

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 24, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly staff meeting with directors
- One on one meeting with IT Manager and HR Director
- Reviewed Shade Meeting presentation with staff
- Discussion with City staff regarding the proposed Tomoka Marathon and 5K
- General budget discussion with Assistant City Manager
- Discussion with City staff on the beachfront park regarding storm drainage issues

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- City/County Managers' monthly meeting
- Held Meeting with the Manager, special guest was Rick Fraser, Executive Director for the Ormond Beach Chamber of Commerce
- Meeting with Economic Development Director and Christopher Challis
- Attended Ormond Beach Chamber of Commerce Annual Dinner

Community Development

- Planning Services
 - The Department sent letters to Ormond Condo Club, Shoreham Beach Club, Ormond Ocean Club North and Ormond Holiday Club requesting authorization to change the land use and zoning to permit transient lodging as a permitted use :
 - 935 Ocean Shore Boulevard – Ormond Condo Club.
 - 915 Ocean Shore Boulevard – Shoreham Beach Club.
 - 855 Ocean Shore Boulevard – Ormond Ocean Club North.
 - 815 Ocean Shore Boulevard - Ormond Holiday Club.

One letter in response to these letters has been received. Staff is waiting for all four letters prior to placing this item on the City Commission agenda requesting CC authorization for the City to initiate a land use and zoning amendment. All four properties are needed to link up with existing Oceanfront Commercial Tourist land use and zoning.

- Staff attended the Technical Coordinating Committee meeting of the MPO. Of interest to Ormond Beach was FDOT's road reclassification project. John Anderson from Halifax to SR 40 will be changed from a collector to a local urban road to reflect City Commission action on the Comprehensive Plan amendment in 2012 and Airport Road from Tymber Creek Road to SR40 will be added as a collector.
- The Planning Director met with Kittleston, FDOT's consultant, and FDOT regarding the SR 40 PD& E Study which was recently completed.

- The Planning Director met with architect Ben Burtera to discuss the Downtown Design Manual and the role the Design Subcommittee is to play in the review of Building Improvement Grant applications.
- The Planning Director met with the HR Director to discuss review comments of the Performance Management document prepared as a result of the LEAN Project.
- Building Services
 - 74 permits issued with a valuation of \$2,909,786.00
 - 259 inspections performed.
 - 6 business tax receipts issued
- Development Services:
 The following SPRC activities occurred this reporting period:

Project	Description	Comments
The Canopy	11 lot line adjustment	Final administrative approval
Lot 13, Woodgrove Subdivision	Vacation of Easements	Initial SPRC review comments
146 N. Orchard St	RV Park Storage Facility	Final administrative approval

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings engineering staff to discuss the design and construction process for Crossings Boulevard and related utilities. Staff is scheduled to meet with Tomoka Holdings on January 30 for further discussions regarding the installation of infrastructure into the Commerce Park portion of the project.

Airport Business Park

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement. Renovations of the interior of the building are underway. The estimated completion date is in late March. Staff will be contacting the Commission to tour the progress of the office renovation.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement with Padwell Holdings has been signed by the buyer and approved at the November 19 Commission meeting. The company is working with a local bank to secure the financing and if approved plans to initially construct a 20,000 square foot manufacturing facility and hire approximately 20 employees.

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

- The Chamber Tourism Committee met to discuss the marketing brochure, sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 service contract. Design of the cover and content of the material is ongoing.
- Staff met with a Team Volusia business prospect from Canada that is interested in a second plant in Florida. Staff had the opportunity to present to the Company representatives the benefits of locating their business in Ormond Beach. Further visits and meetings are expected in 2014. Staff met with 7 site selectors that Team Volusia invited to visit Volusia County and discuss economic development opportunities.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians has moved to their new location in Ormond Beach. Staff met with DuvaSawko management staff to formalize plans for a grand opening which is planned for February 10 from 4:30 to 6 pm.
- Staff is working closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun. Staff will be contacting the Commission to tour the progress of the construction.
- Staff met with the real estate brokers and Team Volusia to discuss marketing and recruitment strategies for the former StyleMark property in the Airport Business Park. The first step will be to design a postcard that will be mailed to a list of approximately 100 site selectors. Other strategies will be discussed in the next several weeks.
- Staff met with the owner of the former Woody's restaurant property to discuss strategies for the construction of a new office building along East Granada Boulevard.
- Staff assisted Modern Mold South, a Massachusetts based injection molding company, to open a manufacturing facility at Hull Pointe. Staff provided introductions to several local manufacturing companies and the VMA.

Airport Operation and Development

- Initial surveys and environmental tests for the design phase of the Taxiway "G" project were conducted this week. Runway 17/35 was closed for approximately 24 hours during the course of this work.
- Staff worked with the FDOT District 5 office to finalize preparation of a Joint Participation Agreement to fund a systems upgrade project for the air traffic control tower.
- Officials representing the Euro American School of Aviation, Inc. (EASA) and Hangar Seven Aviation, LLC have executed a consent to assignment agreement for the EASA fuel farm parcel located at the intersection of Taxiways Bravo and Delta. Hangar Seven plans to renovate the fuel farm and resume full operations at the facility as soon as possible.
- Staff worked to review aircraft tie-down space allocations at the airport. An updated tie-down map has been created for reference purposes.
- The GIS Division continues to survey and mark certain obstructions identified by the FAA. The FAA has prohibited IFR approaches to the airport at night due to obstructions within the approach paths to the airport. Staff will use the data gathered by GIS to formulate a mitigation plan for presentation to the FAA.
- The Precision Approach Path Indicators (PAPIs) on Runway 17 will be out of service pending efforts to repair them. The PAPIs on Runway 17 are scheduled for replacement as part of the proposed Taxiway "G" construction project.
- ATS Land Surveying has provided final versions of their work to update the surveys and legal descriptions for certain parcels at the airport. Staff has begun work to prepare updated lease agreements for these parcels based upon the updated surveys.
- The airport page of the City's website has been updated to include traffic statistics for the past year. The airport experienced 126,409 operations in 2013, which represents a 9.55% increase in traffic since 2012.
- The cadets of the Ormond Beach Civil Air Patrol Color Guard Team are preparing to compete in the state-wide Florida Wing Color Guard Competition at Patrick Air Force Base on Saturday, February 1st.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of fiscal year end and annual audit reports.
 - Continuation with two lean projects; Employment Evaluations and Change Orders

- Completed Projects - Weekly
 - Processed 24 Journal Entry Batches (# 5655 & # 1472 - 1515).
 - Approved 11 Purchase Requisitions totaling \$43,815.15.
 - Issued 5 Purchase Orders totaling \$43,779.25.
 - Prepared 133 Accounts Payable checks totaling \$336,245.79 and 41 Accounts Payable EFT payments totaling \$694,949.80.
 - Prepared 28 Payroll checks totaling \$23,066.31 and 333 Direct Deposits totaling \$382,581.71.
 - Transferred IRS 941 payment of \$146,705.73.
 - Processed 3,527 cash receipts totaling \$473,994.49.
 - Processed 644 utility bill payments through ACH totaling \$44,913.22.
 - Processed and issued 5,401 utility bills with billed consumption of water of 45,631k.
 - Issued 398 past due notices on utility accounts.
 - Auto-called 151 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Native American Festival (Jan. 24-26)
 - Movies on the Halifax (2/7)
 - The Casements Closed for Tours (1/24-26)
 - Florida Licensing on Wheels (1/29)
 - Walking with the Manager – UPDATED (1/31)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Mayor's Health & Fitness Challenge meeting.
 - Attended meeting with new magazine publisher targeting specific neighborhoods.
 - Meet with other staff members regarding the 2014 State of the City.
 - Attended FAPIO Symposium at the Fire Rescue East Annual Event.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 10
 - Hazardous: 1
 - EMS: 83
 - Motor Vehicle Accidents: 4
 - Public Assists: 39
- TOTAL CALLS: 139

- Aid provided to other agencies: 11 calls – Daytona Beach (6), Volusia County (5)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 7
- Total EMS patients treated: 65

Training Hours

- NFPA 1001: Firefighting 26
- NFPA 1002: Driver/Operator 40
- NFPA 1021: Officer 4
- NFPA 1410: Hose Evolutions 27
- NFPA 1500: Safety/Equipment 48
- NFPA 1620: Pre-Fire Plan Inspections 17
- EMT/Paramedic 19
- LEAPS 4
- TOTAL TRAINING HOURS: 185

Station Activities

- Updated 23 pre-fire plans
- Conducted 6 fire inspections

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services/ARBP – Part time Maintenance Worker II was advertised 12-26-13 on the City's web site, and will remain open until 01-10-14.
 - Public Works/Streets – Maintenance Worker IV was advertised in-house only on 01-15-14 with a closing date of 01-31-14.
 - Public Works/Wastewater – Maintenance Worker IV was advertised 01-23-14 on the City's web site, and will remain open until 02-07-14.
 - Leisure Services/Building Maintenance – Tradesworker was advertised 01-22-14 on the City's web site and will remain open until 02-07-14.
 - Police Department – Officer was advertised 01-17-14 on the City's web site and will remain open until 02-07-14.
- Screening/Interviews Scheduled
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled. Interview were conducted 12-17-13.
- Background/Reference Checks/Job Offers
 - Police Department – Seven (7) Police Officer candidates were made conditional offers and started the pre-employment screening process.
- Promotions/Transfers
 - Police Department – Promotional process for Corporal was conducted on 12-05-13. Process for Sergeant started on 12-05-13 and will finish 01-10-13 with an Assessment Center Process at the A.T.C.
 - Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 12-31-13: 2.5% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program November, 2013 monthly report reflects savings of \$91,554.33 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,384 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation - 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.

- A Blood Drive has been scheduled for 02-10-14 - City Hall Parking Lot.

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops titled, "Creating and Maintaining an Inclusive Workplace". 87% of our employees have attended training so far. Next scheduled training session will be held 01-29-14.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team: late registration and make-up appointments for biometric screenings completed. 359 Challengers.
- MH&FC; waiting to hear from Tomoka Marathon group about ½ marathon.
- Public Risk Underwriters: Risk Advisory Board met to plan training and events for 2014.
- Chamber of Commerce: Leadership planning meeting.

Information Technology (IT)

- Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
 - Community Development – Electronic Plan Review – RFP responses received from two vendors. Responses are being reviewed and evaluated.
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the 2 old servers. Resolving minor issues pertaining to dependencies on the old domain servers.
 - Virtual Server Hardware upgrade – 3 new Virtual Host servers being prepped for installation. Implementation plan being finalized. Added complication due to software major software version upgrade.
 - WindowsXP to Windows7 implementation –Test configurations are being developed with limited deployment for application testing. Several additional PD MDTs delivered to PD for testing.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 22 New work - 45 completed - 39 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	28,190	Inbound E-Mails Blocked	15,328
Delivered Inbound E-Mails	12,708	Quarantined Messages	154
Percentage Good Email	45.1%	Virus E-Mails Blocked	195

- Notable Events: None.

- Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 1 Corrections: 0
- Map/Information Requests: 17
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 1
- Meter GPS locate and ID: 22,502 total, completed 18,240 (81.1%) potable 17,704, Irrigation 534, Effluent 2
- Notable Events: None.

Leisure Services

- Administration
 - Assistant City Manager's Meeting
 - Team Building Meeting at Sports Complex
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Gymnastics Meeting
 - Park Visits
 - MLK Prayer Breakfast
 - Irrigation Meeting
 - Foosball Meeting
 - Tomoka Loop Marathon Meeting
 - Gymnastics Meeting
 - Greenhouse Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The SHS Girls' and Boys' Soccer Program are practicing this week on Monday-Friday at 4 and 6pm on Soccer Field #6 at the Sports Complex. They also have boy's district games Wednesday and Friday night at 7pm and a girl's regional game on Thursday at 7pm.
 - The Winter Men's City Softball Program continued their games on Friday night with games at 6:30, 7:45 and 9pm.
 - The City Girls' Basketball Program meet Wednesday night only this week, due to the MLK holiday on Monday from 5:45 – 7pm through early February.
 - The OBYBA Boys' Basketball Program continued games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Games are held Tuesday through Saturday this week.
 - Wendelstedt Umpire School continued this week and will run for six weeks, Monday through Saturday from 9 to 5pm.
 - The OBSC Competitive Soccer Program continued practices this week on fields #4 and #5.
 - The OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through Thursday nights.
 - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Friday nights.
 - FLHS and SHS baseball and softball teams had their tryouts this past week, with practices continuing this week in preparation for their game season which begins in February.
 - The OBSC held their annual MLK Challenger Tournament at the Sports Complex Soccer Fields. Games were held all day Saturday and Sunday.

- Athletic Field Maintenance
 - Cleaned tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - Cleaned Magic Forest and the common area of Nova Park.
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields

- Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School
 - Mowing of grounds around the marquee sign at the Airport Sports complex as needed
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - Prepped softball field 7, game ready for the men's league on Friday nights.
 - The umpire school continues
 - All fields open for use. Gale fields only are restricted.
 - Father Lopez softball has begun practicing. Dragged and prepped a field for them to use.
 - Lady Renegade's softball teams have begun workouts. Prepared fields for them to use nightly.
 - Golden Spikes Baseball league has resumed using Nova fields. Prepped daily for them.
 - Seabreeze High School baseball has begun practice Monday - Friday. Prepped the Kiwanis field for them to use.
 - Competitive soccer has begun to practice for spring season.
 - Hosted the yearly soccer tournament over the weekend. Laid out and painted 17 various sized soccer fields. Put out goals, player benches and trash cans on all fields.
 - Local umpire clinic was held on the Kiwanis baseball field on Saturday. Marked and painted foul lines to prep the field.
 - Crews came in over the weekend to oversee the soccer fields during the tournament for trash and other assistance.
 - Hosted girls' district soccer game for Seabreeze girls' team. Repainted and prepped field.
 - Hosted Seabreeze boys' played soccer vs. Spruce Creek; televised on BrightHouse Networks. Repainted and prep field.
- Senior Center
 - Civil Air Patrol Color Guard practice was held on Monday from 7:00pm to 9:00pm
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Big Band America met on Thursday from 7:00om to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church met on Sunday from 10:00am to 2:00pm
 - Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Richard Nader's Doo Wop with A Twist, Saturday, 7:30pm to 9:30pm
 - South Ormond Neighborhood Center
 - Splash Pad closed until March 15th
 - MLK event preparation Sunday
 - MLK Prayer Breakfast Monday at 8am
 - Youth Basketball Tuesday through Friday 5:30-8:30pm
 - Fitness room open center hours
 - Open gym 1pm through 5 pm weekdays/center hours on weekends
 - MLK Prayer Breakfast Breakdown and return Tuesday/Wednesday
 - Community Events
 - Weekly administrative tasks, office work, meetings and activities

- Continued training of new employee for Community Events Technician position
- Assisted with City Commission workshop/dinner meeting, Tuesday, January 21st
- Presented Home for the Holidays Parade winners awards at City Commission meeting, Tuesday, January 21st
- Assisted with Native American Festival
- Mailing of 2014 Art in the Park application
- 2014 Art in the Park sponsorship flyer development
- Prepared and approved Memorial Day Committee meeting minutes

- Gymnastics
 - January classes are currently in session
 - Continuing training of new Rec Leader.
 - The OB Gymnastic Team had their first meet last weekend in Tallahassee. All the girls received placement ribbons in the events they competed in.
 - The Coordinator to work on increasing enrollment.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - 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, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is being offered for children ages 4-10 from 3:00-5:00pm every day.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
 - Jr. Jazzercise, a program for children with special needs, meets Wednesdays from 5:00pm-5:45pm.
 - The Boys Basketball Youth League games continue, they meet Tuesday through Thursday this week. The season will continue until February.
 - The Girls Basketball Youth League continued with their practice on Wednesday from 6:00-7:00pm.
 - The Cat Fancier's Cat Show took place on Saturday and Sunday from 9:00am-5:00pm.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Tuesday, Wednesday, and Thursday. Tours from 10-11:30am on Saturday.
 - On Monday The Casements was closed for Martin Luther King Day.
 - There are no tours today, tomorrow or Sunday due to the Native American Festival.
 - The Herb Society met at Bailey Riverbridge on Saturday morning.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Guild held their general meeting on Wednesday afternoon.
 - Native American Festival set up in Rockefeller Gardens on Thursday.
 - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
 - Native American Festival is taking place in Rockefeller Gardens this weekend starting today.

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Daily routine maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
 - Prepared maintenance invoices and receipts for City Facilities
 - Assisted with building baseball pitching machine boxes for Harry Wendelstedt Umpire School
 - Delivered pitching machines to batting cages

- Repaired bathroom door knob at Gymnastics Center
 - Installed six soap dispensers in soccer field restrooms
 - Repaired A/C plug in women's soccer locker room
 - Assisted with furniture assembly at PAC
 - Moved horizontal cabinet to Fleet
 - Repaired ice machine at Fire Station 94
 - Safety inspection for two electronic gates
 - Inspected Trails Bridge for lumber needs, repaired handrails
 - Met with Carrier sales rep for equipment replacement estimate at Police Station
 - Called fire monitoring system for equipment repair at City Hall
 - Changed out seven ceiling tiles at City Hall
 - Trouble shooted electrical short at baseball fields
 - Changed parking lot light at Ames Park
 - Repaired turtle light at Riviera Park
 - Setup snow flake for new Banner Bracket height requirement
 - Met contractor for the compound fence repair at Fleet
 - Repaired streetlight at 234 South Washington
 - Checked broken fire pull in conference room kitchen at City Hall
 - Repaired display cabinet at City Hall
 - Installed locks in conference room kitchen cabinets at City Hall
 - Installed faucet and new drain for fish sink at Cassen Pier
 - Connected water supply to Cassen Pier
 - Repaired bathroom floor drains at SONC
- Parks Maintenance
 - Removed graffiti from men's room at Ames Park
 - Repaired restroom door at Andy Romano Beachfront Park
 - Pressure cleaned vandalized memorial bench at Birthplace of Speed Park
 - Removed old deteriorated timbers and prepped area for new pressure treated timbers at Riviera Park
 - Planted 80-gallon oak tree at Central Park II for Arbor Day event
 - Removed graffiti from picnic table at Central Park II
 - Cleaned and polished stainless steel parking lot bollards at Andy Romano Beachfront Park
 - Installed all new pressure treated landscape timbers in parking area at Riviera Park
 - Pressure cleaned sidewalks at Milton Pepper Park
 - Cleaned out trench drains at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Lieutenant Godfrey attended the MLK Day celebration at the South Ormond Neighborhood Center.
- Staff attended the Florida Police Chiefs Association training conference.
- Physical abilities test conducted with six (6) police officer applicants.
- Contract negotiations held with the Fraternal Order of Police.

Community Outreach

- PAL educational programs have concluded for the fall semester. The R.E.A.D., Reading, Exploration, Adventure and Discovery, Science on Patrol at Ormond Beach Middle School, and Tutors R Us programs will begin in February 2014.

- PAL basketball practice continues for the 12U and 14U boys teams. These teams will participate in the Regional PAL basketball tournaments in early Feb. 2014. The 10U team continues to practice for participation in USSSA tournaments.

Community Services & Animal Control

- Animal Calls: 43
- Animal Bites: 2
- Animal Reports: 9
- Traps issued: 6
- Animal Licenses: 5
- Animals to Halifax Humane: 5 (All Cats)
- All CSO's have refresher training in OC& Bite Stick

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 11
- Inactive: 13
- Fraud: 4
- Burglary Business: 3
- Burglary Residential: 6
- Larceny Car Break: 12
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0

Narcotics

- Five Buy Walks
- One Knock and Talk
- Surveillance for Search Warrant

Comments:

- Business Burglary: Investigators are looking into a business burglary that occurred at Mower Depot. The culprits entered the building cutting a hole through the building (aluminum siding) and removed numerous items. Investigation is ongoing. Note: The owner was notified that an inside motion detector had been activated, but he did not respond due to several recent false alarms. Subsequently, the alarm was not reported to the Police Department.
- Grand Theft: Investigators located stolen property from Lowe's on Craig's List. Subject who stole the item from Lowe's has been identified and arrested for grand theft and dealing in stolen property.
- Shooting: Investigators responded to a shooting. The investigation revealed that the subject was cleaning his rifle when it went off and struck him in the face. The subject was treated with non-life threatening injuries.

Records

- Walk - Ins / Window

- Phone Calls 60
- Arrest / NTA'S 26
- Citations Issued 127
- Citations Entered 12
- Reports Generated 140
- Reports Entered 136
- Mail / Faxes / Request 10

Patrol

- Total Calls 1,776
- Total Traffic Stops 233

Operations

Crime Opportunity Report Forms: 165

- 1/15/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
 - Battery-Domestic Violence, 228 ½ North Beach Street, suspect charged.
- 1/16/2014
 - Carbreak, 823 North US1 (Platinum Health), one vehicle unlocked. One vehicle had the window smashed out, \$300-\$400 taken, as well as a purse with credit cards.
 - Carbreak, 499 South Nova Road (Bright Beginnings), window smashed out and purse stolen.
 - Burglary (Residential), 192 South Halifax Drive, garage entered through an unlocked door and a vehicle was rummaged through.
 - Disorderly Conduct Arrest, 520 South Atlantic Avenue, adult female was arrested after causing a disturbance in 7-11.
 - Carbreak, 314 Riverside Drive, Unlocked Car.
 - Carbreak, 166 Riverside Drive, occurred approx 0100 HRS Thursday morning. Two suspects captured on home surveillance video camera.
- 1/17/2014
 - Battery – Domestic Violence Arrest, 1634 North US 1. Physical altercation between male and female co-habitants. Adult female arrested.
 - Battery – Domestic Violence Arrest, 172 Fleming Avenue. Intoxicated adult male got into a physical altercation with his parents and in front of a 5 year old child. He was arrested.
 - Carbreak, 211 Country Club Drive. Entry made by a sliding rear window on a truck (unlocked).
 - Burglary (Residential), 291 Millview Court (Tymber Creek). Entered through unlocked rear window. Large flat-screen TV and an X-Box
- 1/18/2014
 - Warrant Arrest, 300 Block of South Nova Road. During a traffic stop a suspect was arrested.
 - DUI Arrest, Tymber Creek Road, Subject was involved in a crash in the construction zone on Tymber Creek. Driver was trying to leave the area but the damage to the vehicle prevented him from going far.
 - Burglary (Business), 290 Wilmette Avenue (Mower Depot). Offender appears to have backed up a truck, breeched the exterior wall, and stole about 125 items of new high-end lawn equipment.
 - Grand Theft, 23 Alanwood Drive. Several items of jewelry missing from home.
- 1/19/2014
 - Burglary (Business), 1035 West Granada Boulevard. (Christ Presbyterian Church). Rear tool shed was burglarized overnight. Compressor, generator, and several tools missing.
 - Carbreak, 182 Royal Dunes Road. Suspect entered unlocked vehicle at an unknown time and took wallet / cash.
 - Burglary (Residential), 630 Hand Avenue. Unlocked master bedroom window entered. Costume jewelry taken.

- Narcotics Arrest, 601 Fleming Avenue (Central Park). Anonymous reportee. Officer Mihalko caught the suspects at the Hand Avenue crosswalk. Consent search revealed codeine and paraphernalia.
- Carbreak, 814 South Atlantic Avenue. Two windows broken out. Cash, make-up bag, purse and clothing taken.
- 1/20/2014
 - Burglary (Residential), 80 Pine Trail, jar full of change and \$300 watch taken.
 - Carbreak, 125 Ann Rustin Drive, occurred during previous midnight shift.
 - Narcotics Arrest, 1058 N US-1 (Kangaroo), while taking a drunken person into custody for a Marchman Act, suspected Marijuana was found on her person.
- 1/21/2014
 - Warrant Arrest, 260 North Nova Road (Ann Taylor), subject caught stealing and was arrested for open warrant out of county.
 - DUI Arrest, 1515 San Marco Drive #307, an investigation involving multiple intoxicated persons with a possible crash (truck vs. pedestrian) involved (minor injury), culminated in a DUI investigation on Williamson Bv with a suspect being arrested.
 - Alcohol Violation Arrest, 11 Autumnwood Trail, neighbor called in a disturbance. We ended up returning two juveniles to their homes and one adult suspect was arrested for an alcohol violation.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Selective Traffic Enforcement Programs (STEPS): 74
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 102
 - Number of Written Warnings Issued: 7
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 4
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information: On 01/15/2015 there was a crash on North Nova Road at Tomoka Oaks Blvd that caused the need to shut down all lanes of Nova Road for approximately 1 hour.
- Traffic Complaints Received:
 - Hammock Lane due to the Division Avenue detour reference speeding - Worked STEPs in the area
 - Breakaway Trail and River Chase Way reference speeding and requesting the speed trailer be deployed in the area - SMART Stat Deployed;
 - Tomoka Meadow Boulevard reference speeding vehicles killing ducks - Stealth Stat Deployed;
 - Ocean Shore Boulevard and the various Beach Ramps reference vehicles failing to yield to pedestrians - Extra Patrol email sent out.
 - Peninsula Dr between Harvard Drive and Marvin Road reference to Seabreeze High School students speeding - Worked STEP in the area.
- Selective Traffic Enforcement Program (STEP) Information:
 1. Location: 400-500 block Hammock Lane
Reason for this STEP: Citizen complaint of speeding reference the detour on Division Avenue

Number of times worked: 2; Total Hours Spent: 2
Citations Issued: 1; Written Warnings Issued: 1
Comments: There were a very limited number of cars and the highest speed was 38 MPH. This does not appear to be a common problem, but maybe a few infrequent violators.

2. Location: 100-400 blocks Clyde Morris Boulevard
Reason for this STEP: High traffic area with several communities in the area
Number of times worked: 3; Total Hours Spent: 3
Citations Issued: 6; Written Warnings Issued: 1
Comments: Always a heavy traffic area.

3. Location: 1000 block North Tymber Creek Road
Reason for this STEP: Self Initiated
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 3; Written Warnings Issued: 0
Comments: Minimum traffic, but what traffic came through was almost always speeding.

4. Location: River Chase Way/Black Hickory Way
Reason for this STEP: Neighborhood complaints
Number of times worked: 2; Total Hours Spent: 0
Citations Issued: 0; Written Warnings Issued: 0
Comments:

5. Location: 700 block Peninsula Drive
Reason for this STEP: Neighborhood complaint
Number of times worked: 1; Total Hours Spent: 0
Citations Issued: 0; Written Warnings Issued: 0
Comments:

6. Location: 300 Block West Granada Boulevard
Reason for this STEP:
Number of times worked: 1; Total Hours Spent: 0
Citations Issued: 0; Written Warnings Issued: 0
Comments:

7. Location: 700 Block Hand Avenue
Reason for this STEP: Common speeding problems
Number of times worked: 2; Total Hours Spent: 3
Citations Issued: 1; Written Warnings Issued: 0
Comments: Heavy traffic

- General Comments: RADAR and speedometer devices were calibrated this week.
- The Stealth Stat was deployed on Tomoka Meadows Boulevard for a complaint of speeders killing ducks in the area. The results showed only a few vehicles that were speeding and that 85% of the vehicles were going 23 MPH or slower. The highest single speed recorder was 33 MPH.
- The SMART Stat speed display trailer was deployed on River Chase Way at Black Hickory Way at a resident's request.
- The Variable Message Board was placed on West Granada Boulevard near City Hall to display information on the upcoming Native American Festival at the Casements.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 2 Case initiated

- Zone 3: 0 Cases initiated
- Zone 4: 1 Cases initiated
- 30 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and fifty-three (53) telephonic inquiries.

Public Works

- **Engineering**

- **Project Summary**

- **Construction Projects:**

- **Tymler Creek Phase I** – The project is expected to be completed on April 7, 2014. Traffic is expected to be rerouted to the west side of the road starting January 24, with the existing old bridge being demolished, starting February 3. The City's utility relocation component of the project is 95% complete.
 - **John Anderson Drive** – The new 16-inch force main from Dormont Drive to Amsden Drive has been installed and this section of road resurfaced. The section of John Anderson Drive from Plaza Drive to Dormont Drive has been resurfaced. N. Halifax Drive has been widened and resurfaced. The intersection is opened. A road closure notice has been issued for the intersection of John Anderson Drive and Neptune Avenue. Significant stormwater improvements in this intersection will require the closing of the intersection similar to N. Halifax Drive. Work continues in installation of stormwater piping and structures at the south end of the project. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The Casements.
 - **Hand Avenue** – The contractor has completed the majority of punchlist items and will be working on submitting final closeout documents in order to receive final payment. It is anticipated that the project will be completed under the approved contract cost due to adjustment of final quantities that included a reduction of stormwater piping due to field modifications made during construction.
 - **2-inch Water Main Replacement – Mainland** – Clearance applications for Mayfield Terrance and Mill Run Court were submitted to VCHD. Crews are continuing work along Greenwood Ave on Cumberland Ave. North/South Lucerne Circle are being prepared.
 - **2-Inch Waterline Replacement – North Peninsula** - Water main installation is complete on Royal Dunes; clearance paper work has been submitted to Volusia County Public Health. Work is progressing on Fairway Drive, Oak Drive, and Driftwood Avenue. New meters have been set along Riverbreeze Drive; Mastercraft began work on the Riverbreeze Drive meter relocation on January 20.
 - **2-inch Water Main Replacement - South Peninsula** – The contractor has installed all new service connections on, Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Riverside Drive and Marvin Drive have been cleared by the Department of Health. Work continues on water main and reuse main installation on Magnolia Drive and Seton Trail.
 - **Central Park Lake Interconnects** –Hammock Lane was paved and the roadway is open to traffic. Off-road work is nearly complete with sidewalk and restoration work being completed. Division Avenue has been paved and contractor will be installing the safety rail for the sidewalk this week and complete striping. The road should be opened by next week. Substantial completion should occur by the end of the month on this project.
 - **Cassen Fishing Pier and Guardrails Under Bridge** – Cassen Fishing Pier is complete. The aluminum railing replacement is 50% complete.
 - **Wilmette Avenue Bypass Pump Station** - The sluice gates for this project have been delivered; Notice to Proceed for this project was issued dated January 20, 2014; the contractor anticipates work beginning February 4, 2014.

- Downtown Underground Utilities Conversion - The contractor has completed installation of all conduits and will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4.
- Franchise Utilities - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
- Audible Pedestrian Signals – A clarification went out January 17 addressing contractor concerns; the contractor is finalizing preparatory activities associated with mobilization of the project.
- Ormond Beach Municipal Airport Taxiway Project- Staff is working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.
- Downtown Banner – Staff has instructed the contractor to prepare an installation schedule for the month of January and submit for a building permit.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been finalized and was sent to the consultant for execution on December 16, 2013; it is anticipated that this project will commence in early February, 2014.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for the 2012-2013 fiscal year will be postponed until the 2013-2014 fiscal year to allow Volusia County to review the grant process.
- Nova Community Park Skate Park Expansion – Staff is coordinating receiving a GMP from one of its continuing contract Construction Management firms.
- City Welcome Sign – ZCA is working up conceptual drawings that will comply with FDOT standards for staff review.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – Zev Cohen and associates has submitted revised plans for review, a field meeting was scheduled for January 21, 2014 with the engineer to review these plans with the City on-site.
- OBSC Roadway Improvements – The project received FAA approval and staff is working with Bids were received for the project. Staff is working on the draft agreement for the wetland mitigation which is required for the impacts of the perimeter road.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013 in request for a meeting.
- Corrugated Metal Pipe Rehabilitation- The preconstruction conference was held for the project. Work is expected to begin on February 17, 2014. Notices to residents were prepared for those homes and businesses near the work. The work involves installing cured in place liners on the inside of various existing sanitary sewer gravity mains and stormdrains, in order to eliminate water intrusion from leaking pipe joints and to reestablish the structural integrity of the pipes.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has spoken to FPL and is awaiting clarification to the final installation agreement from FPL in response to issues brought up by the City Attorney's office. This agreement and final invoice is scheduled for the presentation at the February 4, 2014 City Commission meeting. Construction has been scheduled and is anticipated to commence Mid February / Early March.
- Granada Medians (West of I-95) – The plans have been submitted to FDOT for permit. Staff will schedule a meeting with the HOA's to present the proposed design when plan review comments are received.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been executed by the contractor; upon City executing

a notice to proceed will be issued. It is anticipated that this project will commence by the end of January, 2014.

- OBSC Multi-Purpose Building – The 3 month design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permit determinations have been requested.
- SONC Bleacher Replacement - Quotes were received for replacement of the bleachers; however, staff is looking into a lower cost option of removing and disposing the existing bleachers rather than have the bleacher manufacturers perform that task.
- City Hall Chiller Replacement – The work authorization for the design has been approved so a kick-off design meeting will be scheduled.
- Nova Recreation Park- Ongoing- Staff is working on preliminary plans for the pavement of the crushed shell roads and parking areas around the park. Staff has recognized the need to implement stormwater conveyance and impoundment facilities that will be needed to manage the additional stormwater runoff due to increase of impervious area due to paving these areas. This will be necessary regardless of exemptions expected from the SJRWMD, because the additional stormwater runoff will increase erosion and create inconvenient standing water otherwise. Staff is therefore investigating low impact drainage areas around the park for this purpose.
- 2-Inch Watermain Replacement Phase 2- Staff is negotiating a scope of work with engineering consultant for the Mainland area of the Phase 2, 2-inch watermain replacement.
- Reforestation Street Tree Planting – The plans are being finalized for Commission review and bidding.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install medjool palms behind the existing sidewalk after the overhead utilities are removed. A landscape plan is being prepared for FDOT review.
- CDBG ADA Parking Improvements – Staff is preparing plans and bid packages for County review.

Department Activities

Administration/Meetings/Customer Service/Other:

- Magnolia wall measurement (Weekly).
- Residential SWMP Permits review and filing (Weekly).
- Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
- Updated and created new OBSC Mitigation Sketch and Legal Descriptions per SJWMD request.
- Reviewed the Hand Ave and Hammock Ln As-Builts and forwarded comments to Engineer.
- Updated plan set drawings for Audible Pedestrian Crossing Intersections.
- Researched and provided US-1 right of way information and WTP Boundary survey information and drawings copies to surveyor (AWAD Surveying) request.
- Onsite meeting at Nova Landfill for proposed monitoring well drilling site access.
- Continued the topographic survey at Nova Rec Park dirt roads and parking lots for the proposed paving project.
- Researched and located drawings and created exhibit relating to Shadow Lakes Blvd Intersection
- Researched and supplied plan set drawings of existing City facilities per Building Maintenance Div request.
- Created maps for Athletic Field Maintenance.
- Continued updating plans for the Street Tree Planting Project.
- Researched and provided As-Built drawings of the Breakaway Trail Lift Station per Utilities Div request.
- Created exhibit drawings and provided survey of the retaining wall at 142 Magnolia per Legal Dept request.
- Created and provided new plan and profile/cross section drawing for proposed monitoring well installation to consultant (BFA) per request.
- Nova Road Landfill- Three new ground water monitoring wells were installed per the FDEP as part of the ongoing second phase site assessment study.

- Stormwater- Completed Florida Stormwater Association survey for the City's stormwater utility program. This information is collected by the FSA, statewide, for use by consulting engineers, FDEP and other cities, to compare and contrast stormwater utility rates as they compare to maintenance operation cost for the stormdrain infrastructure, capital improvement projects, state regulation requirements and census information.
- Attended VTPO meeting where FDOT presented their 5 year work plan.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cut and removed broken sidewalk in Tymber Crossings
 - Cut and removed broken sidewalk in Ormond Lakes
 - Cut and removed asphalt in 500 block of S Atlantic Ave
 - Repaired potholes on Pineland Trl
 - Repaired asphalt depressions on Lincoln Ave
 - Asphalt patch on Juniper Dr
 - Inspected asphalt depression on Harvard Dr
 - 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
 - Removed leaves with blower by City Hall
 - Removed leaves with blower at Public Works Complex
 - Cleared debris around bus benches city-wide
 - Hauled debris to Nova/Transfer Station
 - Maintenance of tools at Public Works Saw Shop
 - Cleared brush at various ROW (Right-of-Way) locations
 - Trimmed limbs on Shady Branch Trl, Arrowhead Cir, Charleston Sq, Fleming Ave and 600 block of S Ridgewood Ave
 - 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.
 - Daily maintenance of various vehicles in Public Works Yard
 - Printed daily work orders and distributed for job assignments
 - FDOT weed control in various locations
 - Right-of-way trimming city-wide
 - Installed holiday flags on bridge
 - Removed pile of debris at Memorial Gardens
 - Sign Shop

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

 - Sign Shop, entered & printed work orders for daily job assignments
 - Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
 - Took inventory and ordered items as needed
 - Fabricated sign for OBPD
 - Replaced "25 mph" signs on beachside
 - Prepared letters for fabrication of new signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inspected pond at Ormond Sports Complex
- Replaced intake pipes at Ormond Sports Complex
- Maintained ditches at Ormond Industrial Park
- Tied-in two (2) 12-inch pipes into basins with concrete on Greenwood Ave
- Set up 12-inch pump at Wastewater Plant for sewage intake
- LEAPS Training

Vactor

- Basin cleaning – City-wide
- Installed battle boxes on Hand Ave

Mowing

- Reachout Mowing – Hull Rd, US1,

Street Sweeping/Streetsweeper

- 0.0 miles of road cleaned (Street Sweeper is currently at Fleet Maintenance)
- 0.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,165

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

4

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 12,424 unleaded and 5,611 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,005 gallons of unleaded and 731 gallons of diesel.
- Fleet completed 33 work orders this week.

- Utilities

Projects Summary

- Prepared plans and permit applications for 2 inch water main upgrade on Anchor Drive in response to water quality and flow rate concerns indicated by customers in the area.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Breakaway Trails Lift Station Control Panel Replacement – A proposal for electrical design services from John Searcy and Associates, Inc. is pending.
- Concentrate Piping Connection to Reuse Storage Tank – Contract award is scheduled at the February 4, 2014 City Commission meeting.
- Division Avenue Well Field Raw Water Piping – 60% plans and specifications were received from McKim & Creed for review. Estimated project construction cost is \$458,000. Items intended to support the Environmental Learning Center Project to be shown as bid alternates.

- Cross Connection Control (CCC) Program Management Services – Agenda packet is being prepared for review of scope by CC scheduled for February 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation and Procurement Services – Advertisement for bid publication on January 26, 2014.
- Mainland, North & South Peninsula 2-inch Water Main Replacement –Mainland: Clearance applications for Mayfield Terrace and Mill Run Court were submitted to VCHD. North Peninsula: New meters have been set along Riverbreeze Drive. South Peninsula: Riverside Drive & Marvin Drive - cleared by FDOH. The contractor has installed all new service connections on Ivanhoe, Cardinal, Jamestown, Stanford, and Princeton.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Executed work authorization with Quentin L. Hampton Associates (QLH). Operator records and data are being shared with consultant to support permit renewal application preparation.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities delayed until controller in the VFD is replaced by contractor/ manufacturer. Motor #3 installation status provided to the contractor.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – awaiting parts delivery.
- Ocean Breeze Circle & Pierside Drive – Use permit received from Volusia County and water distribution crews completed service installations.
- John Anderson Drive Project – Site meeting was held to discuss upcoming reclaimed water main and force main piping relocations/upgrades and effective construction sequencing for minimizing disruptions. Current area of concern is near JAD & Neptune Drive intersection (Lift Station 6P).
- Rima Wells Auxiliary Power Generator – Electrical schematics for 75% design were field checked.
- Saddler's Run Lift Station Rehabilitation – Wet well coatings were evaluated and design activities are ongoing.
- Sanitary Sewer Pipeline Repair – Work is scheduled to begin on 2-17-14. Pertinent customer notice information discussed.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Preconstruction meeting scheduled 2-18-14.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Contractor preparing electrical permit applications. Reviewed shop drawings - tapping sleeves, valves and inserta valves. Lift station components delivered (stored materials) to Public Works on January 17.
- Tymber Creek Road Phase 1 Utility Relocation Project – Utility relocations on the east side of Tymber Creek Road remain to be performed.
- Water Storage Tank Cleaning and Inspection – Interior cleaning and inspection of the water storage tanks is completed. Underwater Solutions, Inc. will return at a later date to pressure wash the exterior of the tanks and clean and inspect the reclaimed water tanks. Awaiting receipt of engineering reports for inspection findings.
- SPRC – Ormond Beach Field House – Reviewed and revised plans. SR Perrott– Legal department is preparing necessary utilities easement. 711 S. Atlantic Ave Replat – Obtained plans for review. The Canopy – Received revised plans for review. Standard Construction Details – Received reclaimed water system details for review.

Departmental Activities

- Water Distribution
 - Performed water service connections/ meter exchanges at 40 residences on Riverside Dr, John Anderson Dr and Cordova Ave (JAD and 2 Inch WM Replacement Projects).
 - Connected 1 each residential and commercial water services to system.
 - Responded to or repaired 15 water leaks.
 - Assisted 7 customers with misc. concerns (i.e. Low pressure, quality, etc.)
 - Repaired 2 main breaks: 2" GSP @ 1550 Ocean Shore Blvd & 8" at JAD.
 - Performed valve exercising on 7 valves

- Performed water main shutdowns on the 8" and 12" water main on John Anderson Dr between the north and south ends of Orchard Lane.
- Performed a water main shutdown for Tam-O-Shanter Lane for Hazen Construction to replace a broken 2" isolation valve.
- Rescinded the boil water notice for John Anderson Dr due to a water main break last week.
- Utility locate service for Water/wastewater/reuse: received notice of 155 regular utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd widening, John Anderson Dr utility project, and 2" water main replacement projects located in the North Peninsula, south peninsula, and mainland areas.

- Water Treatment
 - Delivered 34.727 million gallons for the week ending Jan. 19, 2014 (4.961 MGD)
 - Backwashed 10 filters for a total of 418,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded two Precautionary Boil Water notices.
 - Began water tank inspections and cleaning contract services at water plant, assisted in taking units off-line.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 25.44 Million Gallons.
 - Produced 13.92 Million Gallons of Reuse.
 - Produced 11.52 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.63 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 150.71 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to nine trouble calls Breakaway/Hunters Ridge PEP System service area and six in town.
 - Crew temporarily shut down reuse service on Granada Blvd, Nova Rd. & US 1 due to cold weather.
 - Televised 26, cleaned 8 & root inhibitor applied on 10 sewer laterals.
 - Connected 12" bypass pump at wastewater plant for backup due to current force main operational configuration in place to support John Anderson Drive utility relocation activities.
 - Repaired 1" irrigation service at 72 Westland Run and 22 Black Hickory.
 - Installed new pep tanks at 72 Westland Run.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters at 15 psi, Ocean Mist Hotel at 10 psi, Ormond Mall at 9 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 11/6 psi, Foxhunters Flat (2 inch) 2/2 psi & Shadow Creek Blvd. (4 inch) 4/2 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 1P – repair damaged check valve #1 – locate and repair vacuum leak #2 pump – inspected and tested all components of station - continue monitoring.
 - Final Effluent Tank Cleaning – supported Operations Crew with pump setup at Chlorine Contact Tanks – repaired damaged wash down water line.
 - Beach Side – Lift Stations – supported Collections Division at Force Main test as needed
 - Breakaway Trails – replaced pump #1 with repaired inventory to include non-operational breaker and soft starter – Pump #3 replaced non operational breaker – added high level alarm point to Guard-It system – lowered high level float to allow for an increased response time – added an audible and visual alarm to control cabinet – repaired numerous corroded wires – replacement controller is on order for installation week of 1/27/14 – continuing increased monitoring and inspections.

- 5P L.S. – repaired non-operational audible alarm.
- Chelsea Place #1 – paint RTU cabinet
- Camelot – monitor contractor repairs and run station on generator during scheduled power outage to assist FPL replacement of power pole.
- SCADA monitor/response: Breakaway Trails lift station – station visually inspected at regular intervals until control and monitoring can be restored – wire connection failures discovered and repaired during inspections –continuing to trouble shoot Lift Station PLC's and WIN 911; Sandy Oaks –no starts #2 – reboot VFD – amp draw nominal – possible power issue – all OK ; 1P high level alarm – both pumps lost prime – primed pumps and returned station to normal operation - follow up during normal duty hours.
- Influent pump room – deragged pumps as per lead operator.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2;
- Monthly PM's: Grit Snail; Effluent Transfer Pumps #1, #2, #3;
- Annual PM's: Swing Zone Blowers #1, #2.
- Plant wide oil & grease route
- Monthly PM - Screw Pump #1
- Quarterly PM - Screw Pump #3
- 33 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Provided support to Water Plant Tank cleaning and inspection project.
 - WTP Water Tower – replaced valve and pressure gauge at base of tower.
 - Chlorine Storage Tank #2 – fabricated new bracket and installed new pressure transducer.
 - B.A.T. L.S. – assisting waste water maintenance with fabrication of blower assembly to evacuate wet well gases from control cabinet location.
 - Monthly PM's – Scrubber #1, #2, #3, #4.
 - Leeway water tank – support Economy Electric with conduit project.
 - Booster Pump Stations – draw wiring diagram for station electrical upgrades.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: PEP System brochure is being modified to reflect updated policies/procedures. Contract printer prepared 2nd draft version for review by Utility staff.
 - Waste Water Treatment Facility Analysis Reduction: In accordance with the City's WWTF permit (FL0020532), the Utility is allowed to request a reduction in the frequency of the bioassay analysis from quarterly to semiannually. The requirement is four consecutive compliant bioassay analyses, which the Utility has achieved. Staff is compiling the information to submit to the FDEP.
 - Industrial Pretreatment Program: In response to information received from the U.S. EPA and Florida DEP, the Utility is conducting an investigation into discharges to the City sewer collection system by a facility. Staff continued to keep the FDEP abreast of the analytical results of the samples collected by the City Water Quality Control Technician. Staff inspected the facility to monitor discharges to the sewer collection system. A more comprehensive set of sampling will be scheduled.
 - Pretreatment Annual Report: Staff is compiling the necessary data to complete the report for submittal to the FDEP. The report summarizes the activities of the Utility in regards to its Industrial Pretreatment Program.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.

- Backflow Prevention Compliance: Staff is preparing a bid to secure the backflow prevention devices for installation on residential properties with reuse service which are lacking the device. Simultaneously, staff is preparing a bid to establish a contractor to both test and repair backflow devices on commercial accounts who have neglected to respond to compliance requests from the City. City Ordinance requires BF devices to be tested and certified annually.
- Breakaway Trails Irrigation Report: Staff is gathering the necessary documentation to develop the report as required by the City's Consumptive Use Permit to the St. Johns River WMD. The report will outline the progress made by the Utility employing reuse water in lieu of the groundwater for irrigation of the Breakaway Trails subdivision.
- SJRWMD Water Supply Plan: Staff is reviewing the Districts Plan to ensure it is protecting the resources necessary for the Utility to maintain its projected growth in the coming years.
- Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the January 21, 2014 City Commission Meeting
- Agenda packet preparation and creation for the January 24, 2014 Budget Advisory Board Meeting
- Agenda packet preparation and creation for the February 4, 2014 City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: Web training completed; IT coordinating installation on user stations
- Municode republication of *Code of Ordinances*
 - Project Status: Received confirmation from Municode that project is in "Initial Organization" stage involving comprehensive review of code materials.