

**City of Ormond Beach
Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: January 31, 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:

- Prepared for goals workshop with Department Directors.
- Prepared agenda for commission goals workshop
- One on one meeting with HR Director
- Conducted goals workshop with Department and Division Managers and tested the new polling system

Spoke to, attended and/or met with:

- Attended mediation on US 1 Water and Forcemain Construction litigation from APEC
- General discussion with Rick Fraser, Executive Director, Ormond Beach Chamber of Commerce
- Met with Lori Richards, Executive Director for PACE Center for girls and toured the PACE facility
- Budget Advisory Board
- General discussion with Ormond Observer Publisher John Walsh
- Met with citizen group and discussed their concept of a poet laureate for Ormond Beach
- City staff and I met with Bill Livingston of Tomoka Holdings, discussed Ormond Crossings
- Attended Ormond Beach Historical Society annual dinner
- Attended Budget Advisory Board meeting
- Held Walk with the Manager, guest walker was City Engineer John Noble

Community Development

- Planning Services
 - Planning staff meet with ICI homes to discuss the future land use, zoning, and platting of the Chelsea Place subdivision as the result of annexation.
 - Planning staff advertised the Comprehensive Plan Land Use Map amendment for a 13.73± acre portion of 875 Sterthaus Drive (former hospital site) from the existing land use designation of "Public Institutional" to "Office Professional." The land under application is part of a master 27.6± acre parcel, of which the remaining 13.87± acres currently has the "Office Professional" land use designation. This application is solely for the land use of the property and does not approve any site or construction activity at this time. The Planning Board date for this item is February 13, 2014.
 - The Department has received a Building Improvement Grant for the property at 42 East Granada Boulevard for a \$50,000 downtown grant. The property was reviewed by the Ormond Beach MainStreet Design Committee in November and December 2013. The MainStreet review shall occur in February with the item tentatively scheduled for the March 18, 2014, City Commission meeting.
- Building Services
 - 5 new business tax receipts issued
 - 259 inspections performed within the City

- 81 permits issued within the City, with a valuation of \$2,466,569.00
- Development Services
 - Members of the Site Plan Review Committee (SPRC) preformed a final inspection at the Prince of Peace thrift shop at 1225 Hand Avenue. The Certificate of Occupancy was issued for the project.
 - The SPRC reviewed a modification at Tuscany Shoppes, 1185 West Granada Boulevard, to add a canopy for a bank use at the eastern end of the building.
 - The SPRC has received an application to re-plat of the property at 711 South Atlantic Avenue. No new construction activity is proposed.

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss the next steps to 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.
- Staff is working to market Lot 2 in the Airport Business Park and to recruit a suitable manufacturing business to the property.

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 have 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.

Airport Operation and Development

- Biological studies and additional survey work for the design phase of the Taxiway "G" project will begin next week. Runway 17/35 may be closed periodically during the course of this work.
- Staff compiled and submitted to the FAA the FY2014 1st quarterly report for the design phase of the Taxiway "G" project.
- The GIS Division has completed work to survey and mark certain obstructions identified by the FAA. Staff has compiled the survey data and submitted it to the FAA for evaluation. Staff has also used the data to begin requesting quotes to mitigate the obstructions identified in the GIS survey.
- Staff worked with Hoyle, Tanner & Associates to compile and submit the remaining Final Deliverables and Certifications reports to FDOT in order to facilitate final close-out of certain grants that provided state funding for the Taxiway "A" project.
- 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.
- 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 will compete in the state-wide Florida Wing Color Guard Competition at Patrick Air Force Base on Saturday, February 1st.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 93 Journal Entry Batches (# 1531 - 1739).
 - Approved 22 Purchase Requisitions totaling \$142,983.19.
 - Issued 21 Purchase Orders totaling \$127,174.78.
 - BID 2014-07, Dual Check Valve Assembly Installation Services, post to demandstar and advertise in News Journal on 1/26/2014.
 - BID 2014-08, Dual Check Valve Assembly Procurement, post to demandstar and advertise in news journal on 1/26/2014.
 - Prepared 89 Accounts Payable checks totaling \$708,260.90 and 32 Accounts Payable EFT payments totaling \$302,072.17.
 - Processed 3,624 cash receipts totaling \$612,198.84.
 - Processed 1,088 utility bill payments through ACH totaling \$84,046.77.
 - Processed and issued 8,150 utility bills with billed consumption of water of 15,267k.
 - Issued 307 past due notices on utility accounts.
 - Auto-called 265 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Power and Light Tree Trimming
 - John Anderson Drive Road Closure North of Orchard Lane
 - Streisand, The Greatest Star (2/15)
 - Other
 - Citizen Contacts

- Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for February 2014.
 - Attended mandatory training for Summer Camp Provider application.
 - Attended weekly staff meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended meeting with City and County staff regarding the skate park expansion at Nova Community Park.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 7
- Hazardous: 1
- EMS: 99
- Motor Vehicle Accidents: 5
- Public Assists: 45

TOTAL CALLS: 157

- Aid provided to other agencies: 13 calls – Daytona Beach (5), Daytona Beach Shores (1), Volusia County (7)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 61

Training Hours

- NFPA 1001: Firefighting 33
- NFPA 1002: Driver/Operator 26
- NFPA 1021: Officer 10
- NFPA 1410: Hose Evolutions 36
- NFPA 1500: Safety/Equipment 53
- NFPA 1620: Pre-Fire Plan Inspections 47
- EMT/Paramedic 20
- TOTAL TRAINING HOURS: 225

Station Activities

- Updated 37 pre-fire plans
- Conducted 4 fire inspections
- Visited 60 children at Little Blessings Pre-school

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services/ARB – PT Maintenance Worker II was advertised 12-26-13 on the City's web site, and closed on 01-10-14. Seventeen (17) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews have been scheduled for 01-31-14 and 02-03-14.

- 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 the Florida Police Chiefs Association 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. Interviews were conducted 12-17-13.
- Background/Reference Checks/Job Offers
 - Police Department – Six (6) Police Officer candidates have successfully completed the pre-employment screening process and will begin employment on 02-10-14.
- 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 11-30-13: 1.84% (excluding retirements).
 - Planning – Office Manager effective 02-07-14.
 - Police Department – Officer effective 03-08-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program December, 2013 monthly report reflects savings of \$91,924.87 for City residents in the thirty months that the program has been in effect in Ormond Beach. Over 2,404 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation was held on 01-10-14 for five (5) full time and two (2) part time employees. 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". Eighty-seven percent (87%) of our employees have attended training so far. A training session was 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 a half 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 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: - 17 New work - 43 completed - 45 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,666	Inbound E-Mails Blocked	18,879
Delivered Inbound E-Mails	11,631	Quarantined Messages	156
Percentage Good Email	37.9%	Virus E-Mails Blocked	247
 - Notable Events:
 - None
 - **Geographical Information Systems (GIS)**
 - Addressing Additions: 4 Changes: 35 Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 18,240 (81.1%) potable 17,704, Irrigation 534, Effluent 2
 - Notable Events: 1) Completed Airport Tree Project fieldwork 2) Meter Replacement Phase 1 Field Book.

Leisure Services

- **Administration**
 - Public Works Meeting
 - ECHO Skate Park Meeting
 - Skate Park Meeting with Engineering
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Native American Festival
 - Team Building Meeting with Supervisory Staff
 - VLOC Nominations
 - City Commission Agenda Item Preparation

- Volusia County Summer Camp Provider Workshop
- 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 Boys' Soccer Program is practicing this week on Monday - Wednesday at 6pm on Soccer Field #6 at the Sports Complex. They also have a regional game Thursday night at 7pm at Championship Field #7.
 - 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 met Monday and Wednesday night this week from 5:45 to 7pm. The season runs through next week.
 - The OBYBA Boys' Basketball Program continued games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Games are held Monday through Friday this week.
 - Wendelstedt Umpire School continued this week and runs for six weeks, Monday through Saturday from 9 - 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 evening.
 - The LR Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Friday evening.
 - FLHS and SHS baseball and softball teams continued practicing this week in preparation for their game season, which begins in February.
 - The Freedom Sports Softball Association held an Adult Softball Tournament on Saturday at the Sports Complex Softball Quad. This is the first of ten tournaments they will have in 2014.
- Athletic Field Maintenance
 - Cleaned clean 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, tennis and basketball courts at Nova
 - 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 weekly
 - 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, prepping baseball 1-3 Monday - Saturday
 - All fields open for use. Game fields only are restricted.
 - Father Lopez softball has begun practicing. Drag and prep a field for them to use.
 - Lady Renegade's softball teams have begun workouts. Prepare fields for them to use nightly.
 - Golden Spikes Baseball League has resumed using Nova fields; prep daily for them.
 - Seabreeze High School baseball has begun practice Monday – Friday; prepping the Kiwanis Field for them to use.

- Hosted district high school playoff soccer games for the Seebreeze boy's and girl's varsity teams. Goals, benches and trash cans being put out as needed.
- Local umpire clinic was held on the Kiwanis baseball field on Saturday. Dragged, marked and painted foul lines to prep the field.
- Delivered bleachers to Rockefeller Gardens for the Native American Festival.
- Picked up bleachers from Oceanside Country Club after the SALLY Golf Tournament.
- Hosted a men's softball tournament on Saturday. Drag, marked, painted foul lines and prepped fields.
- Hosted a Golden Spike's baseball tournament Saturday and Sunday. Dragged, marked and prepped all four fields.
- 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 7:00pm 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:
 - Monday: Show Club and CMT held regular classes.
 - 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:
 - Assisted Living, The Musical, Friday 7:00pm to 9:00pm
 - Knights To Remember and Lola and The Saints, Saturday, 7:00pm to 9:30pm
- South Ormond Neighborhood Center
 - Splash Pad closed until March 15th
 - Youth Basketball Monday through Friday 5:30-8:30pm
 - Fitness room open center hours
 - Open gym 1pm thru 5 pm weekdays/center hours on weekends
 - Jazzercise Wednesday 5:45-7:00pm
 - Activity room floor cleaning by D&A crew Tuesday 5pm
 - Repast service Saturday
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Technician position
 - Assisted with Native American Festival Saturday and Sunday, January 25th and 26th.
 - Clean-up of supplies and equipment used for Native American Festival
 - Attended weekly staff meeting
 - Attended Tourism Committee meeting
 - Art in the Park application tracking and input
 - 2014 Art in the Park sponsorship flyer development and mail out of sponsorship letters
 - Walk with the Manager, Friday, January 31st
- Gymnastics
 - Registration is open for the February/March session.
 - Ormond Beach Pop Warner Cheer Team is renting the Center for a tumbling program and coaching assistance

- Working on starting a new Special Needs Gymnastics Program
- Continuing training of new Rec Leader
- A level 7 Gymnast from the Center will be competing in her first competition this weekend in Orange City
- The Coordinator continues 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, began on Wednesday. They will meet Wednesdays from 5:00pm-5:45pm.
 - The Boys' Basketball Youth League continues with their games. 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 Pinewood Derby took place on Friday, January 24th and Saturday, January 25th. Friday was Family Night and Saturday was the competition between the dens.
- The Casements
 - Classes met this week including Pilates, Yoga and Rock 'n' Roll.
 - Tours continued from 10am to 3:30pm Monday through Friday. There were no tours on Saturday due to the Native American Festival.
 - The Native American Festival was held on Saturday and Sunday in Rockefeller Gardens and Fortunato Park.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Guild had training for new members in the Preservation Room on Monday afternoon.
 - Interviews were held for the open custodial position on Tuesday.
 - The Casements Coordinator met with a bride for a wedding consultation on Thursday afternoon.
 - The strike of the Foxfire exhibit took place in the Gallery on Friday morning.
- 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
 - Instructed new employees on operation of thermostats at Public Works
 - Supplied night person with remote gate opener
 - Repaired toilet on 2nd floor at Ames building
 - Cut two keys for Public Works
 - Assisted contractor with fire pull repair at City Hall
 - Escorted contractors through 15 facilities for quarterly fire inspections
 - Repaired A/C at Public Works Admin
 - Checked on door repair at Ormond Art Museum
 - Inspected icemaker on refrigerator at Nova Community Center; replace unit
 - Got approval for new signage for City Hall Conference Room; took to sign shop
 - Picked up soap dispensers and new shower curtains from vendor at Public Works
 - Removed carpet pieces from the conference room kitchen at City Hall

- Replaced three information signs in the breezeway at City Hall
- Move arrow signs and generators to the airfield runway
- Checked irrigation pump at Sports Complex
- Checked break room door closer at City Hall for leak
- Repaired floor drain in CID bathroom at Police Department
- Installed three soap dispensers at outside restroom at City Hall
- Ran temporary electric for baseball batting cages
- Fixed magnetic locks at Riverbend and Central Park II
- Fixed back door light at Ames
- Repaired security lights at the bait shop
- Restored power to airport entrance
- Checked electric on all of Rockefeller Gardens and the North Lawn including the fencing on Riverside Drive
- Repaired lights inside bathrooms at Nova
- Reset garage motor for high bay door at Fleet
- Parks Maintenance
 - Picked up boxes from City Hall and N.I.D. and delivered to Fleet Maintenance for storage
 - Trimmed low hanging limbs at the parking area on Hand Avenue
 - Repaired trash can lid on walking trail at Central Park III
 - Installed two 911 informational signs at Riverbend Nature Park
 - Repaired entrance sign damaged in auto accident at The Woodlands
 - Installed one 911 informational sign at Sanchez Park
 - Completed repairs of four bench backrests at Andy Romano Beachfront Park
 - Removed graffiti from new bridge at Central Park IV
 - Installed temporary memorial plaque on table at Birthplace of Speed Park
 - Pressure cleaned pavers under pavilions at Andy Romano Beachfront Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- All officers completed annual FDLE qualification course with their Department issued service weapons.
- Staff met with members of the Citizens Police Academy Alumni Association.
- Physical abilities test conducted with final police applicant. Six new officers to begin their Field Training program on Monday, February 10, 2014.

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 February 2014. The 10U team continues to practice for participation in USSSA tournaments.

Community Services & Animal Control

- Animal Calls: 64
- Animal Bites: 2
- Animal Reports: 4
- Animals to Halifax Humane: 4 (All Cats)
- Injured Wildlife: 2
- CSO Champion completed training in large Animal Rescue.

- CSO's will tour East Coast Wildlife Rehabilitation Center will receive training on the Net Gun.

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 0
- Cases Exceptionally Cleared: 6
- Inactive: 17
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car Break: 6
- Grand Theft: 4
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 0
- Vandalism: 2

Narcotics

- Four Buy Walks
- One Search Warrant

Comments:

- Business Burglary: Investigators are following up leads where three suspects were attempting to sell chain saws from the back of their truck. Investigators believe that this may be related to a business burglary that occurred at Mower Depot.
- Aggravated Battery: The subject got into a fight and was beaten severely by several people. After the fight he was taken to the beach-side and dropped off. The subject was transported to the hospital with multiple injuries (non-life threatening). Investigators obtained a search warrant for the residence where the incident occurred and evidence was found at the location. Several suspects were identified and arrests made.
- Robbery: Investigators are looking into an incident where two victims reported that they were robbed by two subjects near the Division Pits. The victims reported that the subjects had their faces covered at the time of the incident. The victims reported that one subject had a hand gun and the other suspect had a knife. The suspects have been identified and arrest warrants are being obtained.

Records

- Walk - Ins / Window 82
- Phone Calls 145
- Arrest / NTA'S 28
- Citations Issued 97
- Citations Entered 283
- Reports Generated 129
- Reports Entered 127
- Mail / Faxes / Request 8

Patrol

- Total Calls 1,659
- Total Traffic Stops 169

Operations

Crime Opportunity Report Forms: 148

- 1/22/2014
 - Carbreak, 19 Wild Cat Lane (Ormond Lakes). Unlocked vehicle overnight. Backpack and cell phone accessories stolen.
 - Carbreak, 46 Rocky Bluff Drive (Ormond Lakes). Unlocked vehicle overnight. Console tray and loose change stolen.
 - Carbreak, 9 Coquina Cliff Circle (Ormond Lakes). Unlocked vehicle overnight. Vehicle ransacked but nothing missing.
 - Carbreak, 640 N. Nova Road #408 (Tomoka Oakwood North). Unlocked vehicle overnight. Trunk accessed with no forced entry. Gift card and sunglasses stolen.
 - Carbreak, 18 Indianhead Drive. (Ormond Lakes). Unlocked vehicle overnight. Gift cards and cash stolen.
 - Disorderly Intoxication Arrest, 333 West Granada Boulevard (Ace Hardware). Male on a bicycle. We tried a Marchman Act, but he elected to cause a disturbance and resist.
 - Warrant Arrest, 1800 Block West Granada Boulevard. Violator stopped for expired/unassigned tag had an open warrant out of Flagler for operating an unregistered vehicle.
 - Traffic Arrest, 110 South Nova Road. During a traffic stop it was determined that the tag on the vehicle was stolen.
- 1/23/2014
 - Burglary (Residential), 131-C Rockefeller Drive. Suspect entered fenced-in backyard and stole a bicycle.
 - DUI Arrest, Hand Avenue / Oak Brook Drive. Motors working a stationary radar assignment stopped a violator for speeding. Suspect arrested for DUI.
 - Burglary (Residential), 928 Northbrook Drive. Victim was in his bathroom when he heard the doorbell. By the time he got out, there were two unknown white males in his house. Suspects fled when the victim went to retrieve his gun. They were seen leaving the area in a red sedan.
 - Carbreak, 640 North Nova Road (Tomoka Oakwood North). Unlocked vehicle, nothing taken.
 - Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult female arrested for misdemeanor retail theft. Search incident to arrest revealed felony possession of Schedule II/ III pills.
- 1/24/2014
 - Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Adult female arrested for misdemeanor retail theft. Search incident to arrest revealed felony possession of narcotics.
- 1/25/2014
 - Shoplifting, 145 North Yonge Street (Dollar General) – transient arrested and transported.
 - Battery-Domestic Violence, 103 Lorillard Place, suspect was arrested for battery.
 - Battery-Domestic Violence, 484 South Atlantic Avenue #122 (Scottish Inn), suspect arrested for battery/domestic violence.
 - Battery, 3 North Yonge Street (Sunoco), victim with facial injuries from a battery/fight walked up to the store. He didn't know where the fight occurred or who he had fought with. Victim was heavily intoxicated.
- 1/26/2014
 - Burglary (Residential) 3 Byron Ellinor Drive. Victim claims a known suspect (neighbor) came into his residence and stole some of his pills that he got filled today. Suspect was contacted but had to go to the hospital reference a medical issue.

- 1/27/2014
 - Burglary (Business), 124 West Granada Boulevard (Sunshine Cleaners). Forced entry through the wall, via a utility grate. Cash drawer and tools taken.
 - Warrant Arrest, 66 Ponce de Leon Drive. Called in by Seminole County Sheriff's office, suspect arrested.
 - DUI Arrest, 900 Block North US 1. Traffic Unit was flagged down about a vehicle obstructing the roadway. Driver arrested after investigation.
 - Armed Robbery, Division Avenue / South Center Street, victim advised the suspect shot off a revolver into the bushes to scare the victim. Officers checked the area and couldn't find any evidence. Possible suspect has been identified.
 - Battery-Domestic Violence Arrest, 500 Shadow Lakes Apt. #132. Suspect arrested for battery on her live-in boyfriend.
 - Burglary (Residential), 4000 St Georges Road. #205B I-pad, laptop and watches taken from residence, possible key was used.
- 1/28/2014
 - Stolen Vehicle, 188 Fairway Drive. 2012 Toyota Camry 4D, black, taken overnight by unknown means.
 - Carbreak, 210-B Northshore Drive. Unlocked vehicle in driveway. Change purse taken. No evidence. An off-white/cream color 4-door was observed with two white males stopping to enter the victim's vehicle.
 - Warrant Arrest, Fleming Avenue and Collins Street. Stopped for a traffic violation. Passenger was found with an open warrant.
 - Warrant Arrest, 548 Collins Street. Suspect arrested during the search warrant execution at 548 Collins Street.
 - Trespassing Arrest, 1464 West Granada Boulevard (Chick-Fil-A). Transient causing a disturbance was determined to have received trespass warning about two weeks ago.
 - Burglary (Residential), 1201 Northside Drive. Male suspect checked front door and homeowner opened the door. The suspect stepped inside the residence and punched homeowner in the face and ran off westbound then ran south along the river. DBPD K-9 responded to the scene but could not locate a scent/track on the suspect.

Traffic Unit

- Traffic Enforcement Stats:
Number of DUI Arrests: 2
Number of Uniform Traffic Citations Issued: 52
Number of Written Warnings Issued: 7
Number of Parking Citations Issued: 0
- Traffic Crash Reports:
Number of Crashes without Injuries: 13
Number of Crashes with Injuries: 1
Number of Crashes with Serious Bodily Injuries: 1
Number of Crashes with Fatal Injuries: 0
- Selective Traffic Enforcement Program (STEP) Information:
Location: 2000 block West Granada Boulevard
Reason for this STEP: Self Initiated
Number of times worked: 1; Total Hours Spent: 2
Citations Issued: 1; Written Warnings Issued: 0
- Selective Traffic Enforcement Program (STEP) Information:
Location: 500 block Division Avenue
Reason for this STEP: Speeding

Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 6; Written Warnings Issued: 0
Comments: Speeds have increased since road was opened after roadway construction project.

- General Comments: The SMART Stat speed display trailer was deployed on Hammock Lane on Monday reference to complaints due to road construction in the area.
- The traffic way redesign of the intersection of West Granada Boulevard and North Tymber Creek Road caused a major traffic jam until the sensors could be installed. This resulted in over 4 1/2 personnel hours working the signal box during congested traffic hours this week.

Neighborhood Improvement.

- Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 0 Case initiated
- Zone 2: 2 Case initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Cases initiated
- 41 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with two (2) walk-in and thirty-six (36) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymber Creek Phase I – The project is expected to be completed on April 7, 2014. Traffic has been 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 was opened on January 23rd. 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 on installation of stormwater piping and structures at the south end of the project. A utility crossing north of Orchard will require a 3 day shutdown of John Anderson Drive at Orchard. Detour signs will be in place. The new upsized outfall at Fortunato Park is being installed. 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 were prepared for Lucerne Circle North and South. Work continues along Greenwood Ave on Cumberland Ave. New water meters are being installed along Buena Vista Ave, Cordova Ave, Plaza Grande Ave and S. Beach Street to connect to the new watermain constructed along those streets. Follow up notice was given to the Breakaway trails HOA for the startup of the watermain replacement work in that subdivision which is scheduled to begin, January 29, 2014.

- 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 – Both Hammock Lane and Division Avenue are open to traffic. Staff is preparing a substantial completion punchlist which will be given to the contractor for final completion.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Fishing Pier is complete. The aluminum railing replacement is 75% 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; the contractor will commence with the disconnect and reconnect (DNR) of electric services in the Phase One area of the project beginning on February 4, 2014.
- 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 – The contractor was issued a notice to proceed for this project on Friday, January 24, 2014. With an NTP date of Wednesday, January 29, 2014; the date for substantial completion is May 29, 2014, final completion is scheduled for June 13, 2014.
- Ormond Beach Municipal Airport Taxiway Project- Staff 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 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 executed by the contractor and the City; a pre-construction meeting is being coordinated with the contractor.

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 – A meeting was scheduled with ECHO to discuss the project grant on Wednesday, January 29, 2014; a meeting with the Construction Manager at Risk consultant, A.M. Weigel was scheduled for Thursday, January 30, 2014.
- 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 – A field meeting was held on-site on Tuesday, January 28, 2014. Zev Cohen and Associates revised plans and is scheduling Sliger and Associates to complete additional survey work.
- OBSC Roadway Improvements – The project received FAA approval and staff is working with Bids which 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- Notices were distributed to those homes and businesses which will have their sanitary sewer laterals temporarily taken out of service for pipe lining of the sanitary sewer gravity mains. Work is expected to begin on February 17, 2014.
- Airport Business Park Overhead Utilities Conversion/Hardening - FPL has transmitted a revised agreement and invoice; this agreement is scheduled for 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 re-submitted to the FDOT for permit. Staff will schedule a meeting with the HOA's to present the proposed design when plan review comments are received.
- OBSC Multi-Purpose Building – The design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permits have been secured.
- SONC Bleacher Replacement - Quotes were received to remove and dispose of the existing bleachers. Quotes for installing new manufactured bleachers have also been received. Staff is expecting to replace the bleachers by April 2014.
- City Hall Chiller Replacement – A meeting was held with the design engineer and they intend to submit final bidding documents by early February.
- Water and Wastewater Master Plan Update – A draft scope of work was submitted and staff is reviewing prior to final cost negotiations. Staff intends to bring the scope of work to the Public Works Advisory Board for their review and comment prior to taking it to the City Commission for approval.
- Nova Community Park Renovations – Parking/Road Paving - Staff is looking at various areas within the park which are currently dirt/crushed shell and being used as unofficial parking locations and determining what additional parking and handicap stalls can be added to the park. Staff is working on the land survey of the park, which will be used to design locations around the park to capture the increased stormwater runoff as a result of paving the dirt roads and parking areas.
- 2-Inch Watermain Replacement Phase 2- Staff is negotiating a scope of work with our engineering consultant for the Phase 2 Mainland area.
- 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).
- Nova Road Landfill- Four of five ground water monitoring wells were installed per the FDEP as part of the ongoing second phase site assessment study. An existing groundwater monitoring well, which was damaged, was inspected by staff to determine repair feasibility. A damaged gas monitoring well was repaired and a cut section of fence was repaired.
- Streets- Investigated HOA concern of proposed homeowner request for driveway and roadway gutter modification.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Removed roots and form at Tymber Crossings
- Cleaned basins on beachside
- Ground down sidewalks in Ormond Lakes
- Ground down sidewalk in Hunters Ridge
- Repaired sidewalk on Marvin Rd
- Assisted Maintenance Crew with cleaning bridge
- Assisted Maintenance Crew in setting up bridge signs
- Assisted Building Maintenance at Airport

- Tree Crew

- Trimmed and cleaned 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 and 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 Highland Ave, N US1 Hwy, Dix Ave, Cherrywood Dr, Inglesia Ave, and Shady Branch Trl
- Trimmed bottom of oak tree near Nova Pond
- Removed debris on Gowers St and Flagler Rd
- Removed tree on West 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.
- 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
- Cleaned catch basins
- Repaired road at Sanchez Park

- 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

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Trimmed limbs on Jeannette Dr
- Accompanied Contractor for pond and ditch inspections

- Constructed French drain with gravel at Public Works complex
- Rebuilt basin walls on Greenwood Ave
- Inspected sinkhole at Dix Ave and N Beach St
- Maintained trucks and equipment
- LEAPS Training

Vactor

- Basin cleaning – City-wide
- Cleaned boxes on Hand Ave
- Assisted Water Distribution with water main break

Mowing

- Ditch mowing at Central Park III

Street Sweeping/Streetsweeper

- 156.0 miles of road cleaned (Five days)
- 44.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
27,645

PM Services completed for the week:

Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 10,098 unleaded and 4,859 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,326 gallons of unleaded and 752 gallons of diesel.
- Fleet completed 41 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements - Prepared plans 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.
- Biosolids Treatment and Disposal – Existing contract expires in March 2014. Daytona Beach is preparing documents for a joint bid with Ormond Beach to select a contractor for these services. A Commission Memo to extend the existing contract until bids are received and evaluated was prepared for submittal at the March 4, 2014 City Commission meeting.
- Breakaway Trails Lift Station Control Panel Replacement – A meeting with John Searcy and Associates, Inc. to discuss their pending electrical design services proposal is being scheduled.
- 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. Pre-bid meeting scheduled for Feb. 19.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – Mainland: Clearance applications for were prepared for Lucerne Circle North and South. Watermain replacement work in the Breakaway Trails subdivision is scheduled to begin this week. North Peninsula: Water main installation is complete on Royal Dunes Blvd. and Royal Dunes Circle. South Peninsula: Work continues on water main and reuse main installation on Magnolia Drive and Seton Trail.
- Ormond Beach Wastewater Plant Operating Permit Renewal – 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 – Construction completed.
- John Anderson Drive Project – New 16 inch force main connections were performed at Lift Station 6P during nighttime shutdown.
- Rima Wells Auxiliary Power Generator – A plan review meeting was held with staff to discuss proposed design for developing review comments.
- Saddler's Run Lift Station Rehabilitation – Design activities by QLH and Assoc. ongoing.
- Sanitary Sewer Pipeline Repair – Notices were distributed to those homes and businesses which will have their sanitary sewer laterals temporarily taken out of service for pipe lining of the sanitary sewer gravity mains. Work is scheduled to begin on 2-17-14.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Preconstruction meeting scheduled 2-18-14.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Preconstruction meeting held on 1-28-14. Construction scheduled to start 2-5-14. Contractor notice of scheduled activities prepared and provided to Wal-Mart and Jaffe Corp. representatives.
- Tymber Creek Road Phase 1 Utility Relocation Project – Utility relocations on the east side of Tymber Creek Road remain to be performed. Traffic is scheduled to be diverted to the west bound side starting at the end of January. Project should be completed in April 2014.
- Water Storage Tank Cleaning and Inspection – 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 on water storage tanks.
- SPRC –SR Perrott– Legal department is preparing necessary utilities easement. 711 S. Atlantic Ave Replat – Reviewed plans. The Canopy – Reviewed plans. Standard Construction Details – Reviewed reclaimed water system details.

Departmental Activities

- Water Distribution
 - Performed 54 residential water service connections/meter exchanges on Cordova and Buena Vista Avenues with 2" water main replacement project.
 - Completed 23 water meter exchanges
 - Performed 2 water service connections on John Anderson Dr
 - Connected 15 new residential water services to the water system.
 - Responded to or repaired 24 water leaks.
 - Assisted 10 customers with (i.e. Low pressure, quality, etc.)
 - Replaced 3 water services due to aged piping.
 - Responded to 5 low pressure and or water quality customer issues.
 - Installed 1½" valve at 1550 Ocean Shore Blvd - future isolation needs.

- Assisted San Marco Apartment complex on Williamson Blvd with a water system shutdown due to a water main leak on their property.
- Water main shutdowns: existing 6" water main on Cordova Ave was permanently placed out of service, temporary water main shutdown at Cordova Ave and Seville St for disconnect and plug - Hazen Construction.
- Performed water main shutdown on Tymber Creek Rd to assist contractor valve and fire hydrant relocation to facilitate the road widening project.
- Delivered water service connection parts and meters to Thad construction for water service connections on Royal Dunes Rd and Cir.
- Rescind boil water notices: John Anderson, Tam-O-Shanter, & Orchard Ln
- Backfill and landscape: John Anderson Dr and Capistrano Dr
- Utility locate service for Water/wastewater/reuse: received notice of 88 regular and 5 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects.

- Water Treatment
 - Delivered 35.571 million gallons for the week ending Jan. 26 (5.028 MGD)
 - Backwashed 8 filters for a total of 348,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded three Precautionary Boil Water notices.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 24.58 Million Gallons.
 - Produced 16.14 Million Gallons of Reuse.
 - Produced 8.44 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.51 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 84.94 (14%-18% Solids).
 - Submitted Quarterly Chronic Bioassay Report to FDEP.
 - Submitted Annual Pretreatment DMRs to FDEP.

- Wastewater Collection – Reuse
 - Crews responded to one trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Replaced force main valve box at 1701 N. US-1.
 - Located clean out for home owner at 127 Shady Branch Trail.
 - Checked six trouble spots on peninsula.
 - Televised 24, cleaned 4 & root inhibitor applied on 4 sewer laterals.
 - Test run 12" bypass pump at Wastewater Plant. (30 min.)
 - Rehabbed pep tanks at 8 Lake Isle Way.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 9 psi, Ormond Mall @ 8 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 18/16 psi, Foxhunters Flat (2 inch) 15/13 psi & Shadow Creek Blvd. (4 inch) 6/5 psi.
 - Assisted JAD contractor with night time shutdown and bypass of LS 6P for major force main connection activity.

- Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - 1P – locate and repair vacuum leak at #1 pump – inspect/ test – all ok.
 - Grit Snail - repair broken 1" re-use wash down water line.
 - Final effluent Tanks – repair broken 2" re-use wash down water line.
 - San Marco –call out – pull pump #1 – clear volute blockage –OK.
 - Chelsea Place #2 – paint RTU cabinet.

- The Crowne – paint RTU cabinet.
- 8M – repair gate as needed.
- SCADA monitor/response: Breakaway Trails lift station – station is being visually inspected at regular intervals until control and monitoring can be restored – continuing to trouble shoot Lift Station PLC's and WIN 911 with Water Treatment plant Chief operator; 8P – high level alarm – found station operating normally – identified and cleaned dirty probe – all ok; 1P – high level – pump #1 not priming correctly allowing high level alarm – adjusted floats and transducer to compensate – will follow up during normal duty hours; San Marco – high level – both VFD's off line – rebooted – will follow up during duty hours to inspect and repair as necessary; Sandy Oaks – high level - both inverters tripped – returned # 2 to service – #1 pump observed high amp draw will pull #1 pump and check for blockages and meg motor.
- 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: Screw Pump #3; Sand Filters #1, #2, #3.
- Annual PM's: Post Anoxic Submersible Mixer #1, #2.
- Lift Station PM's: 20 monthly and 1 annual.
- Plant wide oil & grease route
- 53 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 inspection and cleaning project.
 - Well 29 H – lost remote control – contactor malfunctioned / insect intrusion – cleaned contactor and cabinet – returned control to operations.
 - Riverview Booster Station – pump #2 relay tripped – reset – will monitor.
 - Well 35R – assisted Utility Engineer with circuit review.
 - H.S.P. #2 – installed new motor and returned to service.
 - Cone #2 – blow down valve actuator not operational – replaced with like unit from Leeway water tower – new unit is ordered.
 - H.S.P. #5 – replaced packing material.
 - H.S.P. #6 – air actuator valve shaft sheared off – awaiting quotes from specialty contractors for repair of other equipment in High Service Pump room - will include replacement valve with repair scope.
 - Hypochlorite generator – mounted new transducer – tested & reporting OK - assisted operations trouble shooting air flow & pressure differential alarms - switching amplifier malfunctioning – bypassed - ordered replacement parts.
 - Booster Pump Stations –continuing with electrical panel 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 U.S. EPA and Florida DEP notice, Utility is keeping the FDEP abreast of the analytical results of the samples collected. Staff inspected the facility to monitor sewer discharges. A more comprehensive set of sampling will be scheduled.
 - Pretreatment Annual Report: Staff completed report preparation and forwarded to FDEP with pertinent attachments and plant data. The report summarizes the activities of the Utility in regards to its Industrial Pretreatment Program to include a result of plant removal capabilities.

- 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 completed report preparation and data compilation and submitted report to SJRWMD as required by the City's Consumptive Use Permit. The report illustrated a large reduction in groundwater usage to illustrate progress made on behalf of the utility to employ reuse water sources now available as a result of the Western OB reuse transmission main in the Breakaway Trails and Hunter's Ridge areas.
 - 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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Colby Cilento attended the FLGISA Certified Public Technology Manager (CPTM) Conference on January 27 and 28, 2014 and started the CPTM Certification Program (which concludes in July 2014)
- Attended and provided support for the January 29, 2014, Budget Advisory Board Meeting
- Agenda packet preparation and creation for the February 4, 2014, City Commission Meeting
- Agenda packet preparation and creation for the February 4, 2014, City Commission Goals Workshop
- Agenda packet preparation and creation for the February 6, 2014, Quality of Life Advisory Board Meeting

Status of Department Projects

- 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.