

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 15, 2013

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

### **City Manager**

Reviewed and prepared with staff as follows:

- One on one meetings with City Attorney, IT Manager, HR Director, Risk Manager and Police Chief
- Worked at Project ROMP
- Discussion with Economic Development Director and Airport Manager on aircraft noise
- Discussion on police/fire labor contracts with Assistant City Manager, HR Director and Finance Director
- Discussion with staff on Ormond Crossings MDP
- Attended Claims Committee meeting
- ROMP Ribbon Cutting

Spoke to, attended and/or met with:

- Rotary Board meeting
- United Way Allocations Chair Panel meeting
- Mike Sibley and Zach Chalifour of James Moore (auditors), Finance Director and Accounting Manager on audit exit conference
- Conference call with FCCMA staff
- Conference call on Ormond Crossings master plan development with Assistant City Manager, Economic Development Director, Planning Director and Linda Shelley of Fowler White (outside counsel)
- Team Volusia Board meeting
- Lunch meeting with Tiger Bay of Volusia County
- FCCMA Executive Committee conference call
- Retirement gathering for Pt. Orange City Manager Ken Parker

### **Community Development**

- Planning Services
  - Planning Director volunteered in the ROMP event for the Magic Forest Playground.
  - Planning Director attended a meeting to discuss the Ormond Crossing Master Development Plan with Linda Shelley, outside counsel, City Manager, Assistant City manager, and Economic Development Director.
  - Staff attended the Planning Board where SUNOCO site plans were approved as Planned Business Developments for sites located at 1546 W. Granada and 3 N. Yonge Street.
  - Planning Director attended MainStreet's Strategic Plan meeting at The Casements to discuss future directions of the organization.
  - Department received notice that the PT Engineer employed by the Department has been hired as a FT engineer with Ghyabi Associates. Paperwork has been prepared and submitted to HR to receive approval to fill the position which becomes vacant on 2/27/13.

- Building Services
  - 74 permits issued with a valuation of \$2,895,009.00
  - 174 inspections performed.
  - 6 business tax receipts issued
- Development Services
  - Two variance applications have been received. The first is for 272 Putnam Avenue which is undergoing major renovations involving a waterfront setback variance of 10 feet. Code requires 30 feet and the proposed setback is 20 feet. The second variance involves 7A Oriole Circle at Eleanor Village. Proposal is to build a carport and additional living floor area requiring a side yard setback. Both variances will be supported by the Department.
  - Annexation on Williamson involving the first of several properties is scheduled for 1<sup>st</sup> Reading before the City Commission on 3/19/13.

### **Economic Development**

#### Economic Development

##### Ormond Crossings

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

##### Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial. Staff arranged for a site visit for a company interested in leasing a portion of the StyleMark property. One of the companies is negotiating to acquire the former Apria building on Sunshine Boulevard.
- Staff is in discussion with another existing business in the Park regarding a large expansion project on their property.

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of the hotel, city and other events during the year.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff met with Team Volusia economic development practitioners to discuss the organization's business prospects and to determine the agenda for the next 6 months, which includes business recruitment strategies, economic development incentive programs, and tracking real estate vacancies in the county and cities.

##### Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and their real estate broker of the Food Lion along East Granada Boulevard to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property. Discussions with the property owner on the future use of the property continue.
- Staff is in contact with the owners of the former Texaco gas station at 10 Nova Road, who are negotiating with a business to redevelop the property.

- Staff is finalizing the Growth Assistance Program to provide economic development incentives for expansion and recruitment of businesses. Prior to final draft of the program, staff is expected to submit an economic development project to the Commission on March 19, which will be based on the principles of the Growth Assistance Program.
- Staff has prepared incentive Agreements for 2 businesses that are proposing to redevelop and reuse a vacant furniture store next to Kalin Furniture for an office complex.
- The former Kitty Scott property is under agreement to be used for home furnishing related business.

#### Airport Operation and Development

- Halifax Paving, Inc. continued work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. The northeast end of Taxiway Charlie and the eastern portion of Taxiway Delta remain closed for taxi operations. Surface preparation of the eastern and western portions of the new Taxiway Alpha has been completed. Paving of the new taxiway is scheduled to begin on Monday, February 18<sup>th</sup>.
- Runway 8/26 has been temporarily closed due to construction activity on the Taxiway Alpha project; therefore all flights from the airport must use Runway 17/35. Residents who live near the traffic pattern for Runway 17/35 will experience an increase in traffic until Runway 8/26 is again open for normal operations. In an effort to reduce the perceived impact of aircraft noise, staff has contacted all of the area flight schools and asked them to remind their students and instructors of our voluntary noise abatement procedures, and to be particularly mindful of residential areas near Runway 17/35.
- The next meeting of the Aviation Advisory Board has been scheduled for February 28<sup>th</sup> in the HR Training Room at City Hall.
- Staff participated in a meeting with a representative from AVCON regarding the design phase of the Taxiway Golf project. Additional project elements were discussed, including design and construction of new aircraft parking ramps adjacent to the western portion of Taxiway Delta and resurfacing of the parking lot at the air traffic control tower facility.
- Staff prepared and submitted the monthly FDOT active aviation grants status report this week.
- Staff has been advised by the FAA that the Joint Automatic Capital Improvement Program (JACIP) is available for FY2014-2018 CIP updates until March 1<sup>st</sup>. Beginning March 2<sup>nd</sup>, the FAA will lock and begin programming all JACIP projects requesting federal funding.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Finalization of fiscal year end and annual audit reports.
- Completed Projects - Weekly
  - Processed 42 Journal Entry Batches (# 1784 – 1888).
  - Approved 21 Purchase Requisitions totaling \$172,077.18.
  - Issued 17 Purchase Orders totaling \$135,314.93.
  - Prepared 140 Accounts Payable checks totaling \$385,645.92 and 26 Accounts Payable EFT payments totaling \$231,257.94.
  - Processed 4,222 cash receipts totaling \$853,243.35.
  - Processed 710 utility bill payments through ACH totaling \$56,133.17.
  - Processed and issued 5,519 utility bills with billed consumption of water of 35,903k.
  - Issued 1,027 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Ormond Beach's Andy Romano Beachfront Park Grand Opening Celebration (2/23)
    - Doug Wigley T-Ball Fields Dedication (3/1)

- Three Chimneys Family Day (3/3)
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Worked at Project ROMP
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Finalized closed grant files to be moved to records storage.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 0
- Fire Alarms: 2
- Hazardous: 5
- EMS: 65
- Motor Vehicle Accidents: 11
- Public Assists: 38

#### **TOTAL CALLS: 121**

- Aid provided to other agencies: 14 calls – Volusia County (7), Daytona Beach (6), Holly Hill (1)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 18
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 60

#### **Training Hours**

- Advanced Cardiac Life Support: 46
- Basic Life Support: 15
- Customer Service: 8
- EMT Refresher: 12
- Hose and Equipment: 4
- Leadership: 16
- Tactics: 2
- Tools and Equipment: 4

#### **TOTAL TRAINING HOURS: 107**

#### **Station Activities**

- Updated 10 pre-fire plans
- Provided tour of Station 92 to a group of 14 Girl Scouts.

#### **Operations:**

- Met with State Fire Marshal Bureau of Fire Standards & Training's Safety Field Investigator.
- Attended meeting regarding Public Safety Awareness Day.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Leisure Services/P.A.C. – Part Time Box Office Attendant
  - Public Works/Streets & Roadside Maintenance – Maintenance Worker III
  - Public Works/Streets & Roadside Maintenance – Maintenance Worker II
  - Public Works/Wastewater Collections/Reuse Distribution – Maintenance Foreman
  - Planning/Engineering/Joint Permit Counter – Permit Technician
  - Planning – Part Time Civil Engineer
  
- Approved/Active Recruitment
  - Leisure Services/Administration – Part Time Office Assistant I advertised on the City web site with a closing date of 01-04-13. Twenty-eight (28) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - Public Works/Wastewater – Maintenance Worker II advertised in-house and on the City web site with a closing date of 02-14-13.
  - Finance – Part time Account Clerk II advertised in-house and on the City web site with a closing date of 02-14-13.
  - Leisure Services/Recreation (Special Populations) – Part Time Therapeutic Aide- advertised on the City web site open until filled.
  - Police Department- Police Officer advertised on the City web site with a closing date of 02-14-13.
  
- Screening/Interviews Scheduled
  - Public Works Department/Drainage Maintenance – Maintenance Worker II position was advertised on the City web site with a closing date of 01-11-13. Interviews have been conducted and selection is pending.
  
- Job Offers
  - Police Department – Conditional offers have been made to four (4) Police Officer applicants. Background, physical, psychological, abilities and Voice Stress Analysis have been successfully completed and starting date of employment is 02-25-13.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 12-31-12: 1.22% (excluding retirements).
  - Public Works/Utilities – Maintenance Foreman in the Wastewater Collections/Reuse Distribution Division resigned effective 02-08-13.
  - Public Works/Streets – Maintenance Worker III in the Streets and Roadside Maintenance Division resigned effective 02-13-13.
  - Public Works/Streets – Maintenance Worker II in the Streets and Roadside Maintenance Division resigned effective 02-22-13.

### **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 twenty-nine months that the program has been in effect in Ormond Beach. Over 2,035 residents have utilized the program during that time.
- Nationwide 457 Deferred compensation meeting scheduled for 02-22-13 in the second floor conference room.
- ICMA 457 Deferred compensation meeting scheduled for 02-27-13 in the H.R. Training Room.

City Events/Employee Relations Update

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

Training & Development Opportunities

- LEAPS - Leadership Skills for Supervisors 1, begins weekly training modules with Mark Toombs, Facilitator, on 01-09-13. Modules include (1) Roles, Expectations, & Responsibilities, (2) Effective Communication Skills, (3) Establishing Healthy Workplace Relationships, (4) Performance Driven Leadership, (5) Creating a Climate for Outstanding Performance, (6) Managing Performance to Ensure Success, (7) Successful Conflict Resolution and (8) Real World: Risk Taking; Decision Making; Problem Solving. Program will end with certificate presentations on 03-13-13.

Risk Management Projects

- A fundraiser raffle was held to benefit the United Way.
- Reviewed all driving records returned from State Division of Motor Vehicles.
- Assisted Fire Department in State standard review and compliance.
- Attended depositions for liability case and workers' compensation case.
- Attended Leadership planning meeting.
- Met with FCHP for Mayor's Health & Fitness Challenge events.
- Worked on updates to property appraisal with Public Works.
- Update Naviline system with employee CDL information for DFWP.
- Attended several Mayor's Health & Fitness Challenge activities.

Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Continuing dialog with vendor.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 69 New work - 91 completed - 62 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,698	Inbound E-Mails Blocked	7,506
Delivered Inbound E-Mails	11,010	Quarantined Messages	182
Percentage Good Email	58.9%	Virus E-Mails Blocked	8

- Notable Events: Major Internet connectivity issues building and festering over the past week or so. Compounding problems with two pieces of hardware including one of the Firewalls and the LinkBalancer, the device that allows for redundant Internet connections. Unfortunately, neither device failed completely, thus troubleshooting was difficult. We have worked around the problem equipment and fixes are being provided by the vendors.
- 18 old file servers have been removed from the data center and sent to auction
- The radios for the 100Mb point-to-point wireless connection to Fire Station 91 from the Water Tower will be installed this week. The pole at Fire Station 91, recycled from the racquetball court project, and wiring were installed by Building Maintenance last week. The link testing configuration and testing will occur over the next two weeks by the vendor.

- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 3 Corrections: 0
  - Map/Information Requests: 17
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 6,643 (29.2%) potable 6,273, Irrigation 370
  - Notable Events: Completed mapping locations (GPS) of FPL meters for majority of City accounts.  
This information is being provided in a new layer named FPL Meters (City accounts) in GeoBlade Utility Services map configuration.

### **Leisure Services**

- Administration

Meetings attended/hosted:

  - Project ROMP Construction.
  - Public Works meeting.
  - Andy Romano Beachfront Park visit.
  - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
  - Weekly meeting with Austin Outdoors to discuss landscaping contract.
  - Met with janitorial contractor
- 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 baseball team held their opening day games at the Wendelstedt baseball fields on Friday at 4pm and 7pm.
  - The Ormond Beach Soccer Club continued competitive practices this week at The Ormond Beach Sports complex.
  - Girls Basketball League playoff games were held Monday through Friday night at the Nova Community Center and South Ormond Neighborhood Center gymnasium from 6pm to 9pm.
  - The Ormond Beach Youth Basketball Boys league playoff games began this week. Games were held Monday through Friday from 6pm to 9pm at South Ormond Neighborhood Center and Nova Community Center Gymnasiums.
  - The Ormond Beach Youth Baseball and Softball Association held practices at the Nova Community Center and the Ormond Beach Sports Complex.
  - The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades continued practices this week.
  - Seabreeze High School, Father Lopez High School and Riverbend Academy continued baseball and softball practices at the Ormond Beach Sports complex this week.
  - Father Lopez High School junior varsity baseball team held their first game of the season on the Kiwanis field at the Ormond Beach Sports Complex Friday at 5:30pm.
- 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 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 parking lot near soccer fields #1 and #2.
- Prepared soccer fields #9 and #10 at the Ormond Beach Sports Complex for competitive soccer leagues.
- Completed the preparation of baseball fields 1 through 3 for the umpire school this month at Ormond Beach Sports Complex.
- Mowed football fields at Ormond Beach Middle School.
- Prepared Nova and Ormond Beach Sports Complex baseball fields for Seabreeze High School, Golden Spikes and Lady Renegades' competitive baseball and softball games to be held Saturdays.
- Continued preparation of new T-ball fields for grand opening to be held at The Ormond Beach Sports Complex.
- Raised wind screens at the tennis courts at Nova Community Center.
- Hosted adult soccer games on fields #5 and #6 at the Ormond Beach Sports Complex on Sunday.
- Volunteered for Project R.O.M.P. at the Nova Community Center.
- Prepared field #5 at Nova Community Center for Mayor's Fitness Challenge.
  
- Senior Center
  - Civil Air Patrol met on Monday from 6:30pm to 9:00pm.
  - Granada Squares Dance was held on Tuesday from 7pm to 9pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Chinmaya Church met on Sunday from 9am to 1pm.
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club, Kopy Kats and CMT held regular classes.
    - Tuesday: Show Club, Kopy Kats and CMT held regular classes.
    - Wednesday: Show Club, Kopy Kats and CMT held regular classes.
    - Thursday: Show Club, Kopy Kats and CMT held regular classes.
    - Friday: Show Club, Kopy Kats and CMT held regular classes.
    - The Performing Arts Center is preparing to host the following events:
      - Gospel Music Concert by the Florida Gospel Music Association, Friday at 7pm.
      - "The Magic of Mathis" a Johnny Mathis tribute concert, Saturday at 7pm.
  
- South Ormond Neighborhood Center
  - Splash Pad (Closed until March 16, 2013).
  - Jazzercise class was 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, and Friday from 6pm-9pm.
  - The fitness room was open from 1pm until 9pm on weekdays.
  - PAL held tutoring Tuesday through Thursday from 3:30pm to 5:30pm.
  - PAL youth basketball practice was held Tuesday and Thursday from 6pm to 8:30pm.



- Community Events
  - Planning for Doug Wigley T-Ball Fields dedication.
  - Planning for Andy Romano Beachfront Park Grand Opening Ceremony.
  - Planning for 2013 Art in the Park.
  - Completed weekly administrative tasks, office work, meeting and activities.
  - Attended Chamber Tourism Committee meeting.
  - Assisted with Magic Forest Playground rebuild.
  - Attended Senior Games meeting.
  - Planning for 2013 Memorial Day Service.
  - Assisted with Public Safety Awareness Day
  
- Gymnastics
  - The February/March classes for various age groups and levels were held Monday through Friday.
  - Began February/March classes for various age groups and levels Monday through Friday.
  - Continued preparation for team cheer competitions.
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, ping pong, pickle ball, the game room and the exercise room.
  - Youth Basketball League held competitive playoff games which will continue through the end of February.
  - Renovations on the outside handball and basketball courts will continue through the middle of February.
  - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
  - "Explore the Arts" continues on Wednesdays at 5pm in the activity room for special needs children ages 5 through 18.
  - The Challenger Volleyball program for special needs children began Tuesday and will continue through March 12 from 5pm-6pm.
  - The Daddy/Daughter Valentine Dance took place on Saturday from 6pm to 8pm.
  - The Magic Forest Playground will be closed for renovations until February 17<sup>th</sup>.
  
- The Casements
  - Classes that met this week included Yoga and Pilates.
  - Tours continued Saturday from 10am to 11:30am and Monday through Friday from 10am to 3:30pm.
  - The Guild held a Board meeting in the Preservation Room on Monday morning.
  - A memorial service was held in the Gallery on Monday afternoon.
  - Janet Roger's "Expressive Watercolors with Flowers" art class was held in room 203 on Monday and Tuesday.
  - A group of (12) held a scheduled tour of The Casements on Wednesday morning.
  - Janet Roger's "Expressive Watercolors with Faces & Figures" art class was held in Room 203 Wednesday through Friday.
  - The Guild Centennial Finance Committee met in the Preservation Room on Thursday morning.
  - The Guild Crafters met in Room 205 on Thursday afternoon.
  - The Farmer's Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.

- The Guild Crafters met in Room 205 on Thursday afternoon.
- Members of the Road Runners Club had a scheduled tour of The Casements on Friday.
  
- Parks Maintenance
  - Assembled picnic tables for Riverbend Nature Park.
  - Delivered light poles and bases to Andy Romano Beachfront Park for installation.
  - Prepared and delivered door closers to Andy Romano Beachfront Park for installation.
  - Repaired roof tops at the Magic Forest playground.
  - Installed safety fencing around mulch pile at the Magic Forest playground.
  - Installed new men's and women's room signs on outside restrooms at Nova Community Center.
  - Hung various plaques and pictures for WW2 display at City Hall.
  - Installed new divider in men's room at the outside restrooms at Nova Community Center.
  - Picked up dumped yard debris at Sanchez Park
  - Pressure cleaned pier at Riviera Park.
  - Performed safety inspections of parks and equipment throughout the City.
  - Performed weekly inspections of park facilities for reservations.
  
- Building Maintenance
  - Weekly inspection of airfield lighting and signage.
  - Daily preventative maintenance of City vehicles and equipment.
  - Performed quarterly HVAC service on (8) HVAC systems in (1) City facility.
  - Acquired and re-keyed locksets for the Standish water storage facility.
  - Made master keys of all fire stations.
  - Reprogrammed thermostat in Leisure Services Administration offices.
  - Ordered remote transmitters for Fire Department.
  - Made extra keys for the Standish water storage facility.
  - Picked up unwanted lockers from Nova Community Center.
  - Troubleshoot fire panel and phone line at Fire Station 92.
  - Ordered batteries for section use.
  - Ordered key blanks.
  - Repaired exit door at the Sr. Center.
  - Replaced faucet in upstairs ladies' room at Ames House.
  - Took pictures of the new roof at the Standish water storage facility.
  - Met Neighborhood Improvement for property recommendations.
  - Checked the new coating on the Arroyo fountain and prepared it for the startup.
  - Installed new pole at Fire Station 91 for a wireless antenna.
  - Installed new Sloan diaphragms for the toilets in City Hall restrooms.
  - Took pictures of the new roof vents at Lift Station M6.
  - Replaced toilet seat in the outside ladies room at Nova Community Center.
  - Repaired water fountain drain at Nova Community Center.
  - Repaired urinal in outside restroom at Nova Community Center.

### **Police Department**

#### **Administrative Services**

- Lieutenant Godfrey attending FBI National Academy training.
- Staff volunteered at Project ROMP
- Staff worked with local Boy Scout troop to earn merit badges for public safety awareness.

#### **Community Outreach**

- The R.E.A.D. program began at Ormond Beach Elementary began. Currently 20 youths are registered for the program.
- Tutors R US began at the South Ormond Neighborhood Center. Currently 25 youths are in the program.

- Science on Patrol at Ormond Beach Middle School continues. Currently 30 youths are enrolled in the program.
- Youth Directors Counsel held a meeting to discuss upcoming programs.
- Ormond Beach Police Athletic League Basketball teams held practice for the Regional Police Athletic League Tournament to be held February 15 and 16 in Ormond Beach and New Smyrna Beach.

#### Community Services & Animal Service

- Animal calls: 53
- Animal Reports: 4
- Animal Bites: 3
- Animal to HHS: 0
- Animals RTO: 1
- Injured Wildlife: 1
- Animal Traps issued: 3
- LCSO Owen and CSO Champion spoke to a Cub Scout troop about the environment, dog safety, and snake identification

#### Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 4
- Inactive: 6
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 1
- Grand Theft: 2
- Auto Theft: 0
- Offense Against Family/DCF Reports: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Death: 1

#### Narcotics

- Three Meth lab investigations
- Two search warrant
- Five buy walks
- Three buy walk attempts

#### Comments:

- Adult female found deceased on the pier of Cassen Park under the Granada Bridge. Preliminary investigation indicates death to be a suicide.
- Several residential burglaries. One suspect was discovered to have pawned several stolen jewelry items. Items were placed on hold and a complaint affidavit is pending for the suspect.

#### Records

- Walk - Ins / Window: 174
- Phone Calls: 217

- Arrest / Notice to Appears: 39
- Citations Issued: 194
- Citations Entered: 290
- Reports Generated: 137
- Reports Entered: 137
- Mail / Faxes / Request: 67

#### Patrol

- Total Calls:1,626
- Total Traffic Stops:295

#### Operations

- Crime Opportunity Report Forms:100
- 2/6/13
  - Retail Theft, Beall's, shoplifter charged with retail theft and a Notice to Appear was issued.
  - Retail Theft, WalMart, suspect was charged with retail theft and a Notice to Appear issued.
  - Burglary-Residence and Battery, 194 Cambridge Court, suspect arrested for burglary and battery after officers responded to a disturbance call at this residence. Drug related.
- 2/7/13
  - Burglary-Vehicle, Cracker Barrel, unknown suspect(s) entered an unlocked RV and took a lap-top, a Kindle, and \$400 in cash.
  - Retail Theft, Dollar General Ormond Town Square, suspect charged with retail theft and a Notice to Appear was issued.
  - Domestic Violence- Battery, 153 Dix Avenue, male subject was arrested for punching and choking his girlfriend. He was also arrested on an outstanding warrant out of St Johns County.
  - Retail Theft and Possession of Drug Paraphernalia, 1521 W Granada Boulevard, suspect was arrested and charged with both offenses.
  - Narcotics, 260 North US-1 (Ormond Lanes), suspect arrested for possession of felony amount of narcotics.
  - Warrant Service, 1622 North US-1, suspect arrested on open warrant after officer responded to a disturbance call at this location.
  - Disorderly Intoxication, 110 Williamson Boulevard, transient arrested for public/disorderly intoxication.
- 2/8/13
  - Narcotics, 800 block S A1A, started as traffic stop. Driver charged and issued a Notice to Appear for a misdemeanor drug violation.
- 2/9/13
  - Disturbance (Dating Violence), Exxon, 1622 North US1, two females involved in a physical confrontation. Circumstances meet criteria for dating violence. Primary aggressor was arrested.
  - Burglary-Business, La Fiesta, 348 North Nova Road, suspect entered the rear storage room of the restaurant during business hours and stole two (2) bottles of Tequila.
  - Narcotics, SR40 and SRA1A, traffic stop resulted in two (2) narcotics arrests. Meth and marijuana recovered.
- 2/10/13
  - Burglary-Residence- Attempt, 108 Wildwood, Someone went onto the victim's porch overnight and broke some locks on a sliding glass door. Nothing reported missing/taken.

- Burglary-Residence, 624 North Yonge Street, victim found a window open a few weeks ago but is just discovering items missing now.
- Burglary-Residence, 1301 Northside Drive, one week time lapse with a known suspect.
- Disturbance, Oceans East, male subject arrested for resisting officers/arrest.
- Burglary-Residence, 372 Collins Street, Computer and jewelry reported missing from residence.
- 2/11/13
  - Retail Theft, Walmart, suspect was arrested for retail theft and for an outstanding warrant for Failure to Appear.
  - Warrant Service, 22 Ponce DeLeon Drive, fugitive arrested on out-of-state felony warrant.
- 2/12/13
  - Battery-Dating Violence, 208 Deer Lake Circle, suspect arrested for dating violence and battery.

#### Traffic Unit

- Crash with injury minor, case # 13-02-00108, Between 205 and 215 S Atlantic Avenue, Brighthouse construction crew was digging around a concrete light pole belonging to Florida Power and Light. A northbound vehicle was traveling in the outside lane when the pole gave way falling on the passing vehicle smashing the roof and windshield. Driver was taken to the hospital for treatment of minor injuries.
- Crash with injury, case # 13-02-00218, South Atlantic Avenue, Handicapped male attempted to cross SR A1A North of Cardinal Drive. Subject was struck by a 1964 Chevy Impala and sustained a possible broken hip.
- Traffic Citations: 138
- Parking Citations: 0
- Crash - No Injury: 20
- Crash – Injury: 3
- Crash – Fatal: 0
- Warnings: 19
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park area
    - 1200 Block N. US 1
    - South Yonge Street
    - SR A1A
    - North Beach Street
  - Enforced Complaints:
    - Clyde Morris Boulevard.
    - SR 40 / US 1
    - South Kings Road

#### Neighborhood Improvement.

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 21 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 3 Cases initiated
- 29 signs have either been removed or sign cases created.
- 22 tree removal permit requests.
- Administrative staff assisted with twenty-nine (29) telephonic inquiries.

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

Zone 1:

1. 153 South Lindenwood Circle - This property is in foreclosure and is vacant. The owner has since died. The house is full of debris. The property was not properly maintained. There have been issues with outside storage of personal property as well as other building maintenance issues. Since the foreclosure suit, the lending institution has made repairs to the roof and keeps the property mowed. The city has received complaints from two adjoining neighbors about rodent infestation that they believe is coming from this house. An inspection was conducted to determine if any access points remained that would allow rodent harborage. Most of the house is secured with exception of one hole in the soffit in the area of the front porch. The lending institution was contacted and asked to seal the hole. In response staff has been informed that the lending institution has received permission to clean out the debris within the house. Once that is completed any exterior holes will be fixed. The house has been cleaned out and plans to exterminate will follow. The complainants will be advised of the banks plans.
2. 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 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. This case has been scheduled for the February 25<sup>th</sup> special magistrate hearing.

Zone 2:

1. 144 South Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case was presented to the special magistrate on Sept. 24, 2012. The owner was given 60 days from the date of the hearing to achieve compliance and to pay the \$50 citation and case costs. Failure to comply will result in a \$25 daily accruing fine. A follow-up inspection at the respondent's request was conducted on Tuesday, November 27, 2012. The property was not in compliance. This case was presented to the special magistrate on January 28, 2013 for failure to comply and to impose the \$25 per day fine effective starting December 4, 2012. The respondent was present and testified. The special magistrate ordered that the violation still exists. The respondent shall have an additional 30 days from the hearing date to bring the site into compliance. If compliance is achieved in the 30 days, the daily accruing fine would be waived. If compliance is not achieved within the 30 days, the respondent must pay the \$1400 that had accrued from December 4<sup>th</sup> through January 28, 2013 within 90 days from the date of hearing. Further that the \$50 citation and case costs of \$62.20 are to be paid within 60 days from date of hearing. If the respondent does not comply within the 30 day timeframe the

finest will revert back to the initial \$25 per day from December 4, 2012 until compliance is achieved.

### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Downtown Granada Median Improvements** – A progress meeting was held on Tuesday, 2/5 with FDOT and FDOT's Contractor (Masci) to discuss issues and the project schedule. As a result of the meeting, the Contractor made modifications to project regarding the header curb at the paver cross walks, and an approximate schedule was provided to the City. This schedule has been summarized and a link to it has been added to the City's website.
- **Transfer Station Pump Station** – Reviewed as-built drawing submittals.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – The reclaimed water main conversion of the old force main is in progress from the booster pump to Breakaway Trails. The pipe is being cleaned and flushed. Work continues on the controls system for the booster pump station.
- **North Halifax Dr. Improvements** – An area on North Halifax Drive and an area on the right turn lane on South Halifax drive where the reclaimed water main drilling entrance and exit occurred, was excavated and recompacted after some roadway subsidence was noticed. Also, an old minor leak in the water main, unrelated to the directional drill work, was discovered during the excavation and was repaired. Approximately 2,800 feet of asphalt was paved. Country Club Road milling was completed.
- **Tymber Creek Phase I** – Clearing and grading continues throughout the project limits. Staff met with the Contractor to coordinate utility locates and main shutdowns.
- **Side Street Lighting Conversion** – 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 23<sup>rd</sup> grand opening.
- **Hand Avenue** – Paving from Nova to Oakbrook Dr. was completed and this section of road is open. The contractor is continuing road construction from Oakbrook west to the 600 block of Hand Avenue. A clay layer about 2 feet thick was encountered in this area that needs to be removed and replaced with suitable fill. The contract did include for this cost as it was identified in the geotechnical design report. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The next work phase the contractor has moved to is from Coolidge to Center. The contractor is currently installing the new water main. Within the mitigation planting area required by the SJRWMD within Central Park Lake 4, the contractor had completed grading and upon inspection it was found that the final grade occurred within a clay lens that will not support plant growth. Therefore we have requested a cost from the contractor to remove 6 inches of the clay and replace this with fill suitable for growing plants. This cost was not included in the contract. Due to the lack of rain dust control has become an issue in areas where work is occurring. The contractor has agreed to make every attempt to control dust and City inspectors have been informed to request steps be taken to minimize dust in the work areas. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
- **Wastewater Treatment Plant Expansion and Rehabilitation** – Work has been completed on Clarifier 4, Carousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed

- Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The additional work associated with the bypass pumping has been completed. The contractor is working on the carousel/post anoxic treatment trains, effluent pumps, and administration building. The majority of the new stormwater piping has been installed. The new perimeter road is being constructed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 42 days. Substantial Completion is estimated for February 27<sup>th</sup>. Operator training on completed components is on-going.
- Nova Community Park Basketball and Racquetball Courts – The project is 95% complete.
  - Ormond Beach Airport Taxiway Project – Paving is near completion for Taxiway Alpha and paving preparation was completed for Taxiway Alpha and Echo.
  - A1A Sidewalk – Milsap Beach Approach/Parking Area – The Milsap Beach Approach was milled.
  - South Ormond Neighborhood Center – Staff is negotiating a cost for roof repair/upgrades.

Design Projects:

- Environmental Learning Center – Staff submitted ECHO grant application on December 6. On December 20 staff was informed the submission deadline was extended to May 1, 2013, and new applications will be accepted, to give new County Council members time to review ECHO priorities, goals and procedures. County Council has requested a workshop in March/April. Staff has not received any new information relative to grant application review/approval.
- Nova Community Park Master Plan – The project consultant is making final plan revisions per City Commission direction.
- Nova Comm Park Skate Park Expansion – An RFP is being prepared for skate park design.
- 2-inch Water Main Replacement - Mainland – Project plans and bidding documents have been submitted for bidding approval on the Feb 19, 2013 Commission meeting.
- 2-inch Water Main Replacement – North Peninsula – An addendum was issued on this project on Friday, February 8; the bidding process is on-going with a bid date of February 20, 2013.
- 2-inch Water Main Replacement South Peninsula – Project has been advertised for bids. A Pre-bid meeting was held. Bids were RECEIVED on February 12<sup>th</sup>.
- Downtown Underground Utilities – McKim and Creed transmitted compiled plans for review that incorporate FPL plans as well as the reconnection plans prepared by John Searcy and Associates. City Staff commented on the Memorandum of Understanding (MOA) transmitted by the Volusia County School Board (VCSB). VCSB general counsel is reviewing the MOA with the City's modifications incorporated. The City Planning Department is in the process of scheduling a meeting with additional property owners to finalized execution of easements.
- Audible Pedestrian Signals – The FDOT LAP Administrator provided comments on the draft bid documents and LAP Checklist. The documents are being modified and will be resubmitted along with signed and sealed plans from Metric Engineering this week. The LAP agreement for construction will be submitted for Commission approval at the 3/5 meeting; bid documents will be placed on the 3/19 Commission meeting for Disposition.
- Downtown Banner – Our design consultant has addressed the FDOT comments and will re-submit for a 2<sup>nd</sup> permit review.
- City Welcome Sign – A mock banner is being fabricated for installation on the corner of Granada and Williamson.
- 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 19<sup>th</sup>.
- Riverside Drive Drainage Improvements – A letter to residents was mailed this week introducing the project to residents and making them aware that engineers and surveyors will be on-site in the coming weeks.
- Wilmette Avenue Bypass Pump Station – Zev Cohen and Associates is completing the update to the Bid documents and is scheduled to transmit them to the City on 2/11.
- West SR40 – 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 - US1 – Reviewed quotes and qualifications from multiple vendors to perform pipe-joint grout repairs on the 30-inch storm drain.

Administration:

- Stormwater Permitting – Prepared response to RAI from the FDEP regarding the NPDES stormwater pollution prevention permitting program.
- Contract Workshop- Attended webinar for forming and managing guaranteed maximum price contracts.
- 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 permit for AT&T for the westerly right of way of North Orchard Street between Lincoln and Sterthaus
- Located and provided raw water well details to consultant (PEC) as requested
- Researched and provided information to pool builder (Artesian Pools) regarding setback and easement in back yard of 39 Circle Creek Way
- Researched and provided survey benchmark information for locations throughout Breakaway Trails per Surveyor (SWA Surveying) request
- Created exhibit drawing showing existing water meters along Andalusia Avenue per consultant (Zev Cohen) request, relating to the 2" watermain replacement project
- Completed stakeout of the proposed playground equipment layout at Magic Forest Playground as provided by architect
- Completed tree locates at 71 Cardinal Avenue, Tomoka Oaks Entrance, and Main Trail between Stonehaven and Lake Trails per N.I.D. request
- Researched and completed right of way stakeout at Pathways Elementary per N.I.D. request

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Poured concrete sidewalk at Main Trl. & Rio Pinar
- Picked up barricades, pulled forms on Pine St. and at Rockefeller & Pinewood and at Main Trl. & Rio Pinar
- Asphalted a patch for the Water Dept. at Wilmette & N. Center St.
- Asphalted a patch for the Water Dept. at Flowering Tree
- Asphalted potholes on Pineland Trl.
- Cut, removed and formed concrete at Wilmette & N. Center St.

- Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Removed stumps at various locations
- Removed dead trees at 143 Seton Trail and across from 90 Seton Trail
- Removed a diseased bay tree at The Casements
- Tree removal at Tomoka Oaks Blvd. (entrance)
- Sidewalk cleaning at Old Kings Rd. & Center St.

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted concrete crew with flagging at Rio Pinar & Main Trl.
- Assisted asphalt crew at Wilmette & N. Center St.
- Trimmed at various ROW at various citywide locations

- Sign Shop

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

- Wild Olive Ave. & Rockefeller Dr., straightened a stop sign post
- Rockefeller Dr. & Hollywood St., replaced a 25 MPH speed limit sign & straightened the post
- Grandview Ave. & Riverbeach Dr., straightened a stop sign post
- Grandview Ave. & Rockefeller Dr., replaced a stop sign
- S. Halifax Dr. & Rockefeller Dr., straightened a stop sign post on the SW corner
- Hollywood St. & Riverbeach Dr., replaced a 25 MPH speed limit sign and straightened the post
- Winding Woods Trl. & Alicen Ct., straightened a 25 MPH speed limit sign
- Fabricated (1) Lift Station 6M 390 Tomoka Ave. sign for the Water Department
- Various Locations, checked signs to see if they need attention or replacing

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Removed leftover bricks from Andy Romano Park and took to Ballfield Maintenance
- Helped the Water Department with (3) water line breaks
- Removed Jersey barrier from roadway on Pineland Trl.
- Repaired sinkhole on Wilmette Ave.
- Delittered FDOT (Florida Department of Transportation) ponds at citywide locations
- Helped Streets Division with repairs to Wilmette Ave.

Mowing

- Reachout mowing at Division and Old Kings ponds

Vactor

- Cleaned basins at various citywide locations

Street Sweeping/Streetsweeper

- 93.3 miles of road cleaned (This is for 3 days)
- 60.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
25,425

PM Services completed for the week:

Emergency—Vehicles and Equipment  
12

Non-Emergency Vehicles and Equipment  
13

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 9,011 gallons of unleaded and 4,901 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,284 gallons of unleaded and 1,386 gallons of diesel (diesel use higher this week due to filling stationary generators).
- Fleet completed 44 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – The City Commission awarded contract to McMahan Construction to install a supplemental chlorination system, conductivity meter and instrumentation and electrical services at the WWTP. Executed contracts from the contractor were received. A preconstruction meeting will be scheduled. Work Authorizations for Quentin L. Hampton to perform construction administration services for this project were approved. Shop drawings received for the chlorination system.
- Division Avenue Well Field Raw Water Piping – Design proposal was received from McKim and Creed to include water and sewer main extensions to serve the proposed Environmental Learning Center along Division Avenue. The design cost is \$40,097. Approximately 5 months are required to complete the design.
- Concentrate Piping Connection to Reuse Storage Tank – A work authorization was processed for Quentin L. Hampton and Associates to perform design services for project.

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- Cross Connection Control (CCC) Program Management Services – Draft specifications are being reviewed for procurement of dual check valve backflow devices and re-build kits by the City - The survey was completed in the Breakaway Trails, Hunter's Ridge and Deer Creek Subdivisions to determine which homes already had dual check backflow preventers installed. The vast majority of residences had Ford model assemblies. Application for wastewater facility permit modification for reuse service area expansion was prepared by staff and forwarded to FDEP for review.
- Airport Road Force Main/ Reuse Main Project – The existing force mains are being cleaned by pigging for eventual reuse transmission conduit. The booster stations will be tested after the pigging operation is completed.
- Lab Services Contract – Sent out sample types and frequency to water and wastewater branches for review and determination of updated bid quantities. Feedback received and bid documents are nearing completion.
- North Peninsula 2-inch Water Main Replacement – Addendum #1 was issued. Bids are due on February 20, 2013.
- South Peninsula 2-inch Water Main Replacement – Bids were received. Young's Communication had the lowest base bid of \$997,822.50. McMahan Construction had the lowest combination base and alternate bid of \$1,204,415.00.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Staff has drafted response to manufacturer claims that the controller is not a warranty item. Replacement cost at \$13,175. This item was replaced last year under warranty and has not been operated for more than 7 hours.
- Ormond Beach Wastewater Treatment Plant Expansion – Drywall and CVT flooring is being installed in the operations building. The manufacturer is performing systematic seal replacement for the internal recycle pumps and larger dewatering pump station pumps under warranty. A proposal from the contractor to add the lift station SCADA to the IFIX (Intollution) software data base is forthcoming this week.
- Lift Station Repair and Replacement Project – A complaint was filed for breach of contract. Legal department established a list of key words to use for researching necessary documents.
- John Anderson Drive Roadway Improvements – Met with Engineering Division - Consultant to discuss the utility relocation aspects of the project. Installing deflections, hydrants and connecting the mains on the side streets to the 12-inch main would allow the existing 6-inch water main to be abandoned, eliminating the planned deflections to this line. Reducing the length of proposed extension of the 16-inch force main was also discussed to reduce project costs. The consultant to assess cost savings of the proposed changes for presentation and further consideration.
- North Halifax Drive Rehabilitation – Scheduled water main stub outs are completed although a couple of unanticipated conflicts are also being resolved prior to final overlay. Utilities Operations furnishing valve boxes to replace damaged units.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power additional two wells. Revised design proposal by John Searcy & Associates is being reviewed.
- Saddler's Run Lift Station Rehabilitation – Awaiting receipt of design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc.

- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements – This project is associated with the SR40 Resurfacing from Tymber Creek Road to Perrot Resurfacing.
- SR40 from Tymber Creek Road to Perrot Resurfacing – A Lump Sum Agreement in the amount of \$51,883.50 is prepared for City Commission consideration for March 5. A meeting was held on February 13 to review the plans with FDOT and their consultant.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – A disposition memo was prepared for the February 19, 2013 City Commission meeting. Attachments were revised.
- Tymber Creek Road Phase 1 Utility Relocation Project – Contractor plans to construct water main offsets at Walgreens on February 20<sup>th</sup>. A new valve will be installed north of Walgreens during this time to minimize future water outages to this business for the duration of the project. Contractor performed locates of the existing water and force main underneath the Tomoka River tributary prior to starting the directional drill of the water main. Locate information indicates that a directional drill may not be required.
- 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 – Bid Documents were prepared and reviewed. A disposition memo is being prepared.
- SPRC: Discussed the proposed plans for a bait shop off Hand Avenue and a proposed RV storage area off Orchard Street.
- Collaboration with Finance staff to discuss summary of recent small meter testing activity and meter replacement future considerations. Preparing meter testing policy document for current meter testing procedures.
- Prepared and submitted 4<sup>th</sup> Quarter Report for SJRWMD for MFL Cost-Share Agreement reimbursement request.
- Assisting Project Romp activities as available.
- Water Distribution
  - Exchanged 14 residential/commercial water meters
  - Responded to and/or repaired 22 water service leaks
  - Installed 1 new residential water service
  - Replaced 10 water services due to age of piping
  - Repaired/replaced 16 meter boxes
  - Responded to 4 low pressure and 5 cloudy water complaints
  - Performed 12 tests of city owned backflow preventers
  - Performed water meter test on the 8" meter serving Fisherman's Landing apartment complex per customer request due to a billing discrepancy
  - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Water Main repairs: 8" on N. Halifax Dr; 6" on Hand Ave - Center St; 2 each 2" on Arrowhead Dr and Old Barn Trail
  - Continued fire hydrant maintenance: 7 fire hydrants were checked for operation and any maintenance needs were performed, 1 Fire hydrant repaired due to vehicle accident at Warwick Ave and McIntosh Ave
  - Performed valve maintenance on 10 valves
  - Water Main Flushing: Ormond Lakes Subdivision - Phases I and II
  - Performed a water main shutdown for Weber Construction to lower the water main and install a valve at N. Halifax Dr and Wildwood Dr
  - Relocated meter-service per customer request 3132 John Anderson Dr
  - Performed shutdown to replace tapping valve & service at 599 S. Atlantic Ave
  - Rescinded the boil water notifications: N. Halifax Dr, Mallards Reach, & Arrowhead Cir

- Utility locate service for Water/wastewater/reuse: 65 regular and 5 emergency utility locates have been completed
- Water Treatment
  - Delivered 36.555 million gallons for week ending Feb.10, 2013 (Avg day for weekly period @ 5.222 MGD)
  - Backwashed 10 filters for a total of 413,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south generators under full load (4 hrs) for routine PM.
  - Sampled, cleared and rescinded four Precautionary Boil Water notices
- Wastewater Collection – Reuse
  - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
  - Total rainfall for Breakaway Trails (0.00”) and Hunters Ridge was (0.00”) from 02/07/13 to 02/13/13.
  - Televised eight and cleaned fifteen sewer laterals.
  - Repaired sewer lateral at 595 Andrews St.
  - Masci Construction pigging the old eight inch force main on Airport Rd.
  - Located eight inch tee and valve on force main on Airport Rd.
  - Ten inch force main on Ocean Shore Blvd. pressure at 10 psi 02/12/13.
  - 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 13/11 psi, Foxhunters Flat 13/10 psi and 4” on Shadow Creek Blvd. 11/9 psi.
  - Ongoing flushing of reuse on beach side.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 28.19 Million Gallons.
  - Produced 16.66 Million Gallons of Reuse.
  - Produced 11.53 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.03 MGD, plant designed for 6 MGD.
  - Hauled tons of sludge 182.65 (14%-18% Solids).
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Assessed job requirements for control panel swap out on Rima Wells 35, 36, 37 and 38R to increase reliability.
  - Shut down reuse high service pumping station to support Distribution and Collection divisions repair activities on Wilmette Ave.
  - Called to well 6D not responding from SCADA, reset.
  - Reset surge alarm on well 40R.
  - Replaced the meter base in the containment pit
  - Built new shelving in the shop for storage of spare parts.
  - Piped new air lines in shop and moved sand blaster and gas cabinet
  - Sand blasted the love joy coupling - High Service Pump #3 and repainted
  - Worked on scrubber motor rebuild for spare parts inventory.
  - Met with the welder regarding claricone decks and new injection ports
  - Reamed the injection port on claricones and greased tube pumps.
  - Monitoring storage tanks and wells at irrigation stations in Hunters Ridge and Breakaway.
  - Performed PM’s to Rima, Division, SR40 and Hudson Well fields according to MP2 Schedule.

- Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Tested Digester Blower #3 for operations, all good
  - Replaced audible alarm on chlorine contact tank.
  - Attended meeting with WWTP SCADA integrators for preliminary planning to incorporate Lifstation Open Enterprise system to I-Fix platform.
  - Replaced pump controller on 6P liftstation. Shipped removed unit for evaluation and repair.
  - Called to mainland pump Station for #1 VFD not powering up found load side of circuit breaker disconnected due to contractor activities.
  - Called to 46 Carriage Creek Way, no power to PEP tank, found no power from homeowner's circuit breaker box.
  - Replaced control box for PEP system at 20 Forest View Lane.
  - Assist Irrigation Crew - sprinkler system dust control requested activities.
  - 5M – groundskeeping – cleared brush & debris fence line – raked leaves
  - Influent Room – deragged pumps as per Lead Operator.
  - Barscreens weekly wash down of screens and chutes
  - Assisted Contractor with Plant rehab activities.
  - Performed PM's to plant equipment according to MP2 schedule.
  - Liftstation SCADA repairs to 11 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 16 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 81 work orders as reported in MP2 computerized maintenance management system, of which 62 were PM work requests and 19 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP). Provided necessary collaboration with FDEP staff during annual inspection and audit of the City's IPP on February 13 & 14. Staff awaiting receipt of formal findings.
    - Awaiting feedback from FDEP regarding staff prepared WWTF Permit Modification Application for Reuse Service Area expansion.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Cross Connection Control Program: HDI has completed the inspections of the potable water meters in the Western Ormond Beach subdivisions of Breakaway Trails, Hunter's Ridge, Briargate, Forest Quest and Deer Creek for reuse service area expansion considerations.
    - 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 Report (CCR): Staff continues to compile the necessary information to complete the CCR. The EPA issued a memorandum this month outlining compliant methods of alternative electronic delivery. Staff is obtaining quotations from printing companies for assisting most desirable and cost effective delivery options.
- Wetland Annual Report: The City's Consumptive Use Permit (CUP) requires a report to be issued with regards to the wetland monitoring data that the City collects over each calendar year. Staff has begun collecting the necessary data including: photographs of the Rima Ridge Wetlands in question, groundwater level trends and rainfall data. Consultant services being evaluated for wetlands related discussion.
- State Emergency Response Commission (Tier II-Emergency and Hazardous Chemical Inventory): Staff continues 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 volunteered at Project ROMP
- City Clerk attended LEAPS Training on February 13, 2013
- Staff attended and provided support for the February 13, 2013 Quality of Life Advisory Board Meeting
- Staff attended and provided support for the February 15, 2013 Pension Board Meeting
- Agenda packet preparation and creation for the February 19, 2013 City Commission Meeting
- Agenda packet preparation and creation for the February 21, 2013 Neighborhood Improvement Advisory Board Meeting
- Staff updating advisory board member contact information
- Staff currently re-organizing closed files in storage facility

#### **Status of Department Projects**

- Agenda Automation System
  - Project Status: On Going
  - Continued to provide one-on-one support to City staff.
- 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