be on display at The Casements through January 29<sup>th</sup>.
  - Staff continued the final strike of the holiday décor this week.
  - The Coordinator had a bridal consultation on Saturday morning.
  - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
  - The Mayor's Challenge was held at The Casements on Saturday.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - Training for new Guild members was held in the Preservation Room on Monday morning.
  - The Coordinator met with the Native American Festival representative on Tuesday morning.
  - The Coordinator met with members from the Ormond Beach Art Guild to discuss an intergenerational art project for the future.
  - The Farmers' Market was held in Rockefeller Gardens from 8am to 1pm on Thursday.
  - A Casements Guild Centennial meeting was held in Room 203 Thursday morning.
  - Cooking classes with Chef Mary Maggio were held Thursday evening at The Casements.
  - A group of approximately (20) twenty guests toured The Casements on Thursday morning.
  - On Friday staff set up for a wedding which will be held at The Casements on Saturday.
  - The Coordinator had two bridal consultations on Friday afternoon.
  
- Parks Maintenance
  - Installed two new trash cans at Central Park II.
  - Removed graffiti from men's room at Fortunato Park.
  - Applied ant bait for insect control at Cassen Park.
  - Installed three new trash cans at Central Park III.
  - Trimmed low hanging limbs around canoe launch on Division Avenue.
  - Replaced vehicle damaged bench at Birthplace of Speed Park.
  - Assisted Facilities Maintenance with Christmas river tree repair.
  - Installed new table and bench at Birthplace of Speed Park.
  - Removed old picnic table at central Park III.
  - Removed three deteriorated benches for replacement at Central Park III.
  - Performed city wide safety inspections of parks and equipment.
  - Performed weekly inspections of park facilities for reservations.
  
- Building Maintenance
  - Weekly inspection of airfield lighting and signage.
  - Daily preventative maintenance of City vehicles and equipment.
  - Attended chiller evaluation meeting at City Hall.
  - Assisted contractor on electronic gate controller replacement.
  - Completed fabrication of keys upon request.
  - Removed Christmas snowflakes throughout the city.
  - Removed holiday decorations from City Hall and Police Department.
  - Moved employee plaques in the atrium at City Hall.
  - Met Orkin contractor at The Casements for inspection.
  - Repaired water wheel at The Casements Riverfront Park.
  - Repaired Ladies restroom toilet at City Hall.
  - Rebuilt men's restroom sink faucet at Central Park I.
  - Evaluated lift station 6M for repair of roof dampers.
  - Installed ten (10) sloan auto flush valves at Sports Complex.
  - Relocated GFI in batting cage at Sports Complex.

- Checked exhaust fan at Fire Station 94.

### **Police Department**

#### Administrative Services

- Attended Flagler County Sheriff Office swearing-in ceremony.
- Interviewed Police Applicant.
- Attended weekly Police Department and City Manger's Department Head staff meetings.

#### Community Outreach

- Winter Break. No activities scheduled.

#### Community Services & Animal Service

- Animal Calls: 55
- Animal Bites: 2
- Reports: 5
- Cat Traps: 4
- Animals to HHS: 8
  - 4 Cats 4 Dogs
- Injured Wildlife: 2
- Coyotes noticed by residents in different areas of OB

#### Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 8
- Inactive: 9
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 2
- Grand Theft: 4
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Death: 1 Natural (2yoa)

#### Narcotics

- One search warrant
- Four buy walks

#### Comments:

- Death investigation of a 2 year-old child. Preliminary testing and investigation indicates that the death was caused by an underlying medical issue.
- Stolen vehicle recovered by the Daytona Beach PD who was able to identify the driver of the vehicle. Suspect was arrested at Volusia County Branch Jail on auto theft charges.

#### Records

- Walk - Ins / Window 148
- Phone Calls 214

- Arrest / NTA'S 16
- Citations Issued 77
- Citations Entered 167
- Reports Generated 128
- Reports Entered 153
- Mail / Faxes / Request 73

Patrol

- Total Calls 1,545
- Total Traffic Stops 209

Operations

- Crime Opportunity Report Forms: 159
- Active Shooter Training.
- Search and Seizure Training.
- Law Enforcement Encounters Training.
- 1/3/13 Warrant service, 185 Bosarvey, one arrested.
- 1/4/13, Arrested two juveniles for trespassing on Seabreeze HS property.
- 1/4/13, Car Burglary, two juveniles were spotted in the car. Suspects were not located. Nothing was stolen.
- 1/5/13, Auto Theft, 801 S Nova. Motorcycle and handgun stolen.
- 1/5/13, Battery DV, 500 Shadow Lakes#128. Husband and wife in a physical disturbance. Wife was later located and arrested.
- 1/5/13, Warrant Service, US1 and Division Ave., one arrest.
- 1/6/13, DV at 16 Ramsey Terrace, Boyfriend and girlfriend involved in a physical disturbance. Suspect and her boyfriend were there with their baby. Investigation showed she was the aggressor. She was arrested and the boyfriend/father took the baby. DCF to be notified.
- 1/6/13, Shoplifting at Wal-Mart. Male arrested for taking items off the shelf and returning for refunds with a fake receipt.
- 1/6/13, Possession of Marijuana. Traffic Stop made near the Tomoka Learning Center. Suspect found with under 20 grams Notice to Appear (NTA) issued.
- 1/6/13, Hand Av/S Nova Rd – Crash with A/M arrested for DUI.
- 1/6/13, 160 N Nova Rd – Traffic Stop resulting in NTA for drug paraphernalia.
- 1/7/13, Assault-DV - 1058 US-1, Juvenile female attacked her mother while mother was driving home. Mother was punched in the face and head. Juvenile was arrested.
- 1/8/13, Burglary Residence, 181 Willow Run - Occurred today, firearm stolen.
- 1/8/13, 1629 W Granada Bv – Male transient arrested for trespass after warning.
- 1/9/13, Burglary-Residence at 184 Carib Drive, timeframe between September-January. Still determining what is missing. Extensive crime scene. Evidence Technician assisted with processing.

Traffic Unit

- No Major crashes with injury to report this week
- Monday Officer Borzner installed all new software in the ticket writers to comply with State Regulations.
- Tuesday house fire on Woodland Bl. We had to block off N Ridgewood from Dix to Hernandez for the Fire Dept.
- Sgt Smith back in training class
- Officer Sanders on Vacation
- Officer Pavelka on Vacation
- Traffic Court: 0 Hours for the unit
- Traffic Citations 44
- Parking Citations 0

- Crash - No Inj. 9
- Crash - Injury 1
- Crash - Fatal 0
- Warnings 8
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park area
    - 1200 BLK N. US 1
    - S. Yonge Street
    - SR A1A
    - N Beach St
    - Ormond Town Sq.
    - Wal-Mart and Lowes
  - Enforced Complaints:
    - Clyde Morris Blvd.
    - SR 40 / US 1
    - South Kings Road

#### Neighborhood Improvement

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 0 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 0 Case initiated
- 14 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with fourteen (14) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

##### Zone 1:

1. 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28<sup>th</sup>. 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 26<sup>th</sup> hearing. The respondent did not attend the hearing. The special magistrate made a finding that a violation does exist, provided 30 days from execution of the order in which to comply, pay the \$100 citation, and pay case costs of \$23.25. Further that the respondent is required to contact the Neighborhood Improvement Division for a re-inspection once compliance has been achieved. Failure to comply will result in a \$50 per day fine commencing on the 31 day from execution of the order. The order was executed on December 13, 2012. The respondent has until January 12, 2013 to correct the violation. Failure to do so will result in a hearing to be scheduled for the February hearing.

##### Zone 2:

1. 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation

and notice of hearing has been issued. This case was presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. The owner was given 60 days from the date of the hearing to achieve compliance and to pay the \$50 citation and case costs. Failure to comply will result in a \$25 daily accruing fine. The respondent contacted the Neighborhood Improvement Division on Monday, November 26, 2012 to request an inspection to confirm compliance. An inspection was conducted on Tuesday, November 27, 2012. While additional effort was made to remove items from the front porch and yard area, there was still a great deal of outside storage in the back yard. This case will be presented to the special magistrate for failure to comply on January 28, 2013.

#### Zone 4

1. 46 Park Place – Received a complaint about three chickens and one duck that have been on site for a month. NID conducted the initial inspection on January 2<sup>nd</sup> and met with the property owner. She was very cooperative, allowed staff to see the three chickens and one duck. She said her son was taking care of the fowl for a friend and she would have her son call upon his return from work. He called later that same day and said the fowl would be returned to their owner at the latest by the end of weekend. A re-inspection was conducted on Monday. The fowl have been relocated. No further action is required.

#### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing** – Contractor has substantially completed resurfacing of City Streets.
- **Transfer Station Pump Station** – Project is substantially complete and station start-up is scheduled for January 9, 2013.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – The southbound turn lane from N U.S. Hwy 1 to Nova Road was closed (right turn still possible at the intersection) in order to excavate the receiving end of the casing for the completed jack and bore crossing. Work has begun on construction of the carrier pipe from the east side of N U.S. Hwy 1 to the tie-in of the existing 24-inch reclaimed watermain on Nova Road. The power conduit for the street lighting will be temporarily relocated and taken out of service, but the lights will be reenergized each night until utility work is complete. The turn lane will be milled and resurfaced as directed by FDOT.
- **North Halifax Dr. Improvements** – Installation of the 16-inch reclaimed watermain extension is complete and undergoing pressure testing. The right turn lane of S. Halifax Drive onto SR 40 has been reopened. City crews will later tie-in the irrigation system at Memorial Gardens to the new reclaimed watermain. Work has begun on roadway construction at the north end of the project. Approximately 1,900 linear feet of deteriorated corrugated metal storm drain pipe has been rehabilitated with cured-in-place pipe lining. Large diameter concrete storm drain pipe and structures near Ann Rustin Drive are being injection grout- sealed for leaking joints and structure interface.
- **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** – Contractor has begun mobilization and site staging. Shop drawings for utility relocations were reviewed and submitted to Volusia County.
- **Side Street Lighting Conversion** – The Verde Green custom color test sample was approved for final fabrication as a color match to the existing poles.
- **Andy Romano Beachfront Park** –The contractor is working on all aspects of the park. This includes the paver areas, concrete parking, restroom/concession facility, irrigation and landscaping, the playground, splash park, and front towers. A portion of the newly placed dune was eroded over the weekend and will need to be replaced. Contractor indicated he expects final completion to be by Feb. 18<sup>th</sup>.

- Hand Avenue – The first phase of work from US1 to Coolidge is open. Paving from Nova to Stratford place was completed and this section of Road is open. We have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The contractor has completed utility (water and storm water installation) and is working on the road construction. Although originally intending to pave this third section before Christmas, the contractor was delayed due to several utility conflicts and also due to having encountered clay along a section of the road that required removal and replacement with clean fill. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, 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 72 days. Operator training on completed components is on-going.
- Nova Community Park Basketball and Racquetball Courts – All concrete walls and floors have been poured for the racquetball courts. Project is essentially 75% complete and should be done by the end of the month. The project is on schedule.
- Fire Station 91 Playground Renovation – Project is complete.
- Nova Street Light Painting – During substantial completion inspection, it was determined that seven poles require either a touch-up or repainting.
- FDOT Roadway Resurfacing- SR40 from Washington to bridge – A preconstruction meeting was held on November 20<sup>th</sup>. Construction is expected to begin in early January.
- Ormond Beach Airport Taxiway Project – Utility offsets have been constructed (approximately 500 feet each) for the existing forcemain and watermain, located beneath the new Taxiway Alpha, for routing utilities outside the paved area. VCDOH submittal package for the watermain has been prepared. The new watermain will tie-in once VCDOH has approved the line.

#### 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 – The proposed Master Plan has been revised per Leisure Services' and Quality of Life Board's recommendations and is scheduled for presentation at the City Commission meeting on January 8, 2013.
- Nova Recreation Center Skate Park Expansion – This project will be presented to the City Commission on February 19, 2013 for approval of the Bid Package for a Design Build Project. The RFP is close to completion.
- Mainland 2-inch Water Main Replacement – Design modifications are under consideration to relocate water meters for certain residents not located at the right-of-way line, which will also necessitate relocation of a section of the proposed potable water main.

- North Peninsula 2-inch Water Main Replacement – A response / resubmittal to establish three permits for their respective neighborhoods was made by the City's consultant to Volusia County Public Health Unit on December 28, 2012. This is part of an effort to address the county's inspection requirement and concerns. Project is scheduled for disposition at the City Commission meeting on January 15, with a bid advertisement date of January 20, 2013.
- South Peninsula 2-inch Water Main Replacement - Final (100%) plans are being completed; Staff will be scheduling this for disposition approval prior to bidding.
- FDOT Roadway Resurfacing- US1 – Met with FDOT and other franchise utilities to discuss project design revisions.
- Downtown Underground Utilities – City's consultant is completing plans for the reconnection of building upon completion of the undergrounding of the distribution system; plans are expected by the end of the next week. Staff has scheduled a meeting on Thursday with FPL and property owners to answer questions related to design and easements.
- Audible Pedestrian Signals – FDOT's LAP coordinator requested bid documents and checklists. City staff is working with its consultants to complete this request.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Downtown Banner – City's design consultant has addressed FDOT's comments and will resubmit for a second permit review.
- Downtown Medians – FDOT's contractor will begin work on January 7; project is expected to take 105 days. Signal work will begin next week and milling and resurfacing may begin as early as January 13.
- City Welcome Sign – The proposed design with options is scheduled for presentation to the City Commission at the January 15<sup>th</sup> workshop.
- Beach Ramp Beautification – Staff is soliciting construction proposals.
- John Anderson Drive- Met with the SJRWMD and they have indicated that a permit should be a staff issue permit. Staff's consultant has submitted the permit application. Once the permit is received the project should be ready for bidding. 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 which would be impacted by stormwater piping improvements. All residents were in favor of the project and informed of the temporary impacts that would result during construction.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. At a workshop the issue with regards to Paul Duncan's claim of ownership of the water rights was discussed. Legal indicated they were confident that the City had legal authority and ownership of the water rights. The City Commission approved the disposition item to allow staff to proceed with bidding of the project. The project is currently advertised for bids.
- Riverside Drive Drainage Improvements – A meeting was held with ZCA to discuss the recommendations in order for them to provide a scope of work for the project design. Staff has received this and sent back comments and is waiting on the final draft with costs. The FEMA agreement was approved for the grant at the December 4<sup>th</sup> CC meeting.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. FEMA has provided a modification to the existing agreement to include funding for construction. Staff will submit the modification to the City Council at the meeting on January 8, 2013.



- SR40 / Granada Blvd – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to 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 - Investigated repairs on a leaking pipe joint of the 30-inch reinforced concrete stormdrain to determine if recent patches were in the vicinity of those repairs or if additional work is needed in order to maintain subsurface integrity for road resurfacing.
- 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:

- FDOT Utilities Coordination – Met with FDOT, franchise utility providers, Volusia County and other municipalities to discuss utility coordination for current and upcoming projects.
  - Nova Road Landfill Closure Site Assessment – A proposed gas monitoring plan, required by FDEP, was submitted for review and approval.
  - FEMA Map Updates – FEMA's consultant on the Risk Map Project, Taylor Engineering, said FEMA has approved funds necessary for the completion of the review of the appeal submitted last February. Additional information submitted last May needs to be resubmitted. Staff attended a meeting on Friday that kicked off the coastal map (high velocity storm surge) studies.
  - Held weekly progress meeting for Andy Romano Beachfront Park.
  - Held weekly progress meeting for Hand Avenue Improvement project.
  - Residential SWMP Permits review and filing (on-going)
  - Magnolia Wall measurement (on-going)
  - Created work in the right-of-way franchise utility permit per FPL request for power pole relocation at Jimmy Johns site.
  - Researched benchmarks and completed an elevation survey at the proposed Sunoco site per Planning request.
  - Completed right-of-way locate at MBA business park per N.I.D. request.
  - Researched and provided copies if underground utilities at Fortunato Park per Wastewater Division request.
  - Located and provided city-wide potable water base maps per Water Division request.
  - Completed three mile level loop along SR 40 to verify and set the benchmarks needed to complete the As-Built survey for the Multi-Use Trail, Phase II.
- Environment Management  
Street Maintenance/Asphalt /Concrete
    - Pulled forms at 37 Stoney Ridge
    - Sidewalk inspections in Zone 1 and Zone 7
    - Concrete driveway repair for the Water Department at 16 Red Maple Cir.
    - Cleaned up around driveway and picked up dirt on Red Maple Cir.
    - Ground down various sidewalks in Zone 2
    - Asphalted an overlay because of a sinkhole in the road at Coquina & Bosarvey
    - Asphalted the edge of the road at the Public Works Complex
    - Cut a sidewalk and then poured concrete on Coquina Dr.
    - Removed a Brazilian pepper tree at John Anderson Dr. & Neptune Ave.
    - Cut stresses in a sidewalk at Stoney Ridge
    - Cut out a driveway for Stormwater Department on Ellicott Dr.

#### Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Trimmed trees at Nova & Granada, Main Street Park, ROW (Right-of-Way) on Lincoln Ave., ROW at Grove & Division, Ted Porter Park, and various DOT (Department of Transportation) areas
- Stump removal at various citywide locations

#### 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 Park III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Changed banners to "Birthplace of Speed" on Streetscape (SR40)
- Assisted concrete crew on Coquina Dr.

#### Sign Shop

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

- Raymar Dr. & N. Halifax Dr., replaced post & stop sign & HIP (High Intensity Prismatic) street names due to damage
- Tymber Creek & Pineland Trl., replaced a stop sign
- Inventoried signs for the new year
- Various Locations, checked for signs that may need attention or replacing
- Fabricated new HIP street names for various locations

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Weedeated Bennett Lane
- Assisted Forestry Dept. with removal of Brazilian pepper trees at Ted Porter Park, 1044 John Anderson Dr) – ongoing project
- Checked out sinkholes at 103 Ellicott Dr. and at Bosarvey & Coquina
- Assisted Building Maintenance with removing Christmas tree floats at Cassen Park
- Assisted Wastewater with stump removal on Cottonseed Rd.
- Inspected FDOT ponds at various citywide locations

#### Vactor

- Cleaned spillway on Cameo Cir.
- Cleaned basins on Poplar Dr., Sandpiper Cir. & Coquina Pt. (2 basins – 800 gals.) and Coquina Pt. (2 basins, 1 outfall – 370' of line cleaned)
- Cleaned FDOT Lakebridge tree line (pond)
- Cleaned FDOT N & S Nova Rd. tree lines (ponds)

#### Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned (In the shop for repairs)

- 0.0 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
28,750

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
13

Non-Emergency Vehicles and Equipment  
18

Road Calls for the week:  
2

Quick Fleet Facts:

- Fleet has 13,901 gallons of unleaded and 9,097 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,951 gallons of unleaded and 763 gallons of diesel.
- Fleet completed 53 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – A proposal for design services is pending from the consultant to prepare plans to connect the concentrate discharge piping via air gap configuration into the reclaimed water storage tank to eliminate FDOH requirement for installation of redundant backflow prevention devices. The City Commission on January 8, 2013 awarded other project related contract items to McMahan Construction for \$87,000 to install a supplemental chlorination system, conductivity meter and instrumentation and electrical services.
- Division Avenue Well Field Raw Water Piping - A proposal is pending from the consultant. Additional design services are being considered to provide water and sewer main extensions to serve the proposed Environmental Learning Center on Division Avenue.
- WWTP Dewatering Station Bypass Project – Obtained chemical usage, aerator repair and labor data needed to prepare the final report due to FDEP in Jan 2013 in concert with Pollution Prevention (P2) Project. Electrical cost information was requested from the Finance Department.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations to include backflow protection device configuration for implementation of reuse service area expansion to the Breakaway Trails and Hunter's Ridge areas. Draft specifications are being reviewed for procurement of dual check valve backflow devices and re-build kits by the City. Draft specifications for installation services were reviewed and awaiting further results of existing device field inventory activities. Application for wastewater facility permit modification is being prepared by staff to support the reuse service area expansion.
- Airport Road Force Main/ Reuse Main Extension – The jack and bore at US1 and Nova Road is complete. The turn lane is being excavated to connect to the end of the casing.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The utility permit is being issued by FDOT.
- North Peninsula 2-inch Water Main Replacement – Project design activities nearing completion. An inventory of meters is being performed to determine scope of meter/ service relocation - collaborative effort between operations and engineering divisions.
- South Peninsula 2-inch Water Main Replacement – Final plans are being prepared.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 was installed. The pump needs to be tested at a minimum speed to meet the manufacturer's requirements for the allowable operating range (AOR) for the test impeller. Testing will be performed during higher flow periods as a result. A partial

substantial completion certificate for the dewatering pump station is pending. A start-up date for Pump #3 is scheduled to begin the week of January 21<sup>st</sup> by the manufacturer.

- Ormond Beach Wastewater Treatment Plant Expansion – Diffused aerators were installed in the reaeration tank. Installation of the aerators continues in Carousel #2. The second anoxic tanks have been cleaned and mixers are being installed. Drywall is being installed in the operations building. Storm drain piping and perimeter roadway base is being installed. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality.
- Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending - no claim filed to date.
- John Anderson Drive Roadway Improvements – Met with Engineering Division and the Consultant to discuss the utility relocation aspects of the project. Installing deflections on the 12-inch water main first and placing it into service could significantly reduce the number of shut downs experienced by the citizens if services were relocated from the existing 6-inch main to the 12-inch main after it was placed into service. Installing fire hydrants and connecting the mains on the side streets to the 12-inch main would allow the existing 6-inch water main to be abandoned, eliminating the planned deflections to this line. Eliminating the proposed extension of the 16-inch force main was also discussed to reduce some of the project costs. The consultant will prepare a cost comparison of the proposed changes from the existing design plans for consideration.
- North Halifax Drive Rehabilitation – Reclaimed water main installation is complete. Pressure testing is being performed. Work is starting to install the water main stub outs for future piping improvements contained in the North Peninsula 2-inch Water Main Replacement project.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. Revised design proposal by John Searcy & Associates is being reviewed.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR 40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements – Two manholes east of the Clyde Morris Boulevard intersection were investigated. Rings and covers on these manholes will be installed by staff along with base restoration activities prior to FDOT project commencement.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Operations staff verified the number of valve boxes and manhole rings to be adjusted or replaced. Quantities were sent to the FDOT consultants. A meeting is scheduled with FDOT consultants to locate some valves not shown on the GIS shape files. A shape file was sent to FDOT for their use to show utilities in areas between Tymber Creek Road and Perrot. FDOT is accelerating the schedule to let the project bid in March with construction to begin in May 2013. Received typical cost estimates from FDOT for valve box and manhole ring and cover adjustments.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Received revised plans from the consultant for review. A revised bid number was requested from the Finance Department.
- Tymber Creek Road Phase 1 Utility Relocation Project – A preconstruction meeting was held to discuss the project schedule. Clearing is beginning this week. Silt fences are being installed, beginning the utility relocation portion of the project. Shop drawings were reviewed.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- SPRC: Reviewed revised plans for the Sunoco station to be constructed at 3 North Yonge Street. Obtained information on the existing water services to the proposed Sunoco Stations at 1565 W. Granada Blvd. and 3 North Yonge Street.

- Transfer Station Lift Station Upgrades – Electrical control modifications were finalized. Pump station start up was performed.
- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
- Water Distribution
  - Exchanged 31 residential/commercial water meters
  - Responded to and/or repaired 23 water service leaks
  - Installed 6 new water services and meters for newly constructed homes
  - Replaced 6 water services due to aged piping
  - Repaired/replaced 13 meter boxes
  - Responded to 8 low pressure and 3 cloudy water complaints
  - Performed 4 backflow tests, repaired 3 and installed 1, installed 24 freeze protection covers on vulnerable City owned backflow devices
  - Performed water meter tests on 4 residential meters due to reading discrepancies, tested 2-3" and 1-2" commercial water meters
  - Assisted 5 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Water Main Breaks: two, 2" leaks on Alanwood Dr and Park Ridge Way
  - Continued fire hydrant maintenance: 14 hydrants maintained
  - Performed valve maintenance on 9 valves, Replace a broken 2" valve on Park Ridge Way
  - Flushed Hand Ave and Alanwood Dr post water main break activities
  - Repaired fire hydrant meter for finance to return to contractor
  - Disconnected water meters serving Volusia County restrooms and beach shower at Milsap Approach
  - Assisted building maintenance, using cutting torch to repair a city park bench
  - Performed a shutdown on Hand Ave to facilitate the lowering of a water main
  - Excavated and prepared meter vault for replacement of a 3" water meter and all piping to the water main
  - Repaired temporary fire hydrant flushing device located in Chelsea Place subdivision
  - Rescinded the boil water alerts on Hand Ave and Alanwood Dr
  - Utility locate service for Water/wastewater/reuse: 119 regular and 7 emergency utility locates have been completed
- Water Treatment
  - Delivered to the City 34.73 million gallons for the week ending Jan. 6, 2013 (4.96 MGD)
  - Backwashed 10 filters for a total of 417,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded two precautionary boil water notices
- Wastewater Collection – Reuse
  - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and four in town.
  - Total rainfall for Breakaway Trails (0.50") and Hunters Ridge was (0.50") from 12/20/12 to 12/26/12.
  - Road construction beginning on N. Tymber Creek Rd. 01/07/13. Utility coordination activities underway.
  - Inspected manhole ring & covers on W. Granada Blvd - FDOT R&R project.
  - Televised five, cleaned eight and root-controlled six sewer laterals.
  - Ten inch force main on Ocean Shore Blvd. pressure at 11 psi - 01/11/12.
  - Six inch force main at 1800 N. US-1 @ 4 psi.
  - Checked all known trouble spots around town. All good.
  - Low pressure sewer psi reading Westland Run 22/18 psi, Foxhunters Flat 20/19 psi and 4" on Shadow Creek Blvd. 16/13 psi.

- Keeping current with contractor installation of 24" reuse pipe in bore and jack at US1 and Nova Rd.
- Ongoing flushing of reuse on beach side.
- Cleaned bermad filter at Tomoka Oaks golf course
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 25.48 Million Gallons.
  - Produced 12.26 Million Gallons of Reuse.
  - Produced 13.22 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.64 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 147.83 (14%-18% Solids).
  - Chronic Bioassay sampling was completed and submitted to contract lab for testing.
  - 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
  - Installed flow valve & calibrating meter - membrane anti scalant pump.
  - Installed new battery in well 10D Flow meter.
  - Unclogged corrosion inhibitor pump and lines, installed heaters on the tank and pump
  - Closed all vents and windows at polymer building to prevent freezing of anti-scalant.
  - Rebuilding motor for air scrubber system
  - Installed insulation on the exposed pipes at static mixer
  - Assisted water quality technician at Rima Wellfield installing location signs and clearing pathways to monitor wells.
  - Replaced batteries on Rotork valve actuators.
  - Completed painting of R.O. clear well motors and pipes.
  - Completed training class on Water Distribution system operation and maintenance, 2 Plant pump mechanics, 1 Foreman and Equipment Supervisor passed course. Scheduling for state exam in process.
  - Reamed the injection port on Claricones and greased tube pumps.
  - Continued monitoring storage tanks and wells at all irrigation stations in Hunter's Ridge and Breakaway.
  - Performed PM's to Rima, Division, SR40 and Hudson Well fields according to MP2 Schedule.
  - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
  - Performed Booster Station PM's.
  - Cleaned shop and offices and put away spare parts.
  - Performed Reuse pump station PM's and repairs.
  - Attended Weekly staff meeting.

#### Wastewater Plant – Lift Stations

- Troubleshoot and wired new cable to E-one system at 53 Black Hickory Way for Collections.
- 10M liftstation no starts pump #1 – reset motor starter – reverse pump to clear blockage at volute – all OK
- Shop – Steam Clean & Organize & Palletize old davit cranes retrieved by contractors from Reaeration Tank
- R.A.S. Room problem with actuators not opening & closing valves properly – found problem to be plug valves too stiff to operate with actuators, Brasfield will contact vendor rep to see if actuator sensitivity can be adjusted to compensate
- Generator #E 385 – run under load for 1 hour at lift station

- Generator #E 382 – run under load for 1 hour at lift station
  - Grit Snail – cleat broken off of conveyer belt – replace cleat – all OK
  - Poly Blend #2 – replaced motor coupler
  - Digester Blower #2 – repaired oil leak at front end bell
  - Replaced motor starter Digester Blower #3.
  - Replaced motor starter at 3M liftstation pump #2.
  - Splitter Box – assisted Collections Division as needed with clean out.
  - R.A.S. Room – continued assembly & installation of new priming water manifold.
  - Barscreens weekly wash down of screens and chutes
  - Assisted Contractor with Plant rehab activities.
  - Performed PM's to plant equipment according to MP2 schedule.
  - Liftstation SCADA repairs to 32 stations.
  - Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
  - Cleaned shop and trucks and put away spare parts.
  - Monthly PM's to 47 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 137 work orders as reported in MP2 computerized maintenance management system, of which 101 were PM work requests and 36 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunter's Ridge. Utility staff is gathering information and preparing documentation for application for a wastewater permit modification to include these areas in the reclaimed water service area.
    - Groundwater Monitoring Report: Staff is gathering the information to complete this report for delivery to the FDEP by the 28<sup>th</sup> of January. The report includes the results from the analysis of samples collected from our groundwater monitoring wells at Oceanside Country Club in compliance of our reuse permit.
- Water Supply/ Treatment and Distribution System Regulatory Activities
    - Cross Connection Control Program: The City's CCC contractor is inspecting the potable water meters in the western Ormond Beach subdivisions of Breakaway Trails and Hunter's Ridge that will begin receiving reuse water in 2013. In accordance with the City's CCC program, the inspections are to assist preparation of the scope of work for new or retrofit backflow prevention device needs for residential reuse service area.
    - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the city improving compliance with this program. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to compliment the City's current needs.
    - Consumer Confidence Report (CCR): Staff is beginning to compile the necessary information to complete the CCR. The EPA issued a memorandum this month outlining acceptable methods of electronic delivery, while still complying with the law. Staff is discussing which method of delivery is, both, most desirable for our customers and cost effective.

**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:

- Staff attended the weekly City Manager Staff Meeting
- Staff attended weekly meeting with City Manager
- Staff attended and provided support for the January 8, 2013, City Commission Meeting.
- City Clerk attended LEAPS Training on January 9, 2013
- Agenda packet preparation and creation for the January 15, 2013 Gateway Signage Workshop
- Agenda packet preparation and creation for the January 15, 2013 City Commission Meeting

#### Status of Department Projects

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