

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 7, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- One on one meetings with HR Director, Planning Director, and Economic Development Director
- Prepared federal lobbying efforts talking points for Commissioner Partington and Commissioner Kent for their meetings with legislators in Washington, D.C.
- Discussion on US1 corridor standards with Assistant City Manager, City Attorney and Planning Director

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Financial Trends workshop and Commission meeting
- Discussion with Julia Truilo, MainStreet Executive Director, regarding signage for the Farmers' Market
- Held Walking with the Manager, guest walker was Siobhan Daly, Casements Coordinator
- D.A.R.E. graduation at St. Brendan's
- Attended Chelsea Place community meeting with Commissioner Partington
- P.A.C.E. Fundraiser breakfast
- Brownfield Assessment Grant Application discussion with Planning Director and attorney Mike Sznajstajler

Community Development

- Planning
 - Interviews for the vacant Office Manager position were completed and a recommendation was forwarded to the HR Department.
 - The Planning Director met with City Manager, Assistant City Manager and City Attorney concerning the US 1 Corridor Agreement.
 - The Planning Director met with City Manager and Mike Sznajstajler of Cobb & Cole regarding a Brownfield Assessment Grant RFP. Mr. Sznajstajler was in attendance not as a legal representative but more as a resource since he is an officer and member of the Florida Brownfield Association.
 - Tentatively scheduled is a sound test by Riptides for Tuesday, March 25th. Riptides has been conducting outside music without an approved Outdoor Activity Special Exception. This matter came to the Department as a result of a violation issued by the Neighborhood Improvement Division.
 - Tentatively scheduled is a neighborhood meeting for the redevelopment of a church property at 100 N. Halifax for eight units. The property has a Public/Institutional Land Use designation and any redevelopment to residential will require a Land Use Map Amendment to a residential land use.

- Building Inspections, Permitting & Licensing
 1. 81 permits issued with a valuation of \$1,164,596.00
 2. 241 inspections performed.
 3. 14 business tax receipts issued.

- Development Services
 1. The SPRC reviewed the following developments:
 - a) ALF concept plan for 30 Forest Court with applicant
 - b) 10 North Nova Road – convenience station for internal discussion
 - c) 75 North Nova Road – Retail to include a Starbucks drive through for Internal discussion

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 completing a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff is 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. City Commissioners toured the facility with the on-site Construction Manager and the distribution plant is expected to be completed in May.
- Staff continues working with the Realtors representing the StyleMark property to present the site to interested buyers.

Airport Operation and Development

- One of the Runway End Identifier Lights (REILs) on Runway 17 is out of service. Staff is working to investigate and make repairs. The REILs on Runway 17 are scheduled for replacement as part of the Taxiway "G" project, which is now in the design phase.
- Staff was contacted by the FAA Southern Region Office regarding the possibility of locating Remote Transmit and Receive (RTR) antennae at the airport, in an effort to provide better ground-to-air communications for the FAA control tower at the Daytona Beach International Airport.
- Staff has been notified that the Florida Department of Transportation will be starting a state-wide project involving wildlife assessments at public-use airports. The airport is scheduled to undergo an independent wildlife assessment in 2015. Staff is seeking to determine if the FDOT state-wide assessment will negate the need for the planned independent assessment.
- Staff received a written response from AVCON to comments from the Engineering Division on the 30% preliminary design plans for the Taxiway "G" project. AVCON is currently reviewing the completed land survey and the electrical vault study, and is working toward the 60% design stage submittal.
- Staff worked with the IT Department to complete installation and configuration of new software and equipment needed to better manage gate access at the airport.
- Staff worked to repair a malfunctioning keypad at the vehicle entry gate for the air traffic control tower. A faulty power supply was replaced, and the keypad is now fully functional.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Financial Trends Workshop
- Completed Projects - Weekly
 - Processed 61 Journal Entry Batches (# 2224 - 2353).
 - Approved 28 Purchase Requisitions totaling \$873,145.31.
 - Issued 27 Purchase Orders totaling \$767,660.20.
 - Prepared 149 Accounts Payable checks totaling \$350,452.46 and 41 Accounts Payable EFT payments totaling \$396,416.34.
 - BID 2014-07, Dual Check Valve Assembly Installation Service, Bid opening on 3/4/2014, 0 bids received.
 - BID 2014-08, Dual Check Valve Procurement, Bid Opening on 3/5/2014, 2 bids received.
 - Prepared 32 Payroll checks totaling \$24,088.62 and 338 Direct Deposits totaling \$380,041.03.
 - Transferred IRS 941 payment of \$143,243.85.
 - Processed 4,963 cash receipts totaling \$914,348.28.
 - Processed 1,332 utility bill payments through ACH totaling \$77,856.23.
 - Processed and issued 3,874 utility bills with billed consumption of water of 11,824k.
 - Issued 492 past due notices on utility accounts.
 - Auto-called 92 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (March 11)
 - Volusia County Housing Programs Workshop (March 13)
 - "It Was A Very Good Year, Tribute To Frank Sinatra" (March 21)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.

- Attended weekly staff meeting.
 - Attended Financial Trends Workshop.
 - CodeRED notification for hydrant maintenance.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Mailed out FY 14-15 application to current CDBG subrecipient agencies and other interested groups.
 - Submitted request to Fire House Subs Foundation for funding of a FIT Tester for the Fire Department in the amount of \$11,949.33 (no match required). The fit testing machine ensures that the respirator mask fits firefighters correctly.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 11
 - Hazardous: 2
 - EMS: 85
 - Motor Vehicle Accidents: 12
 - Public Assists: 35
- TOTAL CALLS: 146

- Aid provided to other agencies: 17 calls – Daytona Beach (1), Holly Hill (2), Volusia County (14)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 32
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 65

Training Hours

- NFPA 1001: Firefighting 20
- NFPA 1002: Driver/Operator 8
- NFPA 1410: Hose Evolutions 3
- NFPA 1500: Safety/Equipment 55
- NFPA 1620: Pre-Fire Plan Inspections 12
- EMT/Paramedic 28
- TOTAL TRAINING HOURS: 126

Station Activities

- Serviced 38 fire hydrants to include flow testing and inspection
- Updated 27 pre-fire plans
- Conducted 2 fire inspections
- Attended Pre-Hospital Staff Motorcycle Crash Safety Education Program held by Volusia County Department of Public protection.

Operations

- Assisted Ormond Beach Elementary with their tornado drill.
- Hosted Volusia County Fire Chief's Association monthly meeting at Fire Station 92.

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. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Public Works/Wastewater – Maintenance Worker IV was advertised 01-23-14 on the City's web site, and 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.
- Background/Reference Checks/Job Offers
 - Planning - Office Manager interviews were conducted 02-26 through 2-28-14 and a candidate was selected and began pre-employment screenings on 03-05-14.
 - 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
 - Leisure Services/Building Maintenance – Tradesworker interviews were conducted on 02-26-14 and an in-house candidate was selected. Promotion to be effective 03-10-14.
 - Police Department – A Corporal was selected for promotion from the eligibility list for Sergeant effective 03-09-14.
 - 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 02-28-14: 2.76% (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.
 - Police Department – Records Clerk effective 03-05-14.
 - Public Works/WW Treatment – Plant/Pump Mechanic effective 03-05-14.
 - Leisure Services/P.A.C. – Part time Custodian effective 03-20-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program January, 2014 monthly report reflects savings of \$92,187.33 for City residents in the thirty months that the program has been in effect in Ormond Beach. Over 2,425 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation - Orientation is scheduled for 03-31-14. 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.

Risk Management Projects

- Coordinated Mayor's Health & Fitness Challenge BBQ.
- Fire Department Safety Committee meeting.
- Coordinated Quit Smart classes.
- Assist CAO in arranging repayment order for property damage for court hearing.
- Follow-up with temporary staffing agency regarding payment issue for ushers.
- Attend Wellness Council meeting; join Membership Committee.

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. Vendor Demo Scheduled for 3/27/2014.
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 91% complete.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old Domain servers. Resolving nagging issues pertaining to dependencies on the old domain servers that have been in service 7+ years. Resolving issues one by one.
 - Email Server Upgrade from version 2003 to 2007 – Mailbox migration 100% complete. In process of decommissioning the old servers.
 - WindowsXP to Windows7 implementation – Phase 1 - Police Department 43-Desktops and 75-MDTs are being re-developed. Implementation going well, PD staff has been fabulous in scheduling to leave MDTs with IT for the upgrade during their scheduled off times.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 28 New work - 55 completed - 53 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	50,368	Inbound E-Mails Blocked	36,865
Delivered Inbound E-Mails	13,348	Quarantined Messages	155
Percentage Good Email	26.5%	Virus E-Mails Blocked	75

- Notable Events:
 - None.

- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 0 Corrections: 0
 - Map/Information Requests: 26
 - 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
 - Assistant City Manager's Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Weekly Coordinator One-on-One Meetings
 - Community Gardens Public Meeting
 - Shining Stars Pageant
 - Athletic Field Rental Procedures Meeting
 - Financial Trends Workshop
 - City Commission Meeting
 - Soccer Club Meeting
 - Review of Central Park
 - Gymnastics Meeting
 - Quality of Life Board Meeting
 - Movies on the Halifax
- 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.
 - The OBSC Recreational Soccer had Week #2 for their games on Saturday morning.
 - The OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through evenings.
 - The Lady Renegades 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.
 - SHS baseball had home games on Tuesday at 4 and 7pm at the Sports Complex on Wendelstedt Field #1.
 - SHS softball hosted games on Thursday night this week on the Softball Quad #1 Field at 4:30pm.
 - FLHS softball hosted a game on Tuesday night at Softball Quad #1 at 5pm.
 - Freedom Sports once again held their Adult Softball Tournament Qualifier on Saturday at the Sports Complex on the Softball Quad. This is a rental.
 - OBGS held their first tournament of the year at both the Nova Fields and the Wendelstedt Fields on Saturday and Sunday.
 - T-Ball held their Opening Day on Saturday at the Sports Complex on the T-Ball Fields at 9 and 10:15am.
- 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; drag and prep 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; prep 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; prepping the fields for them to use
- Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prep for them daily
- Competitive soccer leagues continue to practice for spring season
- Rec league soccer has begun practicing. Season started March 1st. Goals, benches, trash cans and fields done for them
- Prepare T-ball fields for practice daily
- Continue a night shift, 3:30 -12am, Monday through Friday to check parks 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 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church met on Sunday from 10:00am to 2:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club and CMT held regular classes.
 - Tuesday: Show Club held on stage rehearsal. CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Kopy Kats, Show Club and CMT 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 1st, 1:30-3:30pm.
 - Platters, Coasters, Drifters, Temptations Salute, Thursday, March 6th, 7pm., \$20 Reserved.

- South Ormond Neighborhood Center
 - Splash Pad closed until March 15th
 - Fitness room open Center hours
 - Open gym 1:00-8:30pm weekdays/Center hours on weekends
 - Jazzercise Monday 5:45-7:00pm
 - Staff continued spring cleaning efforts

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Technician position
 - Attended weekly staff meeting
 - Attended event meeting
 - Art in the Park application tracking and input
 - Assisted with the City Commission Financial Trends workshop
 - Assembly and preparation of artists' bags for Art in the Park
 - Preparation of kids' craft zone supplies for Art in the Park
 - Mail out of food vendor packages and required paperwork for Independence Day Celebration
 - Attended planning meeting for the Snack and Stroll event with The Casements, Ormond MainStreet, Ormond Museum, and Historical Trust
 - Walking with the Manager, Thursday, March 6th
 - Assisting Memorial Remembrance Committee with planning tasks

- Gymnastics
 - Ormond Beach Pop Warner Cheer Team is renting the Center for a tumbling program and coaching assistance
 - Continuing training of new Rec Leader
 - The Coordinator continues to work on increasing enrollment
 - Final decision for hiring of new Assistant Gymnastics Instructor was made

- Nova Community Center and Special Populations
 - The gym was closed for maintenance.
 - 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.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
 - Jr. Jazzercise, a program for children with special needs, began on Wednesday from 5:00pm-5:45pm and will have an end of session performance.
 - Challenger Net Sports took a week off due to the gym being closed.
 - Challenger Gymnastics was held on Friday from 3:30-5:00pm at the Ormond Beach Gymnastics Center.

- 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 10 to 11:30am.
 - The National MS Walk was held in Rockefeller Gardens Saturday morning.
 - A special group tour was given on Saturday morning.
 - A wedding was held in The Casements Saturday evening.
 - A wedding was held in Ormond Memorial Gardens on Saturday evening.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding was held in Ames Park on Sunday afternoon.
 - The Casements Camera Club received exhibit work on Monday afternoon and hung their exhibit in The Gallery on Tuesday afternoon.

- A Rock 'n' Roll class was held in room 205 on Tuesday afternoon.
- The Ormond Beach Garden Club held a meeting in The Gallery on Wednesday morning.
- The Casements Camera Club held their judging in The Gallery on Thursday morning.
- The Guild Crafters met in Room 205 on Thursday afternoon.
- A wedding was held in Ormond Memorial Gardens on Friday afternoon.
- A wedding rehearsal was held at Ormond Memorial Gardens on Friday evening.
- The Casements Camera Club held their opening reception 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, and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Restocked first aid cabinet at Building Maintenance
 - Restocked key blank supply at Building Maintenance
 - Ordered floor tile for restroom remodel at Leisure Services Registration area
 - Re-keyed entry lever lock for new door/wall at Leisure Services Registration area
 - Met contractor for door closer replacement for IT at City Hall
 - Picked up dry wall screws from store for Leisure Services Registration area
 - Repaired smoke detector at Bailey Riverbridge
 - Checked A/C for odors in Public Works Training Room
 - Hung clock in meeting area at Bailey Riverbridge
 - Met contractor for estimate at City Hall
 - Inspected Seminole lift station for repairs at Osceola Elementary area
 - Cut keys for lift station access at Building Maintenance
 - Unloaded lamp heads from 18-wheeler at Building Maintenance
 - Assisted Flair with repairs to duct work at Public Works Admin
 - Picked up tempered glass from Eagle Glass at Nova parking lot
 - Picked up floor tile for restroom at Leisure Services Administration
 - Submitted safety and trades related interview questions at Building Maintenance
 - Met roofing contractor for roof estimates at Seminole Ave Lift Station
 - Cleaned rear door to conference room and apply City decal at City Hall
 - Replaced deadbolts on restroom doors 1 at Build D Senior Center
 - Participated in interview process at Public Works Conference Room
 - Restarted A/C for Nova Gym at Nova Community Center
 - Re-keyed two dead-bolts from Senior Center restrooms to useful items at Senior Center
 - Repaired perimeter lights at Fleet
 - Repaired exterior lights and added a time clock in reclaim building at Fleet
 - Secured lights panel at handball court Nova
 - Remodeled electric conduit lighting for large pavilion at Nova
 - Repaired photo cell for gym lights at Nova
 - Replaced light fixtures for Granada Bridge
 - Replaced glass for parking lot at Nova
 - Cleaned gym A/C vents and ducts at Nova
 - Replaced fountain timer at PAC
 - Met contractor for collection tank at Andy Romano Beachfront Park

- Parks Maintenance
 - Disassembled two memorial benches at Ormond Memorial Gardens to be refurbished
 - Installed two memorial benches at Fortunato Park
 - Updated Tree City maple leaves at City Hall

- Installed baby bucket swing at Airport Sports playground
- Installed two 911 informational signs on Hand Avenue
- Removed graffiti from men's room at Fortunato Park
- Replaced vandalized "No Swimming" sign on Joyce Ebbets Pier
- Installed two 911 informational signs each on Division Avenue and Hammock Lane
- Cleaned shower trees at Andy Romano Beachfront Park
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Staff held its first Awards Committee meeting and Ofc. Borzner was selected as the Chairman.
- Staff met with all of the Department's Field Training Officers in preparation for the six new hires to begin phase two of the Field Training and Evaluation Program.

Community Outreach

- PAL basketball practice continues for the 10U, 12U and 14U boy's teams for participation in USSSA tournaments.
- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continues for Third Grade. The Monday class is closed for new enrollment as fourteen youths are participating in the 3rd grade session. The 4th and 5th grade program continues on Thursdays. Currently 10 students are registered for the program.
- The Tutors R Us program continues. Currently 24 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. Currently there are 8 youths enrolled.
- Nine youths attended the Youth Directors Council Regional meeting on Saturday, March 1st. Officer Stokes assisted with transportation. Two members of the OBPAL chapter of the YDC are now on the Youth Conference Committee.

Community Services & Animal Control

- Animal calls: 61
- Animal Bites: 0
- Animal Reports: 7
- Animals to Halifax Humane: 5 (all cats)
- Injured Wildlife: 1
- Traps issued: 3
- Reclaim Fees: 2
- Alarm Citations: 1

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 10
- Inactive: 8
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 4
- Larceny Car break: 4
- Grand Theft: 3
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0

- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 2
- Police Information: 0
- Suspicious Incident: 2

Narcotics

- One Meth Lab Investigation
- Six Buy Walks

Comments:

- Sex Offense (two separate investigations): Investigators arrested two adult males for capital felony sexual abuse charges.
- Residential Burglary: Investigators identified a suspect in a recent burglary on Willow Run from latent prints. The suspect in question also pawned the property stolen in the burglary.
- Grand Theft: Investigators identified the subject responsible for the theft of jewelry from a Wilmette Ave. residence.
- Grand Theft: A washer and dryer were stolen from a storage unit at All Aboard Storage on S. Nova Road. Investigators identified the subject responsible and located the stolen property.

Records

- Walk - Ins / Window 96
- Phone Calls 170
- Arrest / NTA'S 18
- Citations Issued 146
- Citations Entered 139
- Reports Generated 128
- Reports Entered 126
- Mail / Faxes / Request 6

Patrol

- Total Calls 1,825
- Total Traffic Stops 264

Operations

Crime Opportunity Report Forms: 103

- 2/26/2014
 - Carbreak, 100 Corbin Avenue, victim walked her child into school and when she came back her purse was taken. Vehicle was unlocked.
 - Carbreak, 2 John Anderson Drive (Fortunato Park), victim had his door lock punched.
 - Carbreak, 2 John Anderson Drive (Fortunato Park), same suspect info and means of entry.
 - Warrant Arrest, 811 West Victoria Circle, assisted C.I.D. with arrest of sex offender.
 - Traffic Arrest, 880 South Atlantic Avenue, driver's license was suspended and the vehicle had a stolen tag.
 - Warrant Arrest, 500 Shadow Lakes Boulevard #521, suspect arrested.
 - Narcotics Arrest, Granada Bridge, after traffic stop, suspect was arrested and released with Notice to Appear for Possession of Marijuana under 20 grams and Possession of Paraphernalia.

- 2/27/2014
 - Burglary (Residential), 1307 Northside Drive, unoccupied burglary during the day. Consistent with the ones we had in the area previously. C.I.D. notified.
 - Warrant Arrest, Bermuda Estates Drive #206, subject had a \$6,000 child support warrant.
 - Warrant Arrest, 790 West Granada Boulevard (Walgreens), a bounty hunter flagged down an officer and tipped him to a fugitive in the Walgreens parking lot. Suspect was arrested.
- 2/28/2014
 - Burglary (Residential), 500 Shadow Lakes Blvd. #59. Another apartment burglarized and apparently used by a transient.
 - DUI Arrest, 600 Hand Avenue, officers located a habitual DUI motorist while conducting speed enforcement and placed him under arrest.
 - Grand Theft, 1521 West Granada Boulevard (Wal-Mart), it appears that two suspects exploited an elderly person out of her jewelry.
 - Narcotics Arrest, 75 Westland Run, juvenile suspect arrested outside a house party in possession of marijuana under 20 grams.
 - Burglary Arrest, 500 Shadow Lakes Boulevard #59. Units were doing an extra patrol when they located a suspect in the apartment, hiding behind a door.
- 3/01/2014
 - Grand Theft (City Property), Division Avenue / Orchard Street. Unknown suspect removed a stop sign. Street Division notified and requested a temporary sign placed.
 - Burglary (Residential), 607 Riverside Drive, unknown suspect removed a pressure washer from the enclosed pool deck
 - Grand Theft, 12 Maryann Terrace. \$350 ring was found missing after a repairman did work in the victim's bedroom and left.
 - Narcotics Arrest, Division Avenue and Nova Road. Subject was stopped for a traffic violation and found to be in possession of marijuana less than 20 grams.
 - Grand Theft, 8 Byron Ellinor Drive. Known subject is alleged to have taken victim's laptop.
 - Carbreak, 801 South Nova Road. Two subjects took a tire from the back of an employee's truck. They were stopped on Fleming at Collins. The victim refused to press charges or cooperate, other than a Trespass Warning. Tire was recovered.
- 3/02/2014
 - Carbreak, 1608 North US 1 (Days Inn). Fishing gear removed from the rear of an open pickup bed overnight.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect was charged.
 - Battery – Domestic Violence, 1058 North US 1. Adult female got into a physical confrontation with her husband.
- 3/03/2014
 - Warrant Arrest, Econo Inn, North US-1, suspect called to turn himself in on an open Volusia County Warrant.
 - DUI Arrest, 220 North Nova Road, suspect arrested for DUI after traffic stop.
- 3/04/2014
 - Stolen Vehicle, 20 Tomoka Avenue, vehicle taken overnight.
 - Burglary (Residential), 116 Shady Branch Trail, suspect took items.
 - Warrant Arrest, Rivergate Plaza, suspect arrested on Flagler County warrant after a traffic stop.

Traffic Unit

- Traffic Enforcement Stats:
Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 80
Number of DUI Arrests: 1
Number of Uniform Traffic Citations Issued: 95

Number of Written Warnings Issued: 2
Number of Parking Citations Issued: 0

- Traffic Crash Reports (Where you were primary):
Number of Crashes without Injuries: 8
Number of Crashes with Injuries: 9
Number of Crashes with Serious Bodily Injuries: 0
Number of Crashes with Fatal Injuries: 0
Crash Investigation General Information: Cleared two of the hit & run crashes from this week; 14-02-00485 - City truck was rear ended while traveling north on Riverside Drive. Minor damage to truck and no injuries. Danny from fleet responded and took pictures.
- Traffic Complaints Received:
100-Block Wildwood Avenue - Speeding Complaint
Wildwood Avenue & Idlewood Drive - Stop Sign Complaint

1. Strategic Traffic Enforcement Program (STEP) Information:

Location: 400 Block North Ridgewood Avenue
Reason for this STEP: Citizen complaint
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 2; Written Warnings Issued:
Comments:

2. Strategic Traffic Enforcement Program (STEP) Information:

Location: Deer Lake Circle / Deer Lake Road
Reason for this STEP: Citizen complaint of speeding
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 0; Written Warnings Issued:
Comments:

3. Strategic Traffic Enforcement Program (STEP) Information:

Location: 600 Block Hand Avenue
Reason for this STEP: Self-Initiated; New Paved Rd and High traffic area.
Number of times worked: 2; Total Hours Spent: 4
Citations Issued: 14; Written Warnings Issued: 1
Comments: High speeds

4. 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: 1; Total Hours Spent: 1
Citations Issued: 6; Written Warnings Issued: 0
Comments: High volume of traffic - move over law enforced as well

5. Strategic Traffic Enforcement Program (STEP) Information:

Location: 1300 Block Airport Road
Reason for this STEP: School complaint of speeding in school zone
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 3; Written Warnings Issued: 0

Neighborhood Improvement.

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 2 Cases initiated

- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 6 Cases initiated
- 3 signs have either been removed or sign cases created.
- 21 tree removal permit requests.

Administrative staff assisted with two (2) walk-ins and forty-four (44) telephonic inquiries

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymber Creek Phase I – Construction continues on the south bound lane which is approximately 50% complete. Work continues on completion of the box culvert installation beneath the north bound lane. The overall project is approximately 80% complete.
- John Anderson Drive –The intersection of John Anderson Drive and Neptune Avenue remains closed while stormwater improvements in this intersection occur. It is anticipated that the closure will remain through March. Work continues on installation of stormwater piping and structures at the south end of the project towards Royal Palm Avenue and also within the easement on Orchard Lane. 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 coordinating the ribbon cutting ceremony which is anticipated to be held towards the end of April. 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 – Clearance packages were prepared for Cumberland Avenue and Greenwood Avenue. Pipe installation was completed on Lake Isle Way.
- 2-Inch Waterline Replacement – North Peninsula - The Volusia County Public Health Unit cleared Fairway Drive on February 27. Samples are being taken for bacteriological testing of Oak Dr., Sundance Trail, and Nicholas Court March 3 and 4.
- 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 progressing through this project at a good pace. Sluice gates have been installed on the north end of the culverts, as well as the precast structures in Laurel Creek on the south side of Wilmette Avenue. The pump slabs and connection boxes are scheduled to be installed the first week of March. The Stormwater Division has taken advantage of the construction to clean the 3 existing 60-inch culverts which were found to be ½ full of sediment and restricting flows. The pipes have been cleaned restoring full flow capacity to the culverts.
- Downtown Underground Utilities Conversion - Carter Electric has completed Disconnect and Reconnect (D&R) of properties in the second quadrant and is progressing into the third quadrant. The contractor will submit this week a schedule for the disconnect and reconnection of the remaining services anticipating completion March 31 to allow the removal of overhead service lines beginning the first week of April. A walk through the proposed locations for installation of the decorative lighting on SR 40 and the side streets was held on March 5.

- 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 is continuing the ADA sidewalk and ramp modifications, a progress meeting to discuss the signal modifications was held on March 5.
- Downtown Banner – The Building Dept. 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- 260 feet of 18-inch stormdrain was lined on Orchard St, 400 feet of sanitary sewer was lined on Fir St, 220 feet of sanitary sewer was lined on Fairview Ave, 350 feet of sanitary sewer was lined on Andalusia Ave and 120 feet of sanitary sewer was lined on Byron Ellinor Dr.
- Airport Business Park Overhead Utilities Conversion/Hardening - The paid invoice and executed agreement was transmitted to FPL, FPL and their contractor has visited the site to prepare for mobilization. Construction is scheduled to commence in mid 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 Division 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 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 – City staff is working with AM Weigel to complete the Design Build RFI 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 has promised Zev Cohen the final survey March 4. ZCA will complete the design and will provide plans within a week.
- 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. The City Commission approved the project for bidding on March 4th.
- 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- [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- The City Commission approved the work authorizations for design of the projects on March 4.
- Reforestation Street Tree Planting – The plans were reviewed by the City Commission on March 4th and are scheduled to be advertised on 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.
- Nova Recreation Center Roof Repairs- Prepared proposal package for Commission approval scheduled for April 1, 2014 for installing new roofing on sections of the existing facility in need of improvement.
- Ormond Beach Municipal Airport Taxiway G- Reviewed 30% design plans for the proposed construction of Taxiway G.

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- Resurfacing candidates are being reviewed and coordinated with other upcoming projects in order to minimize construction inconvenience to residents.
 - Franchise Utilities- Two FPL projects were inspected to check for utility conflicts with city utilities and right-of-way restoration.
 - Reviewed plans and created work in the right of way permit for 235 Booth Rd per FPL request.
 - Reviewed plans and created work in the right of way permit for Indian Trail directional bore per FPL request.
 - Reviewed plans and created work in the right of way permit for 445 N Yonge St / Hand Ave directional bore per Brighthouse Networks request.
 - Updated Sports Complex Wetland Mitigation sketch and legal description per Legal Div request.
 - Continued developing the construction plan set for the Nova Community Park Paving Project based on our survey data.
 - Created construction plan drawing for the proposed Bermuda Estates Entrance Rd Sidewalk and updated same per engineer's comments.
 - Updated plan set for the Street Tree Planting Project.
 - Created plans drawings for Art Museum Entrance.
 - Updated construction plan set for the Police Station Fencing.
 - Continued revising the 2014 City Standard Details for Reclaimed Water per engineer's comments.
 - Completed the DEP required bi-weekly gas and ground water monitoring at the Nova Landfill.
 - Completed property line stakeout at 26 Aston Cir per N.I.D. request.
 - Researched historical documents and plats for existing access easements or city owned property for the creation of the proposed Sanchez Park/Tomoka State Park Connector trail and for the proposed Forest Hills Connector Trail from Hand Ave to W Granada Blvd.
 - Completed depth measurements along the all of the new created canals for the Central Park Lake Interconnect Project.
 - Completed tree locate request at 63 Neptune per Utilities Div request.
 - Completed tree locate request at 209 Seminole and 64Lake Park Cir per N.I.D. request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Formed for a pour on Booth Rd.

- Concrete repair at 852 Lucerne Cir.
- Removed and replaced a broken sidewalk at 299 S. Ridgewood Ave.
- Removed forms and backfilled at 24 Greenwood Ave., at 299 S. Ridgewood Ave., and at Booth Rd.
- Dug out and asphalted a utility cut at 16 Brookside Cir.
- Ground down sidewalks on Main Trl.

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 S. Center & Johnson, at 25 Live Oak, at 1326 Oak Forest, at 473 Hammock, at 87 Seton Trl., and on Shadow Lakes Blvd.
- Removed trees at SR40 & US1 bus bench, westbound side and at 154 N. Ridgewood Ave.
- Trimmed trees at the corner of Wedgewood & A1A, on Grove St., at 16, 18, 24 & 34 Sherrington Dr., at 3, 5, 7, 8, 10, 16, 19, & 20 Deerskin Ln., at 35 Moonglow, corner of Tropical & Division, at 63 Sandcastle and on Lincoln Ave.
- Assisted Sign Shop with a sign project at Arroyo & US1

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
- Assisted Ballfield Maintenance with the loader at Nova Recreation
- Assisted the Tree Crew with trimming trees in Ormond Lakes Subdivision
- Repaired road shoulder with recycled concrete 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, ordered materials for stock
- Shady Branch & Main Trl., installed cross traffic signs
- Orchard & Division, installed a stop sign
- Tomoka Ave. & Ridgewood Ave., installed pedestrian crosswalk signs
- US1 & Arroyo Pkwy, installed Tree City decal stickers
- Pineland Trl. & Ormond Green, met with Kevin to go over upcoming job

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Airport Rd. – cleaned and graded dumpsite with loader and installed a light bar

- Public Works Yard – cleaned work area, greased, sharpened blades, washed & vacuumed on the Reachout mower, and spray pump maintenance
- Hull Road Ballfields – pond inspection
- Ormond Pkwy – investigated sinkhole and filled in
- 1301 Oak Forest – cleaned outfall

Vactor

- Basin cleaning – various citywide locations
- Tomoka & Ridgewood – worked with Streets section

Mowing

- Ditch Mowing – at Railroad & Division, and at Hand Ave.
- Reachout Mowing – Santa Ana, various FDOT (Florida Department of Transportation) ponds, on Division Ave, and on Old Kings Rd.
- Slope Mowing – on SR40

Street Sweeping/Streetsweeper

- 111.1miles of road cleaned (This is for 4 days)
- 49.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
29,869

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
17	10

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 14,471 unleaded and 7,983 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,926 gallons of unleaded and 1,213 gallons of diesel.
- Fleet completed 56 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Volusia County Use and Florida Department of Health permit applications are being executed. Check for Department of Health is being prepared.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- WWTP Biosolids Treatment & Disposal – A resolution to extend the existing contract until bids are received and evaluated was approved at the March 4, 2014 City Commission meeting. The services contract is currently advertised for receipt of bids in late March.
- 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 – Met with the contractor on site to discuss directional drilling options and site impacts.
- Division Avenue Well Field Raw Water Piping – Review meeting with consultant to discuss 60% plans and specifications comments was held on 3/7/14. 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 April 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation Services – No bids were received. Plan holders are being contacted to determine lack of interest.
- Dual Check Valve Assembly Procurement – Bids were received from Sunstate Meter & Ferguson.
- 2-inch Water Main Replacement – Mainland: Clearance packages were prepared for Cumberland and Greenwood Avenue. Pipe installation completed on Lake Isle Way. North Peninsula: Fairway Drive cleared for service by Health Department. South Peninsula: Work continues on main installation on Magnolia Drive, Seton Trail and Carib Drive. SR 40 right lane scheduled to be closed at Seton Trail for wet tap upcoming weeks.
- 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 and confirm motor installation was completed.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – Parts are expected to be delivered in early April.
- 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 – Sanitary sewer line was lined on Byron Ellinor Dr. and Lorillard Place.
- SR 40 (Tymer Creek Road to SR Perrot) Resurfacing – Work is scheduled to begin after Bike Week.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Towne Square lift station start up scheduled for Friday 3/7. Right-of-Way information forwarded to the contractor pertaining to Lift Station 4M1.
- Water Storage Tank Cleaning & Inspection – Engineering Reports for inspection findings on potable water storage tanks are being reviewed by Florida Department of Health.
- SPRC – Granada Marathon – Reviewed conceptual plans. North Peninsula Force Main – Received 100% plans and specifications for review. Lakes of Pine Run – Met with Volusia County to discuss feasibility of connecting to the City water and sewer system. Kingston Shores - Discussed water service extension to serve the condos with Volusia County. The county supports the City providing water service to these condominiums. North Nova Retail – Reviewed plans. Marathon Gas Station – Met to discuss conceptual plan layout. The Sarah House No. 2 – Met to review conceptual plans.

Departmental Activities

- Water Distribution
 - Exchanged 44 water meters per Finance Department work orders.
 - Connected 6 new residential water services to the water system.
 - Installed 1½" Commercial water meter at 1546 W. Granada Blvd (Sunoco)
 - Responded to or repaired 6 water leaks.
 - Repaired leak on 4" water meter @ 123 S. Orchard St, Fair Oaks Apts.
 - Assisted 9 customers with misc. concerns (i.e. Low pressure, quality, etc).
 - Replaced 5 water services due to aged piping.
 - Disconnected a residential water service due to building demolition.
 - Responded to 5 low pressure and/or water quality grievances.
 - Performed testing on 4 city owned backflow preventers, rebuilt ¾" dual-check valve on Ann Rustin Dr.
 - Replaced 41 meter box lids and/or boxes

- Performed water service connections on Greenwood Ave. (50 new water services to residential properties).
- Repaired a 2" GSP water main rupture on Carib Dr.
- Performed a residential water meter test per Finance Dept. request at 47 Azalea Dr due to billing dispute. Meter tested within accuracy guidelines.
- Energized and flushed the new water main on Greenwood Ave.
- Backfilled and sod excavations on Magnolia Dr and Greenwood Dr.
- Rescinded the boil water notice for Oak Dr.
- Utility locate service for Water/wastewater/reuse: received notice of 148 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 projects located in the North & South peninsula, and mainland areas.
- Water Treatment
 - Delivered to the City 34.760 million gallons for the week ending Mar. 2, 2014 (4.966 MGD)
 - Backwashed 9 filters for a total of 355,000 gallons backwash water.
 - Produced and hauled 81 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notices.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 28.49 Million Gallons.
 - Produced 12.71 Million Gallons of Reuse.
 - Produced 15.78 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.07 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 83.93 (14%-18% Solids).
- Wastewater Collection – Reuse
 - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and five in town.
 - Televised 20, cleaned 2 & root inhibitor applied on 10 sewer laterals.
 - Repaired clean out at 53 Lorillard Place.
 - Checked for manhole structural defects 4M system, (18 manholes).
 - LMR Construction completed lining of five sewer main segments: Fir St, Andalusia Ave., Fairview Ave., Byron Ellinor Dr, and Lorillard Pl. Total 1,304 feet to date.
 - Disconnected sewer lateral at 619 Riverside Dr. due to home demolition.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 20 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 10 psi., Westland Run (2 inch) 22/24 psi, Foxhunters Flat (2 inch) 22/23 psi & Shadow Creek Blvd. (4 inch) 8/10 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Digester Blower #2 – not operating – repaired adjustment bolt and reassembled – replaced belt with inventory – checked oil level and topped off as needed – test run with Operator on Shift.
 - Centrifuge #1 – won't start – Scroll Motor and MCC Room Breakers tripped – reset - Scroll Motor VFD not operational replaced with VFD from out of service Centrifuge #2 – returned to service.
 - Centrifuge #2 – applied for P.O. to have GEA Mechanical make site visit for rebuild and inspection of unit.
 - Shop – rebuild Smith & Loveless check valves for inventory.
 - Shadow Crossing reuse – high pressure noted - inoperable check valve identified at #2 pump – sent valve for repair – reinstalled and returned to service same day.
 - Forrest Quest L.S. – phase volt alarm - main and control breakers tripped - reset breakers and inspected station – will monitor.
 - 1M, 4M, 7M L.S. – replaced both audible and visual alarms.

- 3M L.S. – replaced audible alarm and added reset button.
- Continuing to trouble shoot Lift Station PLC's and WIN 911 with WTP Chief operator; 6P - Power Failure alarm – Found station operational — tested station and generator automatic operation all ok; Cypress Place - Phase Voltage Loss – Power restored upon arrival - Power failure reported to have lasted approx.10 minutes – all ok.
- Influent pump room – deragg 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: Effluent Transfer Pumps – #1, #2, #3.
- Quarterly PM's: Screw Pump #3.
- Semiannual PM's: Carrousel Blower #1
- Lift station PM's: 16monthly and1 annual performed.
- Plant wide oil & grease route
- 45 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Well 11D – not starting – motor inoperable possible lightning strike – receiving price quotes for replacement motor.
- Well 29H – not responding – insects caused motor starter to fail - Cleaned and inspected contacts – returned to service – all ok.
- Well 8D – communications not responding – continuing to trouble shoot.
- Disc flow pump #2 – remove blockage from pump – return to service.
- Well 39R – generator in alarm – contacted Fleet Maintenance – returned to service all ok.
- Weekly PM's – Claricones #1 & #2.
- Monthly PM's – L.P.R.O pumps; L.P.R.O. transfer pumps; Lime thickener; All Division wells; all Reuse booster stations.

• 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 submitted the chemical inventory report. The report provides first responders the necessary information to address an emergency at City locations with differing chemicals.

• Water Supply/ Treatment and Distribution System Regulatory Activities

- SJRWMD Water Supply Plan: Staff is reviewing the District's 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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the March 4, 2014, City Commission Meeting
- Staff attended and provided support for the March 4, 2014, Financial Trends Workshop
- Staff attended and provided support for the March 6, 2014, Quality of Life Advisory Board
- Assistant City Clerk met with representative from ConvergeEX, recapture company of the pension funds

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