

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 7, 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 HR Director and Economic Development Director
- General discussion with Assistant City Manager and Finance Director on the annual comprehensive financial report
- Meeting with FOP, Sgt. Davis and Union Representative – Grievance – appeal of discipline by Sgt. Davis.

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary Meeting
- Commission Goals Workshop
- FCCMA Board meeting meetings Wednesday
- FCCMA Winter Institute Thursday and Friday; provided presentation on collaborative communications on Thursday and facilitated a solutions session on innovative communications.

Community Development

- Planning
 - Staff attended a demonstration of the Interactive Voice Response Solution that enables customers using a telephone to instantly access and update utility account information.
 - The Planning Director attended the LEAN Project which is a Performance Management Process to follow up on previous assignments from earlier meetings.
 - The Department received yet another alert regarding a House Bill that encroaches into home rule authority. HB 7023, a wide-ranging economic development bill by the House Economic Development & Tourism Subcommittee, among other things would **prohibit applying impact fees or transportation concurrency to new commercial developments of less than 6,000 square feet for three years**. Although a city or county commission could vote to opt out of the requirement, it places an unnecessary burden on elected officials who are working to ensure that development, rather than the taxpayers, covers the cost of new growth.

This language was contained in HB 321 last year. It passed the House despite opposition from the **Florida League of Cities**, the **Florida Association of Counties** and **1000 Friends of Florida**, but died in the Senate. The City should oppose this for two reasons:

1. **The City already has the authority** to waive or reduce both impact fees and transportation concurrency.
2. This bill along with a previously reported bill (HB 703) are examples of the Legislature saying it respects home rule while proposing something that substitutes a "one size fits all" provision that **preempts local government authority**.

- Building Inspections, Permitting & Licensing
 - 92 permits issued with a valuation of \$1,534,341.00
 - 196 inspections performed.
 - 7 business tax receipts issued.
- Development Services
 - No new SPRC activity has occurred this week.

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. Discussions on the sources of infrastructure funding are expected over the next several weeks.

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 7 site selectors that Team Volusia invited to visit Volusia County and discuss economic development opportunities. Staff met with a representative of a robotics firm based in Turkey who is in the very preliminary stages of evaluating the feasibility of opening an operation in central Florida.

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 6:00 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 continues working with the Realtors representing the StyleMark property to present the site to interested buyers.

Airport Operation and Development

- Staff worked with technicians from Zev Cohen and Associates to conduct biological studies at the airport needed for the design phase of the Taxiway "G" project.
- Staff worked with survey crews to conduct precise measurements and surveys needed for the design phase of the Taxiway "G" project. Some of this work was conducted at night and on the weekend in order to minimize disruption of air traffic.
- Staff conducted site visits at the airport this week for vendors responding to requests for quotes to mitigate obstructions in the approach zones for all four runways.
- Staff worked with Hoyle, Tanner & Associates to update magnetic heading data for the airport's runways. The update is based upon magnetic declination data from the National Geophysical Data Center, and must be accomplished annually.
- Staff has been notified that FDOT has reviewed and approved the scope of services for the project to upgrade and rehabilitate critical systems at the air traffic control tower. This scope of services will be incorporated into and become part of the FDOT grant agreement which will fund this project.
- The Precision Approach Path Indicators (PAPIs) on Runway 17 remain 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 Ormond Beach Civil Air Patrol Cadet Color Guard Team competed successfully against eight other teams and won six trophies, including first place overall, at the 2014 Florida Wing Cadet Competition last weekend at Patrick Air Force Base. Please see today's edition of the Weekly Review for more information.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completed annual audit.
- Completed Projects - Weekly
 - Processed 34 Journal Entry Batches (# 1740 - 1827).
 - Approved 24 Purchase Requisitions totaling \$136,638.76.
 - Issued 18 Purchase Orders totaling \$98,684.13.
 - Prepared 128 Accounts Payable checks totaling \$182,985.37 and 41 Accounts Payable EFT payments totaling \$553,560.87.
 - Prepared 28 Payroll checks totaling \$23,778.43 and 332 Direct Deposits totaling \$408,052.94.
 - Transferred IRS 941 payment of \$157,836.40.
 - Processed 4,654 cash receipts totaling \$662,216.37.
 - Processed 1,240 utility bill payments through ACH totaling \$74,243.74.
 - Processed and issued 3,006 utility bills with billed consumption of water of 11.617k.
 - Issued 677 past due notices on utility accounts.
 - Auto-called 28 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Wilmette Avenue Road Closure (2/10-2/14)
 - Ormond Beach Civil Air Patrol Cadets Win State Competition
 - Florida Licensing on Wheels (2/11)
 - Other
 - Citizen Contacts
 - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended STARS training for the new online VOCA grant submittal.
 - Attended City Commission Goals Workshop and City Commission meeting.
 - Completed Neighborhood Improvement Advisory Board (NIAB) packet for the organizational meeting scheduled for February 20th.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Volusia County ECHO Advisory Committee meeting. The Committee approved the City's site plan revision for the previously approved ECHO grant for expansion of the skate park.

Fire Department

Weekly Statistics

- Fires: 3
 - Fire Alarms: 16
 - Hazardous: 4
 - EMS: 87
 - Motor Vehicle Accidents: 5
 - Public Assists: 41
- TOTAL CALLS: 156

- Aid provided to other agencies: 9 calls – Daytona Beach (3), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 65

Training Hours

- NFPA 1001: Firefighting 28
- NFPA 1002: Driver/Operator 24
- NFPA 1021: Officer 7
- NFPA 1410: Hose Evolutions 36
- NFPA 1500: Safety/Equipment 58
- NFPA 1620: Pre-Fire Plan Inspections 4
- EMT/Paramedic 30
- LEAPS 8
- TOTAL TRAINING HOURS: 195

Station Activities

- Updated 22 pre-fire plans
- Conducted 2 fire inspections

Significant Incidents

- 2/2/14, 2:48 AM: Lincoln Ave. – Structure Fire – Upon arrival found light smoke on all floors of a three story residential structure – smoke originated from a trash can – resident fell asleep on couch while smoking – no injuries.
- 2/2/14, 7:17 PM: N. Nova Rd. – Car vs Motorcycle Accident – Vehicle pulled out in front of motorcycle causing a crash – two riders on bike with no helmets – both found sitting in roadway with injuries – both were transported to hospital with one patient in serious condition.

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 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. Seven (7) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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 – Trades worker 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.
 - Planning/Office Manager was advertised 01-31-14 in-house and on the City's web site and will remain open until 02-14-14.
- **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.
- **Terminations/Resignations/Retirements**
 - FY Vacancy Ratio – M/E 01-31-14: 2.19% (excluding retirements).
 - Planning – Office Manager effective 02-07-14.
 - Police Department – Officer effective 03-08-14.
 - Human Resources – H.R. Director effective 03-28-14.
 - Fire Department – Captain/EMT effective 03-31-14.

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 - Next scheduled orientation will be held on 02-24-14. 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". 90% of our employees attended this training.

Risk Management Projects

- Mayor's Health & Fitness Challenge: adding Tomoka ½ Marathon and 5K to event.
- Worksite Wellness seminar.

- Revisited MacDonald House regarding indoor air quality complaint.
- Site visits to sewer line break/backup.

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. Meeting scheduled 2/20/2014.
 - 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 last of the old Domain servers. Resolving nagging issues pertaining to dependencies on the old domain servers that have been in service 7+ years. Resolving issues one by one.
 - Virtual Server Hardware upgrade – Three new virtual host servers put into production. Three old servers turned off to validate new configuration, but still available if some major issue should arise.
 - 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: - 16 New work - 33 completed - 55 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,875	Inbound E-Mails Blocked	14,071
Delivered Inbound E-Mails	12,654	Quarantined Messages	150
Percentage Good Email	47.1%	Virus E-Mails Blocked	268

- Notable Events:
 - None.

- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 67 Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 1
 - 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: Held GeoBlade Viewer training class for meter readers.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Supervisory Staff Meeting
 - Assistant City Manager's Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits

- Goals Workshop
- Commission Meeting
- ECHO Board Meeting
- Gymnastics Meeting
- Greenhouse Meeting
- Quality of Life Board 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 Boys' Soccer Program is practicing this week Monday through Wednesday at 6pm on Soccer Field #6 at the Sports Complex. They also have a regional game Thursday night at 7pm on 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 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 later this month.
 - The Freedom Sports Softball Association held an Adult Softball Tournament on Saturday at the Sports Complex Softball Quad.

- Athletic Field Maintenance
 - Cleaned park, 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 continues. Drag and prep a field for them to use.

- Lady Renegade 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 and Riverbend Academy High School baseball has begun practice Monday through Friday; prepping the Kiwanis Field for them to use.
- Hosted district, high school playoff soccer games for the Seabreeze and Father Lopez Boys' varsity teams. Goals, benches and trash cans being put out as needed.
- Competitive soccer leagues have begun to practice for spring season.
- Removed bleachers from Rockefeller Gardens from the Native American Festival.
- Had tryouts for baseball and softball at both Nova and the Airport Sports Complexes on Saturday.

- 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:
 - Three Eras of Elvis, Friday, February 7th, 7:30pm to 9:30pm
 - The Rat Pack, Together Again, Saturday, February 8th, 7:00pm to 9:00pm

- 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 5pm weekdays/center hours on weekends
 - Jazzercise Monday 5:45-7:00pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Technician position
 - Attended weekly staff meeting
 - Assisted with interviews for The Casements custodial position
 - Art in the Park application tracking and input
 - 2014 Art in the Park sponsorship flyer development and mail out of sponsorship letters
 - Art in the Park; Call For Artists flyer distribution
 - Contacted entertainment and food vendors for Art in the Park
 - Assisted with City Commission Goals Workshop
 - Assisting Memorial Day Remembrance Committee with planning tasks

- Gymnastics
 - New February session has begun and is going well
 - 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

- 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, meets Wednesdays from 5:00pm-5:45pm.
 - The Boys' Basketball Youth League continues with playoff competition. Their season will end next week.
 - The Girls' Basketball Youth League continued with their practice on Monday and Wednesday from 6:00-7:00pm.
 - The Daytona 100 Volleyball Tournament took place all day Saturday and Sunday.
 - Challenger Net Sports began its winter session on Tuesday. They will meet for six weeks and play volleyball, pickleball, and gym hockey.
 - The SPARC (Special Populations Activities and Recreation Council) Valentine's Party will take place tonight from 6:00-8:00pm.
- The Casements
 - Classes met this week including Pilates, Yoga and Rock 'n' Roll.
 - Tours were held Monday, Tuesday, Thursday and Friday from 10am to 3:30pm and on Saturday from 10 – 11:30am
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Trish Vevera hung her Gallery exhibit Monday morning.
 - The Ormond Beach Garden Club set up for their Sweetheart Tea on Tuesday morning.
 - The Guild held training classes in The Preservation Room for new docents on Tuesday morning.
 - The Ormond Beach Garden Club held their Sweetheart Tea in The Gallery on Wednesday afternoon.
 - A wedding was held in Ormond Memorial Gardens on Wednesday afternoon.
 - A professional photographer took photos of a bride in Rockefeller Gardens on Thursday afternoon.
 - The Casements Coordinator conducted interviews for a part-time custodial position on Thursday afternoon.
 - A group tour was given to 32 adults from Michigan on Thursday afternoon.
 - The opening reception for Trish Vevera's art show is scheduled for Friday evening in The Gallery.
 - Movies on the Halifax is scheduled for Friday evening in Rockefeller Gardens.
- 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
 - Repaired one runway light at Airport
 - Replenish air filter stock with receiver order for various locations
 - Checked that icemaker replacement is satisfactory and making ice at Nova
 - Cleared sink disposer at Public Works; replace - was locked up with rusted parts
 - Reported that refrigerator at The Casements leaking water, checked and repaired
 - Called AHC Locksmith requesting panic door repair at OMAM
 - Cleaned up/out airport vault and Tower 'spare parts' at Airport

- Copied four keys for softball press box
 - Cleaned out electrical room at City Hall
 - Checked LS Administration; possible A/C problem in Registration area
 - Checked musty odor in Public Works Admin
 - Attended LEAPS training at ATC
 - Repaired cable on Pistol Range
 - Replaced range tables on firing line at Pistol Range
 - Replaced burned out bulbs and adjusted lighting to shine on targets at Pistol Range
 - Assisted with sink disposer replacement at Public Works Admin
 - Repaired mag locks at Central Park I and Riverbend Nature Park
 - Repaired lights at in the bathrooms at Nova
 - Installed EM light in the activity room at Nova
 - Repaired sign light at Woodlands
 - Repaired fountain lights at Fortunato Park
 - Repaired lights in Gymnastics Center
 - Repaired classroom lights at SONC
 - Repaired Sally Port sensor at Police Department
 - Repaired timer clock at Pop Warner
 - Replaced ceiling fans in the ballroom at Senior Center
 - Repaired bike rack fence at SONC
 - Removed front door lettering at Police Department
 - Repaired fencing at Skateboard Court at Nova
 - Repaired panic bar at gym entrance at SONC
 - Replaced tank auto fill and handle at Gymnastics Center
 - Caulked sink in art room at Senior Center
- Parks Maintenance
 - Removed graffiti from men's room at Cassen Park
 - Installed dog waste station at Cassen Park
 - Installed second 911 informational sign at Sanchez Park
 - Trimmed low hanging limbs at Central Park III
 - Repaired handrail at Central Park I
 - Attended diversity training session
 - Transported surplus items from Nova Rec to Fleet Maintenance
 - Lubricated door hinges and deadbolt locks on all parks restroom doors
 - Installed dog waste station at Riviera Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Attended the monthly Volusia Flagler Police Chief's Association meeting.
- Attended a teleconference regarding the implementation of "Blue Team."
- Attended Commission Goals Workshop.
- Attended quarterly Law Enforcement Advisory Board meeting.

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 this month.
- 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: 59
- Animal Reports: 8
- Animal Bites: 1
- Animals to Halifax Humane: Cats 1
- Dogs returned to owner: 2
- Traps issued: 3

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 3
- Inactive: 6
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Carbreak: 9
- Grand Theft: 2
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

Narcotics

- Three (3) search warrants served/executed.

Comments:

- Aggravated Battery/Robbery: Investigators have made several arrests related to the incident that occurred at 548 Collins St. Due to the investigation several arrests were made and the subjects have vacated the 548 Collins residence. The locks have been changed by the owner.
- Robbery: Investigators identified the two subjects that committed an armed robbery on Division Ave. near the park. The suspects were identified from photo line-ups and arrested. One of the subjects was found wearing the victim's shoes when arrested. Note: The two subjects arrested were associated with the 548 Collins St. residence.
- Fraud: An employee of Wells Fargo Bank was arrested after a lengthy investigation. The employee was charged with grand theft, organized fraud and conspiracy to commit organized fraud.
- Car breaks: Two juveniles have been identified for the car breaks that occurred on Riverside Dr. where they were captured on video (charges are pending). One of the juveniles had associates that were residing at the Collins St. residence.
- Missing Persons: Three missing juveniles were recovered from 548 Collins St. (two from our city and one from Daytona).

Records

- Walk - Ins / Window 87
- Phone Calls 121
- Arrest / NTA'S 23
- Citations Issued 81

- Citations Entered 102
- Reports Generated 170
- Reports Entered 166
- Mail / Faxes / Request 9

Patrol

- Total Calls 1,637
- Total Traffic Stops 145

Operations

Crime Opportunity Report Forms: 93

- 1/29/2014
 - Carbreak, 553 Riverside Drive, unlocked vehicle entered and change taken out.
 - Stolen Vehicle, 373 Pine Road, owner left her car running while packing up to go to airport and had it stolen. It was located using GPS at 219 N. Adams Street in Daytona.
 - Burglary (Residence), 906 Quail Run, credit cards and jewelry missing.
- 1/30/2014
 - Burglary (Residence) - 145 John Anderson Drive. Occurred sometime during the day. Several items stolen including jewelry.
 - Robbery- 1 Plaza Grande Avenue. Victim was approached by a subject trying to start a fight. Suspect hit the victim and stole his skateboard and backpack. Subject was located hiding near a church nearby. Show up completed and positive ID obtained. Suspect arrested.
 - Burglary (Residence) - 885 Willow Run. Occurred sometime during the day. House was ransacked and several items stolen.
 - DUI Arrest- West Granada and Tymber Creek. Vehicle crash at this location. After further investigation the at-fault driver was arrested for DUI.
- 1/31/2014
 - Carbreak, 25 Riverside Drive. Smashed out window and purse that was left visible on the floor was taken.
 - Carbreak, 1 Old Kings Road. Smashed out window and purse that was left visible on the floor was taken.
 - Carbreak, 579 North Nova Road. Smashed out window and purse that was left visible on the floor was taken.
 - Warrant Arrest, 45 Coquina Point Drive. A request from an agency in Georgia for a female at this address with an open warrant for violation of probation. Arrest was made.
 - Grand Theft, 333 West Granada Boulevard (Unified Tae Kwon Do), iPhone 5 taken out of girl's locker room.
 - DUI Arrest, 801 South Nova Road (Rockin Ranch), minor accident in the parking lot led to a DUI arrest.
- 2/01/2014
 - Narcotics Arrest, 5 South Yonge Street. The officer ran the tag as the vehicle looked like one that was stolen and being driven around the Daytona area. It came back with the owner having a warrant. Vehicle was stopped, warrant confirmed, and drugs were located during the investigation.
 - Carbreak, 10 Pine Trail Circle. Unlocked vehicle entered in driveway on 01/31/2014.
- 2/02/2014
 - Burglary (Business), 124 West Granada Boulevard (Sunshine Cleaners), someone entered the business from the large exhaust fan and stole approximately \$70.
- 2/03/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-mart), juvenile arrested for theft of a BB gun. He fled into the Party Store and was arrested. The juvenile with him was arrested for a warrant that was just issued today for failure to appear.
- 2/04/2014

- Child Abuse-Domestic Violence, 955 S Nova Rd #16, suspect was arrested for battering a juvenile in his custody.
- Traffic Arrest, SR40/Tymber Creek Rd – A vehicle fled from Ofc. Bakaysa after attempted traffic stop. We disengaged. Deputies happened to be up the street and were able to stop the car. We arrested the driver for Fleeing/Attempting to Elude and issued several citations.
- Loitering or Prowling Arrest, 410 John Anderson Drive, Ofc. Davis saw a suspicious male near the house, subject provided false name and information for being in the area to Ofc. Davis and was arrested.

Traffic Unit

- Traffic Enforcement Stats:
Number of DUI Arrests: 0
Number of Uniform Traffic Citations Issued: 38
Number of Written Warnings Issued: 7
Number of Parking Citations Issued: 0
- Traffic Crash Reports (Where you were primary):
Number of Crashes without Injuries: 9
Number of Crashes with Injuries: 1
Number of Crashes with Serious Bodily Injuries: 0
Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
 1. Parking complaint: 22 and 63 Sounders Trail involving an on-going problem with vehicles parked in the driveway but still blocking the sidewalk in the neighborhood - Both the Traffic Unit and Patrol issued the residents at these two houses warnings.
 2. Parking complaint: ABC (550 South Atlantic Avenue). Semi trucks parking overnight in the "no overnight parking" area. - Sent out to traffic and nightshifts for extra patrol.
 3. Speeding Complaint: 100 block Orchard Lane. Resident complained about the traffic following the detour around the John Anderson Dr road construction speeding through the area. It was assigned out by Records to all Sworn to conduct extra patrol in the area. The Traffic unit set up there a couple of times but did not have any violations. It was noted that there are two marked patrol cars (DBPD & VCSO) on the street that are visible to passing traffic that might be slowing the speed during the times that the traffic unit was there.
- 1. Selective Traffic Enforcement Program (STEP) Information:
Location: 100-400 Block Clyde Morris Boulevard
Reason for this STEP: High Traffic area with several communities in the area
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 3; Written Warnings Issued: 1

General Comments: Deployed the SMART Stat speed trailer on Main Trail and Rio Pinar Trail at the request of a resident from last week

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases initiated
- Zone 2: 1 Case initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 20 signs have either been removed or sign cases created.
- 11 tree removal permit requests.

- Administrative staff assisted with thirty-three (33) telephonic inquiries.

Public Works

- Engineering

- Project Summary

- Construction Projects:

- Tymber Creek Phase I – Work continues on the retention ponds and construction of the north bound widening. Construction of the culvert/ bridge widening is expected to get underway the following week. Traffic will remain shifted to the west lanes until the culvert is completed and the north bound lane has been constructed.
 - 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 short term shutdown of John Anderson Drive at Orchard Lane. 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 punch list 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 for Millrun Court and Mayfield Terrace was received. Installation of new meters will proceed on those streets the following week. New watermain installation is completed on Greenwood Ave and Cumberland Ave, which are being chlorinated and pressure tested. New water meters were installed on Plaza Grande Ave. The new watermain was tied in and made active on Forest Court. Water meter installation is being completed on Buena Vista Ave, Cordova Ave, and S. Beach Street to connect to the new watermains constructed along those streets. Contractor has begun mobilization to begin work in the Breakaway Trails.
 - 2-Inch Waterline Replacement – North Peninsula - Water main installation is progressing on Fairway Drive, Oak Drive, and Driftwood Avenue. New meters have been set along Riverbreeze Drive; Mastercraft has completed the installation of new service lines to relocated meters on Riverbreeze Drive. Water main clearance has been received for the completed work on Royal Dunes; THADCON has completed the installation of new meters and conversion of service connection on this street.
 - 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. Service connections are being made on Riverside Drive and Marvin Drive. Work continues on water main and reuse main installation on Magnolia Drive and Seton Trail and Carib Drive.
 - Central Park Lake Interconnects – Both Hammock Lane and Division Avenue are open to traffic. Staff issued the substantial completion notice with final punch list items for the contractor to complete the project.
 - 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 intends to close Wilmette to install the pipe crossing the week of February 10.
- Downtown Underground Utilities Conversion - FPL energized the third of four quadrants with primary power on February 1, 2014; leaving only the area north of SR 40, and between US 1 and Ridgewood Avenue to convert primary distribution service. Disconnect and Reconnect (D&R) of properties has progressed to the second quadrant, with the conversion of the Ormond Garage and AHC Locksmith Building scheduled for February 4. Carter Electric will continue with seven properties adjacent to and on the south side of Granada scheduled for the week of February 10, 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. The contractor anticipates the first mobilization of the project including the removal and replacement of affected sidewalks between February 10 and February 16.
- 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 and submit for a building permit.
- Traffic Signal Maintenance (Mast Arm Painting) - A pre-construction meeting is scheduled with the contractor for February 6, 2014.

Design Projects:

- Environmental Learning Center – A meeting with the ECHO review board is scheduled for February 19th. Applications will be rated and the City's funding eligibility determined.
- Nova Community Park Skate Park Expansion – Staff met with ECHO to discuss the project on Wednesday, January 29, 2014; a meeting with the Construction Manager, A.M. Weigel was held Thursday, January, 30, 2014; a request for one-year extension of the grant was submitted to ECHO and staff will present a status update to the Board on Wednesday, February 5.
- 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 – SJRWMD confirmed that they will issue the permit for modification of the ERP permit for construction of the proposed perimeter road. Staff has submitted all materials to the District for the conservation easement agreement for mitigating wetland impacts associated with the project. Bid award and easement agreement memos have been prepared and await SJRWMD approval of the easement, before the items can be placed on the Commission agenda.
- 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- Work is scheduled to begin on February 17, 2014.
- Airport Business Park Overhead Utilities Conversion/Hardening - FPL has transmitted a revised agreement and invoice; this agreement was approved 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 - Service to remove the old bleachers and for purchasing and installing new telescoping bleachers has been procured.
- City Hall Chiller Replacement – Final plans were submitted and are being reviewed.
- 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 at the end of February 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 addition parking and handicap stalls can be added to the park. Staff is performing the design in-house and is currently working on the survey of the park which will be used to design the paving and stormwater collection areas.
- 2-Inch Watermain Replacement Phase 2- [ongoing] 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).
- Nova Road Landfill- The last of five ground water monitoring wells was installed as required by the FDEP as part of the ongoing second phase site assessment study.
- Roadway Resurfacing- The pavement condition survey inventory has been tabulated and inputted into the pavement resurfacing management system and five year scenarios are being ran to determine street priority.
- Pollution Prevention Awareness- Staff is preparing information and a photo gallery for the City web page to give residents ideas on how to prevent and reduce pollution to lakes, rivers, ponds and canals around the City
- Reviewed the plans and created a work in the right way permit for 1439 N US1/ Destiny Dr per AT&T request.
- Reviewed the plans and created a work in the right of way permit for 708 Knollview per FPL request.
- Reviewed plans and created wetland permit for 485 S Atlantic Ave Seawall repair.
- Began creating the construction plan set for the Nova Community Park Paving Project based on our survey data.
- Updated and created new drawings for the 2" Watermain Ph2 Replacement Project.
- Revised and updated the plans for the Street Tree Planting Project.
- Revised and updated the drawing set for the Police Station Fence Project, adding the property lines and topo data.
- Revised the Anchor Dr Watermain Replacement drawings per Utilities Div request.

- Onsite meeting at proposed ground water monitoring well site with BFA.
- Continued the topographic survey @ Nova Rec Park dirt roads and parking lots for the proposed paving project.
- Researched and provided information regarding the ownership and maintenance responsibilities of the light pole located at the Ormond Green Entrance per HOA request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Asphalt patch on E Granada Blvd
 - Asphalt patch at 100 block of W Granada Blvd
 - Repaired asphalt potholes at Sanchez Ave and N Yonge St
 - Repaired asphalt potholes on Pineland Trl
 - Backfilled with topsoil around forms in Tymber Crossing
 - Assisted Building Maintenance in cutting asphalt at the Airport
 - Repaired concrete driveway on Soco Trl
 - Repaired concrete driveway on Cordova Ave

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
- 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 at Riverbridge Park
- Trimmed limbs on Tropical Ln
- Trimmed limbs on Stonehaven Trl and Main Trl
- Removed tree on Whispering Pine Trl
- Assisted with flag removal at Fire Station #93

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
- Repaired road at Riviera Park
- Repaired road at Cassen Park
- Assisted with road repair 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

- Verified locates for sign installation on Hand Ave
- Fabricated pedestrian crossing sign on Sterthaus Dr
- Checked on signs on Pineland Trl
- Checked at Division Recreation for sign installation

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inspected FDOT ponds
- Assisted ditch maintenance contractor on Tomoka Ave and SR40
- Picked up sandbags from the Casements
- Sprayed various ditches throughout the City
- Assisted in trimming at Central Park III

Vactor

- Basin cleaning – City-wide
- Cleaned at Fernery Trl & Old Mill Run
- Cleaned baffle boxes
- Cleaned Northbrook area

Mowing

- Mowing at Arroyo Pkwy and Tennessee Ln
- Mowing on SR40
- Mowing on Sanchez Ave
- Mowing on Hull Rd
- Mowing at Central Park III

Street Sweeping/Streetsweeper

- 153.7 miles of road cleaned (Five days)
- 40.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
28,720

PM Services completed for the week:

Emergency—Vehicles and Equipment

17

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 7,723 unleaded and 4,218 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,375 gallons of unleaded and 641 gallons of diesel.
- Fleet completed 62 work orders this week.

- Utilities

Projects Summary

- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.

- 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.
- Biosolids Treatment and Disposal – Existing contract expires in March 2014. Daytona Beach is considering 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. Updated bid advertisement documents for biosolids treatment and disposal prepared for City Commission review on February 18, 2014.
- Breakaway Trails Lift Station Control Panel Replacement – A meeting with John Searcy and Associates, Inc. to discuss scope for design services proposal was held 2-5-14.
- Concentrate Piping Connection to Reuse Storage Tank – Contract awarded 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 March 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation and Procurement Services – Pre-bid meeting scheduled for Feb. 19.
- Mainland, North & South Peninsula 2-inch Water Main Replacement –Mainland: Clearance for Millrun Court and Mayfield Terrace received. New main installations completed on Greenwood, Cumberland and Forest Court. Contractor mobilizing in the Breakaway Trails subdivision. North Peninsula: Installation of new service lines on Riverbreeze Drive completed. Main clearance received for completed work on Royal Dunes. South Peninsula: The contractor installed all new service connections on, Ivanhoe, Cardinal, Jamestown, Stanford, and Princeton.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Operator record data forwarded to consultant to support 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.
- John Anderson Drive Project – Reclaimed water system to the peninsula was shut down during the daytime from 2-4-14 through 2-6-14 to install isolation valves on the reclaimed water mains.
- Rima Wells Auxiliary Power Generator – Plan review comments sent to the design engineer for incorporation into the final design.
- Saddler's Run Lift Station Rehabilitation – Received a draft model of the force mains for review. A design meeting is scheduled with Quentin L. Hampton Associates (the consultant) on 2-7-14.
- Sanitary Sewer Pipeline Repair – 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 –Construction began 2-5-14 at Wal-Mart lift station. Meeting minutes were prepared and distributed. Received a cost estimate of \$1,515 each for adding an additional junction box to each lift station.
- Tymber Creek Road Phase 1 Utility Relocation Project – Utility relocations on the east side of Tymber Creek Road to be performed upon traffic diversion to westerly lanes. Tentative completion scheduled for April 2014.
- Water Storage Tank Cleaning and Inspection – Reviewing Engineering Reports provided for inspection findings on potable water storage tanks.
- SPRC –SR Perrott– Legal department prepared necessary utilities easements for property owner review. Shoppes at Granada – Met with designer to review utility as-built information in the vicinity of the project. Granada Management, LLC – Reviewed plans. River Oaks – Reviewed lift station

pumps shop drawings. Ormond Beach Field House – Building locations and sidewalk locations were changed requiring a redesign of the utilities serving the building.

- Prepared draft discussion item for eventual presentation to City Commission of North Peninsula Utility Corporation's desire to expand service area.

Departmental Activities

Water Distribution

- Performed water service connections/ meter exchanges @ 57 residences on Mayfield Terrace, S. Beach St, Plaza Grande Ave, Forest Ct, Riverside Dr, Magnolia St, Pine St and Mill Run Ct as main clearances were received for various 2" water main project locations.
- Connected 2 new residential water services to the water system.
- Responded to or repaired 18 water leaks.
- Assisted 8 customers with misc. concerns (i.e. low pressure, quality, etc.)
- Replaced 2 water services due to aged piping.
- Responded to 15 low pressure and/or water quality customer concerns.
- Repaired fire hydrant meter #8 and backflow preventer
- Performed testing on 7 city owned backflow preventers
- Replaced 4 meter box lids and 5 valve boxes
- Replaced a broken 6" valve at Fleming Ave and Aston Cir
- Main Breaks: 2-2" GSP at 53 E. Granada Blvd and Seton Trail, 2-6" AC on Fleming Ave and Wisteria Dr
- Disconnected flushing device on Pine Rd - new PVC water main in service.
- Flushed Mill Run Ct, Magnolia Dr, Pine Rd, Plaza Grande Ave, S. Beach St, Forest Ct, Fleming Ave, Wisteria Dr, Mayfield Terrace.
- Performed three water main shutdowns - Hazen construction - water main connections on S. Beach St, Plaza Grande Ave and Seville St.
- Assisted plumber shut down the fire main at 295 S. Atlantic Ave.
- Rescinded boil water notices: Seville, Fleming, Plaza Grande, S. Beach St.
- Backfilled and landscaped excavations on Sea Crest Dr, Wisteria Dr, Fleming Ave (x2) and Riverside Dr.
- Utility locate service for Water/wastewater/reuse: 99 regular/ 4 emergency utility locates for previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects.

• Water Treatment

- Delivered 36.211 million gallons week ending Feb 2, 2014 (5.173 MGD)
- Backwashed 10 filters for a total of 391,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded two Precautionary Boil Water notices.

• Wastewater Treatment

- Domestic and Industrial Wastewater flow was 25.65 Million Gallons.
- Produced 15.06 Million Gallons of Reuse.
- Produced 10.59 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 3.66 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 147.90 (14%-18% Solids).

• Wastewater Collection – Reuse

- Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and eight in town.
- Masci Construction Inc. installed 12" and 20" reuse gate valves at the intersection of Neptune Dr. and John Anderson Dr. and relocated 16" reuse main for John Anderson Dr Project.
- Located 52 clean outs for sewer main portion of upcoming lining project.

- Televised 400 ft. of eight inch sewer main on Dix Ave. for investigation of depression in roadway. Findings do not illustrate main or lateral defects.
- Televised 14, cleaned 8 & root inhibitor applied on 6 sewer laterals.
- Crews repaired a two inch low pressure sewer pipe damaged by boring crew installing power conduit for FPL at 11 Spanish Pine Way.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 11 psi, Ormond Mall @ 10 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 32/29 psi, Foxhunters Flat (2 inch) 28/23 psi & Shadow Creek Blvd. (4 inch) 6/5 psi.

Utilities Maintenance Division

Wastewater Plant – Lift Stations

- Towne Square – follow up from weekend call out – pulled pump #1 – deragged impeller and cleared blockage at volute – all OK
- Sandy Oaks – follow up from weekend call out – pulled pump #1 – pump motor non operable– replaced with back up stock – Tested – replaced malfunctioning high level float – replaced guide rails both pumps.
- Lift Stations – test alarm systems (visual & audible).
- Carrousel – relocated chemical feed line per operations request.
- Shop – began fabricating lift station signage City wide installations.
- Service floors & sump pumps – Recycle, R.A.S., Influent, Decant and Effluent Transfer Stations.
- Wash Rack Grease Separator – pump down – cleaned out.
- NTU Meters – installed/programmed new devices & alarms per operations.
- SCADA monitor/response: Breakaway Trails lift station – station visually inspected at regular intervals until control and monitoring can be restored – trouble shoot Lift Station PLC's and WIN 911 with WTP Chief operator; 6P - Phase Voltage Loss – Restored – no signs of wetwell level issues – all OK; Towne Square – High Level alarm – pump #1 not moving sufficient water – reversed pump to clear blockage at volute – follow up on Monday to pull pump and deragg volute & impeller as needed.
- 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: Poly Blends #1, #2.
- Annual PM's: Post Anoxic Submersible Mixer #1, #2.
- Plant wide oiled & greased route
- 36 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 35R – Met with Utilities Engineer for Generator upgrade plan review.
- Hypo Chlorite Generator – installed new switching amplifier – trouble shoot solenoid valve – valve not functional – replaced valve.
- Slurry pump #1 – lubricated pump as needed.
- Hypochlorite pump #6 – replaced tube. Hypochlorite pump #4 – inspected by-pass valve per operations – no issues noted.
- Forklift – performed operator maintenance.
- R.O. - cleaned discharge valve gear - rebuilt and returned to service.
- Booster Pump Stations –continuing with electrical upgrades.
- Monthly PM's - H.S.P. #1,2,3,4,5,6,7 & 8; wells 22,23,24,25,26,27, and 28.

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), staff submitted information for FDEP consideration of reduced monitoring upon City achieving acceptable bioassay test results for four consecutive quarters.
- 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.
- Industrial Pretreatment Program: Staff is updating the Utility's Enforcement Response Plan to coincide with the Sewer Use Ordinance. The Plan outlines the activities taken when a permitted industry is out of compliance with their permit or other regulation.
- 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 illustrates a large reduction in groundwater usage as the utility is successfully employing reuse water sources now available as a result of the Western OB Reuse Transmission Main Project for 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
- Staff attended and provided support for the February 4, 2014, City Commission Meeting
- Staff attended and provided support for the February 4, 2014, City Commission Goals Workshop
- Staff attended and provided support for the February 6, 2014, Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation for the February 14, 2014, Pension Boards 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.