

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: February 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:

- General discussion meetings with City Attorney, Fire Chief, Utilities Manager, and Police Chief
- Staff meeting with directors
- Discussion on Observer weekly display ad with Assistant City Manager and Public Information Officer
- Discussion with Assistant City Manager and Leisure Services Director regarding Tomoka Marathon
- General budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- United Way Allocation Committee meeting
- Rotary board meeting
- Finance Director, Accounting Manager and auditor Mike Sibley of James Moore and Company on the LEAN 6 Sigma update, and annual financial audit.
- DuvaSawko ribbon cutting
- City of Port Orange fluoridation workshop
- Chamber of Commerce Economic Development Prosperity Hour
- Discussion with Assistant City Manager, City Attorney and representatives from Community Legal Services regarding setting up legal aid services in City Hall for residents who qualify for free legal services
- General discussion with Milissa Holland Southern Strategy Group regarding their services
- Discussion with Teresa Rogers of YMCA regarding gymnastics facility
- Florida Business Watch committee conference call
- Weekly call with Wayne Grant, Observer, on various topics
- Worked on speaking engagement for Florida Government Coalition

Community Development

- Planning
 - The Planning Director and Economic Development Director met to discuss revised design and estimated costs and possible assistance in order to persuade Dr. Batniji to move the building at 121 East Granada up front.
 - The Planning Director met with the MainStreet board to discuss options for changing the focus of the current Building Improvement Grant Program. With the reduced amount of funds that will carry over to 2014, more efficient ways of using the scarce dollars is needed. Options include: 1) Discontinuing the program in favor of assisting new redevelopment in the downtown; 2) reducing the grant from \$50,000 to something significantly less; 3) making the program a 0% interest program; or 4) do nothing. However, the last option has negative consequences for doing other major projects such as downtown drainage.
 - A Brownfield Board meeting was held to set the 2014 schedule, adopt procedures and discuss changes to the law governing Brownfield incentives. The Brownfield Board did not meet during 2013 other than to set the 2013 schedule. This year, if time and a procurement approach can be

figured out, the Department would like to seek an EPA Grant for assessing suspect Brownfield properties on the US 1 N. corridor and the airport. This grant would be a significant effort under the Brownfield Board.

- Planning's Office Manager position is vacant. Meggan Znorowski left Planning for a Permit Manager position in Port Orange.
- The Planning Director met with the US 1 Corridor Improve Committee at the Volusia County TPO to discuss the draft US 1 Corridor Improvement Plan.
- The Planning Board conducted public hearings on the land use change associated with the vacant hospital site (Sterthaus); a replat involving 711 South Atlantic Avenue; and a PBD rezoning for San Marco Apartments located at 1500 San Marco Drive (aka 390 Williamson Boulevard) .
- The Department received all four letters from 815, 855, 915, 935 Ocean Shore Boulevard. All but 915 Ocean Shore Boulevard has agreed to a land use and zoning change to permit transient lodging. The Shoreham Beach Club association members do not want transient lodging. This item has been scheduled for a discussion item on March 4th requesting the City Commission authorization for the City to initiate a land use and zoning change for 815, 855, and 935 Ocean Shore Boulevard only.
- The Planning Director attended the Chamber's Prosperity Power Hour meeting and spoke briefly about the Department's initiatives.
- Building Inspections, Permitting & Licensing
 - 85 permits issued with a valuation of \$1,398,740.00
 - 257 inspections performed.
 - 8 business tax receipts issued.
- Development Services
 - The following SPRC activities occurred this reporting period:
 1. Pre-construction meeting for 1185 West Granada;
 2. Pre-application meeting for 75 N. Nova Road;
 3. Site improvements at 42 East Granada Boulevard;
 4. Permitting of multi-purpose building at sports complex
 5. Tree removal and parking lot re-design at 115 East Granada Boulevard;
 6. River Oaks plat (phase 1 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 late March.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement with Padwell Holdings has been signed by the buyer and approved at the November 19 Commission meeting. The company has secured financing and is underway with the final site plan to initially construct a 20,000 square foot manufacturing facility.

- Staff is working to market Lot 2 in the Airport Business Park and to recruit a suitable manufacturing business to the property.

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

- The Chamber Tourism Committee met to discuss the marketing brochure, sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 service contract. Design of the cover and content of the material is ongoing.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians moved to their new location in Ormond Beach and the ribbon cutting event on February 10 was well attended.
- Staff is working closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun. Staff will be contacting the Commission to tour the progress of the construction.
- Staff continues working with the Realtors representing the StyleMark property to present the site to interested buyers.

Airport Operation and Development

- The Air Traffic Manager's required annual runway safety meeting was held on Thursday, February 13th at the Civil Air Patrol Hangar.
- Staff has received preliminary biological reports for the design phase of the Taxiway "G" project. This data will be included as part of the design work currently underway by AVCON, Inc.
- Staff completed work with Hoyle, Tanner & Associates to update magnetic heading data for the airport's runways.
- Repairs to certain airfield lighting components were made this week. Also, both wind socks on the airport have been replaced.
- FDOT has provided a Joint Participation Agreement (JPA) to fund a project to upgrade and rehabilitate critical systems at the air traffic control tower. This JPA will be presented to the City Commission for approval next month.
- Staff met with representatives of the FAA Airports District Office in Orlando this week to discuss future airport land utilization and options to fund the installation of roads and other infrastructure needed in order to develop vacant airport lands for aeronautical use.
- Staff conducted additional site visits at the airport this week for vendors responding to requests for quotes to mitigate obstructions in the approach zones for all four runways.
- FDOT is scheduled to conduct the annual airport licensing inspection on Tuesday, February 18th.
- The minutes from the January 13th meeting of the Aviation Advisory Board have been posted on the City's website.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Completed the Annual Audit and issued the Comprehensive Annual Financial Report (CAFR). The City has received an unmodified opinion from James Moore and Company for the CAFR, which is **the highest level audit opinion a government can receive.**
- Completed Projects - Weekly
 - Processed 59 Journal Entry Batches (# 1836 - 1979).
 - Approved 20 Purchase Requisitions totaling \$168,630.51.
 - Issued 26 Purchase Orders totaling \$397,925.27.

- **RFP 2014-06, Central Park Canoe, Kayak, and Paddleboard Rental Concession, advertised in the NJ and posted to demandstar on 2/9/2014.**
- Prepared 119 Accounts Payable checks totaling \$139,359.78 and 28 Accounts Payable EFT payments totaling \$436,568.94.
- Processed 3,952 cash receipts totaling \$826,805.83.
- Processed 706 utility bill payments through ACH totaling \$58,817.91.
- Processed and issued 5,215 utility bills with billed consumption of water of 47,200k.
- Issued 1,158 past due notices on utility accounts.
- Auto-called 115 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Movies on the Halifax Cancellation
 - Florida Licensing on Wheels (2/18)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended DuvaSawko Ribbon Cutting.
 - Attended Weekly Staff meeting.
 - Meet with City Manager and Assistant City Manager regarding advertising.
 - Submitted Volusia League of Cities Nominations.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
 - Fire Alarms: 4
 - Hazardous: 3
 - EMS: 95
 - Motor Vehicle Accidents: 8
 - Public Assists: 48
- TOTAL CALLS: 160

- Aid provided to other agencies: 13 calls – Daytona Beach (3), Holly Hill (1), Volusia County (9)
- Total staff hours provided to other agencies: 24
- # of overlapping calls: 41
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 73

Training Hours

- | | |
|--|----|
| • NFPA 1001: Firefighting | 36 |
| • NFPA 1002: Driver/Operator | 8 |
| • NFPA 1021: Officer | 15 |
| • NFPA 1500: Safety/Equipment | 63 |
| • NFPA 1620: Pre-Fire Plan Inspections | 9 |
| • EMT/Paramedic | 29 |

- TOTAL TRAINING HOURS: 160

Station Activities

- Updated 20 pre-fire plans
- Conducted 4 fire inspections
- Attended Career Day at Calvary Christian Academy.
- Participated in a "Pig Lab" at Daytona State College hosted by Emergency Medical Services for Children. Crews attended this hands-on class, using harvested pig organs, to better understand pediatric emergencies, critical care anatomy and procedures.

Significant Incidents

- 2/5/14, 11:58 PM: Carolina Ave. – Structure Fire – Provided aid to Volusia County – upon arrival found heavy smoke and flames – fire was attacked from front door and garage side – Florida Power and Light called to disconnect power due to heavy damage to electrical box – fire damage approximately \$20,000 – Daytona Beach Fire Department also assisted.
- 2/8/14, 1:03 AM: Greenwood Ave. – Medical Call – Responded to a gunshot wound – two firefighters assisted EVAC during transport to hospital.

Human Resources

Staffing Update

- Job Requisitions
 - Police Department – Sergeant
- 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/Building Maintenance – Tradesworker was advertised 01-22-14 on the City's web site and closed on 02-07-14. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Police Department – Officer was advertised 01-17-14 on the City's web site and the Florida Police Chiefs Association web site and closed on 02-07-14. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Planning/Office Manager was advertised 01-31-14 in-house and on the City's web site and will remain open until 02-14-14.
- Screening/Interviews Scheduled
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled. Initial interviews were conducted 12-17-13. Eleven (11) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews will be conducted the week of 02-17-14 with the two most recent applicants.
- Background/Reference Checks/Job Offers
 - Police Department – Six (6) Police Officer candidates successfully completed the pre-employment screening process and began employment on 02-10-14.
 - Leisure Services/ARB – Selections were made for the part time and seasonal Maintenance Worker II positions at the Andy Romano Beachfront Park and conditional offers were made. Pre-employment screenings were begun. The candidate for the part time position notified H.R. that he was accepting another job offer. Department is reviewing the other applicants.
 - Leisure Services/Casements – A part time Custodian candidate has started the pre-employment screening process.

- Promotions/Transfers
 - Public Works/Streets – Maintenance Worker IV was advertised in-house only on 01-15-14 with a closing date of 01-31-14. Interviews were conducted with seven (7) in-house applicants and a Maintenance Worker III was selected to be promoted effective 02-15-14.
- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 01-31-14: 2.19% (excluding retirements).
 - Police Department – Officer effective 03-08-14.
 - Human Resource – H.R. Director effective 03-28-14.
 - Fire Department – Captain/EMT effective 03-31-14.
 - Fire Department – Battalion Commander effective 04-24-14.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program December, 2013 monthly report reflects savings of \$91,924.87 for City residents in the thirty months that the program has been in effect in Ormond Beach. Over 2,404 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation - The next scheduled orientation will be held on 02-24-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. Human Resources scheduled sixteen (16) workshops titled, "Creating and Maintaining an Inclusive Workplace." 90% of our employees attended this training.

Risk Management Projects

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

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted and reviewed by Legal.
 - Community Development – Electronic Plan Review – RFP responses received from two vendors. Responses are being reviewed and evaluated. Meeting scheduled 2/20/2014
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 80% complete.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old domain servers. Resolving ongoing issues pertaining to dependencies on the old domain servers that have been in service 7+ years. Resolving issues one by one.
 - Virtual Server Hardware upgrade – 3 new Virtual Host servers put into production. 3 old servers turned off to validate new configuration, but still available if some major issue should arise.
 - Email Server Upgrade from version 2003 to 2007 – New virtual servers have been setup and configured (Dec/Jan), connectivity to existing systems and the internet email established and verified (Jan), mailbox migration underway.
 - WindowsXP to Windows7 implementation – Test configurations are being developed with limited deployment for application testing. Several additional PD MDTs delivered to PD for testing.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 22 New work - 52 completed - 55 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails | 28,601 | Inbound E-Mails Blocked | 20,445 |
| Delivered Inbound E-Mails | 7,141 | Quarantined Messages | 65 |
| Percentage Good Email | 29.9% | Virus E-Mails Blocked | 27 |

- Notable Events:
 - Email mailbox migration has begun to the new Exchange server. Main issue is coordinating with individual users that have mobile devices configured because once the mailbox has been moved, the user needs to delete and re-add the mail account to their mobile device(s) to re-establish the link to the new email server.
- Geographical Information Systems (GIS)
 - Addressing Additions: 3 Changes: 0 Corrections: 0
 - Map/Information Requests: 11
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 18,405 (81.8%) potable 17,871, Irrigation 532, Effluent 2
 - Notable Events: None.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Supervisory Staff Meeting
 - Assistant City Manager's Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Tomoka Marathon Meeting
 - Pine Trails Bird Project – Central Park
 - Gymnastics Meeting
 - Ormond Beach Soccer Club Meeting
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The Winter Men's City Softball Program will start playoff games this week, with games at 6:30 and 7:45pm.
 - City Girls' Basketball Program ended on Wednesday night this week with the night consisting on games, t-shirts and awards.
 - The OBYBA Boys' Basketball Program continued games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Games are held Monday through Thursday this week.
 - The OBSC Competitive Soccer Program continued practices this week on fields #4, #5 and #6.
 - The OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through nights.
 - The LR Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad on Monday through Friday nights.

- FLHS, SHS and RBA baseball and softball teams continued practicing this week at the Sports Complex fields.
- SHS softball teams held their first home games of the season on Tuesday and Thursday at 4:30 and 6:30pm at Quad #1 at the Sports Complex.
- FLHS softball team held their first home game of the season on Tuesday at 5pm on Quad #3 at the Sports Complex.
- RBA Baseball held their first home game of the season on Thursday night at 6:30 at the Kiwanis Field at the Sports Complex.
- SHS JV Baseball will be hosting a tournament this week at the Sports Complex on the Wendelstedt Fields Monday through Friday.

- 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
 - Prepped softball field 7, game ready for the men's league on Friday nights.
 - All fields open for use. Game fields only are restricted.
 - Father Lopez softball continues practicing. Dragged and prepped a field for them to use.
 - Lady Renegade softball teams continue workouts; prepared fields for them to use nightly.
 - Golden Spikes baseball league has resumed using Nova fields; prep daily for them.
 - Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepping the Kiwanis Field for them to use.
 - Competitive soccer leagues continue to practice for spring season.
 - Due to weather, all games were either canceled or suspended on all fields during the week.

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

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club and CMT held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and CMT held regular classes.

- Friday: CMT held regular classes
- The Performing Arts Center is preparing to host the following events:
 - Streisand, The Greatest Star, Saturday, 7:30pm to 9:30pm
- South Ormond Neighborhood Center
 - Splash Pad closed until March 15th
 - Youth basketball Monday through Friday 5:30-8:30pm
 - Fitness room open center hours
 - Open gym 1pm thru 5pm weekdays/center hours on weekends
 - Jazzercise Monday 5:45-7:00pm
 - PAL Basketball February 8th all day
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training of new employee for Community Events Technician position
 - Attended weekly staff meeting
 - Art in the Park application tracking and input
 - 2014 Art in the Park sponsorship flyer and return sponsorship follow up
 - Follow up with entertainment and food vendors for Art in the Park
 - Attended Senior Games Board meeting
 - Attended Memorial Remembrance Committee meeting
 - Assisting Memorial Remembrance Committee with planning tasks
 - Attended Ormond Chamber's Prosperity Meeting - department event overview
- Gymnastics
 - New February session is underway and going well
 - Ormond Beach Pop Warner Cheer Team is renting the Center for a tumbling program and coaching assistance
 - Continued training of new Rec Leader
 - 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 ages 4-10 from 3:00-5:00pm every day.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
 - Jr. Jazzercise, a program for children with special needs, began on Wednesday. They will meet Wednesday from 5:00pm-5:45pm.
 - The Boys' Basketball Youth League continues with play off competition. Their season will end this week.
 - Challenger Net Sports continued to meet on Tuesday. They will meet for six weeks and play volleyball, pickleball and gym hockey.
- 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 10am through 11:30am.
 - The Trish Vevera gallery show continues through February.
 - A bridal shower was held in Bailey Riverbridge on Saturday afternoon.

- The Centennial Valentine Wine, Treats & Sweets event took place at The Casements on Saturday evening.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- Janet Rogers held a Watercolor Workshop in Room 203 Monday through Friday mornings.
- The Guild had a board meeting in The Preservation Room on Monday morning.
- New docents were given trained on Monday morning.
- A Rock 'n' Roll class was held in Room 205 on Tuesday afternoon.
- A Memorial Day Remembrance Committee meeting was held in Room 205 on Wednesday morning.
- A group tour was given to members of Alpha Delta Kappa on Thursday morning.
- The Guild Crafters met in Room 205 on Thursday afternoon.

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Daily routine maintenance of City vehicles and equipment as necessary
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
 - Repaired cable on Pistol Range at Police Station
 - Replaced range drop down tables on firing line at Pistol Range at Police Station
 - Replaced burned out bulbs and adjust lighting to shine on targets at Pistol Range
 - Installed new sink disposal, replacement at Public Works Administration
 - Installed clock in conference room at City Hall
 - Accompanied Risk Manager for IAQ re-inspection at MacDonald House
 - Repaired portal #10 at Airport
 - Call out Saturday; thermostat broken during volleyball tournament at Nova
 - Call out Sunday; broken water line at Senior Center
 - Got the supply cabinet unlocked in electrical room at City Hall
 - Changed eight burnt out light bulbs in common areas of City Hall
 - Checked status of two "not working" A/C units at Water Plant
 - Checked out work order regarding "two gutters" Centrifuge building at Water Plant
 - Safety inspect at Commission Chambers
 - Checked lighting at Commission Chambers
 - Checked clock for correct time at Commission Chambers
 - Repaired two seats in Chamber Auditorium
 - Repaired A/C in Leisure Services registration and Administration areas at PAC
 - Repaired parking lot lights at Police Department
 - Repaired parking lot lights at City Hall
 - Repaired parking lot lights at SONC
 - Repaired outside lights at Nova
 - Repaired fans and switches at Senior Center
 - Replaced motion sensor in women's restroom at the Senior Center
 - Repaired ball field lights at Airport Sports
 - Installed new LED high bay lights at Fleet
 - Repaired EM lights at SONC and Nova
 - Replaced exit sign second floor north at City Hall
 - Repaired auto fill valves in ladies' restroom at Soccer
 - Repaired broken water line at Senior Center
 - Replaced pond pump manifold at Memorial Gardens
 - Replaced tank flapper in ladies' restroom at Museum
 - Hung safety sign in the gun range at Police Department
 - Removed DOT roadside light on Nova Road
 - Repaired fallen railroad tie at Memorial Gardens

- Installed plaque at Andy Romano Beachfront Park
- Parks Maintenance
 - Installed 911 informational sign on the overlook at Central Park IV
 - Repaired broken coquina entrance sign at Central Park I
 - Installed mulch border around the swings at Nova
 - Installed dog waste station at Ames Park
 - Installed 911 informational sign at Central Park II
 - Installed new swing seat and chains at Nova
 - Repaired ADA swing at the Magic Forest
 - Installed 911 informational sign at the tennis courts at Central Park III
 - Pressure cleaned picnic table slabs and lamp post at Riverbend Nature Park
 - Removed graffiti from picnic table at Birthplace of Speed Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Attended Tomoka Elementary D.A.R.E. graduation ceremony.
- Attended PAL basketball tournament on Saturday, February 8th.
- Six (6) new police officers started on Monday, February 10th.

Community Outreach

- The 14U and 12U boys' teams participated in the Regional Police Athletic League Tournament on Saturday, February 8. The teams did well in the tournament but did not advance to the State Tournament.
- PAL basketball practice continues for the 10U, 12U and 14U boys teams for participation in USSSA tournaments.
- Members of the Youth Directors Council assisted with the Regional PAL Basketball Tournament. Youth assisted with a variety of things including clean up, set up and the annual State of Florida Association of PAL tag campaign booth.
- The R.E.A.D., Reading, Exploration, adventure and Discovery program began for third graders on Monday February 11th. Thirteen youths are registered for the program. The fourth and fifth grade program begins Thursday, February 13th. Currently 10 youths are registered for the program and several others have requested applications, we anticipate the number will increase to 15 youths.
- The Tutors R Us program began February 11th. Currently 20 are participating in the program. The program is offered at the South Ormond Neighborhood Center, Monday – Thursday until late April.
- The Science on Patrol program began Tuesday, February 12 at Ormond Beach Middle School. Applications are continuing to be received and the total enrollment will be finalized next week.

Community Services & Animal Control

- Animal calls: 56
- Animal Bites: 1
- Animal Reports: 7
- Animals to Halifax Humane: 6 (All Cats)
- Animals Reclaimed: 1
- Injured Wildlife: 1
- Notice of Violation: 1
- Initial Determination for Dangerous Dog at 72 Lake Bluff Drive

Criminal Investigations

- Cases Assigned: 53

- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 11
- Inactive: 22
- Fraud: 9
- Burglary Business: 0
- Burglary Residential: 6
- Larceny Car Break: 28
- Grand Theft: 6
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 0
- Person shot: 1

Narcotics

- Five Buy Walks
- One Buy Walk Attempt

Comments:

- Carbreaks: Investigators identified the subjects responsible for several car burglaries on the beachside. The two juveniles were captured on home surveillance video and investigators were able to identify one of the subjects. Further investigation led to the identification of the second subject. Both subjects were taken into custody.
- Strong Arm Robbery: Investigators have identified the subject involved in a strong armed robbery at the Pizza Hut that occurred in December of 2013. Investigation continues.
- Shooting: A female was shot (non fatal) on Greenwood Ave. by the homeowner after a brief altercation at the residence. The subject was arrested for aggravated battery with a firearm.
- Burglary: Investigators identified stolen property at a local pawn shop from a residential burglary on Quail Run. An arrest warrant for the suspect has been obtained.
- Carbreaks: Numerous unlocked vehicles were entered in the Aberdeen Subdivision and property (mainly loose change) was taken. Crime Scene Tech. responded and processed the vehicles for evidence.

Records

- | | |
|------------------------------|-----|
| • Walk - Ins / Window | 93 |
| • Phone Calls | 142 |
| • Arrest / Notice to appears | 20 |
| • Citations Issued | 96 |
| • Citations Entered | 127 |
| • Reports Generated | 119 |
| • Reports Entered | 117 |
| • Mail / Faxes / Request | 15 |

Patrol

- | | |
|-----------------------|-------|
| • Total Calls | 1,859 |
| • Total Traffic Stops | 184 |

Operations

Crime Opportunity Report Forms: 137

- 2/05/2014
 - Grand Theft, 151 Domicilio Avenue (Ormond Beach Middle School). iPhone removed from student's backpack.
 - Grand Theft, 144 Valencia Drive. Painting worth \$1,000 missing from home. No forced entry.
 - Battery – Domestic Violence Arrest, 8 Fair Oaks Circle. Female threatened a family member then assaulted them.
- 2/06/2014
 - Burglary - Residence, 500 Shadow Lakes Blvd. (Shadow Lakes Apartments). Apartment #33 in Building 4 (closest to the old hospital lot) was broken into for the second night in a row, and apparently used by squatters / transients. This time, several latent prints and blood was located. Crime Scene Tech responded to process.
 - Narcotics Arrest, 684 Hand Avenue. Lieutenants Crimins and Godfrey observed subject smoking marijuana in a parked vehicle. Notice to Appear for possession under 20g and drug paraphernalia.
 - Warrant Arrest, North Nova Road and US 1. Male subject was arrested on an active/open warrant out of St John's County.
- 2/07/2014
 - Battery-Domestic Violence, 570 Collins Street. Suspect pushed his live-in girlfriend into a wall. He fled the house in a vehicle before officers arrived on scene but was located a short distance from the residence and was arrested
 - Warrant Arrest, 1211 Fernway Drive. During a routine traffic stop the driver of the vehicle was arrested without incident on a misdemeanor active/open warrant.
 - Warrant Arrest, 3 Cypress Circle, Picked up a juvenile at the request of CID for an open warrant/pick-up order.
 - Narcotics Arrest, 10 N Nova Rd, Two subjects were issued Notice to Appear for possession of Marijuana after a traffic stop.
 - Aggravated Battery Arrest, 37 Greenwood Avenue. Victim arrived at the suspect's home and initiated a verbal argument with the homeowner. Dispatch received a 911 call of a disturbance involving a handgun. Shortly thereafter responding officers were advised that the female subject had been shot by the homeowner. Suspect/homeowner was arrested for aggravated battery with a firearm.
- 2/08/2014
 - Warrant Arrest, 5 South Yonge Street (Texaco). Male subject with an active/open warrant for Failure to Appear turned himself in and was arrested.
 - Burglary Residence, 274 North Yonge Street. Victim reported a TV stolen out of his house the previous night. Suspect's identity is known.
 - Battery-Domestic Violence, 565 S Atlantic Ave #27. Suspect arrested.
 - Warrant Arrest, 84 St Anne Cir. Resident got mad at his sister's boyfriend and called the police to let them know about an open warrant. Upon arrival officers found the boyfriend hiding under a bed in the house and he was arrested.
- 2/09/2014
 - Carbreak, 11 Noblewoods Way (Breakaway Trails). Wallet taken out of vehicle. The victim has a camera/security system that recorded activity around 0436 Hrs. There appears to be someone carrying golf clubs in the video.
 - Warrant Arrest, 11 Mainsail Cir. Suspect was arrested on an active/open drug warrants.
 - Carbreak, 72 Shadow Creek Way. Occurred during previous night shift. Later during an Extra Patrol, Ofc. Bakaysa recovered a backpack that was stolen out of the car.
 - Warrant Arrest, S Beach Street /Riverview Drive. Suspect arrested.

- 2/10/2014
 - Battery-Domestic Violence, 420 Lakebridge Plaza Drive #411. 911 call from a female screaming for help. Located her and the boyfriend at their apartment. Male subject was arrested for DV battery.
 - Burglary – Hotel Room, 657 S. Atlantic Avenue #325 (Driftwood Beach Motel). Guest was out of her room between 7:00pm and 9:00pm having dinner. Someone using her electronic key entered the room while she was out. Victim reported a flash drive missing.
 - Burglary Residence, 39 North St. Andrews. The homeowner returned home to find a white male, 20's wearing a grey hooded sweatshirt and camouflage pants on his back porch. Subject fled on foot toward the railroad tracks. Units with the assistance of Air One searched for him but could not locate.
- 2/11/2014
 - Warrant Arrest, 1608 North US 1 (Scottish Inn). Tenant found to have an active/open warrant for DUI out of Brevard County.
 - Grand Theft / Dealing in Stolen Property, 84 St. Anne Circle. Adult grandson of victim has been identified as pawning items stolen from her home. Investigation is continuing.
 - Traffic Arrest, 1400 Block West Granada Blvd. Driver was operating his deceased girlfriend's vehicle with a seize tag order and without insurance. The license plate/tag was seized and the vehicle impounded.
 - Warrant Arrest, OBPD. Juvenile with open warrants/pick-up orders for burglary and grand theft was brought to the Police Department by his mother.
 - Warrant Arrest, 170 West Granada Boulevard. Juvenile warrant/pick-up order arrest regarding Burglary of a Vehicle
 - Trespass after Warning Arrest, 133 South Halifax Drive. Homeowner issued a trespass warning to a female neighbor. The neighbor returned shortly after receiving the trespass warning and was placed under arrest.
 - Warrant Arrest, 206 South Nova Road (Babes Blue Room). An off duty officer spotted a wanted subject inside the business and notified on duty units. An adult male was taken into custody active/open warrants out of Flagler County.
 - Narcotics Arrest, 1320 Hand Avenue. Subject was stopped for a traffic offense. He gave consent to search his vehicle. Narcotics and paraphernalia were located and the subject arrested.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 33
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 34
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports (Where you were primary):
 - Number of Crashes without Injuries: 6
 - Number of Crashes with Injuries: 1
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
 - Tomoka Meadows Boulevard: We received a thank you email from the complainant of the speeding traffic on Tomoka Meadows Boulevard that she reported was killing the ducks. She was thanking us for the results of the prior speed survey and the Extra Patrol from the Traffic Unit and Patrol.

1. Strategic Traffic Enforcement Program (STEP) Information:
Location: Main Trail and Rio Pinar

Reason for this STEP: Citizen complaint of speeding
Number of times worked: 1; Total Hours Spent: 20
Citations Issued: 0; Written Warnings Issued: 0
Comments: No violations noted

2. Strategic Traffic Enforcement Program (STEP) Information:

Location: Orchard Lane
Reason for this STEP: Citizen complaint of speeding
Number of times worked: 1; Total Hours Spent: 15
Citations Issued: 0; Written Warnings Issued: 0
Comments: No violations noted

3. Strategic Traffic Enforcement Program (STEP) Information:

Location: 200-Blk N. Orchard St
Reason for this STEP: Speeders due to detour
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 1; Written Warnings Issued: 0
Comments: Heavy traffic due to detour

4. Strategic Traffic Enforcement Program (STEP) Information:

Location: 700-Blk Hand Ave
Reason for this STEP: Speeders
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 1; Written Warnings Issued: 0
Comments: Heavy traffic due to new roadway

5. Strategic Traffic Enforcement Program (STEP) Information:

Location: 2000-Blk Airport Rd
Reason for this STEP: Student safety
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 2; Written Warnings Issued: 0
Comments: Numerous speeders in school zone

6. Strategic Traffic Enforcement Program (STEP) Information:

Location: 500-Blk Division Ave
Reason for this STEP: Speeders
Number of times worked: 1; Total Hours Spent: 1
Citations Issued: 3; Written Warnings Issued: 0
Comments:

General Comments: Speed trailer deployed in The Trails.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 19 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with forty-two (42) telephonic inquiries.

Public Works

- **Engineering**

- **Project Summary**

- **Construction Projects:**

- **Tymber Creek Phase I** – The existing culvert/ bridge is being demolished. Work continues on the retention ponds and construction of the north bound widening. Traffic will remain shifted to the west lanes until the culvert is completed and the north bound lane has been constructed.
 - **John Anderson Drive** – The new 16-inch force main from Dormont Drive to Amsden Drive has been installed and this section of road resurfaced. The section of John Anderson Drive from Plaza Drive to Dormont Drive has been resurfaced. N. Halifax Drive has been widened and resurfaced. The intersection was opened on January 23rd. A road closure notice has been issued for the intersection of John Anderson Drive and Neptune Avenue. Significant stormwater improvements in this intersection will require the closing of the intersection similar to N. Halifax Drive. Work continues on installation of stormwater piping and structures at the south end of the project. The new upsized outfall at Fortunato Park is being installed. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The Casements.
 - **Hand Avenue** – Staff is waiting on the final pay request to close out the project. It is anticipated that the project will be completed under the approved contract cost due to adjustment of final quantities that included a reduction of stormwater piping due to field modifications made during construction.
 - **2-inch Water Main Replacement – Mainland** – Clearances for Lucerne Circle North and South were received. The new watermain on Greenwood Ave was chlorinated and is being tested. The new watermain on Cumberland Ave was pressure tested. Water meter installation was completed on Buena Vista Ave, Cordova Ave, and S. Beach Street. Staff is investigating plumbing options for relocating water services to the front of the right-of-way for properties which currently have water meters located at the back of the property lots.
 - **2-Inch Waterline Replacement – North Peninsula** - The water main has been pressure tested, disinfected and successfully sampled on Fairway Drive, clearance for this street will be submitted this week. Oak Drive and Sundance Drive are schedule for pressure testing and disinfection this week.
 - **2-inch Water Main Replacement - South Peninsula** – The contractor has installed all new service connections on Ivanhoe Drive Cardinal Drive, Marvin Drive, Jamestown Drive, Stanford Road, Riverside Drive, Magnolia Street, Pine Road and Princeton Avenue. Work continues on water main and reuse main installation on Magnolia Drive and Seton Trail and Carib Drive.
 - **Central Park Lake Interconnects** –The Contractor is working on final punch list items.
 - **Cassen Fishing Pier and Guardrails Under Bridge** – Cassen Fishing Pier is complete. The aluminum railing replacement is 75% complete.
 - **Wilmette Avenue Bypass Pump Station** - The sluice gates for this project have been delivered; Notice To Proceed for this project was issued dated January 20, 2014. The City has permitted a road closure of Wilmette from February 10 – 14, during this initial work, the contractor will open cut Wilmette and install pipe crossing for the future bypass pumping system.
 - **Downtown Underground Utilities Conversion** - FPL energized the third of four quadrants with primary power on February 1, 2014; leaving only the area north of SR 40, and between US 1 and Ridgewood Avenue to convert primary distribution service. Disconnect and Reconnect (D&R) of properties has progressed to the second quadrant, Carter Electric is continuing to convert properties in the second and third quadrants throughout the week of February 10, 2014.
 - **Franchise Utilities** - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
 - **Audible Pedestrian Signals** – The contractor has begun their initial mobilization of the project which includes the removal and replacement of affected sidewalks between February 10 and February 16.

- Ormond Beach Municipal Airport Taxiway Project- Staff working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.
- Downtown Banner – Staff has instructed the contractor to prepare an installation schedule and submit for a building permit.
- Traffic Signal Maintenance (Mast Arm Painting) - A pre-construction meeting was held with the contractor for February 6, 2014, Notice to Proceed is anticipated immediately following local events (Speed weeks, Bike Week) on March 17, 2014. Due to adverse conditions for painting at night, the contractor will be performing work during the day. This will require lane closures. Staff will provide public notices of these lane closures as work progresses throughout the contract.

Design Projects:

- Environmental Learning Center – A meeting with the ECHO review board is scheduled for February 19th. Applications will be rated and the City's funding eligibility determined.
- Nova Community Park Skate Park Expansion – A request for one-year extension of the grant was approved by the ECHO Board and staff presented a status update to the Board on Wednesday, February 5. Staff is working with its construction management firm to receive a GMP for the project.
- City Welcome Sign – ZCA is working up conceptual drawings that will comply with FDOT standards for staff review.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – Sliger and Associates was on site February 10 to complete additional survey work to allow for the completion of design by Zev Cohen and Associates.
- OBSC Roadway Improvements – Award of project bid and conservation easement was prepared for submittal to the Commission on March 18, 2014.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013 in request for a meeting.
- Corrugated Metal Pipe Rehabilitation- Work is scheduled to begin on February 17, 2014.
- Airport Business Park Overhead Utilities Conversion/Hardening - FPL has transmitted a revised agreement and invoice; this agreement was approved at the February 4, 2014 City Commission meeting. The paid invoice will be returned this week to FPL, with construction scheduled for and anticipated to commence Mid February / Early March.
- Granada Medians (West of I-95) – The plans have been re-submitted to the FDOT for permit. Staff will schedule a meeting with the HOA's to present the proposed design when plan review comments are received.
- OBSC Multi-Purpose Building – The design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permits have been secured.
- SONC Bleacher Replacement - Service to remove the old bleachers and for purchasing and installing new telescoping bleachers have been procured.
- City Hall Chiller Replacement – Final plans were submitted and reviewed. Staff is waiting for final contracts to present to the City Commission prior to advertising.
- Water and Wastewater Master Plan Update – A draft scope of work was submitted and staff is reviewing prior to final cost negotiations. Staff intends to bring the scope of work to the Public Works Advisory Board at the end of February for their review and comment prior to taking it to the City Commission for approval.
- Nova Community Park Renovations – Parking/Road Paving - Staff is looking at various areas within the park which are currently dirt/crushed shell and being used as unofficial parking locations and determining what additional parking and handicap spaces can be added to the park. Staff is working on the land survey of the park, which will be used to design locations

around the park to capture the increased stormwater runoff as a result of paving the dirt roads and parking areas.

- 2-Inch Watermain Replacement Phase 2- Award of project design was prepared and being presented to Commission for approval on March 4. Three separate contracts are proposed in similar fashion to the method use for Phase 1.
- Reforestation Street Tree Planting – The plans are being finalized for Commission review prior to bidding.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install medjool palms behind the existing sidewalk after the overhead utilities are removed. A landscape plan is being prepared for FDOT review.
- CDBG ADA Parking Improvements – Staff is preparing plans and bid packages for County review.

Department Activities

Administration/Meetings/Customer Service/Other:

- Magnolia Wall measurement (Weekly).
- Residential SWMP Permits review and filing (Weekly).
- Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
- Roadway Resurfacing- Ongoing-The pavement condition survey inventory has been tabulated and input into the pavement resurfacing management system and five year scenarios are being run to determine street priority.
- Reviewed the plans and created a work in the right way permit for Cardinal Dr per Brighthouse request.
- Reviewed the plans and created a work in the right of way permits for South Forty Trail and 1930 W Granada Blvd per AT&T request.
- Reviewed plans and created wetland permit for 2306 and 2376 John Anderson Dr new dock and boat house addition.
- Continued developing the construction plan set for the Nova Community Park Paving Project based on our survey data.
- Updated and created new drawings for the 2" Watermain Phase 2 Replacement Project 2nd addition.
- Created bid plan set for the Street Tree Planting Project.
- Continued revising the drawing set for the Police Station Fence Project, adding the property lines and topo data per OBPD request.
- Revised the Anchor Dr Watermain Replacement drawings per Utilities Div request.
- Provided plans set and utility information for Airport Business Park lots 3&4 (Tower Circle Extension) per surveyor request (ATS).
- Continued the topographic survey at Nova Rec Park dirt roads and parking lots for the proposed paving project.
- Researched and provided information regarding the ownership of mail box station located along Sunshine Blvd at Airport Business Park for FedEx box addition.
- Created PDF's of the old city drawings showing the historical identification of the wall located at 142 Magnolia Dr per Legal Dept request.
- Plotted and provided PDF plan sets of the forcemain at Seminole Center offsite to the Utilities Div per request.
- Staked out right of way line and property corners along Florida Ave per NID request.
- Performed bi monthly air/gas monitoring at the Nova Landfill as required.
- Created emergency M.O.T. road closure plan for Standish Dr per Utilies Div request.
- Completed emergency property corner stakeout at 82 Bosarvey Cir relating to possible hazardous waste contamination per NID request.

- Environment Management
Street Maintenance
Asphalt / Concrete

- Repaired asphalt on Ormond Shores Dr
- Removed cones and barricades on Ormond Shores Dr
- Repaired sidewalk at 30 W Granada Blvd
- Assisted Water Distribution Section with asphalt repair
- Pulled forms and backfill in Tymber Crossings
- Poured concrete sidewalk in Tymber Crossings

Tree Crew

- Trimmed and cleaned at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Removed leaves with blower by City Hall
- Removed leaves with blower at Public Works Complex
- Cleared debris around bus benches city-wide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Trimmed limbs on Andalusia Ave
- Trimmed limbs Central Park II courts
- Removed tree at Center St and Hand Ave
- Removed tree at 100 block of N Beach St
- Removed stump on Whispering Pine Trl
- Removed logs on Plaza Grande Ave
- Met with IT regarding repairing radar

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
- FDOT weed control in various locations
- Right-of-way trimming city-wide
- Traffic control for Building Maintenance Section at Talaquah subdivision
- Assisted concrete crew at Tymber Crossings

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
- Took inventory and ordered items as needed
- Inspected St James School signs at Halifax Ave
- Installed "25 mph" speed limit sign on Hand Ave
- Installed "35 mph" speed limit sign on Sterthaus Dr
- Fabricated Division Recreation signs

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inspected FDOT ponds
- Cleaned screens at Bennett Ln
- Met with contractors at Ormond Sports Complex
- Met with contractors at Tomoka Ave
- Met with contractors on Calle Grande St
- Assisted Streets with conducting interviews
- Inspected collapsed basin on Oak Brook Dr
- Inspected pond at Old Kings Rd
- Inspected pond on Division Ave
- Double checked basins due to anticipated storm on Wednesday

Vactor

- Basin cleaning – City-wide
- Cleaned at Fernery Trl & Old Mill Run
- Cleaned at Spring Meadows subdivision
- Cleaned at Ormond Sports Complex
- Cleaned on Lincoln Ave by the railroad tracks

Mowing

- Ditch maintenance on Perrott Dr

Street Sweeping/Streetsweeper

- 151.6 miles of road cleaned (Five days)
- 48.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
28,696

- PM Services completed for the week:

| <u>Emergency—Vehicles and Equipment</u> | <u>Non-Emergency Vehicles and Equipment</u> |
|---|---|
| 14 | 7 |

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 7,723 unleaded and 4,218 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,957 gallons of unleaded and 1,046 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements - Prepared plans for 2 inch water main upgrade on Anchor Drive in response to water quality and flow rate concerns indicated by customers in the area.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.

- WWTP Biosolids Treatment and Disposal – Existing contract expires in March 2014. A request for Commission consideration to extend the existing contract until bids are received and evaluated is scheduled at the March 4, 2014 City Commission meeting. Bid advertisement packet for biosolids transport and treatment services prepared for City Commission review on February 18, 2014.
- Breakaway Trails Lift Station Control Panel Replacement – A summary of the items discussed at the design services meeting will be sent to the consultant for design proposal considerations.
- Concentrate Piping Connection to Reuse Storage Tank – Contract awarded and documents are being prepared for execution.
- Division Avenue Well Field Raw Water Piping – 60% plans and specifications were received from McKim & Creed for review. Estimated project construction cost is \$458,000. Items intended to support the Environmental Learning Center Project to be shown as bid alternates.
- Cross Connection Control (CCC) Program Management Services – Agenda packet is being prepared for review of scope by CC scheduled for March 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation and Procurement Services – Pre-bid meeting scheduled for Feb. 19.
- Mainland, North & South Peninsula 2-inch Water Main Replacement –Mainland: Clearance for Lucerne Circle received. Water meter installation was completed on Buena Vista Ave, Cordova Ave, and S. Beach Street. North Peninsula: Fairway Drive water main completed - submitted to Volusia County Health Department for clearance. South Peninsula: Work continues on water and reuse main installation on Magnolia Drive, Seton Trail and Carib Drive.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Consultant was provided the Engineering Design Report and other pertinent files to assist with the application preparation.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities delayed until controller in the VFD is replaced by contractor/ manufacturer. Motor #3 installation status provided to the contractor - awaiting Contractor response.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – awaiting parts delivery.
- John Anderson Drive Project – Work continues on piping near Neptune Avenue at Lift Station 6P.
- Rima Wells Auxiliary Power Generator – Revised plans incorporating staff comments were received for review.
- Saddler's Run Lift Station Rehabilitation – Comments pertaining to the draft model of the force mains were provided to the consultant. A design meeting was held with Quentin L. Hampton Associates (the consultant) on 2-7-14. Based upon the current flow characteristics, the additional existing wetwell is recommended to remain in service.
- Sanitary Sewer Pipeline Repair – Work is scheduled to begin on 2-17-14.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Preconstruction meeting scheduled 2-18-14.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Construction underway at Wal-Mart lift station. Field Order No. 2 was prepared to add additional junction box to each station to deter gas migration into electric and control panel. Connection to the existing force main was moved west of the parking lot to avoid pavement impacts.
- Tymber Creek Road Phase 1 Utility Relocation Project – Utility relocations on the east side of Tymber Creek Road are completed.
- Water Storage Tank Cleaning and Inspection – Reviewing Engineering Reports provided for inspection findings on potable water storage tanks.
- SPRC – Starbucks – Obtained as-built drawings in the vicinity of 75 N Nova Rd. for the proposed project design engineering firm. Pre-application meeting held 2/13/14. River Oaks Phase 1 Final Plat – Received plans for review. 1185 W. Granada Blvd, Canopy Addition – Received approved plans. Preconstruction meeting held 2/13/14.
- Prepared draft discussion item for eventual presentation to City Commission of North Peninsula Utility Corporation's desire to expand service area.

Departmental Activities

Water Distribution

- Exchanged 30 water meters per Finance Department work orders.
- Connected 9 new residential water services to the water system.
- Responded to or repaired 13 water leaks.
- Assisted 9 customers with misc. concerns (i.e. Low pressure, quality, etc.)
- Replaced 4 water services due to aged piping.
- Responded to 15 low pressure and/or water quality grievances.
- Performed maintenance on 12 fire hydrants - water base map area B4
- Performed testing on 14 city owned backflow preventers, rebuilt ¾" dual-check valve on Ann Rustin Dr.
- Replaced 27 meter box lids and/or boxes
- Performed valve maintenance: 10 isolation valves - water main breaks.
- Performed 2" water meter test per Finance request at 1 Aviator Way
- Main Breaks: 2 each 2" GSP water mains on Oak Dr and Horseshoe Trail; 1 each 6" PVC water main on Booth Rd
- Flushed S. Beach St, Seminole Dr, Carib Dr, River Beach Dr, John Anderson Dr, Horseshoe Trail, Booth Dr, Southern Trace Subdivision.
- Permanently shut down 2" GSP to be abandoned on Mill Run Ct
- Opened all valves (2-12", 2-8", 1-6") at the intersection on John Anderson Dr and N. Halifax Dr. FDOH clearance obtained for water main deflections performed to facilitate new storm drain installation.
- Performed water main shut downs to facilitate the new water main connections at Seton Trail/Seminole Dr and Magnolia St/River Beach Dr
- Rescinded the boil water notice for Seminole Dr
- Backfilled and landscaped due to excavation on Bosarvey Drive
- Utility locate service for Water/wastewater/reuse: received notice of 164 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects.

Water Treatment

- Delivered 35.01 million gallons for week ending Feb 9, 2014 (5.001 MGD)
- Backwashed 14 filters for a total of 582,000 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 two Precautionary Boil Water notices.

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 27.79 Million Gallons.
- Produced 14.45 Million Gallons of Reuse.
- Produced 13.34 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 3.97 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 97.00 (14%-18% Solids).

Wastewater Collection – Reuse

- Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
- JD Weber Construction completed sewer lateral repair @ 79 Standish Dr.
- Crews located 42 sewer cleanouts - S. Halifax Dr. for reuse main project currently being designed by QLH & Associates.
- Cleaned 800 ft. of eight inch sewer main at Sterthouse hospital property.
- Televised 5, cleaned 2 & root inhibitor applied on 3 sewer laterals.
- Repaired sanitary tee at 175 Wyndham Look.

- Restored sod at 4 Mystic Lake, 4 Lake Vista Way, 99 Tomoka Ridge Way and 175 Wyndham Look.
- Repaired 1.5 inch low pressure sewer line at 40 Carriage Creek Way.
- Crew cleaning and repairing reuse control valve at Oceanside CC.
- Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 9 psi.
- Low pressure sewer gauge readings: Westland Run (2 inch) 25/29 psi, Foxhunters Flat (2 inch) 26/23 psi & Shadow Creek Blvd. (4 inch) 5/4 psi.

Utilities Maintenance Division

Wastewater Plant – Lift Stations

- Digester Blower #3 – noisy operation identified by operators – check unit – found unit seized – pulled unit getting quotes for repair/replacement.
- Chlorine Tank #2 – leak observed – tightened fittings at flex tubing – all OK
- Fleet – #E490 welder & pressure washer scheduled maintenance; delivered #236 Thompson pump for scheduled maintenance
- Sand Filter #1 & #2 – relocated effluent weir gate davit crane, Sand Filter #3 – installed davit crane & winch assemblies Influent & effluent weir gates
- Walmart Lift Station – contractors began rehab 2/5/14 –contractor has established flow control and station bypass pumping system – cleaned salvaged pump equipment and shelf for back up inventory
- Shadow Crossings Lift Station/ Reuse System – Generator – found breaker for block heater & battery charger tripped – block heater determined to be cause of tripped breaker – Fleet mechanic replaced battery and confirmed proper operation of charger – Fleet Supervisor aware of block heater issue and will address accordingly.
- Sand Filter #2 – rail car not tracking correctly – adjusted track – all ok.
- Carrousel – assisted Operators with diffuser cleaning & covering.
- Recycle Pump #2 – motor running hot – removed from service - Flygt service representatives contacted - will be on site for evaluation.
- Lift Stations - City Wide – continued testing of alarm systems.
- NTU Meters – programmed NTU meters - Tested - placed into service.
- SO L.S. – replaced the horn light combo. Tested - All ok.
- BAT yard – meeting with staff and electrical engineer, to upgrade site electrical for lift station and Reuse pumps.
- SCADA monitor/response: Breakaway Trails lift station – station is being visually inspected at regular intervals until communications restored – continuing to trouble shoot Lift Station PLC's and WIN 911; Towne Square – found station high level – transducer covered in debris – deragged transducer – all OK ; 7P – Phase Voltage Loss – station without power – many beachside areas power outage – FPL Crew On Site at A1A & Neptune – Power Restored – Primed Pumps – Pump Down w/alternation of pumps –OK; The Crowne - Phase Voltage Loss – Found Power Restored Upon Arrival – No FPL Crews in Area – Possible FPL Glitch – Ok; inspected and tested Breakaway Trails lift station during call outs.
- 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: Poly Blends #1, #2.
- Annual PM's: Bar Screens #1, #2
- Lift station PM's: 39 monthly and 1 annual performed.
- Monthly Generator Check at 5 lift stations.
- Plant wide oil & grease route
- 79 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Riverview Booster – continuing electrical upgrades of site.

- Granada Booster Station – installed wiring into new control cabinet.
- Aerator VFD #1 – communication fault. Troubleshoot and reset unit – returned to service – all ok.
- Standish – Pump #1 not responding. Lovejoy coupler had failed – replaced coupler and returned to service - unable to perform accurate alignment due to deteriorated condition of pump/motor base – receiving quotes to have base repaired or replaced – will continue to monitor.
- Hypo Chlorite Generator – assisted operators with troubleshooting.
- Monthly PM's – R.O. sand filter

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: In accordance with the City's WWTF permit (FL0020532), staff submitted information for FDEP consideration of reduced monitoring upon City achieving acceptable bioassay test results for four consecutive quarters.
- Industrial Pretreatment Program: In response to U.S. EPA and Florida DEP notice, Utility is keeping the FDEP abreast of the analytical results of the samples collected. Staff inspected the facility to monitor sewer discharges. A more comprehensive set of sampling was conducted and staff is awaiting the analytical results.
- Industrial Pretreatment Program: Staff is updating the Utility's Enforcement Response Plan to coincide with the Sewer Use Ordinance. The Plan outlines the activities taken when a permitted industry is out of compliance with their permit or other regulation.
- Florida Tier II Chemical Inventory: Staff is compiling data necessary to complete the chemical inventory report. The report provides first responders the necessary information to address an emergency at City locations with differing chemicals.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
- SJRWMD Water Supply Plan: Staff is reviewing the Districts Plan to ensure it is protecting the resources necessary for the Utility to maintain its projected growth in the coming years.
- Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
- Consumer Confidence Report: Staff is collecting analytical data from the 2013 calendar year to construct the CCR for distribution. The CCR was successfully delivered electronically last year and will be provided in the same fashion this year.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the February 11, 2014, Brownfield Advisory Board Meeting
- Staff attended and provided support for the February 13, 2014, Planning Board Meeting
- Staff attended and provided support for the February 14, 2014, Pension Boards Meeting
- Agenda packet preparation and creation for the February 18, 2014, City Commission Meeting

- Agenda packet preparation and creation for the February 20, 2014, Neighborhood Improvement Advisory Board 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.