

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 6, 2015

---

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:

- General discussion meetings with City Attorney, Economic Development Director and Fire Chief
- Staff meeting with senior staff
- Annual update of ICMA credentialing
- OBSC way finding signage
- Nova Skate Park project

Spoke to, attended and/or met with:

- Volusia Elected Officials Round Table - Transportation
- As requested agenda discussion with Commissioner Stowers
- City Commission Financial Trends/Ballfield Maintenance Workshop and City Commission Meeting
- Volusia County PW Staff and Asst. County Administrator along with City staff to discuss the North Peninsula force main extension
- Discussed strategic planning workshop with Marilyn Crotty, John Scott Dailey Florida Institute of Government - Dates set for Community Conversation April 18<sup>th</sup> and April 22<sup>nd</sup>.
- Rotary orientation meeting
- FCCMA conference call on economic forecasting
- Quality of Life Advisory Board meeting – the City Manager will staff these meetings
- Volusia Safe Harbor work group meeting - discussed functionality issues of the proposed facility. This group will meet on the first Friday of each month. April's meeting will include a tour of Stewart Marchman Act Facilities.
- Event honoring former County Council member Pat Northey

### **Community Development**

#### **Planning**

- The Department received the latest flood insurance changes based upon a "Fact Sheet" that will be effective April 1, 2015.

The new Homeowner Flood Insurance Affordability Act of 2014 (HFIAA) **repeals the previous flood insurance reform act of 2012 offering some relief to some policyholders who experienced premium increases in 2013 and early 2014.** Key changes to flood insurance policies effective April 1, 2015 are:

1. **Increases** for flood policies in the Special Flood Hazard Area to meet the "Full Risk Rate" are **limited to 18% of premium per year.**
2. Premium increases for **Average Rate Classes will be limited to 15%.**
3. The Reserve Fund established in 2013 includes Preferred Risk Policies now. Starting April 1, 2015, the percent of the policy that is contributed to the Reserve Fund is:

Policy	2014 Fee (as a percent of premium)	2015 Fee (as a percent of premium)
Preferred Risk Policies (PRPs)	0%	10%
Property Newly Mapped into the SFHA (Previous Preferred Risk Policies Eligibility Extension (PRP EE))	0%	15%
All Other Policies	5%	15%

4. Flood policies will include flat rate surcharges regardless of the flood zone as follows:

Occupancy Type	Annual Surcharge
Primary Residential: single-family and individual condominium units	\$25
Non-Primary Residential: single-family and individual condominium units	\$250
Multifamily Residential: condominium and other buildings	\$250
Non-Residential	\$250

5. **“Grandfathering” is still allowed for properties that had flood insurance policies in effect when the new flood maps became effective and/or have built in compliance with the FIRM in effect at the time of construction.**
  6. Current Preferred Risk Policies Eligibility Extensions will be able to continue the PRP rate for 1 year after the maps become effective. The Federal Policy Fee for these policies increases to \$45.
  7. The maximum deductible for a flood insurance policy will increase to \$10,000 for single-family and two-to four-family dwellings. If used, the deductible must apply to both buildings and contents. For single-family homes, choosing the maximum deductible will result in up to a 40 percent discount from the base premium. Must note that the maximum deductible may not be appropriate in every financial circumstance and may not be allowed by lenders to meet mandatory purchase requirements.
  8. In most cases, average rate increases for each rating class are capped at 15%; the annual surcharge and Federal Policy Fee are not included in the rate calculation and could result in the total amount charged a policyholder increasing by more than 18 percent.
- The Board of Adjustment conducted public hearings on 359 Ocean Shore Blvd (fence height); 830 W. River Oaks Drive (rear and side yard variance for pool enclosure); 241 S. Halifax (rear and side yard variance for pool); and 920 Buena Vista Avenue (rear and side yard variance for detached garage). All four were approved.

Building Inspections, Permitting & Licensing

- 269 inspections performed.
- 6 business tax receipts issued.
- 78 permits issued with a valuation of \$490,977.00

Development Services

- The SPRC activities for this week included:
  1. Kingston Shores Final Plan submittal
  2. 1301 West Granada (Vystar Credit Union)-1<sup>st</sup> review

## **Economic Development/Airport**

### Economic Development

#### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff discussed with Tomoka Holdings the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. The Tomoka Holdings representative has contacted the County officials regarding the support for the extension.

#### Airport Business Park

- Staff is working with a local business on the expansion of their business and building a new facility on Lot 2 in the Airport Business Park. A meeting to discuss financing options was held on December 17 and the prospective business will be pursuing these options.
- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers.

#### Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- The City's GIS staff has prepared the inventory forms for the Main Street volunteers to undertake an update land use inventory of properties and uses, which is underway.
- Staff met with economic development practitioners from 8 communities from Oak Hill to Ormond Beach along the US1 corridor to discuss an initiative to improve the business activity along US 1 from Oak Hill to Ormond Beach. The "Rediscover US 1: America's Business Highway" effort will involve local business participation in a scavenger hunt and is expected to be launched on April 11 until April 19.

#### Prospective Business Attraction/Retention/Expansion

- Staff prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site.

## Airport Operation and Development

- The FDOT's Aviation and Spaceport Office has provided staff with guidance from the FAA on law enforcement engagement related to unmanned aircraft systems (UAS, e.g. drone) operations. This information is timely, because the Ormond Beach Police Department has responded in recent months to at least two complaints of UAS activity in the vicinity of the airport.
- Staff completed work to prepare and submit an item for the April 7<sup>th</sup> meeting of the City Commission, recommending execution of a contract between the City and Wolen, LLC to provide installation and construction services for the Air Traffic Control Tower systems upgrade project.
- Staff conducted a site visit at the airport with a representative of the Statewide Airport Runway Painting Contract vendor to secure a quote to refresh runway and taxiway markings that require attention as a result of the last airport inspection.
- Staff is reviewing the proposed Florida House Transportation Bill (Bill No. PCB TPS 15-01) to determine if the City's Land Development Code may require revision to comply with the proposed revisions to the existing State process for managing airspace and land use near airports.
- The FDOT has agreed to supplement the Joint Participation Agreement (JPA) funding the air traffic control tower systems upgrade project. The supplement will provide funds to acquire a new backup power generator for the control tower. FDOT has requested that the City advertise for bids for the generator prior to issuance of the supplement, so that the supplement may be issued for the exact

amount needed to acquire the generator. Staff continues to work with AVCON, Inc. to prepare the necessary bid advertisement.

- The Cadets and Senior Members of the Ormond Beach Composite Squadron of the Civil Air Patrol (CAP) will conduct a community service project at the Air Traffic Control Tower on Saturday, March 7<sup>th</sup>. The CAP will assist the Airport in preparing for the upcoming control tower systems upgrade project by helping to reorganize the storage area on the first floor of the tower, freeing valuable space for installation of new air traffic control computers and equipment. The CAP will also help move surplus and backup airfield lighting and signage components into the airport's storage container.

#### **Finance/Budget/Utility Billing Services**

- Completed Projects - Weekly
  - Processed 45 Journal Entry Batches (#2159-2274).
  - Approved 27 Purchase Requisitions totaling \$185,226.67.
  - Issued 32 Purchase Orders totaling \$165,904.04.
  - Processed 4,732 cash receipts totaling \$1,069,616.70.
  - Prepared 123 Accounts Payable checks totaling \$280,319.38 and 53 Accounts Payable EFT payments totaling \$321,802.93.
  - Prepared 27 Payroll checks totaling \$23,239.15 and 328 Direct Deposits totaling \$387,731.13.
  - Transferred IRS 941 payment of \$149,656.49.
  - Processed 1383 utility bill payments through ACH totaling \$97,842.24.
  - Processed and issued 5,126 utility bills with billed consumption of water of 15,402k.
  - Issued 461 past due notices on utility accounts.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Native American Festival (3/20-22)
    - Florida Power and Light Tree Trimming
    - Follies Goes to the Movies...The Sequel (March 27, 28, and 29)
    - Tony Sands Starring in "It Was A Very Good Year" (3/20)
    - Buddy, Roy and Elvis Tribute (3/15)
    - Florida Licensing on Wheels (3/17)
    - Meeting with the Manager (3/9) (Updated-Special Guest Joanne Naumann)
  - 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 ads for Ormond Observer.
    - CodeRED notification for hydrant maintenance.
    - Attended weekly staff meeting.
    - Attended Financial Trends Workshop.
    - Prepared NIAB packet for orientation/training for annual CDBG process.
    - Set up CodeRED demo prior to the NEXT platform going live in the near future.
    - Attended Residential Construction Mitigation Program presentation by the Florida Division of Emergency Management.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

## **Fire Department**

### **Weekly Statistics**

- Fires: 3
- Fire Alarms: 3
- Hazardous: 3
- EMS: 86
- Motor Vehicle Accidents: 5
- Public Assists: 32

TOTAL CALLS: 132

- Aid provided to other agencies: 10 Calls – Daytona Beach (3), Holly Hill (1), Volusia County (6)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 66

### **Training Hours**

- NFPA 1001: Firefighting 31
- NFPA 1002: Driver 4
- NFPA 1500: Safety/Equipment 12
- NFPA 1620: Preplanning 12
- EMT/Paramedic 10
- TOTAL TRAINING HOURS: 69

### **Station Activities**

- Updated 28 pre-fire plans
- Conducted 5 fire inspections
- Visited 30 children at the Ormond Beach Montessori Center.
- Provided a tour of Station 91 to a group of cub scouts and parents.

## **Human Resources**

### **Staffing Update**

#### Staffing Requisitions

- Chief Building Official (Planning & Building)
- Building Inspector (Planning & Building)
- Police Officer (Police Department)

#### Approved/Active Recruitment

- Summer Camp Counselors (Leisure Services) was advertised 3-2-15 on the City web site and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site, internally, and on the Building Officials Association of Florida (BOAF) web site and will remain open until filled.
- Utility Sludge Hauling Technician (Public Works) was advertised 2-25-15 on the City web site and internally and will remain open until 3-12-15.
- Mechanic II (Fleet Maintenance) was advertised 2-16-15 on the City web site, internally, and in the Daytona Beach News-Journal and will remain open until filled.
- Firefighter/EMT (Fire Department) was advertised 2-3-15 on the City web site and internally and will remain open until 3-28-15. Candidates apply and test via [www.NationalTestingNetwork.com](http://www.NationalTestingNetwork.com).
- Part Time Box Office Attendant at the Performing Arts Center (Leisure Services) was advertised 2-12-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader/Theater Technician at the Performing Arts Center (Leisure Services) was advertised 1-27-15 on the City web site and will remain open until filled.

#### Applications Under Review

- Part Time Recreation Leader at The Casements (Leisure Services). Seven applications were received.

#### Interviews Scheduled

- Community Events Coordinator (Leisure Services). Interviews were held the week of 2/23/15.
- Office Assistant III (Leisure Services). Interviews were held 2/11/15 and 2/13/15. Candidate accepted and then declined offer.

#### Background/Reference Checks/Job Offers

- Accreditation Manager (Police Department). A candidate was selected and began pre-employment processing.
- Human Resources Director (Human Resources). A candidate was selected and began pre-employment processing.

#### Terminations/Resignations/Retirements

- Chief Building Official (Planning & Building) – Planning & Building - Resignation effective 3-20-15.

#### City Events/Employee Relations Update

- ICMA 457 Deferred Compensation representative, Dee Turner, will meet with employees on 3-23-15.
- Sam's Club will be available to assist employees with renewals or new memberships on 3-13-15.
- Employee orientation for new employees will be held 3-23-15 in the HR Training Room
- Take Our Daughters and Sons to Work Day will be held on 4-23-15

#### Risk Management Projects

- Attend Claims Committee meeting.
- Mayor's Health & Fitness Challenge: activity planning meetings and activities.
- Review Safety Program.
- Prepare responses to interrogatories and request to produce.
- Attend Wellness Council Executive Board meeting.

#### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process..
    - Community Development – Electronic Plan Review – New large monitors being tested.
    - WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works, and Leisure Services.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 14 New work - 39 completed - 38 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,848	Inbound E-Mails Blocked	12,099
Delivered Inbound E-Mails	12,460	Quarantined Messages	289
Percentage Good Email	50.01%	Virus E-Mails Blocked	365

- Notable Events:
  - Firehouse software upgrade to resolve a database concern.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 227 Corrections: 0
  - Map/Information Requests: 19
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 22,407 (99.6%) potable 21,807, Irrigation 591, Effluent 9
  - Notable Events: Held two Vantage Points Viewer training classes. Attendees were from Finance, Utilities, Planning and Engineering.

### **Leisure Services**

- Administration
  - City Manager's Meeting
  - Public Works Meeting
  - Supervisory Staff Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Reel in the Fun Fishing Tournament
  - Fencing Meeting for Nova Skate Park
  - City Commission 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.
  - Lady Renegades Softball of the OBYBSA continued their spring practices this week, Monday through Friday at 6pm at the Sports Complex on the Softball Quad.
  - FLHS Softball continued their spring practices at the Sports Complex on the Softball Quad Monday, Wednesday and Thursday at 3 and 4pm. They have a game on Tuesday at 6pm on Quad #3.
  - SHS Baseball continued practices this week and had games on Wednesday and Thursday at the Wendelstedt Fields at 4 and 7pm.
  - SHS Softball played home games this week on Tuesday at 5pm on Quad #1.
  - Coed Softball practices for the spring season were held on Monday, Thursday and Friday.
  - OBYBSA recreational practices continued this week at the Nova Fields as well as the Sports Complex Softball Quad and T-Ball Fields.
  - The City's Youth Volleyball Program started training this week on Monday and Thursday nights at 6pm. Currently 50 participants are signed up.
- 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
- Sprayed new turf products on the three infields at baseball along with the foul territories and the troubled spots on the football field.
- Set the last two foul poles on Field 1 at Nova Complex. Contractor is set to refinish and paint poles.
- Submitted work order in to remove the dead pine trees in the retention canal along soccer parking lot. These dead pine trees are a hazard and want to prevent them from falling into the soccer netting along the canal fence line.
- Started soccer field aeration; Fields 1, 3, 4, 5,6 ,7 and 8 are aerated.
- Set up for NSA softball tournament. They were able to play until 3p.m. on Saturday when it rained. They were not able to play on Sunday due to the fields being wet.
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
  - Big Band America was held on Thursday from 7:00pm to 9:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club, CMT and Kopy Kats held regular classes.
    - Tuesday: Show Club held on stage rehearsal and regular classes. CMT held regular classes.
    - Wednesday: Show Club and CMT held regular classes.
    - Thursday: Show Club, CMT and Kopy Kats held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center hosted the following events:
    - Workplace Wellness Council Presentation, Wednesday 8:30am to 10:00am
    - The Four Tops, Supremes, Miracles, Temptations, and Marvelettes Salute, Thursday 7:00pm to 9:00pm
  - The Performing Arts Center is preparing to host the following events:
    - Kinetic Expression Dance Academy presents "Mary Poppins," Saturday, 7:00pm to 9:30pm
  
- South Ormond Neighborhood Center
  - Splash Pad closed for the season through March 14
  - Open park and playground sunrise to 11pm daily
  - Fitness room open Center hours
  - Open gym Center hours
  - Activity room rental Sunday
  - Jazzercise Monday
  - PAL tutoring takes place Monday through Thursday afternoons
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended weekly staff meetings
  - Attended event meeting.

- Attended weekly Austin Outdoor meeting
  - Attended Memorial Day Committee meeting and assisting with event planning tasks - finding guest speaker, flyover, bands, marching groups (on-going)
  - Updated sponsor letters and prepared for mail out for 2015 Art in the Park show – researching potential new sponsors to solicit (on-going)
  - Tracking participant applications for 2015 show and sending confirmation letters (on-going). Currently 43 applicants
  - Hosted successful Kids' Fishing Tournament on Saturday
  - Assisted with City Commission workshop on Tuesday
  - Assisted with a reception for OBPD on Tuesday prior to City Commission meeting
  - Provided welcome duties for City Commission meeting
  - July 4<sup>th</sup> – Contacting bands and entertainment
  - Various/ongoing inspections of landscape/maintenance work sites
  - Various site visits with landscape contractor
- Gymnastics
    - Registration is now open for the March Gymnastics session.
    - Continuing to promote the program via social media and face-to-face interaction with the community.
    - Preparing for Gymnastics Showcase; practices 3/6 and 3/7
- 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.
    - Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
    - Jr. Jazzercise, a program for children with special needs, began on Wednesday. They will begin to meet Wednesday from 5:00pm-5:45pm.
    - Challenger Sports of All Sorts meet on Tuesday from 5:00-6:00pm
    - Explore the Arts meet on Wednesday from 3:30-4:30pm.
    - The Shining STARS Pageant and Fashion Show was held on Saturday at the Performing Arts Center from 1:30-3:30pm
    - The Boys Basketball league held their All Star Games on Sunday.
- The Casements
    - Classes met this week including Pilates, Yoga, and Chair Yoga.
    - Tours were given this week from 10am to 3:30pm Monday through Friday and on Saturday from 10 to 11:30am.
    - The Ormond Beach Art Guild's Exhibit strike took place this week.
    - The Casements Camera Club set up for their opening reception tonight from 5:30 to 7:30pm.
    - The Mayor's Health and Fitness Talk took place on Thursday from 4:30 to 5:30pm.
    - Movies on the Halifax tonight at 6:30pm featuring Disney's "Maleficent"

#### Parks Maintenance

- Replaced deteriorated barrier rope at Central Park III
- Install two new memorial benches on the pier at Cassen Park
- Cleaned pavilion and blew off roof and Central Park I
- Installed new trash receptacle on Granada streetscape in front of Tennis Center
- Park restroom inspections Citywide
- Clean litter from lakeshore at Central Park I
- Assisted with Community Garden irrigation installation
- Cleaned debris and litter from the river's edge at Cassen Park

- Removed graffiti from men's restroom at Cassen Park
- Repaired border for playground at Central Park II
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations
- Call Out = 0
- Building Maintenance
  - Weekly inspection of airfield runway, taxiways and directional signage
  - Preventative 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
  - Weekly inspection of DOT and facility lighting at various City locations
  - Performed preventative maintenance on 13 City owned A/C systems
  - Escorted and assisted with repair to washer machine Fire Station 92
  - Cleaned coils on chiller at Police Station
  - Cleaned up shop area and Truck 403 at Building Maintenance
  - Escorted fire suppression inspector through Police Station for annual inspection
  - Checked climate controls after Umpire School vacated at OBSC Field House
  - Picked up and install programmable t-stat for concession stand at new field house
  - Repaired wall and replace soap dispenser at Public Works men's locker room
  - Accompany contractors for budget bids on R & R at various locations
  - Re-keyed closet in Training Officer's office at Police Station
  - Cleaned ice machine at Building Maintenance
  - Checked the A/C unit not working at Andy Romano Beachfront Park
  - Picked up supplies for the Community Garden project
  - Installed a new toilet in the outside men's room at Osceola Elementary
  - Repaired cord reel and ceiling Fire Station 92
  - Gathered pole numbers and reported pole light repairs to FPL
  - Repaired east men's room hand dryer at SONC
  - Lowered ceiling cables in Gymnastics at Nova Gym
  - Repaired the fountain pump at Fortunato Park
  - Repaired lights and replace ballast at Fire Station 92
  - Cleaned spray heads and holding tank for the splash pad at SONC
  - Removed and cleaned the area for a DOT street light hit on Nova Road
  - Replaced batteries for auto faucet at Andy Romano Beachfront Park
  - Repaired outside restroom doors at Osceola Elementary
  - Located electric feeds for light pole repairs at Fortunato Park
  - Repaired loose sink faucets in the restrooms at Andy Romano Beachfront Park
  - Dropped off irrigation supplies for the Community Garden at Central Park II
  - Picked up plumbing supplies and toilet tank lids at Osceola Plumbing
  - Repaired electric box from hit and run on 267 Oleander Drive
  - Repaired bay door, three springs at Fire Station 94
  - Ordered new replacement bulbs for the PAPI lights at the Airport
  - Met pest control contractor for the Airport Tower
  - Installed a new light switch for Gymnastics at Nova Gym
  - Assisted with DOT light pole assembly and install on Nova Road

### **Police Department**

#### **Administrative Services**

- A reception was held for Captain Crimins prior to the City Commission meeting for graduating Southern Police Institutes Command Officer Development Course.

- Staff attended a meeting at Communications International on police radios and technology.
- Staff attended a policy review meeting.
- Staff attended City Commission Financial Trends Workshop.

#### Community Outreach

- The R.E.A.D., Reading, Exploration, Adventure and Discovery program continued at Ormond Beach Elementary School last week for grades 2, 3, 4, and 5. There are a total of 32 youths in the R.E.A.D. program. The program is offered after school.
- Tutors R Us continues at the South Ormond Neighborhood Center. Twenty youths are currently registered for the program which is held in partnership with the Department of Leisure Services. The program is offered Monday through Thursday from 3:00 PM – 6:00 PM.
- Basketball practice was held on Thursday and Saturday for the OBPAL basketball teams. The 14 U team will play their first United States Specialty Sports Association Tournament in Orlando the weekend of March 7 and 8. The 14U team has also registered for play in the State of Florida Association of Police Athletic Leagues Annual Tournament on March 28 and 29 in Jacksonville, Florida.
- The Youth Director's Council held a meeting on Monday, March 2 to review upcoming community service projects and discussed the March 7<sup>th</sup> leadership training to be held in Melbourne, Florida. The youth have selected to work with Easter Seal's on April 11. They will attend a leadership training conference on Marcy 6 – 8, 2015 in Melbourne, Florida.
- Launched "Soda Pop with a Cop" which resulted in 198 adults and 52 children participants.
- Conducted Motor Cycle Gang presentation for JP Cycles.
- Continued with "Coffee with a Cop" which had 50 participants.
- Taught DARE program at Calvary Christian, Tomoka Elementary and Ormond Beach Elementary.
- Continued fundraising for the re-wrapping of DARE vehicle.

#### Community Services & Animal Control

- Animal Calls responded to: 54
- Animal Reports: 5
- Animal Bites: 2
- Animals to Halifax Humane Society: 2
- Notices of Violations: 2
- Injured Wildlife: 2
- LCSO Owen & CSO Champion (Mc Gruff) assisted in the "Soda Pop with a Cop" at Chick Fil-A

#### Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 6
- Inactive: 9
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 2
- Grand Theft: 1
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0

- Assaults: 0
- Police Information: 8
- Suspicious Incident: 3

#### Records

- Walk - Ins / Window 102
- Phone Calls 98
- Arrest / NTA'S 40
- Citations Issued 149
- Citations Entered 157
- Reports Generated 136
- Reports Entered 119
- Mail / Faxes / Request 36

#### Patrol

- Total Calls 1,706
- Total Traffic Stops 254

#### Operations

##### Crime Opportunity Report Forms 128

- 2/26/2015
  - Battery – Domestic Violence Arrest, 228½ North Beach Street. Suspect was arrested for battery on his elderly mother.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested, did not meet Notice to Appear criteria and was taken to the branch jail.
  - Theft Arrest, 201 West Granada Boulevard. Employee was arrested for stealing from the business.
  - Burglary- Residence, 1000 Saint Georges Road #305. The victim reported that when she left the residence, the front door was secured. She advised that when she returned home the door was open but it did not appear that anything was missing; however she did notice a diamond necklace was moved from the jewelry box and was found on the floor by the front door.
- 2/27/2015
  - Tobacco Sale Violation (X2), 170 North Nova Road (7 Eleven) and 460 South Atlantic Avenue (Sunoco). Clerks sold cigarettes to an underage operative. Arrested and released with Notice to Appear after criteria met.
  - Warrant Arrest, 1622 North US 1 (Exxon). While conducting surveillance on underage operation, suspect panhandled. He was stopped and initially provided a false name. After finding his real name, he was found to have warrants out of Pinellas County for fraud.
  - Alcohol Sale Violation (X4), 1622 North US 1 (Exxon), 1629 West Granada Boulevard (Texaco), 1521 West Granada Boulevard (Wal-Mart) and 1058 North US 1 (Kangaroo), Clerks sold beer to an underage operative. Arrested and released with Notice to Appear after criteria met.
  - Warrant Arrest, 431 Collins Street. Suspect was arrested on an open warrant for violation of probation.
- 2/28/2015
  - Stolen Vehicle, 51 South Atlantic Avenue (Royal Floridian). The victim pulled his rental car up to the front of the building and was about to put items in the trunk when a suspect jumped into his vehicle and fled south bound on Atlantic Avenue. Daytona Beach PD observed the vehicle at a high speed south bound through their city.
  - Narcotics arrest, South Yonge Street/Jefferson Street. Suspect was arrested for possession of marijuana after a traffic stop.

- Burglary-Residence, 20 Lorillard Place. Responded to a reported burglary in progress. It was reported that someone walked through the screen door and began beating the victim. The suspect fled the area prior to officers' arrival on scene.
- Battery-Domestic Violence Arrest, 65 Wye Drive. Husband and wife were in a physical confrontation. Husband was determined to be the primary aggressor and was in possession of a schedule IV narcotic.
- 3/01/2015
  - Carbreak, 88 Standish Drive. Some time overnight someone forced open the window and removed the victim's wallet.
  - Hit and Run Arrest, South Nova Road and Arroyo Parkway. Suspect was arrested after fleeing from a motor vehicle accident at Nova Road and Arroyo Parkway. Suspect was charged with leaving the crash scene and operating a motor vehicle while his license was revoked.
  - Burglary-Residence, 32 Marjorie Trail. The victim came home to find that someone had smashed out a window and entered the residence. A laptop computer (blue case), \$300.00 in change and a box of costume jewelry taken.
  - Panhandling Arrest, S.R. 40/I-95. Known transient was spotted soliciting in traffic for the second time this week. He was arrested.
  - Stolen Vehicle Arrest (X2), U.S. 1/Arroyo Parkway. During the stop the driver and the passenger were arrested for grand theft of a motor vehicle. Despite the vehicle being from Georgia, both occupants were locals. Search of the vehicle revealed a small amount of marijuana and they were charged with possession under 20 grams. Once turned over to the county jail a strip search was conducted by correction officers at which time individually wrapped narcotics (crack and marijuana) was found hidden on the one of suspects.
  - Battery – Domestic Violence Arrest, 105 Cuadro Place. Suspect and his ex-girlfriend share a common child. They got into an argument and started smashing doors. When she tried to call police, he kept slapping the phone out of her hand and kept blocking her escape with his body.
- 3/02/2015
  - Burglary Business, 1230 North US 1 #27. Time lapse over the weekend. An open lawn trailer was taken from a fenced in compound. No forced entry as the gate was left unlocked.
  - Burglary Business, 500 Memorial Circle. Time lapse was over the weekend. Glass removed to gain entry. Construction tools taken.
  - Burglary Residence, 4 Cedar Falls Drive. Two hot dog carts were taken from the carport.
  - Shoplifting – Notice to Appear, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention.
- 3/03/2015
  - Warrant Arrest, 300 Block South Nova Road. During a traffic stop a suspect was found to have an active warrant for driving while license suspended.
  - Warrant Arrest, 514 North Ridgewood Avenue. Suspect was located at the residence and was arrested for a warrant for driving while license suspended.
  - Carbreak, 108 Ponce de Leon Drive. Owner claims vehicle was locked but no forced entry to the vehicle was noted.
  - Carbreak, 705 Fleming Avenue. Loose change taken from unlocked vehicle.
  - Narcotics Arrest, West Granada Boulevard and Yonge Street. Suspect was stopped for a traffic violation. Had an odor of cannabis coming from the vehicle. Investigation located less than 20 grams of marijuana within the vehicle.
  - Stolen Vehicle, 210 Benjamin Drive, moped stolen from the driveway in front of the garage door valued at \$900.
- 3/04/2015
  - Grand Theft, 436 South Nova Road. Approximately 400 to 500 aluminum panels that were about 12-14 inches wide, 12 feet in length and 8-10 aluminum beams that were 20 feet long were stolen from the park (value \$12,000.00).

- Violation of Probation Arrest, 1545 North US Highway One. Suspect was found intoxicated stumbling in and out of traffic. Further investigation revealed that she was on felony probation and was not allowed to consume alcohol or leave Flagler County without permission.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was issued a Notice to Appear for retail theft.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 75
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 93
  - Number of Written Warnings Issued: 5
  - Number of Parking Citations Issued: 0
  
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 16
  - Number of Crashes with Injuries: 1
  - Number of Crashes with Serious Bodily Injuries: 1
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - Officer Braun assisted Officer Goss on his first call out on 3/2/15. Serious Bodily Injury crash on US 1 at Hernandez Avenue. Single motorcycle crash.
  
- Traffic Complaints Received:
  - Parking Complaint; 26 Stratford Place; Cars parked in the street
  - Speeding Complaint; Putnam Avenue / McIntosh Road
  - Speeding Complaint; 625 Riverside Drive
  - Speeding and Stop sign Complaint; Wilmette Avenue / North Yonge Street; All hours of the day; various vehicles
  
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 200-Block John Anderson Drive
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 3; Total Hours Spent: 1
  - Citations Issued: 5; Written Warnings Issued: 1
  - Comments: None
  
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 900-Block John Anderson Drive
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 3; Written Warnings Issued: 1
  - Comments: None
  
- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 200-Block North Tymber Creek Road
  - Reason for this STEP: Citizen complaint about merging traffic
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 1; Written Warnings Issued: 0
  - Comments: Once citation for Speed (75 in 45 mile per hour zone)
  
- 4. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 800-Block Wilmette Avenue
  - Reason for this STEP: Self Initiated

- Number of times worked: 1;      Total Hours Spent: 1
- Citations Issued: 1;              Written Warnings Issued: 0
- Comments: Very few violations

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 4 Cases initiated
- 25 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and ninety-eight (98) telephonic inquiries.

### Public Works

- Engineering

- Project Summary

- Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – FDOT will not permit lane closures during the upcoming special events (Race Week and Bike Week). A start date is now established for the intersection of Nova Road and Wilmette Blvd/Main Trail for March 16, with a kick off meeting set for the week of March 9.
- OBSC Wayfinding Signs – All (10) new signs were delivered to the sports complex and the contractor is in the process of installing them.
- Nova Community Park Skate Park Expansion – The skate features have all been constructed. Final work is being complete on the building and site work. The sidewalk connecting the upper parking lot to the Magic Forest Playground was completed this week.
- Nova Community Park Paving Improvements - The Phase 1 site grading has been completed and is being paved with asphalt. Phase 2 is scheduled to begin on Monday, March 9. An electronic message board has been posted along Main Trail informing the public that the Main Trail entrance to the park will be closed starting 3/9/15, and to use the Nova Road entrance.
- Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin on March 16th.
- Riverside Drive Drainage Improvements - A pre-construction meeting was held with the contractor on March 2; construction is scheduled to commence on March 16 beginning with the work south of Willis Drive and the continuing to the work north of Willis Drive. Each phase of the project is expected to take 2–3 weeks to complete; full project completion is expected to last no longer than 5–6 weeks.
- South Peninsula Reclaimed Water Extension – Contracts are being executed by the City.
- A1A North Peninsula Forcemain Extension – Approximately 600 feet of directional drilled sanitary sewer forcemain was installed and is progressing under a County project which will eventually connect to the City's force main on A1A near Spanish Waters.
- Sports Complex Restrooms Utilities Extension - Approximately 300 feet of new 8-inch watermain was installed, which will be used for a fire hydrant and water service to the new restrooms. A purchase order for installing the sanitary sewer service was issued. Reviewed the site grading plan for the new building and proposed sidewalk extension, which will be from the new restroom site to the existing east parking lot.
- Laurel Oaks Stormdrain Extension - Project was awarded by City Commission, and contracts are out for execution.
- I-95&SR40 Slope Irrigation – The contractor is installing new zones to the existing irrigation system to include all the side-slope grass areas.

- Design Projects:

- City Welcome Sign – Staff is submitting a staff action item on the March 3<sup>rd</sup> City Commission agenda for approval to proceed with final permitting and design.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Avenue. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Temporary drainage maintenance easements are being reviewed by Legal which once finalized will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City the temporary easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance requirements. Zev Cohen was authorized to perform a drainage study of the area to analyze the system and see if any improvements can be made to minimize flooding frequency to Fleming Avenue.
- Water and Wastewater Master Plan Update – A Final Draft was presented to the Public Works Advisory Board on February 26<sup>th</sup>, and will be presented at a City Commission workshop on April 7<sup>th</sup>.
- North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- OBSC ADA Parking and Sidewalks (CDBG) - Bids were opened on January 11<sup>th</sup> and is scheduled for award March 17<sup>th</sup>.
- Downtown Stormwater – The consultant is completing design of the New Britain stormwater system.
- Ph II 2-Inch Water Main Replacement - Mainland - The project Pre-Bid meeting was held on February 25, bid opening is scheduled on March 11.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid opening is scheduled for March 5.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bid opening was held on February 26. Bids are under review, Young's Communication is the apparent low bidder.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted for FAA compliance review.
- Environmental Learning Center – The construction manager has reviewed the initial design plans and offered several value engineering changes that will be incorporated into the design and offer savings to the project cost. A pre-submittal meeting was held with SJRWMD to discuss the permitting aspects and the consultant should be submitting for permit in a couple of weeks. The construction manager is compiling some rough costs to confirm we remain within budget. The second volunteer meeting was held to further refine programs for the facility when it opens.
- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL is seeking funding for the culvert replacement.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project has been advertised for competitive bidding. Bid opening is scheduled for March 12.
- 2015 Roadway Resurfacing - Project bid documents were approved by the City Commission at the March 3 meeting, bid advertisement will follow. The project also includes the proposed sidewalk construction along Bermuda Estates Drive from West Granada Blvd to the Bermuda Estates development entrance.
- Water Treatment Plant Lime Silo Dust Arrestor – The proposal for design services was approved by the City Commission approval at the March 3 meeting.

- Water Treatment Plant Controls and Pump Upgrade – A proposal for design services has been submitted by the City's consultant. The City is negotiating the terms of this proposal and will schedule the project for Commission approval at a forthcoming meeting.
- Granada Bridge Lighting Feasibility Report – An initial draft report was submitted that identified four lighting options and was presented to the Mainstreet Board on Monday February 16<sup>th</sup>. The Engineer will proceed with further development of the options and preparation of the final draft for presentation to the City Commission.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – The work authorization is scheduled for City Commission approval on April 7<sup>th</sup>.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS, and old engineering drawings (on-going).
  - Franchise Utilities - FPL installed new power poles along Tomoka Avenue adjacent to the Library/City Hall, and continues to install new poles along South Beach Street. The pole replacement/hardening project is intended to give higher resistance to storm damage and minimize power outages caused by storms.
  - Additional streetlights were installed per the City's request along Airport Road on February 23.
  - County Funding Assistance for Future Projects - Prepared cost estimates for conceptual City infrastructure upgrades to be considered by Volusia County for the possibility of generating revenue for infrastructure projects throughout the county over a ten year period.
  - Sanitary Sewer Pipe Lining - Lining repairs were performed on a previously installed lining section along South Beach Street.
  - Reviewed the submitted plans and created approved Grade and Fill permit for 2380 Baja Trail.
  - Researched and supplied pdf As-Builts of Airport Road utilities per Utilities Division request.
  - Provided lake and canal waterline elevation drawings for the Hickory Village and Parks Ditch per consultant (Zev Cohen) request.
  - Staked-out the building corner locations of the proposed OBSC restrooms based on the plan supplied by CPH Engineers.
  - Completed topographic survey of the Lift Station 8M1 and surrounding area per Utilities Division request.
  - Field-adjusted the survey stakes for proposed OBSC Wayfinding Sign locations per project manager's comments.
  - Created construction plan set of the 8M1 topographic survey data for the Lift Station rehabilitation project and forwarded to Utilities Division per request.
  - Continued the modification of the North US1 Landscaping plans per project manager's comments.
  - Modified the 35 Kathy Drive water service plan set per Utilities Division comments and created 5 pdf sets for construction as requested.
  - Completed the required Bi-monthly Air/Gas sampling at the Nova Landfill site.
  - Completed the required Bi-monthly ground water level monitoring at the Nova Landfill site.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
    - Repaired broken sidewalks on 800 block of Buena Vista Ave., at Nova Recreation
    - Poured a concrete sidewalk at N. Nova Rd. & US1
    - Removed sunken sidewalks on Ann Rustin Dr.
    - Pulled forms & barricades and backfilled at N. Nova Rd. & US1
    - Formed sidewalk & put base material down on Ann Rustin Dr.

- Repaired a concrete driveway on 100 block of Windward Ln.
- Asphalted a driveway on 100 block of Country Club Dr.
- Asphalted the parking lot at the Performing Arts Center

#### 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
- Maintenance of trucks and equipment at the Public Works Yard
- Trimmed limbs on Magnolia Ave., at Central Park I, and on Sterthaus Dr.,
- Removed trees at OB Tennis Center on E. Granada Blvd., on 600 block of N. Beach St., east side of City Hall, and south side of Performing Arts Center parking lot

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps 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
- Assisted Building Maintenance with traffic control on Nova Rd. light pole repair
- Removed a dead deer at Old Tomoka & Riverbend Church
- Removed downed trees at Airport Business Park and on Pineland Trl.
- Ordered limerock and recycled concrete for upcoming jobs
- Picked up backs for shovels at B & B Supply
- Repaired road with recycled concrete on Sanchez, at Airport Sports and on N. Ridgewood, between Sanchez & Wilmette

#### Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, HIP (High Intensity Prismatic) street names where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Sign Shop, trained new employee on the computer
- Cypress Cir., installed stop sign
- Sign Shop, fabricated (4) "No Trespassing" signs
- Hidden Hills, installed & cleaned various signs

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds
- Ormond Lakes – took dump truck to Streetsweeper to pick up debris
- N. US1 – picked up litter, from Broadway to Skate 'n Shake
- The Crossings – repaired a sinkhole

Vactor

- Treasure Ln., Ocean Ter., and Ponce de Leon – cleaned drywell drains
- Various Citywide Locations – cleaned basins

Street Sweeping/Streetsweeper

- 202.0 miles of road cleaned (5 days)
- 50.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
27,167

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 7,330 gallons of unleaded and 5,925 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,435 gallons of unleaded and 703 gallons of diesel.
- Fleet completed 53 work orders this week.

- Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Bid award is scheduled on the 3-17-15 City Commission Agenda.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.
- Division Avenue Well Field Raw Water Piping – Bids were received. Joe Weber construction was the low bidder at \$461,549.60. Consultant is preparing an award recommendation letter.
- Fire Hydrant Replacement Program – Preparing bid documents.
- Lift Station 8M1 – Survey work is scheduled to begin next week.
- 17 Briggs Drive – Processed pay application.
- 35 Kathy Drive –Submitted application for Volusia County Use permit.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – TAW is scheduled to install Pump #3 motor on 3-5-15. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. Bids are required to clean the influent pump station wet well.
- Pressure Main Cleaning Services – A signed contract was sent to the vendor.
- Rima Wells Auxiliary Power Generator – Additional design services are being performed.
- Saddler's Run Lift Station Rehabilitation – Prepare responses to bidder questions for Addendum 1.
- Sanitary Sewer Pipeline Repair – The project is advertised for bids.
- Storage Tank Repairs and Maintenance – A tank inspection is scheduled to be performed by the structural engineer this week.
- Utility Master Plan – Accepted by Public Works advisory board.
- Wastewater Sludge Thickener Upgrades (CIP) – Reviewed information provided by the design engineer for a fixed, low speed bottom aerator mixer assembly in place of the blowers, piping and diffusers presently utilized in the sludge thickeners.

- Water Plant Aerator Housing Rehabilitation (CIP) – A design-build project delivery method is being considered. A proposal from the design engineer is anticipated to be received next week.
- Wells 18SR – Well pump and riser was removed on 3/4/15 – video logging reveals prior casing damage. Awaiting receipt of video log and repair recommendations.
- Well 20SR – As-built drawings were received from the Engineering Division so an evaluation can be performed to determine the best method to proceed with the broken concrete vault top.
- SPRC – Ameritech Die and Mold – Reviewed revised plans. Deer Creek – The punch list for water distribution items is being addressed. Kingston Shores – Reviewed revised plans. River Oaks – Operation and Maintenance manuals were requested from the contractor. Phase 2 Record Drawings were submitted for review. Sarah House - Received revised drainage construction drawings. Shoppes at Granada - Received revised fire line location plan. Vystar Credit Union - Reviewed plans. YMCA Parking Lot Expansion - A water distribution system permit is required for the 4-inch service line extension. 1182-1184 Oceanshore Boulevard – A letter was prepared for the owner's representative indicating sewer service is available based on facility size and use and regulatory criteria and in response to septic tank drain field repair permit application standards for FDOH consideration.
- 2008 Lift Station Improvement Program – Obtained electrical drawings for Lift Station SC in response to the plaintiff's attorney request. Reviewed responses to interrogatories with legal department.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered 36.289 million gallons for the week ending Mar.1, 2015 (5.184 MGD)
  - Backwashed 8 filters for a total of 358,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had no (0) Precautionary Boil Water notices for period indicated.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 30.65 Million Gallons.
  - Produced 15.42 Million Gallons of Reuse.
  - Produced 15.23 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.38 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 156.35 (14%-18% Solids).
  - Submit Annual Reclaimed Water Analysis DMR to FDEP.
- Water Distribution
  - Exchanged 23 water meters per Finance Department work orders.
  - Responded to or repaired 19 water service leaks.
  - Installed 1 new residential water service and meter.
  - Performed accuracy testing on 2-3", 2-4" and an 8" commercial water meters. 2 commercial meters tested inaccurate, meters were repaired and retested accurate. Scheduled 5 commercial water meters for testing.
  - Disconnected 1 residential water meter due to demolition.
  - Assisted 22 customers with misc. concerns.
  - Replaced 13 water meter boxes.
  - Replaced 7 water services due to low pressure. 2 casings were installed for water service replacement under roads.
  - Responded to 9 water pressure and/or water quality concerns.
  - Installed and pressure tested 1 new backflow prevention device a serving city irrigation system.
  - Completed maintenance activities on 22 fire hydrants as part of the fire hydrant maintenance program.
  - Located and exercised 20 water distribution system main line valves.

- Performed flushing activities in the Falls Subdivision, Ann Rustin Dr, Seminole Dr, Arlington Way, Windward Lane.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 85 regular and 2 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 4 in town.
  - Repaired sewer laterals: 305 Fir St., 344 Pine St. & 187 Country Club Dr.
  - Televised 13, cleaned 13 and root controlled 3 sewer laterals.
  - Cleaned 1,054 ft. sewer main in 4M system.
  - Rehab Pep Systems: 93 Shadow Creek Way & 67 Coquina Ridge Way.
  - Pulled new wire from control panel to J-Box at 7 Deep Woods Way.
  - Replaced 1-1/2 inch check valve at 5 Forest View Way.
  - Repaired 2 inch low pressure sewer main at 62 Circle Creek Way.
  - Repaired 3 inch reuse main at 8 Forest View Way.
  - Replaced sod at 81 Fox Croft Run, 25 Laurel Ridge Break, 13 Highwood Ridge Trail, 4 Whipper-In Lane & 16 Fox Croft Run.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @10 psi. and Ormond Mall @ 9 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 25/14psi. Foxhunters Flat (2 inch) 20/9 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.
- Utilities Maintenance Division
  - Wastewater Plant – Lift Stations
    - Castle Gate LS – checkrd pump rotation after power restoration – ok.
    - Towne Square – pump down/wash down wet well – broke up rags and debris – ok.
    - Installed mounting brackets for 4 D/O meters at WWTP.
    - Replaced bisulfate float – replaced alarm bulbs for float alarm indicators - ok.
    - Breakaway Trails Pep Systems - 5 Forest View Way replace control box - 7 Deep Woods Way pulled new wire to pep tank due to break in line – ok.
    - Influent Room – deragged pumps as needed.
    - SCADA/WIN911 monitor/response: Tomoka Meadows - phase loss – FPL power down “C” leg – restored – operational – master disconnect switch/breaker cabinet badly rusted – Electrician to replace main disconnect; Castle Gate - phase loss – FPL power down – monitor station during outage – ok; Towne Square - high level – found motor starter #1 tripped & high amp draw – reversed pump to clear blockage at volute – tested station – ok.
    - Weekly PM’s: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
    - Annual PM’s: Decant Pump.
    - Lift Station PM’s: 28 monthly and 2 annual performed.
    - Plant wide oil & grease route.
    - 49 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Clari-cone #2 – install hatch cover.
- Polymer building - installed reconditioned polyphosphate pump – pump intermittently failing to operate – working with operators to troubleshoot and correct – installed new sump pumps.
- Well 40R – completed inspection all areas of well.
- Paste Lime Slakers #1, #2 – stopped functioning - belt and shaft alarm – Water Treatment and Controls made repairs and adjustments under warranty - ok.
- Well 19SR – cleared fogged lense.

- Hypochlorite building – main breaker DP-2 intermittent tripping – breaker determined faulty – replaced with new stock – ok.
- Monthly PM's - B.A.T. wells; all Booster stations

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: As part of the WWTP permit renewal, the Utility is required to evaluate the Local Limits. Staff collecting the data necessary to calculate the limits. Also establishing a sampling regiment to obtain background levels of analytes prescribed by the FDEP in the sewer collections system.
- Industrial Pretreatment Program: Staff issued an industrial pretreatment permit to a new facility. The facility requested to be permitted in order to increase their production.
- Contract Laboratory Review: Staff reviewed the quality of the data being received by the contract laboratory for contract renewal considerations.

#### • Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 65 new and 28 rebuild kits for recent weekly period. Staff continues to field calls from the residents with project related inquiries. The project is 95% complete and the contractor expects to begin the second phase next week on the North Peninsula Reuse Service Area.
- Consumer Confidence Report: Staff began compiling information for 2014 calendar year CCR. The report is available to potable water customers as required by the U.S. EPA to disclose pertinent water quality results.
- Cross Connection Control Program: The City's new CCC data management contractor went live with the City's online data program. Staff is able to obtain reports of compliance in real time.
- Biennial Sanitary Survey: The Volusia County Health Department is conducting the City's water production system inspection this week. The inspection includes the water plant, all of the potable water production wells, the booster stations, and the storage tanks.

#### 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 March 3, 2015, City Commission Workshop (Financial Trends and Ballfield Maintenance) and City Commission Meeting
- Staff attended and provided support for March 5, 2015, Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation for March 12, 2015, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation for March 17, 2015, City Commission Meeting

#### Status of Department Projects

- Municode republication of *Code of Ordinances*
- Project Status: Received code review from Municode staff attorney and currently reviewing comments and notations with Legal department.