

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 14, 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:

- Held quarterly staff meeting with Division Managers and Department Directors
- One on one discussions with Utilities Manager, IT Manager, Police Chief, HR Manager and Risk Manager
- Field Day with stormwater crew
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- Rotary meeting
- Chamber of Commerce Corporate Challenge
- Held meeting with the Manager
- Discussion with attorney Mark Levitt, Assistant City Manager and Finance Director on union negotiations
- Tiger Bay lunch meeting, John Morgan was the guest speaker
- Met with Luke Miller and Frank Tumello of the F.A.I.T.H. organization, discussed homelessness efforts
- Attended Volusia County Housing Programs workshop, held in the training room at City Hall
- General discussion with Wayne Grant of The Observer

Community Development

- Planning
 - A Noise Assessment Test has been established for Riptides Restaurant located at 869 South Atlantic. Due to a complaint, NID issued a violation for outside music without the proper approval from the City. Outdoor music is an Outdoor Activity requiring a Special Exception with a recommendation from the Planning Board to the City Commission. Upon completion of the test and depending on the test results, an application will be filed with any noise attenuation measures included.
 - The Planning Director attended a Volusia County and FDOT partnering meeting at FDOT District 5. The goals of the meetings were:
 - allow senior management from all entities to discuss policy and procedure concerns;
 - simplify or answer process issues
 - clarify or resolve issues where staff may have reached an impasse
 - discuss lessons learned (share experiences, challenges and ideas for moving forward)

The intent of these meetings are not to discuss specific project issues, since there are already FDOT project managers, construction or maintenance staff assigned to each project to support and assist with project details. The Director of Transportation Operations and Director of Transportation Development for District 5 have both committed to making attendance at these meetings a priority. The Department limited the number of people that attend these meetings. FDOT's Directors and the TPO liaison will be standard attendees.

- The tentatively scheduled neighborhood meeting reported last week for the redevelopment of a church property at 100 N. Halifax for eight units still has not been confirmed by the proposed developer. 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. When staff learns of the confirmed meeting, the information will be provided in the next weekly report.
- A Brownfield Initiative Program Scope of Work was drafted and sent to Procurement in Finance for inclusion into the RFP boilerplate.
- Staff attended a quarterly meeting for Volusia Prepares, the LMS working group, at the Volusia County Lifeguard Headquarters & Administrative Center in Daytona Beach. Subjects discussed included an update on HMGP projects; a 5 year update plan quote for services submitted by the East Central Florida Regional Planning Council; and upcoming training opportunities for CRS and CFPM eligible staff.
- Building Inspections, Permitting & Licensing
 - 95 permits issued with a valuation of \$1,215,084.00
 - 265 inspections performed.
 - 9 business tax receipts issued.
- Development Services
 - The SPRC reviewed the following developments:
 - a) Renaissance Condominium development concept plan (internal review only)

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.
- Staff moderated an economic development panel discussion at the Chamber of Commerce Power Hour meeting.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and their real estate broker of the former Food Lion property at 101 East Granada Blvd., 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 101,000 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

- The Runway End Identifier Light (REIL) on Runway 17 is working only intermittently, and so remains 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 continues to work with 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. FAA has forwarded a draft memorandum of agreement that is currently under review.
- Staff is working to address pot holes that have developed in the vicinity of Gate #10.
- Staff received updated information this week regarding the magnetic bearing of Runway 8/26. Due to westerly magnetic declination, the runway must soon be re-designated as Runway 9/27. Staff plans to address this issue further during the scheduled airport master plan update in 2015.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (# 2355 - 2472).
 - Approved 15 Purchase Requisitions totaling \$54,582.68.
 - Issued 16 Purchase Orders totaling \$117,851.06.
 - Prepared 106 Accounts Payable checks totaling \$148,130.72 and 36 Accounts Payable EFT payments totaling \$140,038.08.
 - BID 2014-10, City Hall Chiller Replacement, advertised in News Journal and posted to Demandstar on March 9, 2014.
 - Processed 4,500 cash receipts totaling \$970,811.58.
 - Processed 1,006 utility bill payments through ACH totaling \$55,629.33.
 - Processed and issued 5,298 utility bills with billed consumption of water of 33,652k.
 - Issued 610 past due notices on utility accounts.
 - Auto-called 39 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (March 18)
 - Community Garden Meeting (March 13)
 - Movies on the Halifax – CANCELLED
 - Lorri Gill and The Pretenders Perform "Hitsville" (March 16)
 - 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 Pre-Construction meeting for ADA Improvements at Sanchez Park.

- Attended quarterly staff meeting.
 - Attended quarterly Local Mitigation Strategy meeting and Community Rating System users group meeting.
 - Attended Volusia County Housing Programs Workshop.
 - CodeRED notification for hydrant maintenance.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Concept Paper to the Florida Department of Transportation Safety Office for the purchase of 19 in-car digital cameras for patrol units.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 5
 - Hazardous: 2
 - EMS: 113
 - Motor Vehicle Accidents: 11
 - Public Assists: 26
- TOTAL CALLS: 158

- Aid provided to other agencies: 17 calls – Daytona Beach (9), Holly Hill (1), Volusia County (7)
- Total staff hours provided to other agencies: 20
- # of overlapping calls: 40
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 88

Training Hours

- NFPA 1001: Firefighting 15
- NFPA 1002: Driver/Operator 10
- NFPA 1021: Company Officer 18
- NFPA 1500: Safety/Equipment 53
- NFPA 1620: Pre-Fire Plan Inspections 14
- EMT/Paramedic 40
- LEAPS 4
- TOTAL TRAINING HOURS: 154

Station Activities

- Serviced 113 fire hydrants to include flow testing and inspection
- Updated 26 pre-fire plans
- Conducted 3 fire inspections
- Attended Pre-Hospital Staff Motorcycle Crash Safety Education Program held by Volusia County Department of Public Protection.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works/Wastewater – Maintenance Worker IV was advertised 01-23-14 on the City's web site, and closed on 02-07-14. Twenty-two (22) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/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 closed 11-01-13. 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. Re-advertised on the City's web site 03-12-14 as open until filled.

- Public Works/Streets – Maintenance Worker III (promotional only) advertised in-house only with a closing date of 03-14-14.
 - Leisure Services/Community Events - Part time Community Events Leader was advertised on the City's web site on 03-07-14 as open until filled.
 - Public Works/Wastewater – Plant/Pump Mechanic was advertised on the City's web site on 03-12-14 and will close on 03-28-14.
 - Public Works/Wastewater – Maintenance Worker II was advertised on the City's web site on 03-12-14 and will close on 03-28-14.
 - Leisure Services/Recreation – Summer Camp Counselors was advertised on the City's web site on 03-13-14 and will remain open until filled.
 - Police Department – Records Clerk was advertised on the City's web site on 03-12-14 and will close on 03-28-14.
- Screening/Interviews Scheduled
 - 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. Interviews have been scheduled for 03-17 and 03-18-14.
 - 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. Ten (10) applicants were invited to interviews on 04-09-14.
- 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 began employment on 03-10-14.
 - Fire Department – Firefighter/EMT has been cleared for employment and will start 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 was effective 03-10-14.
 - Police Department – A Corporal was promoted to Sergeant from the eligibility list 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).
 - Leisure Services/P.A.C. – Part time Custodian effective 03-20-14.
 - 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.
 - Public Works/Utilities – Plant/Pump Mechanic effective 03-05-14.
 - Police Department/Records – Records Clerk effective 03-05-14.
 - Public Works/Fleet – Mechanic I/Parts Clerk effective 03-12-14.

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 3-31-14. 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

- Attended Leadership planning meeting.
- Began Quit Smart classes.
- Resolved temporary staffing agency payment issue for ushers.
- Attended Wellness Council Membership 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. Vendor Demo Scheduled for 3/27/2014.
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 93% 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) - Early Monday morning the Naviline server and the iSeries stopped communicating. Sungard resolved the issue within an hour.
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 15 New work - 36 completed - 54 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

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|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 58,272 | Inbound E-Mails Blocked | 44,976 |
| Delivered Inbound E-Mails | 13,172 | Quarantined Messages | 124 |
| Percentage Good Email | 22.6% | Virus E-Mails Blocked | 136 |

- Notable Events:
 - ALL 75 MDTs have been upgraded to Windows7 with an extraordinary effort and cooperation with PD and IT. Attention now being concentrated on upgrading the desktop machines to Windows7 within the Police Department.

- Geographical Information Systems (GIS)
 - Addressing Additions: 8 Changes: 1 Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 4
 - 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 Quarterly 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
 - Supervisory Staff Meeting
 - Leisure Services Advisory Board Meeting
 - Gymnastics Meeting
 - Central Park RFP Walk Thru
- 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 Recreational and Competitive Soccer Program continued practices this week.
 - The OBSC Recreational Soccer had Week #3 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 Thursday 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 Friday at 4 and 7pm at the Sports Complex on Wendelstedt Field #1.
 - SHS softball hosted games on Tuesday and Wednesday night this week on the Softball Quad #1 Field at 4:30pm and 6:30pm.
 - FLHS softball hosted a game on Friday night at Softball Quad #1 at 6pm.
 - T-Ball held their second week of games on Saturday at the Sports Complex on the T-Ball Fields at 9 and 10:15am.
 - RBA Baseball held practices every Tuesday and Thursday night at the Sports Complex on Kiwanis Field at 3:30pm.
 - FLHS Baseball hosted games on Tuesday and Thursday night at 7pm at the Sports Complex on Wendelstedt Field #1.
 - City Coed Softball Spring League started this week, Monday through Wednesday at the Sports Complex on Softball Field #7. Eight teams are signed up which is double the number of what we had last spring.
 - The City's Youth Volleyball League started this week on Monday and Wednesday at the Nova Gym. Currently 40 participants are signed up.
 - SHS Girls' Flag Football started their game season this week at the Sports Complex on Championship Field #7 on Tuesday night at 6pm. This is the first of six home games.

- 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 softball continues practicing; dragged and prepped a field for them to use
 - Lady Renegade's softball teams continued workouts; prepared fields for them to use nightly
 - Rec leagues are practicing on the Quads nightly; prepared daily
 - Father Lopez and Seabreeze High School softball teams are using fields 1 and 3 for their games.
 - Golden Spikes Baseball League has resumed using Nova fields; prepped daily for them
 - Mustang and Bronco boy's baseball leagues have started at Nova fields; prepped the fields 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 High School baseball continued 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 daily; season began on March 8th.
 - Rec league soccer continues practicing; season started March 1st. Goals, benches, trash cans and fields done for them.
 - Prepared T-ball fields for practice daily; opening day took place for T-Ball Saturday morning. Prepped the fields on Friday for Saturday.
 - Prepared the Quads for a men's Freedom slow pitch softball tournament on Saturday.
 - Hosted a USSSA boys' baseball tournament at both the Airport and Nova fields on Saturday and Sunday. Prepped fields both morning and afternoon for games.
 - Continue a night shift, 3:30 to 11pm, 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 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: Kopy Kats and CMT held regular classes. Show Club held on stage rehearsal.
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - Kinetic Expressions Dance Academy presented "Fantasia" Saturday, March 8th, 7:00pm to 9:30pm.
 - The Performing Arts Center is getting ready to host the following events:
 - "Hitsville," featuring Lori Gill and The Notebenders, Sunday, March 16th, 2:00pm \$15 Reserved Seating.
- South Ormond Neighborhood Center
 - Splash Pad opens on Saturday, March 15th!
 - Fitness room open Center hours
 - Open gym 1:00-8:30 pm weekdays/Center hours on weekends
 - Jazzercise Monday at 5:45-7:00 pm
 - Staff continued spring cleaning efforts
 - Rental Sunday 2-4 pm
 - Spring basketball meeting Saturday 12-2 pm
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Technician and cross-training him for Leader position tasks until position is filled
 - Attended weekly staff meeting
 - Attended event meeting
 - Attended OB Chamber Prosperity meeting
 - Attended Memorial Day Remembrance 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
 - Mailed food vendor packages and required paperwork for Independence Day Celebration
 - Preparation, site visit and food ordering for VCRDA luncheon
 - Assisting Memorial Remembrance Committee with planning tasks
- Gymnastics
 - Continuing training of new Rec Leader
 - Interest is growing in new special needs gymnastics class
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is being offered for children age four to ten from 3:00 to 5:00pm every day.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.

- Challenger Net Sports continued to meet on Tuesday. They will meet for six weeks and play volleyball, pickleball and gym hockey.
- Challenger Gymnastics will begin on Friday from 3:30 to 4:30pm 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 were held from 10 to 11:30am.
 - The Casements Camera Club photography exhibit continues in The Gallery.
 - A special group tour was given on Saturday morning.
 - A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A Guild Board meeting was held in The Preservation Room on Monday morning.
 - A Guild Gala meeting was held in Room 203 on Monday afternoon.
 - A Tomoka Marathon meeting was held in The Preservation Room on Tuesday morning.
 - A Memorial Day Remembrance Committee meeting was held in The Preservation Room on Wednesday.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - A watercolor workshop was set up in Room 203 on Friday morning.
 - A wedding rehearsal was held at Ormond Memorial Gardens on Friday evening.

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Weekly preventative maintenance of City vehicles and equipment as necessary
 - Performed preventative maintenance and safety check of all City electronic gates
 - 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
 - Cleaned A/C unit in Parks Division office
 - Repaired door at Breakaway Trails maintenance office
 - Inspected and replaced water heater at Breakaway Trails Maintenance building
 - Repaired ADA door at City Hall
 - Starting remodeling work at Nova Community Center
 - Picked up light bulbs for Casements Gallery
 - Replaced bulbs in plaza nautical fixtures at City Hall
 - Final check of water heater installation at Breakaway Trails
 - Purchased and installed LED night lights in HR Training Room
 - Fixed HR Training Room breezeway doors that were too noisy and sticking at City Hall
 - Granada Bridge Luminair fixture exchange completed
 - All outside lighting repaired at Fleet
 - Gazebo lighting repaired at Fortunato Park
 - Bollards repaired at Cassen and Fortunato Parks
 - Rewired contactor for high bay lights at Gymnastics
 - Rough-in electric done for new wall at Nova Rec
 - Cut down door for new carpet at PAC
 - Removed toilet for repair at Airport Sports Soccer
 - Cleared fish sink drain at Cassen Park
 - Checked electric panel for new water heater at The Casements
 - Pickup water heater for Breakaway Trails Maintenance Building
 - Replaced tank handle in men's outside restroom at Nova
 - Installed spigot lock next to water cooler at tennis courts

- Parks Maintenance
 - Replaced deteriorated basketball net at Central Park I
 - Installed two first responder 911 signs at Central Park III
 - Removed graffiti from picnic table at Central Park II
 - Removed palm tree at Ormond Memorial Gardens
 - Removed memorial bench from Ormond Memorial Gardens for refurbishing
 - Installed four first responder 911 signs at Central Park I
 - Repaired deadbolts on restroom doors at Cassen Park
 - Assembled two refurbished memorial benches for Ormond Memorial Gardens
 - Removed graffiti from men's room at Cassen Park
 - Repaired loose pickets on Joyce Ebbets Pier
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Attended City Manager's Department Head and Division Manager quarterly staff meeting held at the Police Department.
- Attended DARE graduation at St. Brendan's School.
- Bike Week Action Plan implemented.

Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continues on Monday's for third graders. Fourteen youths are participating in the session. The 4th and 5th grade program continues on Thursdays. Currently 11 youths are registered for the program.
- The Tutors R Us program continues with 24 participants. 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.
- Practice continues for teams in the OBPAL basketball program. The next USSSA tournament is scheduled for March 14 – 16 in New Smyrna Beach.

Community Services & Animal Control

- Animal calls: 54
- Animal Reports: 3
- Animals to Halifax Humane: 4 (All Cats)
- Traps: 4
- Injured Wildlife: 2
- Working on Updating Web page

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 10
- Inactive: 4
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 6
- Grand Theft: 2
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1

- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 0
- Suspicious Incident: 0

Narcotics

- One Search Warrant
- Two Buy Walks
- Two Knock and Talks

Comments:

- Missing Person: Missing adult who was reported as suicidal was located. The subject was interviewed and she stated she was back on her medication and was fine.
- Residential Burglary: Investigators identified the suspects in a recent burglary on Northside Drive. The suspects have been charged with additional thefts in the Ormond area as well.
- Grand Theft: Investigators identified the subject responsible for the theft of scrap metal from John Anderson Dr. Complaint Affidavit filed.
- Car Break: Deputies located a subject who broke into a van at Ormond in the Pines. The subject was located at a Holly Hill motel, interviewed and confessed. The subject took investigators to the location where he had sold the victim's property and the stolen items were recovered. Subject was arrested and charged with grand theft, burglary, and dealing in stolen property.

Records

- Walk - Ins / Window 82
- Phone Calls 106
- Arrest / NTA'S 31
- Citations Issued 215
- Citations Entered 44
- Reports Generated 157
- Reports Entered 154
- Mail / Faxes / Request 34

Patrol

- Total Calls 1,899
- Total Traffic Stops 450

Operations

Crime Opportunity Report Forms: 76

- 3/06/2014
 - Stolen Vehicle, 264 South Atlantic Avenue (Florida Hospital Oceanside). Delivery driver for the hospital left the keys to the company truck in it while parked at the loading dock.
 - Carbreak (x2), 342 South Atlantic Avenue (Travel Inn). Victim caught an adult female sleeping in her car. Victim confronted her, and she exited that vehicle, and entered another vehicle in the same lot. Victim continued to confront her, and she fled the area. Victim then called the Police to report the incident. Responding officers were unable to locate the suspect in the area.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect stole misdemeanor amount of merchandise.
 - Battery – Domestic Violence Arrest, 22 South Beach Street, suspect was involved in an incident in her vehicle with her boyfriend. She advised she slapped him. She was also intoxicated. She was placed under arrest.

- 3/07/2014
 - Carbreak, 101 South Clyde Morris Boulevard (Ormond in the Pines), laptop taken out of an unlocked work van. Deputies saw the vehicle leave County Tire on South Nova Road. Follow-up investigation there determined that a subject tried to sell a laptop there. Suspect was later located in Holly Hill, arrested and computer was recovered.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect charged for stealing \$200 worth of merchandise.
 - Burglary- Residence, 35 Oak Brook Drive, occurred sometime during the day. Entry gained via bedroom window. Son's electronics were stolen.
 - Battery-Domestic Violence Arrest, 420 Lakebridge Plaza Drive #910, female battered two household victims. She fled prior to police arrival and was not located. Two complaint affidavits were completed.
- 3/08/2014
 - Carbreak, 113 South Halifax Drive. Car was parked in the driveway. Owner came out and found the car was rummaged through. A key to an old vehicle that the owner had left inside of the vehicle was found broken off in the ignition.
 - Vandalism Arrests (6), 20 Tomoka Oaks Boulevard (Tomoka Oaks Golf). Sometime overnight several teenagers broke out windows to the building and set off three homemade acid bombs that were detonated on one of the greens. Three exploded plastic soda bottles were found on the green with small amounts of aluminum foil. We received a fireworks complaint at 317 Rio Pinar Drive. Units arrived on-scene and found six teenagers with the devices to make the bombs. CID and evidence tech were called out to the scene.
 - Stolen Vehicles (2), 175 Interchange Boulevard. Two "racing" dirt bikes were taken sometime overnight. Owner woke up and found that the cable he had around them was cut and bolt cutters used were on scene. While unit was on-scene a witness told him that she saw a suspect push a dirt bike out of the woods and there were several other suspects around him. They all left the scene approximately ten minutes before the officer arrived.
 - Burglary- Residence, 785 Peninsula Drive. A burglary in progress came out at the above location and the suspect fled after a witness contacted him. The witness was able to identify the suspect.
 - Battery-Domestic Violence Arrest, 450 Tomoka Avenue #102, suspect was arrested after becoming physical with his wife during an argument.
- 3/09/2014
 - DUI Arrest, N US1/Ormond Lakes Boulevard, suspect arrested for DUI after traffic stop.
 - Narcotics Arrest, 170 North Nova Road. (7-11), suspect was arrested for Possession of Marijuana under 20 grams.
- 3/10/2014
 - Grand Theft, 125 Dianne Drive. Apple Mac Book laptop removed from the home. Victim reported that they may have left the laptop outside on the porch.
 - Burglary- Residence, 735 North Ridgewood Avenue. Forced entry to rear porch and sliding glass door. Laptop and jewelry removed.
 - Grand Theft, 70 Riverside Drive. Known suspect is alleged to have taken several pieces of high-value jewelry from the residence and sold them.
 - Burglary-Residence, 126 Sylvania Place. Entry made through unlocked window at rear of home. TV's, jewelry, guitar, and collectible items taken from the home.
 - Burglary-Residence, 257 South Ridgewood Avenue. Unlocked window was possibly opened to reach in and unlock the door. Big Screen TV taken.
 - Carbreak Arrest, 1521 West Granada Boulevard (Wal-Mart). Three subjects were entering unlocked vehicles. Units arrived in time to stop the vehicle they were leaving in and the three were arrested.
 - Battery – Domestic Violence Arrest, Fleming Avenue and Laurel Drive. Female got into a physical altercation with her boyfriend. The altercation was witnessed by several people standing nearby. Female subject was arrested

- DUI Arrest, U.S.1 and Division Avenue, motorcycle was stopped after observed going northbound at a very high rate of speed. A DUI investigation was done and arrest made.
- Resisting Arrest, South Halifax Drive and Willis Drive. Subject was blocking a lane of Willis Drive. Started to drive away after contacted by the officer. She stopped when told but then refused to speak to the officer or produce her license. She was given instructions but refused to comply. She was taken to the jail.
- 3/11/2014
 - Vandalism (City Property), 2005 North Beach Street. SMART trailer and a water pump station were spray painted with graffiti. Facilities Maintenance responded to clean obscenities off of the SMART and it was re-deployed to Beach Street and Red Bud Lane.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Two females and a cross-dressing male stole misdemeanor amount of merchandise. One female captured in store. The other two fled. They were later captured while catching their ride back to Daytona.
 - Burglary – Residence, 32 Laurel Oaks Circle. Forced entry attempted to the front door, but actual entry made to unlocked rear door / rear porch. Several electronics, jewelry, and money taken.
 - Grand Theft, 1521 West Granada Boulevard (Wal-Mart). Victim had their phone taken at the store.
 - Aggravated Battery – Domestic Violence Arrest, 346 Putnam Avenue. Suspect and victim had a physical confrontation. Suspect arrested.
 - Battery – Domestic Violence Arrest, 70 Riverside Drive. The Victim called in because her daughter was violent toward her. Investigation showed the daughter hit her mother in the back of the head. Subject was arrested.
- 3/12/2014
 - Carbreaks (2), 800 Block Willow Pond Drive, windows smashed out, nothing taken.
 - Carbreaks (4), 300 Block Thackery Road, unlocked vehicles, \$20 taken.
 - Carbreaks (2), 1200 Block Vanderbilt Drive, unlocked vehicles, 3 loaded guns taken, 1 located in a neighbors driveway.
 - Carbreak, 32 Red Maple Circle, smashed window, iPad and Kindle taken.
 - Carbreaks (2), 900 Block Old Mill Run, Broken window, 2 lap tops and book bag taken.
 - Carbreak, 51 Sandpiper Lane, unlocked vehicle, nothing taken.
 - Carbreak, 32 Sugarberry, unlocked vehicle, \$140 taken.
 - Narcotics Arrest, 11 Fisherman's Circle #4, suspect arrested for taking her mother's prescription medications.
 - Narcotics Arrest, Fleming Avenue /South Nova Road, suspect arrested for possession of cocaine after a traffic stop.
 - Battery-Domestic Violence Arrest, Granada Bridge, suspect was arrested for battery on his girlfriend.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 200
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 177
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 17
 - Number of Crashes with Injuries: 10
 - Number of Crashes with Serious Bodily Injuries: 3
 - Number of Crashes with Fatal Injuries: 0

Crash Investigation General Information: Two Serious Bodily Injury Crashes involving motorcycles 14-03-00136; 14-03-00140; 14-03-00209 crash with injuries; female was standing next to her scooter when she rolled on the throttle. Female began to run with the scooter when she eventually fell. Scooter drove over the females' leg severely cutting her; Monday – Crash- Hull Road and N US-1, truck into a power pole on east side of roadway. No injuries, but did snap the power pole in half, FPL responded and braced the pole for now until they can get a crew to fix it.

- SMART Trailer was deployed in the 1500-Block North Beach Street near Inglesia Avenue and was vandalized with graffiti. It was subsequently moved to North Beach Street at Red Bud Lane.
- The Variable Message Board is deployed in the 50-Block of West Granada Boulevard.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Case initiated
- Zone 2: 3 Case initiated
- Zone 3: 5 Cases initiated
- Zone 4: 7 Cases initiated
- 19 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and forty-four (44) telephonic inquiries.

Zone 2

- 1) 135 Ormond Parkway – Received a complaint that this property is being used for short term rental. The initial inspection revealed no evidence to support short term rental activity. A follow-up inspection was conducted. A passenger vehicle and a box truck were observed in the driveway. Both vehicles carried out of state tags. The property owner made contact with staff. He and a couple of his friends are staying at the house. They came to town for the races at Daytona International Speedway. No violation exists. This case is closed.
- 2) 104 Ormond Parkway – Received a complaint about the condition of this yard. The site is overgrown and there is debris in the front of the house. A site maintenance case has been initiated.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymer Creek Phase I – Construction continues on the south bound lane which is approximately 65% complete. Work continues on completion of the box culvert installation beneath the north bound lane. The overall project is approximately 85% 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.
- Hand Avenue – The **ribbon cutting ceremony is currently scheduled for April 24th at 5:30 at the parking area on Hammock Lane.** Canoes will be available for anyone wishing to canoe the lakes following the ribbon cutting ceremony. 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 – New water meters and services were installed on Cumberland Ave and Greenwood Ave. Water services were installed on Carrington Ln and meter

boxes are being installed. The directional drill portions of the new watermain on Curved Creek Way and Echo Woods way were installed.

- 2-Inch Waterline Replacement – North Peninsula - The contractor is finishing service connections on Fairway Drive and Nicholas Court, samples were taken for bacteriological testing of Oak Dr. and Sundance Trail; McKim and Creed will be submitting this final clearance the week of March 10.
- 2-inch Water Main Replacement - South Peninsula – The contractor has completed all work except for the final connection at Seton Trail. This will be completed following Bike Week as the tie in requires a lane closure on SR 40.
- Central Park Lake Interconnects – Staff was concerned about the narrow width of the canal at Division as compared to the canal width constructed on Hand Avenue. Therefore the contractor was directed to widen the canals by approximately 10 feet to a total width of around 20 feet at normal water elevation. This work is expected to occur next week.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Fishing Pier is complete. The aluminum railing replacement is 95% complete. Waiting on the contract to complete punch list items.
- Wilmette Avenue Bypass Pump Station – All precast structures and piping is complete as well as the pump slabs and the majority of concrete sidewalk. Milling and resurfacing of Wilmette is scheduled for the week of March 17 along with the remainder of site restoration.
- Downtown Underground Utilities Conversion - The installation of primary distribution facilities is complete throughout the downtown. The contractor is currently working through the disconnection and reconnection of services to individual properties, having completed this process to all properties south of Granada Blvd. The final service conversions will be complete by March 31, 2014. During the week of March 10 conduit for Side Street lighting (Washington, Ridgewood, and Lewis) will begin to be installed; this work will continue through March 20, with the installation of wiring within the conduit continuing through the following week. Light poles will be installed (off Granada) the week of March 24 through April 2, 2014. Conduit for the Granada Boulevard lighting will begin on March 24 and continue for two weeks. Wiring and hand holes will be installed beginning the last week of March on the south side of Granada, and continue through mid April on the north side. Florida Power and Light will begin removal of overhead utilities on April 1. This process will take approximately three weeks for the south side and an additional three weeks on the north side with full removal of overhead utilities complete approximately May 16. Upon removal of overhead utilities, Granada street lighting installation can occur; the contractor anticipates installation of Granada street lights during the last week of April with those on the north side occurring the following week. Removal of existing FPL Power poles is anticipated to be complete by mid May with full restoration complete by the end of May.
- Audible Pedestrian Signals – The contractor is continuing the ADA sidewalk and ramp modifications, work is on hold during Bike Week and will continue the week of March 17, 2014.
- Downtown Banner – The test holes or “soft digs” are scheduled to occur on 3/19.
- Traffic Signal Maintenance (Mast Arm Painting) - Notice to Proceed will be issued on March 17; the contractor is expected to start that day with the mast arms at the intersection of Nova Road and Wilmette (Main Trail).
- Corrugated Metal Pipe Rehabilitation- 650 feet of sanitary sewer was lined on Lorillard Place, 225 feet of sanitary sewer was lined on S. Beach Street. Contractor is working on repairing a section of sanitary sewer lining on Fir St.
- 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 - New bleachers have been ordered and awaiting delivery schedule from manufacturer.
- OBSC Multi-Purpose Building – The Building Division is currently reviewing the architectural plans for permit.
- CDBG ADA Parking Improvements Sanchez Park – Construction is scheduled to begin on 3/17.

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. Staff is coordinating with its design consultant on a scope of work and cost proposal for the final engineering design of the facility.
- Nova Community Park Skate Park Expansion – AM Weigel is putting the finishing touches on the design manual for the skate park contractor.
- City Welcome Sign – ZCA is finalizing conceptual drawings for FDOT review comment.
- Beach Ramp Beautification – The revised plans have been sent to the County for a Use-Permit.
- Riverside Drive Drainage Improvements – Thirty percent plans were submitted for City review on Friday, March 7, 2014.
- 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 been informed it cannot utilize the FDOT fiber optic within State roads unless it is traffic related. As such staff is researching the previous JPA agreements to see if there are provisions to allow the City to use the fiber optic.
- Granada Medians (West of I-95) – The design plans have been advertised for bids. The opening is scheduled 3/25.
- City Hall Chiller Replacement – The project is out for bids. Bids are due April 9th.
- Water and Wastewater Master Plan Update – Staff has submitted for the CC to approve a work authorization for the master plan update at the March 18th CC meeting.
- Nova Recreation Paving- (Design only for FY 1013-14) 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- A Project design kickoff is scheduled for next week with all three consultants.
- Reforestation Street Tree Planting – The plans are scheduled to be reviewed by the City Commission on 3/18, and advertised 3/23.
- 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. The proposed design will be submitted for FDOT review on 3/21.
- Police Department Fencing- The plans are scheduled to be reviewed by the City Commission on 3/18, and advertised 3/23.
- 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- Design consultant addressed 30% design plans review comments for the proposed construction of Taxiway G and is now working on 60% plan completion.
- Granada Blvd. Resurfacing – Tymber Creek to S. 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 commenced work March 1; however FDOT prohibits work during bike week. Work will begin on March 17.

Department Activities

Administration/Meetings/Customer Service/Other:

- 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.
 - Created sketch of legal description for Airport Business Park Tower Circle Extension lots 3 and 4 per Legal Dept request.
 - Continued developing the construction plan set for the Nova Community Park Paving Project based on our survey data.
 - Updated plan set for the Street Tree Planting Project.
 - Updated construction plan set for the Police Station Fencing.
 - Onsite meeting at Ormond Memorial Gardens to determine survey requirements for proposed greenhouse construction.
 - Completed topographic survey of 137,157 and 173 Windward Cir rights of way for proposed sanitary main per Utilities Div request.
 - Staked out test bore locations at N & S Washington / W Granada Intersections for proposed City Welcome Banner Pole locations.
 - Completed elevations survey along John Anderson Dr to determine proposed roadway slopes and top of inlet elevations.
 - Continued revising the 2014 City Standard Details for Reclaimed Water per engineers' comments.
 - Researched historical documents and plats for existing access easements or city owned property for the creation of the proposed Forest Hills Connector Trail from Hand Ave to W Granada Blvd and created exhibit drawing of same
 - Completed tree locate request at 607 Johnson Dr and 166 Orchard Ln per N.I.D. request.
 - Created plan and profile drawing of survey data at above Windward Circle address and supplied drawing to Utilities Div as requested.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Concrete repairs for the Water Department at 852 Lucerne Cir, and at 456 Old Tomoka Rd.
 - Removed forms and barricades at Old Tomoka & S. Orchard, and at 852 Lucerne Cir.
 - Asphalt repairs on Brookside Cir., on Pineland Trl., on Greenwood Ave. and at Woodland & Nova
 - Concrete repair at 8 Traceway Ct.
 - Ground down sidewalks to eliminate trip hazards on Main Tri., and on Ormond Lakes Blvd.
 - 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 (2) dead bay trees at Nova Recreation, (1) dead bay at 206 Hernandez Ave., (1) large tree at 607 Johnson Dr., (1) tree at Raintree & Spanish Oaks, and (3) palm trees on Division Ave. at the bridge
 - Trimmed low limbs at 338 N. Ridgewood Ave., 10 Sanchez Ave., Lincoln Ave. near the stop sign, Dix and Ridgewood, 317 Thackery Rd., corner of Military & Biltmore, N. Washington & New Britain, Central Park I handicap parking lot, 88 Rogers Park Dr., South Ormond Community Center, 1252 Vanderbilt Dr., and 1291 Fernway
 - Attended loader training at Nova Community 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
- Road repair with recycled concrete at the Airport
- Assisted the asphalt crew at Greenwood & Woodland

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
- Pineland Tr./Ormond Green, met with PW Operations Manager on upcoming job
- 48 N. Halifax Dr., installed (2) church signs
- Shadow Lakes, marked for locates
- Main Tr/SR40, checked for installation of reflector on sidewalk

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- 143 Sandcastle – investigated a sinkhole, dug up yard and repaired a 24-inch pipe
- Various citywide locations – ditch inspection
- Nova Rd. & FDOT ponds – sprayed with chemicals
- All Central Parks – looked at areas for boat ramps
- Public Works Yard – cleaned all vehicles & attended forklift training
- Fleet wash rack – cleaned (2) basins
- Division Ave. – removed a tree

Vactor

- Cleaned truck at the Public Works Yard

Mowing

- Reachout Mowing – FDOT (Florida Department of Transportation) ponds

Street Sweeping/Streetsweeper

- 151.8miles of road cleaned (This is for 5 days)
- 69.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,732

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

25

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 12,710 unleaded and 7,348 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,761 gallons of unleaded and 635 gallons of diesel.

- Fleet completed 60 work orders this week.
- Utilities
Projects Summary
 - Anchor Drive Water Main Improvements – Florida Department of Health permit application is being reviewed by the regulatory agency. Volusia County Use Permit was sent to the County for processing. Quotations from interested contractors are being solicited.
 - Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
 - WWTP Biosolids Treatment & Disposal – The services contract is currently advertised for receipt of bids in late March. Questions received prior to bids will be addressed by addendum.
 - Breakaway Trails Lift Station Control Panel Replacement – A preliminary design services meeting was held – awaiting receipt of 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 was held on 3/6/14. Requested Items are being provided to the design consultant.
 - 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 – Plan holders were contacted to determine why no bids were submitted. Several of them indicated that they would submit bids when the project was re-advertised. Project is being advertised for bidding on March 16, 2014.
 - Dual Check Valve Assembly Procurement – The low bidder is Ferguson Waterworks for a two year cost of \$50,853. A City Commission memo will be prepared recommending award.
 - 2-inch Water Main Replacement – Mainland: Clearance was received for Cumberland and Greenwood Avenue. New water meters and services were installed. Directional drilling completed on Curved Creek Way and Echo Woods Way. North Peninsula: Final clearances are scheduled to be completed this week. South Peninsula: The contractor has completed all work except for the final connection at Seton Trail.
 - Ormond Beach Wastewater Plant Operating Permit Renewal – Consultant performed plant walk through for identifying plant equipment operations status for permit application reporting processes.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities delayed until controller in the VFD is replaced. Contractor obtained a commitment from the VFD manufacturer to install the VFD the week of April 21.
 - 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 (consultant) is performing the design.
 - Sanitary Sewer Pipeline Repair – 650 feet of sanitary sewer was lined on Lorillard Place, 225 feet of sanitary sewer was lined on S. Beach Street. Contractor is repairing section of sanitary sewer lining on Fir St.
 - 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 was performed. Right-of-Way information forwarded to the contractor pertaining to Lift Station 4M1. Meeting held with contractor to determine repair of broken wetwell riser ring and necessary valve vault modifications. A field order is being prepared.
 - Water Storage Tank Cleaning & Inspection – Cleaning of reclaimed water storage tanks and pressure washing the exterior of water storage tanks will begin on March 17.

- SPRC – River Oaks – Reviewed revised shop drawings. North Peninsula Force Main – Received 100% plans and specifications for review. Ormond Renaissance – Received conceptual plans for review.
- 100 Marlin Drive Service Line Replacements – Volusia County Use Permit drawings were received for submittal with the application. Prepared application.

Departmental Activities

• Water Distribution

- Exchanged 76 water meters due to new water service connections and Finance Department work orders.
- Performed 74 water service connections on Greenwood Ave and Cumberland Ave as part of the 2" water main replacement project.
- Connected 2 new residential water services to the water system.
- Replaced the 2" water meter serving Thomas & Betts on Aviator Way
- Responded to or repaired 23 water leaks.
- Repaired 2 - 6" water main breaks on Coquina Dr and Alanwood Dr.
- Assisted 8 customers with misc. concerns (i.e. Low pressure, quality, etc.)
- Replaced 3 water services due to aged piping.
- Responded to 7 low pressure and/or water quality grievances.
- Performed testing on 1 City owned backflow preventer, rebuilt a ¾" dual- check valve - 112 Green Forest Dr - meter indication of reverse flow event.
- Repaired fire hydrant meter #24 and backflow preventer. Debris found in water meter and backflow retested.
- Replaced 6 meter boxes/lids.
- Repaired flushing device on Curved Creek Way. Disconnected and removed flushing device on Cumberland Ave.
- Performed fire hydrant maintenance on 5 City owned fire hydrants.
- Replaced a broken 3" valve on Orchard Lane.
- Performed valve maintenance on 24 valves due to scheduled shut downs and water main breaks.
- Energized and flushed new water main on Cumberland Ave, also flushed John Anderson Dr, Orchard Lane, Magnolia Dr and Alanwood Dr post-water main shutdowns.
- Assisted contractor with fire main shut down at 89 S. Atlantic Ave
- Rescinded the boil water notice for John Anderson Dr, Putting Green Dr, Alanwood Dr, Orchard Lane and Magnolia Dr.
- Utility locate service for Water/wastewater/reuse: received notice of 149 regular and 5 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects located in the North and South Peninsula, and mainland areas.

• Water Treatment

- Delivered to the City 36.583 million gallons for the week ending Mar. 9, 2014 (5.226 MGD)
- Backwashed 7 filters for a total of 292,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- Sampled, cleared and rescinded one Precautionary Boil Water notice.

• Wastewater Treatment

- Domestic and Industrial Wastewater flow was 28.48 Million Gallons.
- Produced 16.98 Million Gallons of Reuse.
- Produced 11.50 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.07 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 128.92 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 24, cleaned & root inhibitor applied 4 sewer laterals.
 - Repaired cleanout at 53 Lorillard Place.
 - LMR Construction has started to repair the lining in two sections of sewer mains, Fir St, Fairview Ave.
 - Repaired sewer main 336 South Halifax Dr.
 - Repaired sewer lateral at 385 South Yonge St.
 - Installed new pep tank at 7 Little Tomoka Way
 - Televised WWTP outfall to determine location and scope of pipe repair.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 9 psi.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 20/22 psi, Foxhunters Flat (2 inch) 22/23 psi & Shadow Creek Blvd. (4 inch) 8/10 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 1P – add audible alarm – false generator run alarm - troubleshoot PLC and software – removed alarm point from program – all ok.
 - Centrifuge #1 – High Bearing Temp noted During Operation – found bearing temps within O&M parameters.
 - 4M – replace broken guide rail bracket #2.
 - Towne Square – Final Start Up of recent lift station rehabilitation – all OK.
 - Spanish Waters – assist WW crews as needed with flushing of forcemain.
 - 6P L.S. – replaced the audible alarm.
 - 5P L.S. – tested the station for alarms – found non-operational high level float – replaced float – all ok.
 - WWTP Generator – instructed operators in back feeding procedure from influent pump station generator to MCC.
 - WWTP SCADA – assisted Emerson controls tech with programming verification test in support of Towne Square and Walmart Lift stations.
 - SCADA monitor/response: Lift Station PLC's and WIN 911 Systems: troubleshoot with WTP Chief operator; 13M – High Level – Phase Voltage Loss – found no evidence of phase voltage loss – power available – found station high level – both pumps fully operational – pumped station down – stop float caught on riser pipe – corrected; Tomoka Meadows – Phase Voltage Loss – found station without power – contacted FPL – FPL crew replaced damaged equipment- all ok; 1P – faulty generator run alarm –found problem at SCADA cabinet –repaired during regular work day – tested – station fully operational.
 - Influent pump room – deragged pumps as per lead operator.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM's: Decant Pump; Poly Blend #1, #2; W.A.S. Pumps #1, #2; R.A.S. Pumps #1, #2, #3, #4, #5.
 - Quarterly PM's: Clarifier Televalves.
 - Semiannual PM's: Decant pump.
 - Lift Station PM's: 23 monthly and 1 annual performed.
 - Plant wide oil & grease route.
 - 62 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Riverview Booster Station – made all connections for power wiring received electrical inspection and FPL reconnect - Tested rotation and pressure readings on SCADA with operator.

- HSP 8 – assisted Rockwell Tech with troubleshooting of VFD - Found two faulted drive cards – parts on order - Rockwell will install when received.
 - Wells 35R thru 41R – inspected SCADA and electrical at wells - All ok.
 - HSP 3 – pump fail - found pump was tripped on the limit switch - Found the stem not moving with the actuator - Tightened and tested - all ok
 - Granada Booster Station – station not responding - found breaker tripped, reset and tested - ok.
 - Chlorine containment area – repair 2” water line.
 - Standish Booster station – pump #2 breaker tripped – reset and amp checked – breaker determined weak replaced with new stock – all ok.
 - Ormond/Daytona potable water interconnects – installed flow meter & replaced sump pump.
 - Well 10D – reset GPM on flow meter.
 - Hypochlorite pump #4 – replaced tube
 - Weekly PM's – Claricones
 - Monthly PM's – Nova Rd. Booster station; Disc Flow pumps #1, #2; Scrubber #4, #5.
- 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 upon receipt of results – staff has requested plan of action from industry.
 - Industrial Pretreatment Program: Staff is updating the Utility's Enforcement Response Plan to coincide with the Sewer Use Ordinance. The Plan outlines the activities taken when a permitted industry is out of compliance with their permit or other regulation.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - 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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Colby Cilento attended Lou Frey Institute of Politics and Government Symposium: From the Chambers to the Cloud, Connecting Citizens and Local Governments with IT Manager
- Agenda packet preparation and creation for the March 18, 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