

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 28, 2014

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Met with Public Works Operations staff
- One on one meetings with City Attorney, Police Chief and HR Director
- Worked on federal lobbying document
- Discussion with staff on farmers/flea markets
- General airport discussion with staff
- Agenda preparation for commission meeting
- Reviewed Financial Trends Workshop presentation with staff

Spoke to, attended and/or met with:

- Phone discussion with Arthur Kowitz regarding his trash concerns at the mobile home park on South Nova Road
- Rotary meeting
- United Way board meeting
- FCCMA conference call
- General discussion with Lori Richards, Executive Director, PACE Center for Girls
- Swearing in of new police officers
- General discussion with Commissioner Kent
- City/County Managers monthly meeting

### **Community Development**

- Planning
  - The Planning Director and Permit Manager interviewed eight applicants for the vacant Office Manger position. The results and recommendation will be forwarded to the HR Department next week.
  - Staff has prepared a Scope of Work to hire a qualified environmental consultant through the Request for Proposals (RFP) process to:
    1. Prepare on behalf of the City a Brownfield Assessment Grant in the amount of \$400,000 to identify and assess potential petroleum and hazardous substance brownfield properties in the US 1 North Brownfield area which includes the City's airport (phase 1); and,
    2. Provide environmental services to support the implementation of the USEPA Cooperative Grant Agreement and approved Work Plan (phase 2) pursuant to the grant approval. The cost of preparing the proposal will be folded into the cost of the fee charged by the consultant.
    3. Phase 1 and Phase 2 will be one RFP.
- The Planning Director, City Manager, City Attorney, Assistant City Manager, Deputy City Attorney and NID Manager met to discuss the Moose Lodge farmers' market which occurred during the past weekend. The Moose Lodge is located in the B9 zoning district. A farmers' market or flea

market is a use that is not permitted in the B9 zoning district. A farmers' market is a use permitted by Conditional Use only in B4-Downtown. Neither a farmer's market nor a flea market can be considered an Outdoor Activity since both uses are separately defined, criteria established and uses specifically listed under the conditional use categories of B4 and I zoning districts.

- The Planning Director and Senior Planner met with owners of 175 West Granada to discuss the possibilities of an outparcel development.
- Building Inspections, Permitting & Licensing
  - 89 permits issued with a valuation of \$1,592,575.00
  - 288 inspections performed.
  - 4 business tax receipts issued.
- Development Services
  - The following SPRC activities occurred this reporting period:
    - Meeting with representatives regarding an outparcel development of a convenience store and gas station on the Wal-Mart property.
    - Hospice site revisions
    - River Oaks regarding their final plat.
    - Approved revision #1 for 1185 West Granada Boulevard.
    - Approved revision #1 for 1550 Ocean Shore Boulevard (sewer revision).
    - Final plan sets submitted for 480 Andalusia Avenue
    - Received first submittal for 75 North Nova Road.

## **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 April.
- 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 has scheduled with Commissioners individual tours of the facility.
- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers.

#### Airport Operation and Development

- Staff worked to coordinate additional studies and survey work at the airport as part of the design phase of the Taxiway "G" project. Work this week focused on assessing the airport's current electrical vault and lighting systems.
- Staff has been notified that the U. S. Department of Transportation Office of the Inspector General plans to initiate an audit of the productivity of air traffic control towers. The DOT states that they are conducting this audit in response to a request from the Chairmen of the House Committee on Transportation and Infrastructure and its Subcommittee on Aviation. Knowledge of which air traffic control towers operate relatively more efficiently will aid determination of which factors affect air traffic control tower productivity. The objective of this audit is to assess the relative efficiency of FAA air traffic control towers, and therefore may not include Federal Contact Towers such as the tower in Ormond Beach.
- Staff worked with Hoyle, Tanner and Associates (HTA) and the FAA Orlando Airport District Office (ADO) to finalize closeout documents for the Taxiway Alpha project completed last year. Staff is working to make sure that all items eligible for reimbursement are included in the final closeout.
- The Florida Department of Transportation (FDOT) has advised staff that Hi-Lite Airfield Services, LLC has been awarded an FDOT statewide runway and taxiway marking contract. The contract is valid for three years, and may be useful to the airport for the construction phase of the Taxiway "G" project, as well as periodic maintenance projects on the existing runways and taxiways.
- The required quarterly inspection of the airport's Automated Weather Observation Station (AWOS) was recently completed. No issues were reported and the AWOS is fully operational.
- Repairs to the Runway End Identifier Lights (REILs) on Runway 17 have been completed, and the REILs are now fully operational.

#### Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 34 Journal Entry Batches (# 2129 - 2210).
  - Approved 28 Purchase Requisitions totaling \$368,971.82.
  - Issued 20 Purchase Orders totaling \$118,849.58.
  - Prepared 105 Accounts Payable checks totaling \$295,971.83 and 25 Accounts Payable EFT payments totaling \$658,350.51.
  - RFP 2014-03, ERP Systems-Electronic Plan Review, Committee Conference took place on 2/20/2014.
  - Bid 2014-10, Biosolids Treatment and Disposal, Advertised in News Journal and posted to Demandstar on 2/23/2014.
  - Bid 2014-12, Granada Median Landscaping-West of I-95, Advertised in News Journal and posted to Demandstar on 2/23/2014.
  - BID 2014-07, Dual Check Valve Assembly Installation Service, Pre-Bid Meeting took place on 2/20/2014.
  - Processed 3,782 cash receipts totaling \$391,426.00.
  - Processed 674 utility bill payments through ACH totaling \$48,929.48.
  - Processed and issued 6,384 utility bills with billed consumption of water of 29,546k.
  - Issued 588 past due notices on utility accounts.
  - Auto-called 100 utility customers regarding receipt of a past due notice.

### Grants/PIO

- Public Information
  - Press Releases
    - Florida Licensing on Wheels (March 4)
    - Walking with the Manager (March 7)
    - Residential Structure Fire (Camelot Mobile Home Park, #47)
    - Youth Volleyball League Registration
    - Nova Gymnasium Closing for Floor Refinishing (March 3-7)
    - Meeting with the Manager (March 11)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed the Employee Newsletter for March.
    - Completed weekly events calendar ad for Ormond Observer.
    - Worked with Volusia County Community Assistance to schedule a Housing Grants Workshop for citizens to learn about available programs.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted application for the State's Surgeon General for Healthiest Weight Champion recognition.

### Fire Department

#### Weekly Statistics

- Fires: 2
  - Fire Alarms: 1
  - Hazardous: 2
  - EMS: 59
  - Motor Vehicle Accidents: 11
  - Public Assists: 49
- TOTAL CALLS: 124

- Aid provided to other agencies: 22 calls – Daytona Beach (4), Daytona Beach Shores (1), Volusia County (17)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 43

#### Training Hours

- NFPA 1001: Firefighting 23
- NFPA 1002: Driver/Operator 7
- NFPA 1500: Safety/Equipment 47
- NFPA 1620: Pre-Fire Plan Inspections 19
- EMT/Paramedic 16
- TOTAL TRAINING HOURS: 112

### Station Activities

- Updated 27 pre-fire plans
- Conducted 7 fire inspections

### Significant Incidents

- 2/22/14, 12:04 PM: Brookwood Ct. – Vehicle vs House – Upon arrival found motorcycle/trike half driven through cinder block wall of garage – moderate damage to structure – wrecker arrived to extricate vehicle from garage – patient treated on scene.
- 2/22/14, 2:58 PM: Nova Rd. – Structure Fire – Responded to Camelot Mobile Home Park – upon arrival found structure 25% involved with flames and smoke venting out windows – fire attacked defensively through the windows – homeowner not home at time of fire – State Fire Marshal arrived on scene to investigate – burning candles found at fire's point of origin.

### Human Resources

#### Staffing Update

- Job Requisitions
  - Leisure Services/Community Events - Part Time Community Events Leader
  - Public Works/Streets – Maintenance Worker III (promotional only)
- 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.
  - 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.
- 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 were rescheduled for 02-27-14 with the most recent applicants.
  - 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. Interviews have been scheduled beginning 02-26-14.
  - 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.
- Background/Reference Checks/Job Offers
  - Police Department – One (1) Police Officer candidate has successfully completed the pre-employment screening process and will begin employment on 03-10-14.
  - Fire Department – Firefighter/EMT has started the pre-employment screening process and upon completion will begin employment on 03-31-14.
- Promotions/Transfers
  - Police Department – Sergeant promotion is awaiting the Chief's selection from promotional list.

- Fire Department – Officer/Captain promotional assessment was conducted by Kincaid Performance Solutions on 02-18-14 at the ATC with eight candidates participating in the scenario based process.
- Terminations/Resignations/Retirements
  - FY Vacancy Ratio – M/E 01-31-14: 2.19% (excluding retirements).
  - Police Department – Officer effective 03-08-14.
  - Leisure Services – Part time Community Events Leader effective 03-07-14
  - Human Resources – H.R. Director effective 03-28-14.
  - Fire Department – Captain/EMT effective 03-31-14.
  - Fire Department – Battalion Commander effective 04-24-14.

#### 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

- ICMA Deferred Compensation representative Dee Turner met with employees on 02-26-14.
- NATIONWIDE Deferred Compensation representative Ruth Marquez met with employees on 02-28-14.

#### Training & Development Opportunities

- New Employee Orientation - Orientation was held on 02-24-14; seven (7) new employees attended. 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.

#### Risk Management Projects

- Claims Committee meeting.

#### 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 held.
    - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 90% 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 – Project Complete.
    - 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 100% complete. Decommissioning of old server to begin.
    - WindowsXP to Windows7 implementation – Test configurations are being developed with limited deployment for application testing. Additional PD MDTs delivered to PD. Implementation going well.
- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 17 New work - 38 completed - 55 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service
- |                           |        |                         |        |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails     | 70,983 | Inbound E-Mails Blocked | 57,717 |
| Delivered Inbound E-Mails | 13,123 | Quarantined Messages    | 143    |
| Percentage Good Email     | 18.5%  | Virus E-Mails Blocked   | 517    |
- Notable Events:
  - Very high volume of email resulting in a record number of emails being blocked by the service.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 16 Corrections: 1
  - Map/Information Requests: 15
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 18,541 (82.4%) potable 18,005, Irrigation 532, Effluent 4
  - 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
  - Weekly Coordinator One-on-One Meetings
  - Interim Sports - Sports Complex Tour
  - Budget Advisory 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 OBSC Competitive Soccer Program continued practices this week on fields #4, #5 and #6.
  - The OBSC Recreational Soccer continued practices this week and had Opening Day Saturday morning.
  - 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 third home game of the season on Friday night at 6pm on Wendelstedt Field #1 at the Sports Complex.
  - SHS Baseball had home games on Tuesday at 4 and 7pm at the Sports Complex on Wendelstedt Field #1.
  - FLHS Baseball had a home game on Tuesday night at 7pm at the Sports Complex on the Kiwanis Field.

- SHS Softball hosted games on Tuesday night this week at the Softball Quad #1 Field at 4:30 and 6:30pm.
- FLHS Softball hosted a game on TU night at Softball Quad #3 at 5pm.
- 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
  - Rec leagues are practicing on the Quads nightly; preparing fields daily
  - Father Lopez and Seabreeze softball teams are using fields 1 and 3 for their games
  - Golden Spikes Baseball league has resumed using Nova fields; prepped daily for them
  - OBGS using field 4 at the Sports Complex for weekend games; prepped for them that morning
  - Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepped the fields 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 spring season
  - Rec league soccer has begun practicing. Season starts March 1<sup>st</sup>. Goals, benches, trash cans and fields done for them.
  - Prepared T-ball fields for practice daily
  - Hosted Seabreeze JV and varsity baseball practice
  - Hosted a softball tournament on Saturday; crew came in and prepped for them that morning
  - Continued night shift, 3:30pm -12am, Monday through Friday to check parks and care for doggie stations
  - Finished pre-emergent fertilizing on all ball fields at all four locations
- 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
- 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 held on stage rehearsal. CMT held regular classes.

- Wednesday: Show Club held on stage rehearsal. CMT held regular classes.
- Thursday: Show Club held on stage rehearsal. CMT and Kopy Kats held regular classes.
- Friday: CMT held regular classes
  
- The Performing Arts Center is getting ready to host the following events:
  - Shining STARS Pageant, Saturday, March 1<sup>st</sup>, 1:30-3:30pm
  - Platters, Coasters, Drifters, Temptations Salute, Thursday, March 6<sup>th</sup>, 7pm \$20 Reserved
  
- South Ormond Neighborhood Center
  - Splash Pad closed until March 15<sup>th</sup>
  - Repast Saturday 3-5pm
  - Fitness room open Center hours
  - Open gym 1:00-8:30pm weekdays/Center hours on weekends
  - Jazzercise Monday 5:45-7:00pm
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Continued training new employee for Community Events Technician position
  - Attended weekly staff meeting
  - Attended Senior Games Board sponsorship meeting
  - Art in the Park application tracking and input
  - Assembly and preparation of artists' bags for Art in the Park
  - Preparation of kids' craft zone supplies for Art in the Park
  - Assisting Memorial Remembrance Committee with planning tasks
  
- Gymnastics
  - The March session will begin next week
  - Ormond Beach Pop Warner Cheer Team is renting the Center for a tumbling program and coaching assistance
  - Continuing training new Rec Leader
  - The Coordinator continues to work on increasing enrollment
  - New Special Needs Gymnastics class began last Friday
  - Team did very well in Perry, FL AAU Qualifier last weekend; all girls now qualified for AAU State Competition in April
  
- 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, will begin on March 5<sup>th</sup>. They will meet Wednesday from 5:00pm-5:45pm and have an end of session performance.
  - Challenger Net Sports continued to meet on Tuesday. They will meet for six weeks and play volleyball, pickleball, and gym hockey.
  - Challenger Gymnastics began on Friday from 3:30-5:00pm in the Gymnastics Center.
  - The Girls Scouts of Volusia County held its annual "Thinking Day" in the gym on Saturday from 8:00am-12:00pm.
  - The Shining STARS Pageant and Fashion Show rehearsal will take place on Friday from 5:00-7:00pm at the Performing Arts Center.

- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 3:30pm Monday through Friday. Saturday tours were held 10am to 11:30am.
  - Trish Vevera Gallery show continues for the week.
  - A wedding was held in Ormond Memorial Gardens on Saturday at noon and a second wedding took place later in the afternoon.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - A Rock 'n' Roll class was held in Room 205 on Tuesday afternoon.
  - The Guild general meeting was held in The Gallery on Wednesday morning.
  - A group tour was given to the Jacksonville Christian Academy on Thursday morning.
  - The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
  - A wedding was set up in The Casements on Friday afternoon and evening.
  - A wedding rehearsal was held in Ormond Memorial Gardens on Friday evening.
  
- 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 Park, and City Hall
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Straightened out carpet and foam pads at Gymnastics arena
  - Found leaking pipe at City Hall
  - Checked A/C in Gym not running at Nova Gym
  - Removed old tape and install new floor tape for DUI test at JAIL
  - Purchased, painted and replaced gate boards with new yellow boards at PD
  - Replaced batteries for gate opener at IT Department
  - Replaced battery for gate opener at Streets
  - Met contractor for mechanical joint plumbing repair at City Hall
  - Ordered stock of bulbs for hallway and elevator area at City Hall
  - Tagged light poles on SR-40/Granada Bridge
  - Met contractor for estimate at City Hall
  - Re-ordered safety supplies for Build Maintenance Department
  - Picked up janitorial supplies for sections for Parks and Build Maintenance
  - Fixed locks concession stand at ARBFP
  - Tightened, adjusted and lubed locks at Bailey Riverbridge
  - Fixed towel dispenser at Ames
  - Tightened doorknob on front door at Ames
  - Checked capacitor for IT at City Hall
  - Repaired door at Stormwater
  - Replaced bulbs in common area 1<sup>st</sup> floor elevator at City Hall
  - Removed glass door and wall at PAC
  - Installed a chain for light box at Nova handball
  - Repaired DOT lights on Nova
  - Repaired DOT lights Granada
  - Removed ladies room door at PAC
  - Rebuilt wall in the ladies room at PAC
  - Repaired shorted wire for DOT light poles on Nova Road
  - Met pest control contractor at softball Quad
  - Repaired urinal at SONC
  
- Parks Maintenance
  - Repaired landscape timber at Riviera Park

- Installed two new dog waste stations at Central Park I
- Removed graffiti from picnic table at Sanchez Park
- Carpentry repairs at the Magic Forest
- Secured two benches in the boundless playground at Airport Sports Complex
- Changed picnic table boards at Central Park I; graffiti
- Pressure cleaned the pier at Riviera Park
- Cleaned mold from entrance columns at ARBP
- Cleaned sand from trench drains at ARBP
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations

### **Police Department**

#### **Administrative Services**

- Staff members attended the soul food fest at New Bethel AME Church.
- Staff attended the quarterly PAL Board meeting at the South Ormond Neighborhood Center.
- Oath of Office ceremony held for six (6) new police officers at the Police Department.
- The first class of the 30<sup>th</sup> Citizen Police Academy was held.

#### **Community Outreach**

- PAL basketball practice continues for the 10U, 12U and 14U boys' teams for participation in USSSA tournaments.
- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continued for Third Grade on Monday, February 24<sup>th</sup>. Currently the Monday class is closed for new enrollment as fourteen youths are participating in the 3<sup>rd</sup> grade session. The 4<sup>th</sup> and 5<sup>th</sup> grade program will continue on Thursday, February 27<sup>th</sup>. Currently 10 youths are registered for the program.
- The Tutors R Us program continues. Currently 20 children are participating in the program. The program is offered at the South Ormond Neighborhood Center, Monday – Thursday from 3:00 to 6:00 PM until late April.
- The Science on Patrol program continues at Ormond Beach Middle School. Applications are continuing to be received.

#### **Community Services & Animal Control**

- Animal Calls: 69
- Animal Reports: 9
- Animal Bites: 1
- Animals reclaimed: 3
- Animals to Halifax Humane: 10
- Dogs: 2 Cats: 8
- Dangerous Dog case continued by Special Magistrate Judge Dwyer

#### **Criminal Investigations**

- Cases Assigned: 17
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 6
- Inactive: 6
- Fraud: 1
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1

- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Vandalism: 1

#### Narcotics

- Two Meth Lab Investigations
- Two Buy Walks

#### Comments:

- Felony Criminal Mischief: Investigators obtained video surveillance of subject in the parking lot of Walmart vandalizing a vehicle in a handicapped parking space. Investigators utilized video from the store to follow the perpetrator as he picked up a prescription. Investigators were able to obtain enough information to identify the subject responsible for damaging the vehicle in question. The suspect was located, interviewed and charges are being filed for felony criminal mischief.
- Fraud: Investigators are looking into a fraud ring possibly operating out of a jail in Georgia. Ongoing investigation.

#### Records

- Walk - Ins / Window 73
- Phone Calls 97
- Arrest / NTA'S 18
- Citations Issued 87
- Citations Entered 122
- Reports Generated 116
- Reports Entered 113
- Mail / Faxes / Request 8

#### Patrol

- Total Calls 1,723
- Total Traffic Stops 216

#### Operations

##### Crime Opportunity Report Forms: 135

- 2/19/2014
  - Warrant Arrest, 49 Merrywood Circle, while investigating a civil complaint about \$1,000 in winnings from a bowling tournament at Ormond Lanes the suspect was found to be wanted and arrested.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect took large amount of items. Also found to have non-prescribed narcotics and on felony probation. Suspect arrested.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
  - Battery-Domestic Violence Arrest, 228½ North Beach Street, suspect was arrested.
- 2/20/2014
  - Carbreak, 1020 N. US 1 (Bull Run Supply), victim left his wallet on top of the center console of his unlocked vehicle and \$1,000 in cash was removed from it while he was in the store for 15 minutes.
  - Grand Theft, 374 West Granada Boulevard (AT&T Wireless), suspect took an iPhone that was left on the counter.
  - Burglary (Residential), 165 Lincoln Avenue, house was ransacked by a possible known suspect.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), two suspects were detained by Loss Prevention attempting to leave with a felony amount of items. Both arrested.
- Battery-Domestic Violence Arrest, 1567 North U.S. 1 (Motel 6), suspect arrested for battery on her boyfriend who she lives with.
- DUI Arrest, North Yonge and West Granada Boulevard, suspect was stopped for driving on a flat tire down the road and having difficulty staying in a single lane. After being stopped he refused Field Sobriety Exercises and was arrested. While at the station he refused to take a breath test and became belligerent with officers. He was also charged for Resisting Arrest without Violence.
- 2/21/2014
  - Burglary (Business), 4 North Perrot Drive (S.R. Perrott), someone entered the secured compound and took 29 cases of beer out of a truck.
  - Disorderly Intoxication Arrest, 170 North Nova Road (7-11), intoxicated male dropped his pants and was cussing at staff. He was arrested.
  - Strong-Arm Robbery (Attempt), 1515 San Marco Dr #301; two victims were confronted by two suspects while walking in the parking lot. They were “cornered” by the suspects who demanded money. The two were able to run away. They notified their father, and instead of immediately calling police, they went out looking for the suspects. When police were finally called an investigation was initiated and a search of the area was conducted with negative results. Suspects were last seen riding out of the complex on bicycles.
  - Police Information – Received information of subject going wrong way southbound on US-1. The vehicle was located and stopped at the intersection of Airport Road and the driver was found to be an elderly male from Quebec, Canada. The elderly male was confused and thought he was in Lakeland. After a lengthy roadside investigation, we were able to find a girlfriend in Lakeland who arranged for the gentleman to be picked up in Ormond Beach. The gentleman was escorted to the police station lobby where an officer stood by with him until he was safely turned over to family members.
- 2/22/2014
  - Narcotics Arrest, 2099 North Beach Street, received a call about two people fighting in a car. The vehicle was located and both claimed there was no physical violence. Permission was granted to search the vehicle and a trace amount of methamphetamine was found in baggies and two needles. The male claimed it was his and that the female had no knowledge of it. The female is a Corrections Officer in Habersham County, Georgia that is currently on light duty. She showed physical signs of methamphetamine use. Habersham County was notified of the incident.
  - Shoplifting Arrest, 1478 West Granada Boulevard (Publix), transient was caught stealing several items of meat products.
- 2/23/2014
  - Battery-Domestic Violence, 452 Sauls Street, suspects argument started over a disagreement concerning the proper seasoning of a roast. Charges filed on both.
- 2/24/2014
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested and released on Notice to Appear.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), two suspects arrested for stealing large amounts of merchandise.
  - Grand Theft, 226 Melrose Avenue. Acquaintance took / pawned wedding jewelry from the home.
  - Trespassing Arrest, 1614 North US 1. Units responded to a disturbance call. One of the subjects was trespassed from the motel. 15 minutes later he returned and started a verbal disturbance. He was arrested.
  - Weapons Arrest, 241 North U.S. 1 (Pirana Grill). Adult male was called in as suspicious, possibly armed with handguns. We were able to locate the subject drinking at the bar. He had a valid Concealed Weapons Permit but was placed under arrest due to that being a violation of his permit regulations.

- Disturbance, 1148 North U.S. 1 (Outlaws Business). Sgt. Doggett observed an Outlaws Motorcycle gang member hit a female in the parking lot. Subject was detained until Deputies arrived. Female was uncooperative and no charges were filed by the Deputies.
- 2/25/2014
  - Battery-Domestic Violence, 44 Jamestown Drive. Ongoing problems with boyfriend / girlfriend. Boyfriend allegedly pushed girlfriend into a wood pile and then tried to choke her in the backyard. Reluctant victim and her father refused officer entry to the home.
  - Battery-Domestic Violence Arrest, 340 Grove Street. Girlfriend attacked boyfriend and was arrested
  - Stolen Vehicle Recovered, 18 Chippingwood Lane. Victims left keys in the vehicle. Later in the shift, the vehicle was located by a Lo-Jack rep in the Shangri-La trailer park at 1300 block of Fleming Avenue. We set up with unmarked units / CID, but no suspect was located.
  - Burglary (Business), 509 South Nova Road (All Aboard Storage). Lock was forced off of storage unit, washer and dryer removed.
  - Aggravated Assault Arrest, 1520 West Granada Boulevard (Taco Bell). Victim approached suspect in the parking lot after the suspect screamed at him. Suspect then produced a machete and threatened to cut the victim's head off. Officers spotted the suspect on Hand Avenue. He was stopped and arrested. Machete was recovered.
  - Narcotics Arrest, Melrose Avenue / McIntosh Road. Passenger fleeing from traffic crash near Fire Station 93 was located by officers. During a consent search, a felony amount of cannabis was located in several different vacuum-sealed bags.
  - Felony Theft Arrest, 530 South Atlantic Avenue, suspect was found in the area of Riverside Drive / Fluhart Road on the stolen bicycle.
  - Warrant Arrest, 700 North Halifax Drive, suspect had 2 open warrants for grand theft and uttering a forged instrument.

#### Traffic Unit

- Programs (STEPS): 97  
Number of DUI Arrests: 0  
Number of Uniform Traffic Citations Issued: 85  
Number of Written Warnings Issued: 5  
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: 0  
Number of Crashes with Fatal Injuries: 0  
Crash Investigation General Information: Oceanshore and Country Club, 2 cars, rear-end type crash, southbound Oceanshore diverted and northbound Oceanshore directed around crash scene by CSO's. Southbound shut down 30-45 minutes.
- Traffic Complaints Received:  
300-Block Airport Road - Speeding; Principal at Pine Trail requested officers in the area at dismissal time (1405 hours every day but Wednesdays and 1305 on Wednesdays) - Sent out as an Extra Patrol.  
  
1. Strategic 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 & Received a citizen complaint  
Number of times worked: 3;                      Total Hours Spent: 3  
Citations Issued: 12;                              Written Warnings Issued: 3  
Comments:

2. Strategic Traffic Enforcement Program (STEP) Information:

Location: 600 Block Hand Avenue

Reason for this STEP: New Paved Road and High traffic area

Number of times worked: 3; Total Hours Spent: 4

Citations Issued: 13; Written Warnings Issued: 3

- The Variable Message Board deployed on Clyde Morris Boulevard south of West Granada Boulevard directing race traffic to alternate routes to get to Interstate Highway 95 and had been recovered in preparation for Bike Week.
- The Stealth Stat was deployed yesterday on River Chase Way near Black Hickory Way.
- The SMART Stat speed display trailer was deployed on North Saint Andrews Drive near Rio Pinar Drive.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 0 Cases initiated
- 13 signs have either been removed or sign cases created.
- 3 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and thirty-nine (39) telephonic inquiries.

**Public Works**

• Engineering

Project Summary

Construction Projects:

- Tymber Creek Phase I – Construction continues on the south bound lane, compacted subgrade and road base installation and construction of the medians. The old bridge system has been demolished and the new replacement box culvert/ bridge is approximately 60% complete. Sod is being placed on the embankments of the stormwater ponds.
- John Anderson Drive –The intersection of John Anderson Drive and Neptune Avenue remains closed while stormwater improvements in this intersection occur. 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 12<sup>th</sup> at The Casements.
- Hand Avenue – Staff approved the final pay request to close out the project. **The project was \$108,740 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 – The new watermain pipe was installed on Carrington Lane by directional drilling from Ravensfield Lane past the end of the Cul-De-Sac. The canal crossing Lake Isle Way, within Breakaway Trails, was directionally drilled beneath to install a section of the new watermain and the watermain pipe was installed up to Shadow Creek Way. Restoration of sod and driveways is being completed on Cumberland Ave and Greenwood Ave. Met with plumbers to discuss rerouting customers' water services from the back of seven homes between Cordova Ave and Buena Vista Ave. to the new water meter locations at the front of the homes at the right-of-way.
- 2-Inch Waterline Replacement – North Peninsula - Clearance paperwork was submitted for Fairway Drive on February 19. Oak Drive and Sundance Drive have been pressure tested and

disinfected, bacteriological tested has sampling will occurred and clearance paperwork will be submitted this week finalizing all Department of Environmental permits.

- 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 is continuing installation of precast structures in Laurel Creek on the south side of Wilmette Avenue.
- Downtown Underground Utilities Conversion - FPL has energized all four quadrants with primary power. Disconnect and Reconnect (D&R) of properties has progressed to the second quadrant and third quadrants, Carter Electric has submitted a schedule for the next ten properties scheduled for disconnect and reconnection service. The City is walking through the proposed locations for installation of the decorative lighting on SR 40 and the side streets 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 began removal and replacement of affected sidewalks the week of February 17. Upon completion of sidewalk demolition the prime contractor shall begin signal improvements.
- 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 for February 6, 2014, Notice to Proceed is anticipated immediately following local events (Speed weeks, Bike Week) on March 17, 2014.
- Corrugated Metal Pipe Rehabilitation- All of the project sanitary sewer and stormdrain pipe was cleaned and videoed. The 24-inch stormdrain pipe section on Orchard St running north of Hand Avenue was lined.
- Airport Business Park Overhead Utilities Conversion/Hardening - The paid invoice and executed agreement was transmitted to FPL. FPL and their contractor have visited the site to prepare for mobilization. Construction is scheduled to commence in March.
- 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 Sanchez Park – A Purchase Order is being reviewed by staff and pre-construction will then be scheduled.

#### Design Projects:

- Environmental Learning Center – Staff attended the ECHO ranking meeting on February 19<sup>th</sup>. 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 – Zev Cohen is completing the design and will provide 30% plans the first week of March.

- 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 was advertised on 2/23/ 2014.
- City Hall Chiller Replacement – Final plans were submitted and reviewed. Staff has placed the bid package as a disposition item to the City Commission for March 4<sup>th</sup>.
- 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 Recreation Park- Staff is looking at various areas within the park which are currently dirt/crushed shell and being used as unofficial parking locations and determining what additional parking and handicap stalls can be added to the park. Staff is working on the land survey of the park, which will be used to design locations around the park to capture the increased stormwater runoff as a result of paving the dirt roads and parking areas.
- 2-Inch Watermain Replacement Phase 2- 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 4<sup>th</sup> and advertised March 9<sup>th</sup>.
- 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.
- Nova Recreation Center Roof Repairs- Several roofing contractors investigated the recreation facility roof and submitted proposals to one of the City's facility construction management consultants for review and to prepare a proposal for the needed roof repairs.

#### 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.
- Airport- Reviewed geotechnical solid investigation report for the proposed Taxiway G project.
- Traffic Signage – Assisted the Trails HOA in a request to improve the road signage for traffic merging at Main Trail and Shady Branch Trail.
- Flood Maps- New FEMA Flood Insurance Rate Maps (FIRM) have been released. Assisted resident with floodplain information.
- Sidewalk Extension- Staff is investigating extending a sidewalk from Granada Blvd along Bermuda Estates Drive up to the entrance of the Bermuda Estates. Staff completed site survey and preliminary design plan and will research the possibility of TPO grant funding for the project.
- Reviewed plans and created work in the right of way permit for 792 E Victoria Cir per FPL request.
- Continued developing the construction plan set for the Nova Community Park Paving Project based on our survey data.
- Completed field measurements and created construction plan drawing for the proposed Bermuda Estates Entrance Rd sidewalk.
- Updated plan set for the Street Tree Planting Project.
- Researched and provided Electric, Utility, and Site Plans for the Nova Rec Skate Park.

- Continued updating the drawings for the West SR40 planting plans.
  - Started Concept construction plan set for the North US-1 Median Landscaping.
  - Loaded drawing references provided by consultant to current plan set and plotted Sports Complex Field House Drawings.
  - Researched and provided benchmark elevation drawings and location to Cullum Land Surveying per request.
  - Researched and provided drawings of the electrical plans for the N Orchard Reuse Pump Station Building to electrical contractor per request.
  - Discussed and provided City permit forms and requirement instructions to Underground Utility Contractor (AKA Underground) per request.
  - Researched documents and staked right of way boundaries @ Woodlands Blvd and S Nova Rd intersection for watermain relocation relating to the Audible Pedestrian Signal Project.
  - Completed emergency tree locate at 2 Whispering Pines Trail per Street Div request.
  - Created aerial drawing of the Central Park Lakes to show algae comparison of the various lakes.
  - Found and sent alignment data for the Landscaping project on SR40 from Orchard to A1A.
  - Revised Standard Details for Reclaimed Water.
  - Distributed construction notices to residents affected by the Storm Pipe Lining for 4 Outfalls.
  - Granada Blvd. Resurfacing – Tymber Creek to Perrott: City staff attended the preconstruction meeting for this project last week: Halifax Paving, Inc. is the prime contractor. Progress will begin at Perrott and work westbound on the outside lane, return east and making any ADA improvements at that time. Upon completion of the outside lanes, the inner lanes will be addressed. Halifax Paving is scheduled to commence work March 1.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Pulled forms and backfilled at A1A & Holland, and on Horseshoe Trl.
        - Replaced a driveway and basin for Stormwater at 24 Greenwood Ave.
        - Dug out and formed sidewalks, gutters and curbing at Booth Rd. & SR40
      - 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
        - Trimmed trees on Nottingham, on Riverbluff, on Winding Woods, corner of Halifax and Neptune, at Vadner Park, at 648 S. Ridgewood Ave., on Center St. between Sterthaus & Wilmette, on LaJolla, and at 4 Baywood
        - Removed trees at Memorial Gardens, (3) pines on Nottingham and a dead oak at the South Ormond Neighborhood 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
      - Trimmed at various ROW (Right-of-Way) locations
      - Repaired roads at Sanchez Park, Nova Recreation and Ames Park
      - Removed a dead deer from west of Hunter's Ridge

- Shoulder repairs with recycled concrete at Sanchez & N. Yonge, at Domicilio and Northbrook, and at Booth Rd. & SR40

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
- Forest Hills, installed stop signs
- The Trails/Lakebridge, installed cross traffic signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Various locations – checked out hot spots
- Fleming Ave. – ditch maintenance
- PW Yard – cleaned dump truck and moved concrete with loader and Gradall
- Hammock Ln. and Division Ave. – met with McLane Excavating regarding various jobs

Vactor

- Basin cleaning – Various citywide locations (Tomoka Oaks, Andy Romano Park, Zone 1)
- Cleaned box culverts in construction area – Wilmette Ave.

Mowing

- Reachout Mowing – On Fleming Ave.

Street Sweeping/Streetsweeper

- 157.1miles of road cleaned (This is for 5 days)
- 44.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,612

PM Services completed for the week:

Emergency—Vehicles and Equipment

9

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

1

- Quick Fleet Facts:
- Fleet has gallons of 8,931 unleaded and 9,196 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,179 gallons of unleaded and 894 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. The Volusia County Use permit application was 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 Wastewater Biosolids Treatment and Disposal Services was advertised for bids on 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 – Received conformed contract documents.
- Division Avenue Well Field Raw Water Piping – Review meeting with consultant to discuss 60% plans and specifications comments is scheduled on 3/6/14. 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 – Addendum 2 was prepared to answer bidder questions.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – Mainland: Clearance is being prepared for the new watermain on Greenwood Ave and Cumberland Ave. The new watermain pipe was installed on Carrington Lane by directional drilling. North Peninsula: Oak Drive and Sundance Drive were bacteriological tested. Request for clearance for Fairway Drive was submitted to the health department. 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. Contractor contacted the vendor to schedule a time for start up of Pump #3. Vendor visited the plant to observe the pump 3 installation.
- 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 – Pipe lining completed on Fir Street and Andalusia Avenue.
- SR 40 from Tymber Creek Road to Perrot Resurfacing –Work is scheduled to begin the first week of March.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Construction progress meeting was held. Towne Square lift station wetwell is being lined.
- Water Storage Tank Cleaning and Inspection – Engineering Reports for inspection findings on potable water storage tanks are being reviewed by Florida Department of Health.
- SPRC – 480 Andalusia Drive – Reviewed plans. Hospice of Volusia/Flagler – Reviewed updates to construction plans. Wal-Mart Discussed initial proposal to add a Murphy's gas station. 526 Andalusia Avenue - Discussed feasibility of outdoor storage at that location.

Departmental Activities

- Water Distribution

- Exchanged 71 water meters per Finance Department work orders.

- Connected 1 new residential water service to the water system.
- Replaced 3 water services due to aged piping.
- Replaced 20 meter box lids and/or boxes
- Responded to or repaired 21 water leaks.
- Assisted 14 customers with misc. concerns (i.e. Low pressure, quality, etc.).
- Responded to 11 low pressure and/or water quality grievances.
- Performed testing on 8 city owned backflow preventers, rebuilt ¾" dual-check valve on Ann Rustin Dr.
- Performed valve maintenance on 10 isolation valves due to water main breaks.
- 2-inch Water Main Replacement – Mainland: Performed 24 water service connections on Lucerne Cir. Energize and flush the new water main on Lucerne Cir.
- 2-inch Water Main Replacement – South Peninsula: Connected 41 new water services to residential properties on Magnolia Dr Perform a water main shutdown on Magnolia Dr/Valencia Dr for McMahon Construction to connect the new water main to the existing at two locations.
- John Anderson Drive Roadway Improvements - Rescinded boil water notice for John Anderson Dr.
- Assisted Andy Fratten Plumbing with a water shutdown at 1155 Ocean Shore Blvd for replacement of the 3" backflow device.
- Assisted OBFD with disconnecting a fire hose from broken private fire hydrant at 436 S. Nova Rd, Camelot Mobile Home Park.
- Utility locate service for Water/wastewater/reuse: received notice of 196 regular and 2 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd widening, John Anderson Dr utility project, and 2" water main replacement projects located in the North Peninsula, south peninsula, and mainland areas.
- Water Treatment
  - Delivered to the City 35.766 million gallons for the week ending Feb 23, 2014 (5.109 MGD)
  - Backwashed 10 filters for a total of 443,000 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 two Precautionary Boil Water notices.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 28.71 Million Gallons.
  - Produced 12.27 Million Gallons of Reuse.
  - Produced 16.44 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.10 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 106.19 (14%-18% Solids).
  - Sampled for Chronic Bioassay.
- Wastewater Collection – Reuse
  - Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and five in town.
  - Installed new pep tank at 15 River Chase Way and 3 Spanish Pine.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 28/29 psi, Foxhunters Flat (2 inch) 22/23 psi & Shadow Creek Blvd. (4 inch) 8/10 psi.
  - Assisted LMR with sanitary sewer lining at Fir Street and Andalusia.
  - Shut down of Lift Station 6P is being coordinated with Masci Construction for John Anderson Drive construction project.
  - Located manhole at 9M lift station for lift station rehab crew.
  - Repaired clean out at 157 John Anderson Dr.
  - Disconnected sewer lateral at 170 John Anderson Dr.
  - Televised 8, cleaned 10 & root inhibitor applied on 2 sewer laterals.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 9 psi.

- Utilities Maintenance Division

- Wastewater Plant – Lift Stations

- Centrifuge #2 – pulled Bowl & Scroll Assembly to clean & deragg – replaced drive belt assembly at bowl drive motor – replaced drive belt at Scroll drive motor – test run with Operations – found possible worn bearings at rotating assembly – will contact vendor for outsourcing of repair – out of service.
- Chlorine Tank – possible evidence of previous leak – cleaned area and will monitor to confirm – all OK at this time.
- MCC Room – plant generator failed to run during weekly transfer test - reset generator automatic transfer switch – failed to start - found faults and warning lights on the generator control panel – contacted Fleet Maintenance for corrective action.
- Performed Weekly Preventative Maintenance (PM's) on Grit Snail, Poly Blends #1 and #2, Digester Blower #2, Clarifiers #1, #2, #3, #4 and Bar Screens #1, #2.
- Performed Monthly Preventative Maintenance (PM's) on R.A.S. Pump – #1 - #2 - #3 - #4 - #5; W.A.S. Pump – #1 - #2 and Swing Zone Blowers – #1 - #2.
- Performed Quarterly PM's on Influent Pump Station Odor Control Unit.
- Performed Semiannual PM's on Carrousel Blower #1.
- Performed Annual PM's on Decant Pumps.
- BAT L.S. – low starts on #2 pump resolved by replacing a defective breaker.
- Ormond Mall L.S. – Phase Voltage Loss caused by animal intrusion – repaired by FPL with no incident to lift station.
- 5M L.S. – RTU power supply failed – replaced with new stock.
- 7P – Uneven Starts – resolved by deragging both pumps, repairing vacuum leaks and #2 vacuum pump.
- 8M1 – High Level – resolved by pulling both pumps to clear blockages at volute.
- 8P – faucet removed for irrigation at park – new faucet installed in “T” to facilitate continued supply at irrigation control.
- 12M L.S. – motor starter tripped and making buzzing sound. Resolved by replacing a worn and corroded contactor.
- Lift station PM's: 6 monthly and 1 annual performed
- SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911 with Water Treatment plant Chief operator; Lift station SCADA not responding – radio at Water Treatment Plant was off line – rebooted and returned to service with assistance from I.T. Manager; Lift Station Server not functioning – 2 hard drives not operational – replaced and reformatted drives with assistance from I.T. Manager.
- 51 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Centrifuge – assisted sludge tech with cleaning and restart.
- Disc Flow pump – Installed and adjusted new motor base plate – returned to service.
- South pit – replaced 3” cam lock at discharge line.
- Chlorine generator #1 – assisted operators with installation of element.
- B.A.T. Reuse – met painting contractor for price quote on piping.
- Lime softening clear well – VFD's erratic - inspected pressure transducer - operating normal – performed restart on VFD – returned to normal operation.
- Weekly PM's – Claricones #1 & #2.
- Monthly PM's – Riverview, Granada, and Tomoka Booster stations; All Rima and Hudson wells; Aerator pumps #1, #2, #3; Interconnects at Daytona Beach and Holly Hill.

- 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 of 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
  - 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 provided 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, 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 and a support staff member attended City Clerk Elections Meeting on February 24, 2014 at the Volusia County Supervisor of Elections
- Staff attended and provided support for the February 26, 2014, Budget Advisory Board Meeting
- Staff attended and provided support for the February 27, 2014, Public Works Advisory Board Meeting
- Agenda packet preparation and creation for the March 4, 2014, Financial Trends Workshop
- 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.