

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: February 21, 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:

- One on one meetings with IT Manager, Planning Director and Economic Development Director
- Staff meeting with Directors
- Discussion with Economic Development Director and Planning Director regarding the former Woody's property on East Granada Blvd.

Spoke to, attended and/or met with:

- Participated on a sustainability panel with local government managers and sustainability experts at the UCF campus in Orlando
- Agenda review discussions with Commissioner Stowers and Commissioner Boehm
- ECHO grant review meeting, the environmental learning center was presented by staff and received a score of 92 out of 100 – next steps: ECHO grants are presented to the County Council for Funding in April. These are 50/50 grant matches. Because there was no funding last year, there is approximately \$8 million available and I believe \$3million in requests this year.
- Tiger Bay Club, Congressman DeSantis was the guest speaker
- Preparation and presentation on the Florida Government Coalition for the Space Coast Chapter of the FGFOA (Florida Government Finance Officers Association) in Titusville

Community Development

- Planning
 - The Planning Director and Permit Manager reviewed applications for the vacant Office Manager position. Eight applicants have been chosen for interviews which will take place the last week of February.
 - The Planning Director attended the Technical Coordinating Committee of the TPO. The Director voted as part of the Unified Planning Work Program (UPWP) to include a designation of funds for Phase 2 of the 17/92 Corridor Improvement Program. Funding has been provided for the US 1 Phase 1 and 2 Corridor Improvement Program. The vote was a 9-9 tie with members from the western portion of the county voting "yes" and the members from the eastern portion of the county voting "nay." The TPO Board will be voting on this issue without a recommendation from the TCC.
 - The Planning Director met with homeowners of 341 Forest Hill regarding a variance to permit the expansion of a home's master bedroom and bathroom to enable a disabled veteran to better move around. Two side yard variances from the Board of Adjustment and Appeals (BOAA) are needed, however, the fee is waived by state law for disabled veterans. The Department will support the variance application to the BOAA.
 - The Planning Director met with the Assistant City Manager and Engineering staff regarding potential projects for the Transportation Planning Organization's annual call for projects.
 - The committee on the RFP 2014-03 – Electronic Plan Management Software met to discuss the two responses to the proposal. One was ProjectDox and the other was for a Community

Development Module that included Bluebeam Revue as the electronic plan software solution. The City's outside attorney who specializes in technology was also in attendance.

- Building Inspections, Permitting & Licensing
 - 87 permits issued with a valuation of \$1,310,899.00
 - 264 inspections performed.
 - 7 business tax receipts issued.

- Development Services
 - The following SPRC activities occurred this reporting period:
 - Villages of Pine Run – annexation and review of utility report

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 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 has secured financing and is underway with the final site plan to initially construct a 20,000 square foot manufacturing facility.
- 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.

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 moved to their new location in Ormond Beach and the ribbon cutting event on February 10 was well attended. Staff continues monitoring the job creation as part of the growth assistance program.
- 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 has received 30% preliminary plans and the preliminary geotechnical report from AVCON, Inc. for the design phase of the Taxiway "G" project. Staff worked with AVCON to provide additional information needed as work proceeds toward completion of the 60% plans for this project.
- Staff worked with FDOT to conduct the annual airport licensing inspection on Tuesday, February 18th. The inspection took into account all of the improvements constructed under the Taxiway Alpha project last year. The airport passed inspection and the airport license will be renewed for another year.
- Staff coordinated survey work at the airport as part of the design phase of the Taxiway "G" project. Surveyors worked at the airport at night from 7:30 p.m. until 12:00 a.m., both on and in the vicinity of the intersection of Runways 8/26 and 17/35. In the interest of safety and the expeditious completion of the survey work, staff asked all airport users to limit use of the airport's runways as much as possible while the survey crews were on-site.

Finance/Budget/Utility Billing Services

- On-going Projects
- Completed Projects - Weekly
 - Processed 52 Journal Entry Batches (# 1997 - 2116).
 - Approved 22 Purchase Requisitions totaling \$115,778.10.
 - Issued 24 Purchase Orders totaling \$215,364.26.
 - Prepared 157 Accounts Payable checks totaling \$1,030,648.38 and 45 Accounts Payable EFT payments totaling \$646,272.74.
 - Prepared 29 Payroll checks totaling \$25,007.97 and 330 Direct Deposits totaling \$378,092.40.
 - Transferred IRS 941 payment of \$144,522.27.
 - Processed 3,573 cash receipts totaling \$465,795.64.
 - Processed 1,477 utility bill payments through ACH totaling \$100,244.18.
 - Processed and issued 3,502 utility bills with billed consumption of water of 48,031k.
 - Issued 498 past due notices on utility accounts.
 - Auto-called 154 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Follies Goes to the Movies (March 28, 29 and 30)
 - Movies on the Halifax (March 7 - Flight of the Navigator)
 - Florida Licensing on Wheels (2/24)
 - Firefighters Conduct Hydrant Maintenance (begins March 1st)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Met with Victim Advocate in preparation for new application submittal.
 - Attended VOCA annual monitoring at Police Department.
 - Attended Children and Families Advisory Board (CFAB) review of the Summer Camp Provider applications.
 - Attended Weekly Staff meeting.
 - Attended Volusia County ECHO Committee review and ranking of ECHO grant applications. The City's Environmental Learning Center application scored a 92% out of 100%. County Council is expected to approved recommended projects in April.
 - Attended Mayor's Health and Fitness Team meeting.

- Attended Neighborhood Improvement Advisory Board organizational meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted online request for 15th year of VOCA funding in the amount of \$45,049.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 6
- Hazardous: 5
- EMS: 82
- Motor Vehicle Accidents: 6
- Public Assists: 38

TOTAL CALLS: 140

- Aid provided to other agencies: 15 calls – Daytona Beach (4), Daytona Beach Shores (1), Holly Hill (2), Volusia County (8)
- Total staff hours provided to other agencies: 18
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 62

Training Hours

- NFPA 1001: Firefighting 26
- NFPA 1002: Driver/Operator 8
- NFPA 1021: Officer 22
- NFPA 1500: Safety/Equipment 48
- NFPA 1620: Pre-Fire Plan Inspections 9
- EMT/Paramedic 18
- TOTAL TRAINING HOURS: 131

Station Activities

- Updated 28 pre-fire plans
- Conducted 5 fire inspections

Significant Incidents

- 2/14/14, 9:53 AM: Dana Cir. – Structure Fire – Provided aid to Volusia County – upon arrival found light smoke showing from mobile home – outside air conditioning unit caught fire and spread to house – fire damage approximately \$9,000 – cleared scene at 11:03 AM.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services/ARBP – Part time seasonal Maintenance Worker II position at the Andy Romano Beachfront Park was re-advertised on 02-14-14 with a closing date of 02-28-14.
 - Public Works/Wastewater – Maintenance Worker IV was advertised 01-23-14 on the City's web site, and closed on 02-07-14. Twenty-two (22) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/Building Maintenance – Tradesworker was advertised 01-22-14 on the City's web site and closed on 02-07-14. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.

- Police Department – Officer was advertised 01-17-14 on the City’s web site and the Florida Police Chiefs Association web site and closed on 02-07-14. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Planning/Office Manager was advertised 01-31-14 in-house and on the City’s web site and closed 02-14-14. Twenty-two (22) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Eight (8) candidates are being invited to interviews on 02/26 through 2/28/14.
- 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. Initial interviews were conducted 12-17-13. Eleven (11) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews will be conducted the week of 02-17-14 with the two most recent applicants.
- Background/Reference Checks/Job Offers
 - Police Department – One (1) Police Officer candidate has started the pre-employment screening process and upon completion will begin employment on 03-10-14.
 - Leisure Services/ARBP – Selections were made for the part time and seasonal Maintenance Worker II positions at the Andy Romano Beachfront Park and conditional offers were made. Pre-employment screenings were successfully completed. The candidate for the regular part time position notified H.R. that he was accepting another job offer. Department offered regular position to the other applicant and he will began employment on 02-18-14.
 - Leisure Services/Casements – A part time Custodian has started the pre-employment screening process.
- Promotions/Transfers
 - Public Works/Streets – Maintenance Worker IV was advertised in-house only on 01-15-14 with a closing date of 01-31-14. Interviews were conducted with seven (7) in-house applicants and a Maintenance Worker III was selected to be promoted effective 02-15-14.
 - Police Department – Sergeant promotion is awaiting the Chief’s selection from list.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 01-31-14: 2.19% (excluding retirements).
 - Police Department – Officer effective 03-08-14.
 - Human Resource – H.R. Director effective 03-28-14.
 - Fire Department – Captain/EMT effective 03-31-14.
 - Fire Department – Battalion Commander effective 04-24-14.
- Public Records Requests
 - Request for personnel file of former police officer.

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.

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

- Chamber Leadership planning meeting.
- Pre-deposition meeting for liability claim.

Information Technology (IT)

- Information Systems (IS)

- Work Plan Projects

- Finance/Community Development – CRM system replacement - New RFP to be drafted and reviewed by Legal.
 - 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. Project 85% complete.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old domain servers. Resolving ongoing 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 – 3 new Virtual Host servers put into production. 3 old servers turned off to validate new configuration, but still available if some major issue should arise.
 - Email Server Upgrade from version 2003 to 2007 – New virtual servers have been setup and configured (Dec/Jan), connectivity to existing systems and the internet email established and verified (Jan), mailbox migration underway – 90% complete.
 - WindowsXP to Windows7 implementation – Test configurations are being developed with limited deployment for application testing. Additional PD MDTs delivered to PD for testing.

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 11 New work - 43 completed - 52 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	58,066	Inbound E-Mails Blocked	44,649
Delivered Inbound E-Mails	13,267	Quarantined Messages	150
Percentage Good Email	22.8%	Virus E-Mails Blocked	184

- Notable Events:

- High volume of email, nearly double the weekly average with less than 25% good mail.

- Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 36
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0

- Meter GPS locate and ID: 22,502 total, completed 18,495 (82.2%) potable 17,961, Irrigation 532, Effluent 2
- Notable Events: None.

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
 - ECHO Coordination Meeting
 - ECHO Grant Review Panel
 - Multipurpose Building Update
 - Gymnastics 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 Winter Men's City Softball Program will finish their playoff games this week on Monday and Friday, with games at 6:30, 7:45 and 9pm.
 - The OBYBA Boys' Basketball Program finished up playoff games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Games were held Monday through Wednesday this week.
 - The OBSC Competitive Soccer Program continued practices this week on fields 4, 5 and 6.
 - The OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through Thursday nights.
 - The LR Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Friday evening.
 - FLHS, SHS and RBA baseball and softball teams continued practicing this week at the Sports Complex fields.
 - RBA Baseball held their second home game of the season on Tuesday night at 4pm at Wendelstedt Field #1 at the Sports Complex.
 - Freedom Sports is holding another Men's Softball Tournament at the Softball Quad on Saturday. This is the second of ten they have scheduled with us through the end of the year.
- 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
- All fields open for use. Game fields only are restricted
- Father Lopez softball continues practicing; dragged and prepped a field for them to use.
- Lady Renegade softball teams continue workouts; prepared fields for them to use nightly.
- Golden Spikes baseball league has resumed using Nova fields; prepped daily for them.
- Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepped the Kiwanis Field for them to use
- Recreation Softball and Boys' Pinto leagues are using the Quad's softball fields for practice and games; prepped for them daily
- Competitive soccer leagues continue to practice for their spring season
- Hosted Seabreeze JV and varsity baseball tournaments Monday through Friday evenings
- Hosted a charity softball tournament on Saturday; crew came in and prepped for them in the morning
- Started a night shift; 3:30pm -12am, Monday through Friday to check park security and care for dog waste stations

- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Big Band America met on Thursday from 7:00om to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church met on Sunday from 10:00am to 2:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club held on stage rehearsal. 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 hosted the following events:
 - Ernie Haase & Signature Sound, February 27th, 7:00-9:00 p.m.

- 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
 - Sent out contracts and paperwork for Art in the Park food vendors and entertainment
 - Art in the Park application tracking and input
 - 2014 Art in the Park return sponsorship follow up
 - Assisting Memorial Remembrance Committee with planning tasks
 - Assisted with Ormond Chamber Leadership Luncheon in Atrium at City Hall

- Gymnastics
 - New February session is underway and going well
 - Ormond Beach Pop Warner Cheer Team is renting the Center for a tumbling program and coaching assistance
 - Continued training new Rec Leader
 - The Coordinator continues to work on increasing enrollment
 - Level II Team and Level 7 Gymnast will be competing in Perry, FL this weekend in AAU Qualifier.

- 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, had an end of session performance on Wednesday. The next session will start on Wednesday, March 5 from 5:00pm-5:45pm.
 - Challenger Net Sports continued to meet on Tuesday. They will meet for six weeks and play volleyball, pickleball, and gym hockey.
 - The Girls Scouts of Volusia County will hold its annual "Thinking Day" in the gym on Saturday from 8:00am-12:00pm.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday. Saturday tours took place from 10am to 11:30am
 - Trish Vevera Gallery show continues through the end of February.
 - A Greek Cooking class took place in The Casements kitchen on Saturday morning.
 - The Herb Society met in Bailey Riverbridge on Saturday morning.
 - The Ormond Beach Civil Air Patrol met in Rockefeller Gardens on Saturday morning.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - Janet Rogers held a Watercolor Workshop in Room 203 on Monday through Friday mornings.
 - A Rock 'n' Roll class was held in room 205 on Tuesday afternoon.
 - A group tour was given to the Jacksonville Christian Academy on Thursday morning.
 - The Guild Crafters met in room 205 on Thursday afternoon.

- 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
 - Photographed data plates on motors for quote at Police Station
 - Purchased and assembled two wall storage cabinets at City Hall
 - Picked up and installed new conference room signs at City Hall
 - Met at Airport Tower for lighting knowledge
 - Call out - toilet flapper broken at SONC
 - Repaired toilet handle at SONC women's restroom
 - Replaced three transformers and compact fluorescent bulbs stairway at City Hall
 - A/C unit dripping water; cleaned P-TAC unit in office at Streets Division
 - Programmed and distributed remote transmitters ordered by departments Citywide
 - Checked and tagged outside lighting deficiencies at Fleet

- Met vendor for R & R pricing at The Casements
 - Checked A/C not working at Nova
 - Purchased lithium batteries for electronic tools for Building Maintenance
 - Drinking fountain leaking backstage at PAC
 - Checked and marked DOT lighting of Nova Road
 - Replaced wind sock at Airport
 - Rebuilt light fixture for wind sock pole at Airport
 - Repaired REIL light on Runway 17 at the Airport
 - Replaced ceiling tiles in activity room at SONC
 - Met contractor for new bleachers at SONC
 - Met roof contractor at Fire Station 91
 - Repaired door knob at Storm Water PW
 - Replaced DOT pole on Nova Road, destroyed by auto accident
 - Replaced high bay lights at Fleet
 - Installed lights in maintenance at Airport Sports
 - Repaired high bay lights at SONC
 - Repaired shorted wire for DOT light poles on Nova Road
 - Met pest control contractor at softball quad
 - Locked the hose bib at Nova pavilion
 - Repaired urinal at SONC
 - Adjusted the floor mats at Gymnastics Center
 - Installed plaque at Andy Romano
- Parks Maintenance
 - Installed bronze memorial plaque at Sanchez Park
 - Installed dog waste station at Central Park II
 - Installed dog waste station at Bailey Riverbridge Gardens
 - Trimmed palm fronds from around building at Riverbend Nature Park
 - Installed dog waste station at Milton Pepper Park
 - Installed two 911 informational signs at The Casements
 - Installed new bronze plaque at Airport Sports t-ball fields
 - Repaired magnetic locking system at Sanchez Park
 - Repaired broken pickets at Riverbend Nature Park
 - Replaced vandalized rope under bridge at Fortunato Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out - repair water cooler at Cassen Park

Police Department

Administrative Services

- Staff attended a training seminar on officer involved shootings in Orlando.
- Held "Do The Right Thing" luncheon for Ormond Beach Middle School students.
- Crime prevention participated in several community Homeowner Association and Crime Prevention meetings.
- Last meeting for the Citizens Police Academy Alumni Association was held at the Police Department.

Community Outreach

- PAL basketball practice continues for the 10U, 12U and 14U boys' teams for participation in USSSA tournaments. A scrimmage game was held Sunday with West Volusia PAL.
- The R.E.A.D., Reading, Exploration, Adventure and Discovery program began for Third Grade on Monday February 11th. Thirteen youths are registered for the program. The 4th and 5th grade program begins Thursday, February 13th. Currently 10 youths are registered for the program and several others have requested applications, we anticipate the number will increase to 15 youths.

- The Tutors R Us program began February 11th. Currently 20 are participating in the program. The program is offered at the South Ormond Neighborhood Center, Monday – Thursday until late April.
- The Science on Patrol program began Tuesday, February 12 at Ormond Beach Middle School. Applications are continuing to be received.

Community Services & Animal Control

- Animal Calls: 56
- Animal Reports: 8
- Animal Bites: 0
- Animals to Halifax Humane: 12
- Dogs: 3 Cats: 9
- Traps issued: 3
- Return to Owner: 1
- Wildlife: 1
- Notice of Violations: 2
- Business Alarm Warning: 1

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 11
- Inactive: 16
- Fraud: 2
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 4
- Grand Theft: 8
- Auto Theft: 4
- Offense Against Family/DCF Reports: 1
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 3
- Robbery: 0
- Assaults: 0
- Undetermined death: 1

Narcotics:

- Five Buy Walks
- One Buy Walk Attempt

Comments:

- Strong Arm Robbery: Investigators obtained an arrest warrant for the subject responsible for the strong armed robbery at the Pizza Hut back in December. The subject was arrested at the Branch Jail and held on an additional \$50,000 bond (already in jail from a previous robbery charge).
- Home Invasion Burglary: Investigators obtained an arrest warrant for the subject responsible for the home invasion burglary that occurred on Northside Dr. Subject was located and arrested.
- Undetermined Death: A 35 year-old male was found deceased in his bedroom. Cause of death is pending toxicology results. There are no suspicious circumstances or foul play suspected at this time.

Records

- Walk - Ins / Window 63
- Phone Calls 125
- Arrest / NTA'S 19
- Citations Issued 89
- Citations Entered 120
- Reports Generated 134
- Reports Entered 132
- Mail / Faxes / Request 6

Patrol

- Total Calls 1,840
- Total Traffic Stops 213

Operations

Crime Opportunity Report Forms/TLC Brochures: 182

- 2/12/2014
 - Theft, 220 North Nova Road (Publix), victim checked out from the store and unknown persons bumped into her while she was loading her groceries. Discovered her wallet missing later.
 - Warrant Arrest, 201 Midway Avenue, suspect arrested for open Volusia County Warrant for Failure to Appear reference DUI.
 - Battery-Domestic Violence, 153 University Circle, brother committed battery on sister, but he left prior to our arrival. Charges filed.
- 2/13/2014
 - Warrant Arrest, Scottsdale Drive/ Linden Street, subject was stopped for a traffic violation and subsequently arrested for a warrant out of New York. A synthetic drug was found in his sock later. It is being sent off for testing, charges pending results.
 - Domestic Violence Arrest, 845 North Ridgewood Avenue, adult son arrested for battering his mother.
 - Domestic Violence Arrest, 319 South Halifax Drive, female arrested for battering her partner.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-mart), subject arrested for theft. Released on Notice to Appear.
 - Battery-Domestic Violence, 36 Byron Ellinor Drive #B, suspect arrested after being found hiding in nearby bushes after he fled the scene.
- 2/14/2014
 - Warrant Arrest, 500 Shadow Lakes Boulevard #183, victim of a previous fraud reported that a warrant was issued for the suspect in his fraud case. Suspect was contacted at her apartment and arrested.
 - Carbreak, 201 West Granada Boulevard (Shell), victims pumping gas. Both outside of unlocked vehicle. Unknown suspect opened the door and stole a purse from within.
 - Unattended Death, 534 South Ridgewood Avenue, victim found deceased by his mother. CID, CST, PIO notified and responded
- 2/15/2014
 - Stolen Vehicle, 121 Sawtooth Lane. Two unlocked vehicles entered and a purse was taken. Purse contained keys to one of the vehicles in the driveway, which was subsequently stolen.
 - Carbreak, 3 Southern Pine Lane. Discovered during neighborhood canvas from 121 Sawtooth Lane. Unlocked vehicle with items rifled through. Nothing missing.
 - Stolen Vehicle, 22 Honey Bear Path (Bear Creek). 5' x 8' flatbed trailer stolen from carport sometime yesterday.

- Grand Theft, 125 Interchange Boulevard (Cracker Barrel). Victim was seated at a table. Suspect sat behind her and took her wallet from her purse hanging from the chair. Credit cards used at Dunkin' Donuts and Wal-Mart in the area. Video and evidence obtained.
- Stolen Vehicle, 264 South Atlantic Avenue (Florida Hospital), employee was taking his injured mother into the hospital, left the vehicle running.
- Carbreak, 515 Tomoka Avenue (Arbors at Ormond). Happened just after dark. Witnesses saw a suspect, stocky build inside a vehicle in the parking lot. The subject fled east on foot and was not captured after extensive search and efforts.
- Grand Theft, 10 Fox Hollow Drive, victim is missing a set of \$600 earrings. Possible known suspect.
- Warrant Arrest, 1211 Fernway Drive, suspect turned himself in for a misdemeanor warrant.
- Burglary (Residential), 420 Lake Bridge Plaza Drive #411. Male suspect was at the residence earlier. He left some belongings. Later the female resident found her door kicked in and only some of the male's property gone.
- 2/16/2014
 - Grand Theft, 49 South Yonge Street (Sparkle & Shine). The victim took her vehicle to the business to have her vehicle washed during the day. Her husband left his wallet and money clip in the vehicle. Later it was found that \$380 was missing.
 - Resisting Arrest without Violence Arrest, 75 Williamson Boulevard (Wendy's), suspect was contacted after employees reported he was possibly driving intoxicated. During the investigation he began to resist officers and had to be restrained. He escalated to the point of being combative.
 - Grand Theft, 185 Live Oak Avenue, victim called to report that someone took a Buddha statue valued at \$450 from her yard sometime during the night.
- 2/17/2014
 - Burglary (Residential), 84 Saint Anne Circle, known person is suspected of stealing several items from the home.
 - Stolen Vehicle, 22 South Beach Street, victim paid someone to repossess a vehicle. She paid \$2,000 and now the suspect seems to have absconded with the vehicle.
 - Grand Theft, 49 South Yonge Street (Sparkle & Shine), victim had jewelry taken out of her car Saturday while at the carwash.
 - Battery-Domestic Violence, 228 North Tymber Creek Road, suspect was arrested.
- 2/18/2014
 - Carbreak, 904 Woodmere Circle, unlocked vehicle. Car was gone through but nothing missing.
 - Carbreak, 1524 Oak Forest Drive, unlocked vehicle. Nothing missing.
 - Narcotics Arrest, Wilmette Avenue/North US-1, suspect arrested for possession of marijuana under 20 grams, paraphernalia and driving while license suspended.

Traffic Unit

- The Motor training and refresher training was completed in house and as a preparation for the upcoming special events.
- Traffic Enforcement Stats:
Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 24
Number of DUI Arrests: 0
Number of Uniform Traffic Citations Issued: 34
Number of Written Warnings Issued: 4
Number of Parking Citations Issued: 0
- Traffic Crash Reports:
Number of Crashes without Injuries: 10

Number of Crashes with Injuries: 1
Number of Crashes with Serious Bodily Injuries: 1
Number of Crashes with Fatal Injuries: 0

- Crash Investigation/ General Information: Serious Bodily Injury case where driver's girlfriend claimed to have been driver. Security video obtained showed she was not in car at the time of the crash. She later admitted to lying and was charged with false report and false information during felony investigation.
- Traffic Complaints Received:
 - Autumn Wood Trail: Illegal Parking; STEP with complainant contact assigned to Officer Borzner. Area checked each day with no violations noted;
 - Deer Lake Circle; Speeding; Assigned to Officer Warmington for complainant contact and to obtain more information about times of day/day of week. Unable to make contact yet. Voicemail left.
 - Falls Way Drive/Clyde Morris Boulevard: Stop sign violations. The complainant stated that while walking on the sidewalk on Clyde Morris Boulevard, the vehicles leaving the falls almost hit him while crossing Falls Way Drive. The stop sign is not a Department of Transportation approved stop sign and we cannot enforce stop sign violations at this intersection until it is replaced. Officer Warmington made contact with a city official to have it replaced with a sign that we can enforce.
- Strategic Traffic Enforcement Program (STEP) Information:
Location: Clyde Morris Boulevard/Crossings Trail
Reason for this STEP: Self Initiated
Number of times worked: 1; Total Hours Spent: 0
Citations Issued: 0; Written Warnings Issued: 0
Comments:
- Strategic Traffic Enforcement Program (STEP) Information:
Location: 200-Block South Old Kings Road
Reason for this STEP: Complaint of Speeders
Number of times worked: 3; Total Hours Spent: 2
Citations Issued: 7; Written Warnings Issued: 0
Comments: High speeds

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 11 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 33 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with two walk-ins and twenty-two (22) telephonic inquiries.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymer Creek Phase I – Sleeves between medians and control conduit for future irrigation and landscaping considerations. Work continues on the retention ponds and construction of the north bound widening. Traffic will remain shifted to the west lanes until the culvert is completed and the north bound lane has been constructed.
- John Anderson Drive – 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 towards Royal Palm Avenue. The new upsized outfall at Fortunato Park was 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 – Staff is reviewing the final pay request to close out the project. **The project is anticipated to be approximately \$100,000 under the approved contract cost** due to adjustment of final quantities that included a reduction of stormwater piping due to field modifications that were able to be made during construction. Staff was able to eliminate a portion of large diameter pipe and redirect flows to another area that provided required treatment.
- 2-inch Water Main Replacement – Mainland – Clearance is being prepared for the new watermains on Greenwood Ave and Cumberland Ave. Mobilization into Breakaway Trails and on Carrington Lane has started. Quote received for plumbing option for relocating water services to the front of the right-of-way for properties which currently have water meters located at the back of the property lots. Additional plumbing quotes are being sought.
- 2-Inch Waterline Replacement – North Peninsula - The water main has been pressure tested, disinfected and successfully sampled on Fairway Drive; as-builts are being finalized and clearance for this street will be submitted the week of February 17. Oak Drive and Sundance Drive have been pressure tested; disinfection and sampling will occur this week.
- 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on Ivanhoe Drive, Cardinal Drive, Marvin Drive, Jamestown Drive, Stanford Road, Riverside Drive, Magnolia Street, Pine Road and Princeton Avenue. Work continues on water main and reuse main installation on Magnolia Drive and Seton Trail and Carib Drive.
- Central Park Lake Interconnects –The Contractor is working on final punch list items.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Fishing Pier is complete. The aluminum railing replacement is 95% complete.
- Wilmette Avenue Bypass Pump Station – The contractor completed installation of the pipe crossings and Wilmette Avenue was re-opened by the end of work on Friday, February 14. The contractor is now installing the inlet structures on the south side of the road within Laurel Creek.
- Downtown Underground Utilities Conversion - FPL began energizing the final of the four quadrants with primary power on February 15, 2014; transferring service to the transformer at Green Bank. Disconnect and Reconnect (D&R) of properties has progressed to the second quadrant, Carter Electric has submitted a schedule for the next ten properties scheduled for disconnect and reconnection service. Carter is preparing to begin installation of the decorative lighting on SR 40 and the sidestreets, layout of this is anticipated to occur the week of February 24. AT&T and Brighthouse are in the final stages of installation of their primary services; the fiber optic providers (Level3 and Sunesys) have completed their work.
- 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 submitted for clarification of ADA requirements to the Engineer of Record and FDOT, mobilization of the project began the week of February 10, removal and replacement of affected sidewalks will occur beginning the week of February 17.
- Downtown Banner – The Building Div. is currently reviewing the engineered plans for permit.
- Traffic Signal Maintenance (Mast Arm Painting) - A pre-construction meeting was held with the contractor on February 6, 2014, Notice to Proceed is anticipated immediately following local events (Speed weeks, Bike Week) on March 17, 2014.
- Corrugated Metal Pipe Rehabilitation- Work began cleaning and TV inspection of pipes, which will be completed at each location prior to installing pipe liner at various locations throughout the City.
- 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. The paid invoice along with the signed agreement will be transmitted to FPL the week of February 24, 2014. FPL met this week on-site with the contractor and has scheduled

construction to commence Mid – March; FPL will be submitting for a City of Ormond Beach Engineering Permit the week of February 24.

- SONC Bleacher Replacement - Coordinating with vendors, scheduled delivery and demolition services. Service to remove the old bleachers and for purchasing and installing new telescoping bleachers has been procured.
- OBSC Multi-Purpose Building – The Building Div. is currently reviewing the architectural plans for permit.
- CDBG ADA Parking Improvements – A Purchase Order is being reviewed by staff and a pre-construction will then be scheduled.

Design Projects:

- Environmental Learning Center – Staff attended the ECHO ranking meeting on February 19th. The City received a score of 92% for the Environmental Learning Center application, a minimum score of 80% is required to receive funding. The County Council will review the recommended funding list from the ECHO Advisory Committee at a meeting in March or April.
- Nova Community Park Skate Park Expansion – Additional material has been transmitted to AM Weigel who has begun preparing the RFI for design build services for the skate park.
- 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 a USE-Permit.
- Riverside Drive Drainage Improvements – Sliger and Associates was on site February 10 to complete additional survey work to allow for the completion of design by Zev Cohen and Associates; additional storm structures were located by the City and project surveyor; it is anticipated that the additional information will allow Zev Cohen to complete the project design.
- OBSC Roadway Improvements – Award of project bid and conservation easement was prepared for submittal to the Commission on March 18, 2014.
- 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.
- Granada Medians (West of I-95) – The plans have been re-submitted to the FDOT for permit. The project is scheduled to be advertised on 2/23/2014. Staff will schedule a meeting with the HOA's to present the proposed design when plan review comments are received.
- City Hall Chiller Replacement – Final plans were submitted and reviewed. Staff is waiting for final contracts to present to the City Commission prior to advertising.
- 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 - [ongoing] 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 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- Award of project design was prepared and being presented to Commission for approval on March 4.
- Reforestation Street Tree Planting – The plans are scheduled to be reviewed by the City Commission on March 3rd and advertised March 9th.
- 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.

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).
 - Roadway Resurfacing- Ongoing-The pavement condition survey inventory has been tabulated and input into the pavement resurfacing management system and five year scenarios are being run to determine street priority.
 - Stormwater – Investigated undermining around stormwater catch basin on Harvard Drive. Contacted contractor to repair pipe interface with catch basin box.
 - Reviewed plans and created wetland permit for 1776 John Anderson Dr new dock.
 - Continued developing the construction plan set for the Nova Community Park Paving Project based on our survey data.
 - Updated and created field order drawings for the Lift Station Improvement Project per Utilities Div request.
 - Updated plan set for the Street Tree Planting Project.
 - Completed the drawing set for the Police Station Fence Project, adding the property lines and topo data per OBPD request.
 - Researched and provided plans set of old Stylemark Building @Airport Business Park per contractor request.
 - Continued the topographic survey at Nova Rec Park dirt roads and parking lots for the proposed paving project.
 - Researched documents and marked right of way boundaries at N & S Washington/W Granada Intersection for City Welcome Banner Pole locations.
 - Completed emergency tree locate at 2 Whispering Pines Trail per Street Div request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Laid sod and fixed irrigation at Tymber Crossing
 - Asphalt repairs at 30 W. Granada Blvd., at W. Granada Blvd. & Main Trl., at Orchard Ave. & Calle Grande, and at Riverside & Riverbeach
 - Make concrete sidewalk repairs at Oceanshore Blvd. & Holland, on Horseshoe Trl., and on Pineland Trl.
 - Performed a concrete pour at A1A & Holland

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Removed stumps at 176 S. Beach St., at the corner of Beach & Central, at 124 Live Oak (2), at 25 Live Oak, and at 108 Timberline (2)
- Trimmed low limbs on Highland Ave., on Rosewood Ave., and on N. Ridgewood Ave.
- Picked up debris at Hand & Stratford Pl.
- Trimmed around light on Lincoln Ave.
- Removed a tree at the Performing Arts Center

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
- Picked up shell and recycled concrete at Arrow Materials and Chips
- Shoulder repair on N. Ridgewood, between Sanchez & Wilmette

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
- Sign Shop, fabricated signs for jobs at various locations
- Fernway Dr., checked a downed "No Truck" sign
- Arroyo & Yonge, checked for a downed stop sign
- Tomoka Ave., installed a sign

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Engineering Div. – meeting about Andy Romano Park
- Ormond Sports Complex – put boat in pond to fix intake pipe
- Fleming & Arroyo Pkwy – ditch inspections
- Andy Romano Park – system inspection
- Various Locations – gate & pump inspection

Vactor

- Basin cleaning – South 40

Mowing

- Reachout Mowing – On Fleming Ave., on Arroyo Pkwy, on Sanchez Ave.
- Bush Hog Mowing – Arroyo Pkwy pond

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

26,987

PM Services completed for the week:

Emergency—Vehicles and Equipment

14

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 11,104 unleaded and 10,090 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,219 gallons of unleaded and 599 gallons of diesel.
- Fleet completed 53 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. Requested a permit determination from the Florida Department of Health. The Volusia County Use permit application is being prepared.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Biosolids Treatment & Disposal – A resolution to extend the existing contract until bids are received and evaluated is scheduled at the March 4, 2014 City Commission meeting. Bid documents for advertisement of biosolids transport and treatment was approved by the City Commission on February 18, 2014. The bid advertisement will be published February 23, 2014.
- Breakaway Trails Lift Station Control Panel Replacement – A summary of the items discussed at the design services meeting will be sent to the consultant to be included in the design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – Contract was executed by the contractor – awaiting receipt of conformed contract documents.
- Division Avenue Well Field Raw Water Piping – Review meeting with consultant to discuss 60% plans and specifications comments is being scheduled. 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 held on Feb. 20. Questions from vendors are being addressed via addendum process.
- Mainland, North & South Peninsula 2-inch Water Main Replacement –Mainland: Clearance is being prepared for the new water mains on Greenwood Ave and Cumberland Ave. Mobilization into Breakaway Trails and on Carrington Lane has started. North Peninsula: Oak Drive and Sundance Drive have been pressure tested; disinfection and sampling will occur this week. South Peninsula: Work continues on water main and reuse main installation on Magnolia Drive, Seton Trail and Carib Drive.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Consultant is preparing the application.
- 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.
- Rima Wells Auxiliary Power Generator – Revised plans incorporating staff comments were received for review.
- Saddler's Run Lift Station Rehabilitation – Quentin L. Hampton Associates (the consultant) is performing the design.
- Sanitary Sewer Pipeline Repair – Liner is being delivered this week and a schedule for installation is being prepared by the contractor.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Preconstruction meeting was held. Work is scheduled to begin on March 1, 2014.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Construction is starting at Towne Square Lift Station. Start up of the Wal-Mart Lift Station was performed.
- Water Storage Tank Cleaning and Inspection – Reviewed engineering reports provided for inspection findings on potable water storage tanks. Reports were sent to Florida Department of Health.
- SPRC – River Oaks Phase 1 Final Plat – Reviewed plans. 1185 W. Granada Blvd, Canopy Addition – Received approved plans. Preconstruction meeting held 2/13/14. Met with Village of Pine Run Homeowner's Association to discuss the process for requesting City of Ormond Beach water and wastewater services.

- Discussion item was presented to City Commission concerning North Peninsula Utility Corporation's desire to expand service area.

Departmental Activities

Water Distribution

- Exchanged 5 water meters per Finance Department work orders.
- Connected 6 new residential water services to the water system.
- Disconnected 1 water service due to a home demolition.
- Responded to/repaired 15 water leaks.
- Assisted 16 customers with misc. low pressure and water quality concerns.
- Replaced 6 water services due to aged piping.
- Responded to 14 low pressure and/or water quality grievances.
- Performed maintenance on 12 city owned fire hydrants - base map area B4
- Performed testing on 14 city owned backflow preventer, rebuilt ¾" dual-check valve on Ann Rustin Dr.
- Replaced 11 meter box lids and/or boxes
- Performed valve maintenance on 5 isolation valves with water main breaks.
- Performed a scheduled water main shutdown, replaced 2 inoperative 2" isolation valves on River Beach Dr.
- Main Breaks: 2-2" GSP water mains on Horseshoe Trail and N. Ridgewood Ave and 2-6" water mains on John Anderson Dr and Booth Rd.
- Reconnected the permanent flushing device 929 S. Beach St.
- Installed new flushing device on S. Ocean Aire Terrace.
- Disconnected 2" water main on Magnolia Dr
- Repositioned the water meter at 200 S. Nova Rd due to crosswalk widening by FDOT
- Rescind the boil water notice for Booth Rd and John Anderson Dr
- Backfill and landscape due to excavation on Wisteria Dr, Fleming Ave (2x), S. Beach St
- Utility locate service for water/wastewater/reuse: received notice of 164 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement project areas.

Water Treatment

- Delivered to the city 33.881 million gallons for week ending Feb 16, 2014 (4.84 MGD)
- Backwashed 8 filters for a total of 338,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded five Precautionary Boil Water notices.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 29.42 Million Gallons.
- Produced 11.65 Million Gallons of Reuse.
- Produced 17.77 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.20 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 151.64 (14%-18% Solids).

Wastewater Collection – Reuse

- Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
- Televised 5, cleaned 8 & root inhibitor applied on 14 sewer laterals.
- Reset manhole ring & cover at 755 Orchard St.
- Assisted Masci Construction Co. installation of 10" and 12" valves on sewer force mains at John Anderson Dr. and Neptune Dr.
- Replaced PEP tank at 33 Circle Creek Way.

- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 9 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 25/29 psi, Foxhunters Flat (2 inch) 26/23 psi & Shadow Creek Blvd. (4 inch) 5/4 psi.

Utilities Maintenance Division

Wastewater Plant – Lift Stations

- Centrifuge Conveyor Belts – repaired broken wash down pipe.
- Centrifuge #1 not running at full capacity – possible bowl & scroll blockage – pulled bowl & scroll assembly – deragged and cleaned – replaced drive belt & power supply – returned to operations.
- Centrifuge #2 – Operations indicated tapping noise at running speed – machine will be pulled for inspection & cleaning.
- Recycle Pump #2 – oversaw contractor diagnosis of pump over-temp reported by Operations – found possible bad pump seal at cooling jacket – warranty repair work assigned to WARF #40.
- Ormond Lakes #4 – painted RTU cabinet.
- Breakaway Trails Lift Station – Flygt installed new Multismart controller – #3 soft start not functioning replaced with new shop stock.
- Walmart L.S. – contractors continuing station refurbishment.
- SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911 with Water Treatment Plant Chief Operator; Spring Meadows L.S. – no starts pump #1 – lead float not functioning – replaced float – tested and returned to service.
- Influent pump room – deragged pumps as per lead operator.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Grit Snail; Carrousel Surface Aerators #1N, #2N, #1S, #2S; Influent Odor Control.
- Annual PM's: Post Anoxic Submersible Mixer #3.
- Lift station PM's: 22 monthly and 3 annual performed.
- 56 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- High Service Pump/Standish Pump #1 – met with contractors to get quotes for repairs.
 - #2 disc flow sludge pump – mounting base corroded and worn – ordered new base – will install when received.
 - Slaker #1 – fault noted at shaft sensor – sensor non operational - installed new – repaired rinse down hose - all ok.
 - Leeway storage tank – replaced faulty chlorine pump – rebuilt old pump and returned to shop stock.
 - Well 22H – operators reported SCADA not responding – inspected controls no problem found – SCADA responding as intended.
 - Lime Cone #1 – replaced the gasket on the large clean out port.
 - Riverview Booster Station – connecting PLC to new control panel.
 - Granada Booster Station – wiring upgrades on new electrical control panel ongoing.
 - Wells 18SR, 19SR, 21SR – retrieved pressure data from data loggers with and without Division wells online.
 - Transported scrap metal to Fleet operations.
 - Monthly PM's – Slakers, Claricones.
- 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: 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 was conducted and staff is awaiting the analytical results.
 - 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.
 - Florida Tier II Chemical Inventory: Staff is compiling data necessary to complete the chemical inventory report. The report provides first responders the necessary information to address an emergency at City locations with differing chemicals.
 - DMR-QA Study 34: Staff received the City's DMR-QA information from the EPA in order to complete the annual study. The study ensures the quality of the analytical data at both the City laboratory and the City's contract laboratory produces. Staff will coordinate appropriate submittals throughout the year to complete the requirements.
- 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.
 - 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.
 - Consumer Confidence Report: Staff is collecting analytical data from the 2013 calendar year to construct the CCR for distribution. The CCR was successfully delivered electronically last year and will be provide in the same fashion this year.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the February 18, 2014, City Commission Meeting
- Staff attended and provided support for the February 20, 2014, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation and creation for the February 26, 2014, Budget Advisory Board Meeting
- Agenda packet preparation and creation for the February 27, 2014, Public Works Advisory Board Meeting
- Agenda packet preparation and creation for the March 4, 2014, City Commission 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.