

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 25, 2013

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

City Manager

Reviewed and prepared with staff as follows:

- One-on-one meetings with Police Chief, HR Director, IT Manager,
- Visited beachfront park with Assistant City Manager and City Engineer to review construction progress
- Budget discussion with Assistant City Manager and Finance Director
- Met with City staff to discuss options for building at 164 West Granada Blvd.
- Discussion with City staff on Riverside Drive speeding concerns

Spoke to, attended and/or met with:

- Breakfast meeting to honor retiring Pt. Orange City Manager Ken Parker
- City/County managers' meeting
- Speaking engagement for Gregg Wynn Financial Group
- County CRA Budget Workshop during County Council meeting
- City staff, Mr. Bill Partington II, Tony Cappozzi of Ormond Beach Chamber of Commerce, Shannon Julien of Environmental Services, Inc., on possible community project at Rockefeller Gardens
- Ormond Beach Historical Society annual dinner
- Volusia League of Cities dinner hosted by New Smyrna Beach
- City staff, auditor Mike Sibley and Bernadette Britz on Lean Six Sigma
- Center for Florida Local Government Excellence conference call
- Ormond Beach Chamber of Commerce Annual Banquet

Community Development

- Planning Services
 - Staff met with Attorney Pete Heebner and Parker Mynchenberg regarding their potential client, Ed Meixsell, owner of the Tomoka Oaks Golf Club which has an approved PRD that expires on October 2014. The client believes that if either the previously approved extensions were voided or the 2014 date expires, the client will have the ability to revert back to R2 zoning. Staff has made it very clear that the PRD was a rezoning and not an overlay with an underlying zoning district of R2. The question posed by the client's attorney is once the PRD expires, what remains with PRD zoning as it relates to density and the type of unit permitted?
 - A presentation on CRA's was provided by Rick Karl to the Volusia County Council in preparation of the January 31st workshop scheduled for 10:00 am. Information was provided on what CRA's are; how they work, and the number of CRA's that exist in Volusia County. Also discussed was the mechanism by which CRA's are approved in the County. Policy considerations that were presented by the County Manager in preparation of the workshop included: the criteria used to support designation of blight; Volusia County approving bonding limits; and the percentage of revenues that go to Capital

versus non-capital projects. Volusia County used as an illustration the TIF District of Daytona Beach Main Street in which 45% was contributed by the City but the County and associated independent county taxing districts contributed 46% along with 9% from the Hospital District. An overview of the 1991-2012 cumulative total of tax monies that were contributed from the existing districts totaled \$80M and the projected contribution between 2013-2036 (date most TIF's expire) is \$144M. While not said, it appears Volusia County is looking for a funding source to assist in the funding of Sun Rail after FDOT ends funding which is in 6 years.

- Staff assisted in having Ed Speno, developer of Marshside Village, Ron Hooper and other concerned residents meet at the Planning Department's conference room to clarify what the development is and is not while also listening to the residents' concerns regarding traffic and density.

- Building Services
 - 52 permits issued with a valuation of \$217,250.00
 - 177 inspections performed.
 - 7 business tax receipts issued

- Development Services
 - SPRC activities for the week include:
 - Review and comment on Randy's Auto Body future plans for redevelopment.
 - Internal review of comments for 1546 West Granada (SUNOCO).

Economic Development

Economic Development

Ormond Crossings

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

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial. Staff arranged for a site visit for a company interested in leasing a portion of the StyleMark property.

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

Airport Operation and Development

- Halifax Paving, Inc. continued work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. The northeast end of Taxiway Charlie and the eastern portion of Taxiway Delta remain closed for taxi operations. Surface preparation of the new heliport site was paused briefly in order for crews from AT&T to re-position a telecommunications cable which provides service to portions of the Southeast Quad. The final stages of surface preparation for the eastern portion of the new Taxiway Alpha have been completed, and paving is expected to commence next week. Work to re-position the airport perimeter fence adjacent to Runway 17 continued again this week, but is nearing completion.
- Staff prepared and submitted pre-application materials to the FAA Orlando Airports District Office regarding the design phase of a project to upgrade the Precision Approach Path Indicators (PAPIs) for all four runways, the Runway End Identifier Lights (REILs) for Runway 17, and upgrades to the electrical vault at the airport.
- Staff received official notification that the FAA has reviewed and approved the proposal from TowerCom, LLC to lease a parcel of non-aviation land at the airport for the purpose of installing a wireless communications tower. Staff is now working with TowerComm and the City Attorney to bring an option and lease agreement to the City Commission for approval.
- The annual Runway Safety Meeting is being planned for early February. The meeting will include the air traffic control tower manager, and will be open to all airport tenants and users.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
- Completed Projects - Weekly
 - Processed 29 Journal Entry Batches (# 1411 – 1489).
 - Approved 7 Purchase Requisitions totaling \$16,191.88.
 - Issued 10 Purchase Orders totaling \$200,678.31.
 - Held opening for RFP No. 2013-03, Ormond Beach's Andy Romano Beachfront Park Concession, on 01/18/2013. Two (2) submittals were received.
 - Advertised Bid No. 2013-04, 2" Water Main Replacement – North Peninsula, in News Journal and posted to DemandStar on 01/20/2013.
 - Held pre-bid meeting for Bid No. 2013-05, South Peninsula 2" Water Main Replacement, on 01/22/2013.
 - Prepared 163 Accounts Payable checks totaling \$343,693.71 and 31 Accounts Payable EFT payments totaling \$380,088.97.
 - Prepared 31 Payroll checks totaling \$29,174.74 and 327 Direct Deposits totaling \$462,627.99.

- Transferred IRS 941 payment of \$205,945.27.
- Processed 3,284 cash receipts totaling \$705,439.68.
- Processed 836 utility bill payments through ACH totaling \$53,522.90.
- Processed and issued 6,109 utility bills with billed consumption of water of 47,359k.
- Issued 259 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Native American Festival
 - Magic Forest Closure
 - Youth Volleyball League
 - Adult Coed Softball League
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended PIO Symposium.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended meeting regarding HUM funding.
 - Attended meeting with County staff regarding the City's ECHO grant for the Skate Park Expansion.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 2
- Hazardous: 2
- EMS: 70
- Motor Vehicle Accidents: 4
- Public Assists: 34

TOTAL CALLS: 116

- Aid provided to other agencies: 14 calls – Volusia County (10), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 53
- # of overlapping calls: 18
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 56

Training Hours

- EMT Refresher: 10
- Emergency Operations: 4
- Hazardous Materials: 9
- Leadership: 17
- Technical Rescue: 13

TOTAL TRAINING HOURS: 53

Station Activities

- Updated 24 pre-fire plans
- Conducted 4 fire inspections

Significant Incidents

- 1/17/13, 11:54 AM: Clyde Morris Blvd. / Strickland Range Rd. – Brush Fire – Provided aid to Volusia County – fire located in heavily wooded area and fast moving due to wind conditions – fire contained at approximately 5.8 acres – cleared scene at 5:44 PM.
- 1/18/13, 3:11 AM: Beaver Bar, 1105 N. US 1 – Structure Fire – Provided aid to Volusia County – upon arrival found front deck porch of business on fire – porch was cut away to access hot spots underneath – fire did not spread to building – no injuries – cleared scene at 4:40 AM.

Operations

- Hosted Volusia County Fire Chief's Association monthly meeting at Fire Station 92.
- Attended Volusia County Emergency Medical Services Committee meeting.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services/Administration – Part Time Office Assistant I advertised on the City web site with a closing date of 01-04-13. Twenty-eight (28) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Screening/Interviews Scheduled
 - Finance Department – Accounting Technician advertised on the City web site with a closing date of 01-04-13. Sixty-nine (69) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Seven (7) candidates were invited to interviews on 01-18-13 and 01-22-13.
 - Public Works Department/Drainage Maintenance – Maintenance Worker II position was advertised on the City web site with a closing date of 01-11-13. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Background/Reference Checks
 - Police Department – Part time P.A.L. Tutor.
 - Police Department/P.A.L. – Volunteer.
- Job Offers
 - Police Department – Conditional offers have been made to four (4) Police Officer applicants. Background, physical, psychological, abilities and Voice Stress Analysis must be successfully completed prior to starting employment
 - Public Works Department/Wastewater and Water Distribution - Maintenance Worker II positions for both divisions have been selected to begin pre-employment processing.
 - Leisure Services/Parks- Part time Maintenance Worker II (2) positions, candidates have been selected to begin pre-employment processing.
- 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” candidate was transferred from Finance to Wastewater Plant 01-21-13.
 - Police Department – Written Examination for the annual Sergeant Promotional Eligibility List was conducted on 12-14-12. All five candidates successfully completed the exam and participated in the Assessment Center Exercises that were conducted on 01-11-13 at the Advanced Technology Center (ATC). Awaiting results.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 12-31-12: 1.22% (excluding retirements).
 - Police Department – Police Officer on 01-19-13.
 - Public Works/Wastewater Col/Reuse – Two Maintenance Worker II 01-22-13

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program December 2012 monthly report reflects savings of \$83,627.74 for City residents in the 29 months that the program has been in effect in Ormond Beach. Over 2,035 residents have utilized the program during that time.

City Events/Employee Relations Update

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

Training & Development Opportunities

- LEAPS - Leadership Skills for Supervisors 1, begins weekly training modules with Mark Toombs, Facilitator, on 01-09-13. Modules 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

- Finalized ‘Change Your Life’ profiles for participants in the Mayor’s Health & Fitness Challenge.
- A fundraiser was held in two City locations on Thursday, January 24th to benefit the United Way. The lunch raised \$226.
- Sent request for driving records to State Division of Motor Vehicles.
- Received follow-up to a ‘Freedom of Information’ request.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – Preparing for onsite vendor meeting to discuss proposed hardware implementation and GIS related addressing procedures.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 35 New work - 57 completed - 27 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,209	Inbound E-Mails Blocked	11,576
Delivered Inbound E-Mails	10,533	Quarantined Messages	100
Percentage Good Email	47.4%	Virus E-Mails Blocked	25

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 9 Changes: 10 Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 5481 (24.4%) potable 5153, Irrigation 328
 - Notable Events: Updated hydrant flow data from FireHouse export.

Leisure Services

- Administration

Meetings attended/hosted:

 - Supervisory staff meeting
 - Public Works meeting
 - City Manager weekly meeting
 - City Commission meeting
 - Park visits
 - Supervisory staff evaluations
 - Rockefeller Gardens Project Interest
 - RFP Evaluation Meeting Romano Beachfront Park Concession
 - Construction Site visits
 - Supervisory evaluations
 - Project ROMP meetings
 - Staff Meeting Review
 - Staff Meeting
 - One on One's with coordinators
 - Attended Martin Luther King, Jr. Prayer Breakfast
 - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
 - Weekly meeting with Austin Outdoors to discuss landscaping contract.
 - Met with janitorial contractor
 - Attended Andy Romano Beachfront Park progress meeting.
 - Quarterly Professional Janitorial Services Progress Meeting
 - Andy Romano Beachfront Park Concession RFP Evaluation Meeting
 - Attended Purchasing/Budget meeting with Fire Chief
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
 - Seabreeze High School girls' and boys' soccer teams are practicing around their District and Regional games at 3:30pm at the Ormond Beach Sports Complex. The girls' team playing Wednesday and boys' team playing Tuesday and Thursday as they advance.
 - The Ormond Beach Soccer Club continued competitive practices after their tournament over the weekend where (75) seventy five teams were hosted on Saturday and Sunday on all (10) ten soccer fields at The Ormond Beach Sports complex.

- Girls Basketball League games were held Tuesday through Friday night at the Nova Community Center and South Ormond Neighborhood Center gymnasiums from 6pm to 9pm.
- The Ormond Beach Youth Basketball Boys league continued games this week. Games were held Tuesday through Friday from 6pm to 9pm at South Ormond Neighborhood Center and Nova Community Center Gymnasiums.
- Harry Wendelstedt Umpire School continued training Monday through Saturday from 9am to 5pm and runs for six weeks at the Ormond Beach Sports Complex.
- The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades started practices this week.
- Seabreeze high School, Father Lopez High School and Riverbend Academy started baseball and softball practices at the Ormond Beach Sports complex this week.
- Upcoming program includes co-ed adult kickball.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center softball outfield.
 - Clean up of tennis and basketball courts at South Ormond Neighborhood Center.
 - Routine maintenance of infields, tennis and handball courts at Osceola Elementary School.
 - Mowed baseball fields at Nova Community Center.
 - Cleaned skate board park at Nova Community Center.
 - Cleaned tennis and handball courts at Nova Community Center.
 - Daily pickup and delivery of equipment to Fleet.
 - Completed fuel runs for equipment to Fleet.
 - Cleaned restroom, offices and lunch area of maintenance building at Ormond Beach Sports Complex.
 - Continued mowing of baseball fields at Ormond Beach Sports Complex.
 - Continued mowing of the soccer fields at Ormond Beach Sports Complex.
 - Continued mowing of the softball fields at Ormond Beach Sports Complex.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground at the softball quads.
 - Cleaned all sports parks of debris and trash from the events over the weekend.
 - Seabreeze High School and River Bend Academy varsity soccer continued their seasons.
 - Continued the preparation of baseball fields 1 through 3 for the umpire school this month at Ormond Beach Sports Complex.
 - Mowed football fields at Ormond Beach Middle School
 - Continued preparations of soccer fields for upcoming tournament at Ormond Beach Sports Complex on all fields including dispensing player benches and trash cans
 - Prepared fields for Golden Spikes and Lady Renegade competitive tryouts at Nova fields and Ormond Beach Sports Complex.
 - Performed irrigation repair on baseball field at Nova fields.
 - Prepared South Ormond Neighborhood Center for weekend events.
 - Hosted (75) seventy five teams for soccer tournament Saturday and Sunday at the Ormond Beach Sports Complex which included afternoon debris and trash pickup daily
 - Prepared Nova fields for Golden Spikes competitive baseball games to be held Sunday

- Senior Center
 - Civil Air Patrol met on Monday from 6:30pm to 9:00pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.
 - Pop Warner Board met on Monday from 7pm to 8:30pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Children's Musical Theatre held on stage rehearsal. Show Club and Kopy Kats held regular classes.
 - Tuesday: Children's Musical Theatre held on stage rehearsal. Show Club and Kopy Kats held regular classes.
 - Wednesday: Children's Musical Theatre held on stage rehearsal. Show Club and Kopy Kats held regular classes.
 - Thursday: Children's Musical Theatre held school performances on stage. Show Club and Kopy Kats held regular classes.
 - Friday: Children's Musical Theatre held school performances on stage.
 - The Performing Arts Center is preparing to host the following events:
 - The Fabulous Hubcaps, Friday from 7:30pm to 9:30pm.
- South Ormond Neighborhood Center
 - Splash Pad (Closed until March 16, 2013).
 - Jazzercise class was held Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place from 1pm until 5:00pm.
 - Ormond Beach Youth Basketball Association held games Monday, Wednesday and Friday from 6pm to 9pm and Saturday 9am to 2pm.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - PAL held tutoring Tuesday through Thursday from 3:30pm to 5:30pm.
 - PAL youth basketball practice was held Tuesday and Thursday from 6pm to 8:30pm.
 - Martin Luther King, Jr. Prayer Breakfast was held Monday from 8:30am to 10:30am.
- Community Events
 - Assisted with Native American Festival
 - Planned for Beachfront Park Grand Opening Ceremony.
 - Planning for 2013 Art in the Park
 - 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.
 - Continued preparation for team cheer competitions.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
 - Youth Basketball League held competitive games and practices Monday through Saturday until February.
 - Renovations on the outside handball and basketball courts will continue through January 2013.
 - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
 - "Explore the Arts" began Wednesday at 5pm in the activity room for special needs children ages 5 through 18.

- The Pinewood Derby will be held Friday from 7pm to 9pm and Saturday from 8am to 1pm in the Nova Community Center gymnasium
- The Casements
 - Classes met this week including Yoga and Pilates.
 - Tours continued on Saturday from 10am to 11:30am and Monday through Thursday from 10am to 3:30pm.
 - Artist Carolyn Land's Gallery Exhibit entitled "Mindscapes" will be on display at The Casements through January 29th.
 - During the week staff prepared for the Native American Festival to be held January 25-27.
 - A wedding ceremony and reception was held at The Casements Saturday.
 - A wedding ceremony was held at Bailey Riverbridge on Saturday afternoon.
 - Wedding photos were taken at Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Casements Guild held their General Board meeting in the Gallery on Wednesday morning.
 - The Casements Guild Centennial Golf Committee met in the Preservation Room on Wednesday afternoon.
 - A caterer met with a bride in the kitchen at The Casements on Wednesday afternoon.
 - Mary Maggio's cooking class was held at The Casements Thursday evening.
 - The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
 - The Native American Festival is being held at The Casements today and will continue throughout the weekend.
- Parks Maintenance
 - Repaired broken pickets at the Magic Forest Playground
 - Repaired vandalized picnic table at Nova Community Center
 - Installed new tennis net at Central Park III
 - Installed new basketball net at central Park I
 - Painted over graffiti at Vadner Park
 - Removed low hanging limbs and cleaned out brush at Vadner Park
 - Removed graffiti from men's room at Fortunato Park
 - Removed graffiti from men's room at Cassen Park
 - Painted interior and exterior of restrooms at Central Park I
 - Pressure cleaned pavilion at central Park II
 - Performed safety inspections of parks and equipment throughout the City
 - Performed weekly inspections of park facilities for reservations
- Building Maintenance
 - Weekly inspection of airfield lighting and signage
 - Daily preventative maintenance of City vehicles and equipment
 - Replaced drive chain adjusters on Water Treatment Plant main gate
 - Started quarterly HVAC service on all systems throughout the City
 - Demolition of kitchen countertop in Sr. Center
 - Demolition of sink vanity and floor in arts & crafts room at the Sr. Center
 - Replaced water stained ceiling tiles in green room at the PAC
 - Replaced water stained ceiling tiles at the Memorial Art Museum
 - Reconstructed bulletin board in South Ormond Neighborhood Center Gymnasium
 - Evaluated inventory of personal protection equipment and ordered as necessary
 - Assisted contractor in installation of new cabinets at the Senior Center
 - Replaced battery on weather station at the Police Department
 - Replenished office supplies from retail outlet
 - Ordered filters for use during A/C preventative maintenance

- Drained fountains at Arroyo Park and Fortunato Park for the new finish
- Installed kitchen sink into the new countertop at the Sr. Center
- Removed old grease trap and drain for new cabinet install at the Senior Center
- Installed kitchen sink into the new countertop in the arts & crafts room at the Sr. Center
- Replaced new sink drain and trap in arts & crafts room at the Sr. Center
- Removed flush signs from City Hall Atrium restrooms and repaired walls
- Adjusted weights on the water wheel at The Casements
- Met contractor for new roof vents at Lift Station 6M
- Replaced Sloan water control stop for the urinal at Central Park I
- Replaced the toilet wax ring in the ladies room at Central Park I
- Repaired men's room toilet at Fortunato Park
- Repaired gym lights at South Ormond Neighborhood Center
- Performed semi-annual fire sprinkler check at the Senior Center, Memorial Art Museum and Ames House
- Repaired runway lights at the Ormond Municipal Airport
- Held quarterly fire alarm inspections at the Police Department and City Hall
- Assisted with display setup for the Ormond Art Museum
- Repaired street lights on New Britain and S. Ridgewood
- Installed additional outside security lights at Nova Gymnasium
- Repaired air vac sensors at Fire Station 94

Police Department

Administrative Services

- Lieutenant Godfrey attending the FBI National Academy.
- Attended Florida Police Chiefs Association Winter Retraining Conference.
- Attended joint meeting with local law enforcement entities regarding admittance procedures of intoxicated individuals into the Volusia County Branch Jail.
- Attended Dr. Martin Luther King, Jr. prayer breakfast at the South Ormond Neighborhood Center.
- Bi-weekly meeting with the City Manager.

Community Outreach

- Members of the Youth Directors Council met to review the conference and make plans for upcoming community service projects.
- Police Athletic League staff attended a regional PAL meeting to review the details for the upcoming regional basketball tournament.
- Meetings with Ormond Beach Elementary School were held to set up the READ program. READ begins the second week of February.
- Contact was made with the storytellers of the READ program to confirm schedules for the program.
- Applications for the READ program were delivered to Ormond Beach Elementary School.

Community Services & Animal Service

- Animal calls responded to: 73
- Animal Bites: 3
- Animal Reports: 10
- Traps issued: 3
- Animals to HHS: 14
 - Cats: 13
 - Dogs: 1
- Trap Neuter Release: 2
- Notice Of Violation issued: 1
- Reclaim Fees: 1

Criminal Investigations

- Cases Assigned: 13
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 3
- Inactive: 5
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 3
- Larceny Car break: 5
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0

Records

- Walk - Ins / Window 129
- Phone Calls 140
- Arrest / NTA'S 34
- Citations Issued 132
- Citations Entered 103
- Reports Generated 134
- Reports Entered 136
- Mail / Faxes / Request 48

Patrol

- Total Calls 1,773
- Total Traffic Stops 381

Operations

- Crime Opportunity Report Forms: 165
- 1/16/13
 - Burglary-Residence, 64 Spring Meadows, in the past, known suspect
 - Warrant Service, I-95 and West Granada Boulevard. One arrest.
 - Warrant Service, 420 Lakebridge#103. One arrest.
 - Warrant Service, 4 River Rock. One arrest
 - Driving Under the Influence, Division Avenue and Florida East Coast Railroad, driver passed out behind the wheel. Upon our arrival the driver was still passed out. Driver was arrested.
 - Battery (Domestic Violence), 831 W Victoria Circle, Husband and wife involved in a physical altercation. Husband arrested for battery.
- 1/17/13
 - Car Burglary, 331 North Halifax Drive.
 - Warrant Service, I-95/SR40, Oliver Hutson arrested.
 - Warrant Service, 555 West Granada Boulevard, one arrest.
 - Warrant Service, 1300 Carolina Cove #203, one arrest.
 - Warrant Service, Nova Road and SR40, one arrest.

- Warrant Service, 400 South Nova Road, one arrest.
- Retail Theft and Resisting Arrest; Wal-Mart (1521 West Granada Boulevard), one arrest.

- 1/18/13
 - Car Burglary, 6 Meadowfield Court, Vehicle possibly unlocked.
 - Stolen Vehicle, 15 Aston Circle, Victim tried to stop suspects and he was dragged down the road. Officer Borzner located suspects at 753 Santa Fe. Holly Hill PD Corporal Robinson was out with him. One suspect tried twice to run over Officer Borzner. The suspect sideswiped Officer Borzner on the second try. Officer Borzner discharged his weapon as he was being struck by the vehicle. Suspect fled, vehicle recovered in Daytona abandon. The second suspect was taken into custody after he fled into the residence and hid in the bathroom.
 - Grand Theft-Bicycle. Special type Ladies Bike, Vita brand \$960.00. Black with Pink stripes. Was locked to bike rack at Royal Floridian.
 - Alcohol Arrest, Neptune Avenue and Ocean Shore Boulevard., Michael Bruns was given a Notice to Appear for possession of alcohol under 21 years of age.
 - Narcotics and Violation of Probation arrest, 690 South Nova Road, Kevious Green arrested for possession of Crack Cocaine and several prescription pain pills and Violation of Probation for trafficking narcotics.

- 1/19/13
 - Grand Theft, 14000 Carolines Cove #208B, Money and Drugs taken.
 - Fleeing and Eluding, Hand & Nova Road, driver failed to stop and drove onto a dead end street. Driver was arrested.

- 1/20/13
 - Retail Theft and Warrant Service, Wal-Mart, Shoplifter was taken into custody. Suspect also had an open warrant.
 - Dating Violence, Texaco (5 South Yonge Street), Boyfriend arrested for dating violence battery on the girlfriend.
 - Fugitive, Loitering and Prowling/Resisting Arrest, 267 Midway Avenue, male was arrested for an open warrant, resisting arrest for failing to comply with police orders.

- 1/21/13
 - Burglary-Residence, 768 Flamingo Drive, burglary overnight. Lot of construction materials taken out of the apartment being renovated.
 - Car Burglary, La Pettit Academy, gas tank was punctured and 10 gallons of gas stolen
 - Retail theft, two females arrested for shoplifting, approximately \$600 worth of merchandise.

- 1/22/13
 - Warrant Service, 100 East Granada Boulevard, fugitive arrested.
 - Driving Under the Influence (DUI), Tomoka Avenue and US1, driver arrested.
 - Felony Retail Theft, CVS 250 East Granada Boulevard., suspect was arrested.

Traffic Unit

- Florida Department of Transportation Motor Unit Challenge Complete
- Florida Department of Transportation Florida Law Enforcement Challenge and Driving Under the Influence Challenge reporting in progress.
- Sergeant Smith performed firearms requalification and maintenance.
- Met with Tymber Creek Home Owners Association (new leadership) in reference to some traffic concerns. We will be conducting a survey of the area.

- SMART Trailer deployed at the 300 block of South Center Street in reference to a traffic complaint.
- Officer Warmington and Officer Braun completed Traffic Homicide Investigation training at Florida Public Safety Institute this week.
- All radars recertified this week.
- Traffic Citations 32
- Parking Citations 0
- Crash - No Inj. 3
- Crash - Injury 1
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue (including detour routes)
 - Division Avenue
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Fiesta Heights
 - Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 22 Cases initiated
- Zone 4: 0 Case initiated
- 68 signs have either been removed or sign cases created.
- 8 tree removal permit requests.
- Administrative staff assisted with thirty-nine (39) telephonic inquiries.

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

Zone 1:

1. 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case was heard by the special magistrate at the November 26th hearing. The respondent did not attend the hearing. The special magistrate made a finding that a violation does exist, provided 30 days from execution of the order in which to comply, pay the \$100 citation, and pay case costs of \$23.25. Further that the respondent is required to contact the Neighborhood Improvement Division for a re-inspection once compliance has been achieved. Failure to comply will result in a \$50 per day fine commencing on the 31 day from execution of the order. The order was

executed on December 13, 2012. The respondent has until January 12, 2013 to correct the violation. Failure to do so will result in a hearing to be scheduled for the February hearing.

Zone 2:

1. 144 South Ridgewood Avenue – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case was presented to the special magistrate on Sept. 24, 2012. The owner 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.

Public Works

• Engineering

Construction Projects:

- Roadway Resurfacing – Contractor has substantially completed resurfacing of City Streets.
- Transfer Station Pump Station – Project is substantially complete.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – City had a progress meeting with contractor and consultant. Work continues on the reclaimed watermain tie-in and crossing on N. U.S. Hwy 1 at Nova Road. Project is approximately 90% complete.
- North Halifax Dr. Improvements – Roadway asphalt and base were removed between Ann Rustin and Banyan Drives. Subgrade is being re-compacted and new roadway installed. A storm drain catch basin was installed near Ann Rustin Drive and curb inlet top replaced further to the south, including reconstruction of cross storm drain subgrade compaction and road base. Asphalt milling has begun. Approximately 2,900 feet of deteriorated corrugated storm drain pipe has been rehabilitated with cured-in-place lining.
- Central Park Paving – Project is complete. As-Builts are being reviewed and a submittal package is being prepared for SJRWMD clearance of the storm drain system.
- Tymber Creek Phase I – Clearing operations continue for accommodating the roadway widening and required stormwater management ponds.
- Side Street Lighting Conversion – The new fixtures have arrived and are being stored at the Public Works yard. Three installation quotes are being finalized for County review.
- Andy Romano Beachfront Park – The contractor is working on all aspects of the park. This includes the paver areas, concrete parking, restroom/concession facility, irrigation and landscaping, the playground, splash park, and front towers in order to have the park completed before the February 23rd grand opening.
- Hand Avenue – The first three phases of the project are in the restoration phase. Paving from Nova to Oakbrook 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 next work phase will be from Coolidge to Center. Due to the lack of rain, dust control has become an issue in areas where work is occurring. The contractor has agreed to make every attempt to control dust and the city inspectors have been informed to request steps be taken to minimize dust in the work areas. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.

- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, Carrousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The additional work associated with the bypass pumping has been completed. The contractor is working on the carousel/post anoxic treatment trains, effluent pumps, and administration building. The majority of the new stormwater piping has been installed. The new perimeter road is being constructed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 42 days. Substantial Completion is estimated for February 26th. Operator training on completed components is on-going.
- Nova Community Park Basketball and Racquetball Courts – Project is 85% complete. Remaining items include painting, sports lighting installation, fence installation, and restoration.
- Fire Station 91 Playground Renovation – Project is complete.
- Nova Street Light Painting – Project is complete.
- FDOT Roadway Resurfacing- SR40 from Washington to bridge – The FDOT contractor has completed the milling of the surface and paving of the structural course of asphalt. The placement of this course has allowed for temporary striping to shift lanes outward allowing for median work to occur with a minimal amount of (after hours) lane closure. The contractor has commenced the construction of the proposed medians; concrete work on the construction of median curbing is anticipated next week. FDOT is permitting the concrete work to be done during daytime hours, the District will review the performance of the daytime operations to ensure that disturbance to traffic is minimized.
- Ormond Beach Airport Taxiway Project – Paving continues and grading is being prepared on Taxiway Alpha. Permit application for relocating exiting watermain to outside paved area of the taxiway was submitted to VCDOH.

Design Projects:

- Environmental Learning Center – City Commission approved the submittal of the ECHO grant to Volusia County on December 4. Staff submitted the grant application to ECHO on December 6 (final deadline). On December 20 staff was informed that that submission deadline was extended to May 1, 2013 (new applications will be accepted) for the new County Council members time to review the priorities, goals and procedures. County Council has requested a workshop in March/April. At this time, staff has not received any new information relative to the application review and approval.
- Nova Community Park Master Plan – Consultant is making plan revisions per City Commission direction.
- Nova Recreation Center Skate Park Expansion – This project will be presented to the City Commission on February 19, 2013 for approval of the Bid Package for a Design Build Project. The RFP is close to completion. The city will meet with Volusia County ECHO regarding funding specifics on January 24.
- Mainland 2-inch Water Main Replacement – Design modifications are being considered to relocate water meters for residents not located at the right-of-way line. This will also necessitate relocation of sections of the proposed potable watermain.
- North Peninsula 2-inch Water Main Replacement – The project was advertised in the Daytona Beach News Journal on Sunday, January 20; a pre-bid meeting is set for next week. Permits were received from Volusia County Public Health Department.
- South Peninsula 2-inch Water Main Replacement – Project has been advertised for bids. A Pre-bid meeting was held. Bids are due on February 12th.
- FDOT Roadway Resurfacing- US1 – Met with FDOT and other franchise utilities to discuss project design revisions.
- Downtown Underground Utilities – The first of the reconnection plans have been submitted for review. About half of the properties have been addressed by the electrical engineer, with the remainder anticipated next week.

- Audible Pedestrian Signals – Bid documents were prepared and submitted to the consultant to complete.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Downtown Banner – City's design consultant has addressed FDOT's comments and will resubmit for a second permit review.
- Downtown Medians – FDOT is working to finalize and issue the project.
- City Welcome Sign – Design is being revised and alternate locations reviewed.
- Beach Ramp Beautification – Staff is soliciting construction proposals.
- John Anderson Drive- We have received the SJRWMD permit and the consultant is preparing the final plan set. Staff met with the consultant to provide a final review of utility conflicts that were resulting from the construction of drainage improvements. Based on that meeting, staff recommended some changes be made to the current scope of work that would reduce the project cost by \$150,000 and reduce the number of water shutdowns while improving the water system. This will require the consultant to revise the drainage plans and delay completion of the project by a few weeks but will result in a reduction of water shutdown inconveniences to the public and improve water service to the area. Volusia County has indicated they would cost share in drainage Improvements at the north end of John Anderson Drive. A cost share agreement is being prepared for this. Staff met with residents that have easements on their property with regards to the existing drainage outfalls which are proposed to be replaced as part of the drainage improvements. All residents were in favor of the project and informed of the temporary impacts that would result during construction.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane – Bids for the project were opened and the award for bid will is scheduled for February 18th.
- Riverside Drive Drainage Improvements – The firm of Zev Cohen & Associates was given a Work Authorization to design the project. A meeting was held on January 23 to kick off this project. The Project received a 100% grant fund from FEMA.
- Wilmette Avenue Bypass Pump Station – The firm of Zev Cohen & Associates who designed the project will assist the City in Construction services. A meeting was held on January 23 to coordinate what was required to prepare the project for bidding. FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event.
- 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 – Quotations were solicited for grout repairs on the storm drain between S. Beach Street and U.S. Hwy 1. When grout repairs are complete, staff will determine if the roadway is suitable for milling and asphalt 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:

- 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)
- Met with contractor / owner and provided grade and fill options for Ormond Lakes, Lot 12.
- Completed elevation survey at Hand Avenue railroad tracks per contractor request.
- Completed research and modification of City Standard Detail 9A per Utilities Manager request.
- Located and provided copies of all phases of Woodland Subdivision as-builts per Wastewater Division request.
- Researched and provided right-of-way information regarding a proposed bus stop at 1200 W. Granada Boulevard.
- Researched and completed a stakeout of the property lines for Ted Porter Park per Facilities Maintenance Division request.

- Environment Management
Street Maintenance
Asphalt / Concrete

- Asphalted a patch for the Water Dept. at Riverside & Fluhart
- Formed a sidewalk on Lucky Dr.
- Poured a sidewalk and around the basin at 140 & 141 Lucky Dr.
- Removed a broken sidewalk in Forest Hills (Zone 7)
- Pulled forms, backfilled and cleaned up at 140 Lucky Dr.
- Poured a concrete sidewalk in the Forest Hills Subdivision

- 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
- Cleaned out brush at various ROW (Right-of-Way) locations
- Removed stumps at the Winn Dixie Plaza, at City Hall and at Ormond Parkway
- Took scrap metal to the recycler
- Cleaned up brush at Ted Porter Park – 1044 John Anderson Dr.
- Removed a tree at 283 Riverside 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
- Put up and took down holiday flags on the Granada Bridge
- Picked up (30) cones from Nova Recreation after the cat show event
- Trimmed at various ROW locations throughout the City

- Sign Shop

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

- N. & S. Beach St., fabricated & installed (4) pedestrian & bicyclist signs
- Fleet, fabricated (3) red & white decals (6,000 gallons)
- South Ormond Recreation Complex, delivered (5) Commissioner parking signs
- Old Tomoka & Hidden Hills, checked out yield and one-way signs
- Nova Recreation Complex, straightened 5 MPH speed limit sign post

- Nova Recreation Complex, straightened a “Do Not Enter” sign post
- South Ormond Recreation Complex, picked up (5) Commissioner parking signs
- Nova Recreation Complex, installed “No Dogs in Park” sign
- Checked signs in various locations that may need attention or to be replaced

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Brazilian Pepper eradication – Ted Porter Park
- Delivered (100) sandbags to Casements for upcoming event
- Sinkhole investigation at 107 Knollwood Estates Dr.
- FDOT pond inspection – various citywide locations
- FDOT ditch inspection – various citywide locations

Vactor

- Cleared inlet at 511 Sandy Oaks Blvd.
- Cleared inlet on SR40

Mowing

- Reachout – various locations

Street Sweeping/Streetsweeper

- 120.3 miles of road cleaned (This is for 4 days)
- 85.0 cubic yards of debris removed

- Fleet

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

PM Services completed for the week:

Emergency—Vehicles and Equipment
3

Non-Emergency Vehicles and Equipment
11

Road Calls for the week:

4

Quick Fleet Facts:

- Fleet has 7,414 gallons of unleaded and 7,803 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,686 gallons of unleaded and 668 gallons of diesel.
- Fleet completed 43 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – The City Commission on January 8, 2013 awarded a contract to McMahan Construction for \$87,000 to install a supplemental chlorination system, conductivity meter and instrumentation and electrical services at the WWTP. Executed contracts from the contractor are pending. Work Authorizations are being prepared for Quentin L. Hampton’s proposals to perform construction administration services for this project and design services to connect the concentrate discharge piping via air gap configuration into the reclaimed water storage tank.
- Division Avenue Well Field Raw Water Piping - 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 along Division Avenue.
- WWTP Dewatering Station Bypass Project – Prepared a draft final report due to FDEP in Jan 2013 in concert with recently completed Pollution Prevention (P2) Project.
 - Cross Connection Control (CCC) Program Management Services - Developing final CCC plan, ordinance and manual updates to meet current state regulations to include backflow protection device configuration for implementation of reuse service area expansion to the Breakaway Trails and Hunter's Ridge areas. Draft specifications are being reviewed for procurement of dual check valve backflow devices and re-build kits by the City - awaiting further results of existing device field inventory activities. Application for wastewater facility permit modification to support the reuse service area expansion was prepared by staff and forwarded to FDEP for review.
 - Airport Road Force Main/ Reuse Main Extension – A connection to the reclaimed water main on Nova Road was completed this week. The turn lane from US 1 SB to Nova Road is presently closed. The 24-inch main is being cleaned using a poly pig.
 - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The project scope is included with the North Peninsula 2-inch Water Main Replacement.
 - North Peninsula 2-inch Water Main Replacement – Project was advertised on 1/20/13 for bids due in February.
 - South Peninsula 2-inch Water Main Replacement – Final plans are being prepared.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities underway this week with variable frequency motor drives in need of reprogramming. Evaluation period will include running pump no slower than manufacturer recommended minimum speed or allowable operating range (AOR) for the test impeller. Testing will be performed during higher flow periods as a result. Start up is delayed until the VFD becomes functional.
 - Ormond Beach Wastewater Treatment Plant Expansion – Installation of the aerators continues in Carousel #2. Mixers are being installed in the second anoxic tanks. Drywall is being installed in the operations building. A partial substantial completion certificate for the dewatering pump station is pending. The internal recycle pumps and larger dewatering pump station pumps have defective seals that need to be replaced. The manufacturer is performing systematic seal replacement under warranty. The contractor is making arrangements to relocate the computer server room in the operations building. Operations continues 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 if services were relocated from the existing 6-inch main to the 12-inch main after it was placed into service. Installing fire hydrants and connecting the mains on the side streets to the 12-inch main would allow the existing 6-inch water main to be abandoned, eliminating the planned deflections to this line. Reducing the length of proposed extension of the 16-inch force main was also discussed to reduce project costs. The consultant will prepare a cost comparison of the proposed changes from the existing design plans for consideration.
 - North Halifax Drive Rehabilitation – Work is underway to install the water main stub outs for future piping improvements contained in the North Peninsula 2-inch Water Main Replacement project. A stub out is presently being installed at the Tanglewood intersection. Milling is being performed between Neptune and Granada. Utilities Operations investigating the feasibility of replacing the manhole ring and covers prior to resurfacing the road with regards to contractor's schedule.

- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. Revised design proposal by John Searcy & Associates is being reviewed.
- Saddler's Run Lift Station Rehabilitation – A design proposal for rehabilitating the lift station is pending from Quentin L Hampton and Associates.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR 40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements – FDOT consultants requested additional utilities confirmation regarding depth of the force main near the proposed mast arm foundation on the northwest corner of the Williamson Boulevard and Granada intersection. As-built plans were sent to the consultant showing that the force main depth is three feet and location was not anticipated to be in conflict.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – FDOT finalized the cost estimate for inclusion with upcoming Agreement for Work Performed by FDOT Highway Contractor. The cost is \$51,883.50 for construction and administration. A Commission Memo is being prepared for agreement approval at the 2-19-13 City Commission meeting.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Received revised plans from the consultant incorporating comments. Reviewed final plans from the Engineering Division. A disposition memo will be prepared for the February 16, 2013 City Commission meeting. Prepared legal notice for the project advertisement for bids.
- Tymber Creek Road Phase 1 Utility Relocation Project – Clearing is underway on the project for the retention pond and right of way. No utility relocation activities are underway at current.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- Water Storage Tank Cleaning and Inspection – Specifications are being prepared. Submitted the Bid Request Approval Form to the Finance Department to obtain a bid number.
- SPRC: Obtained revised plans for Sunoco at 1546 W. Granada Boulevard for review. Met with the design engineer to discuss proposed plans for Randy's Auto Body. Kingston Shores condominium (North Peninsula) must extend the water main to obtain service. The condo association is interested in metering each unit.
- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration to include preparation of formal procedure for meter testing.
- Water Distribution
 - Exchanged 10 residential/commercial water meters
 - Responded to and/or repaired 10 water service leaks
 - Replaced 2 water services due to aged piping
 - Repaired/replaced 18 meter boxes
 - Responded to 3 low pressure and 1 cloudy water complaints
 - Performed 11 backflow tests, all closed tight and tested good
 - Performed water meter tests on 2 residential properties due to billing discrepancies – tested accurate
 - Assisted 5 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Water Main Breaks: Repaired 2" breaks on Riverside Dr and Oak Dr
 - Fire hydrant maintenance: 6 fire hydrants were checked for operation and maintenance needs were identified and performed
 - Performed valve maintenance on 19 valves
 - Performed flushing on Riverside Dr, Fluhart Dr, Oak Dr
 - Restored landscaping due to excavation to replace 3" water service at 591 S Atlantic Ave (Tropic Sun Towers)

- Utility locate service for Water/wastewater/reuse: 76 regular and 4 emergency utility locates have been completed
- Water Treatment
 - Delivered to the City 34.591 million gallons for the week ending Jan. 20, 2013 (4.942 MGD)
 - Backwashed 12 filters for a total of 488,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Completed high pH cleaning to all LPRO skids.
- Wastewater Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and seven in town.
 - Rehab PEP System tank at 23 Indian Springs Dr.
 - Repaired sewer lateral at 137 Orchard Ln.
 - Replaced broken manhole lid at River Bluff Dr. & Eagle Cir
 - Televised eight and cleaned eleven sewer laterals.
 - Contractor completed pigging new 6,500' – 24 inch reuse main on N US-1.
 - Ten inch force main on Ocean Shore Blvd. Pressure @ 9 psi 1/23/13.
 - Six inch force main at 1800 N. US-1 @ 5 psi.
 - Checked and cleaned all known trouble spots around town. All good.
 - Low pressure sewer psi reading Westland Run 17/15 psi, Foxhunters Flat 14/16 psi and 4" on Shadow Creek Blvd. 10/8 psi.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 28.41 Million Gallons.
 - Produced 15.09 Million Gallons of Reuse.
 - Produced 13.32 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.06 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 206.52 (14%-18% Solids).
 - Submitted Annual Pretreatment & DMR Reports to FDEP.
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Added timing relay and completed new control box for Claricone #2 spent lime blow down valve.
 - Replacement underway - electrical control boxes - Wells 18SR and 38R.
 - Added jumper and reset parameters for lime slurry pump #2 VFD. Reset pump #3 VFD also.
 - Installed guards on LPRO transfer pumps 4, 5 and 6.
 - Replaced rollers and tube on Lime slurry pump #3.
 - Repairs to pipe storage rack for water plant.
 - Replaced motor polymer pump #3.
 - Repaired pressure washer for operations.
 - Reamed the injection port on Claricones and greased tube pumps.
 - Monitoring storage tanks and wells at all Irrigation stations in Hunters Ridge and Breakaway.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
 - Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.

- Performed Booster Station PM's.
- Cleaned shop and offices and put away spare parts.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Assisted Collections crew with Pep tank control work at 139 Cedar Creek and 15 Allen Wood Trail in Hunters Ridge.
 - Rebuilt motor starters for 11M liftstation.
 - 8M1 – replaced guide rails at both pumps.
 - Assist Operators at Tea Cups with Cleaning.
 - Chlorine residual Meter – install temporary plumbing for tank cleaning
 - Completed Monthly generator check at all stations, report findings to fleet.
 - R.A.S. Room – assembly & installation of new priming water manifold.
 - Barscreens: performed weekly wash down of screens and chutes
 - Assisted Contractor with Plant rehab activities.
 - Performed PM's to plant equipment according to MP2 schedule.
 - Liftstation SCADA repairs to 17 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 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
 - Annual PM's to 4 liftstations. (pulled pumps, inspected and changed seal oil)
 - Utilities Division completed 88 work orders as reported in MP2 computerized maintenance management system, of which 62 were PM work requests and 26 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is sending the application for a wastewater permit modification to expand our current reuse service area to include these areas.
 - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and revising the Enforcement Response Plan (ERP) within the IPP. This document requires a periodic review to remain current. Additionally, The IPP annual report is being constructed by staff for the 2012 calendar year for delivery to the FDEP.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: The City's CCC contractor is inspecting the potable water meters in the Western Ormond Beach subdivisions of Breakaway Trails and Hunter's Ridge that will begin receiving reuse water in 2013. In accordance with the City's CCC program, the inspections are to assist preparation of the scope of work for new or retrofit backflow prevention device needs for residential reuse service area.
 - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the City improving compliance with this program. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to complement the City's current needs.
 - Consumer Confidence "Annual Water Quality" Report (CCR): Staff is beginning to compile the necessary information to complete the CCR. The EPA issued a memorandum this month outlining compliant methods of alternative electronic delivery of report. Staff is discussing which method of delivery is both most desirable for our customers and cost effective.

- Breakaway Trails Irrigation Report: The City's Consumptive Use Permit (CUP) requires an annual report summarizing the groundwater and surface water utilized in the Breakaway Trails subdivision irrigation system. This includes volumes applied and an updated map of the developed areas. Staff is preparing the report for delivery to the St. Johns River Water Management District.
- Wetland Annual Report: The City's Consumptive Use Permit (CUP) requires a report to be issued with regards to the wetland monitoring data that the City collects over each calendar year. Staff has begun collecting the necessary data including: photographs of the Rima Ridge Wetlands in question, groundwater level trends and rainfall data.
- State Emergency Response Commission (Tier II-Emergency and Hazardous Chemical Inventory): Staff has begun compiling the information to submit the City's hazardous chemical inventory to the State in compliance with this program.

Support Services/City Clerk

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

- City Clerk attended IQM2 webinar training for recently released software update.
- City Clerk attended LEAPS Training on January 23, 2013.
- Agenda packet preparation and creation for the February 5, 2013 City Commission Meeting
- Staff updating advisory board member contact information
- Staff currently re-organizing closed files in storage facility

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff.
 - Resolved issue with vendor resulting from latest update, adjusted settings
- 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
 - Attended conference call meeting to review software upgrades available from current vendor.