

City of Ormond Beach Memorandum

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

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

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- One on one meetings with IT Manager, and Police Chief
- Reviewed Shade Meeting presentation with staff
- Worked on ICMA credentialed manager report

Spoke to, attended and/or met with:

- Taste of Ormond, Sunday, March 23
- Rotary meeting
- Peggy Farmer and Maryam Ghyabi, discussed US1 corridor standards
- General discussion with Chamber Executive Director Rick Fraser
- In follow up to the March 18 commission meeting, City staff and I met with representatives of Tomoka Oakwood regarding a land use plan map amendment
- City/County Managers meeting
- In follow up to the March 18 commission meeting, City staff and I met with representatives of four Ocean Shore condos regarding land use plan and zoning amendment
- Budget Advisory Board
- Chamber of Commerce Board meeting
- Jessica Scott of Brown & Brown, discussion of City's health insurance
- Volusia League of Cities dinner hosted by Port Orange

Community Development

- Planning
 - Staff attended a noise assessment test performed by NID at Riptides. Results indicate that the music based upon the existing wind pattern which was south to northwest did not exceed the decibels. The highway traffic masked much of the decibels. One Planning Board member was in attendance to witness the test.
 - Staff met to discuss File Protocol standards for migration of the permanent records on the S/drive to Questys. This meeting was held in advance of the Office Manager beginning work since she will be the lead person on Planning's record migration to Questys.
 - The Planning Director, City Attorney, and City Manager met with representatives from Tomoka Oakwood. A Land Use Plan Map amendment from Medium Density Residential (MDR) to High Density Residential will be required. In addition, a zoning map amendment from R-5 to R-6 will be needed for consistency with the HDR land use designation. LDC amendments to R-6 include increasing the density from 12 u/a to 32 u/a and the height from 30 feet to 75 feet.
 - The Planning Director, City Attorney, and City Manager met with representatives from the four Ocean Shore Blvd. condos regarding a land use plan map amendment from High Density Residential to Tourist Commercial and a zoning map amendment from R-6 to B-6 to permit transient lodging.

- If SB 356 e 1 and CS/HB 307 are acted upon in one form or fashion, it is possible that the simple fix could be exempting multi-family units only in the R-6 from the transient lodging restriction. This would be a zoning text amendment to the use specified under R-6.
- SB 356 e1 (Senator Thrasher) and CS/HB 307 (Representative Hutson) are bills which would amend the restriction preventing local laws from regulating use of vacation rentals based solely on their classification, use or occupancy. On March 20th, SB 356 was placed on the Special Order Calendar and an amendment to the bill was adopted. The amendment still deletes the existing s.509.32(7)b & c, but added language that states that a local law, ordinance, or regulation may not limit the frequency of rentals or set a minimum stay requirement for a vacation rental of greater than 7 days. It further states that this subsection would not apply to any local law, ordinance, or regulation adopted on or before June 1, 2011. The amended bill was ordered to be Engrossed and placed on Third Reading. CS/HB 307 was moved favorably by the House Local and Federal Affairs Committee on March 20th. The amended bill would add back in the existing s.509.32(7)b & c that were deleted in the original bill version, but amends s.509.32(7)b to state that local laws, ordinances or regulations may not prohibit or regulate the duration of rental of vacation rentals. This restriction would not apply to any law etc. relating to a ban or duration adopted on or before June 1, 2011, except when the law etc. is being amended to be less restrictive. CS/HB 307 moves to the House Regulatory Affairs Committee, its last committee of reference.
- A demonstration of ProjectDox was held in the HR Training Room for the Electronic Plan Review RFP committee which is composed of the Planning and Finance Directors, IT Manager and Brad Gross who is the outside attorney specializing in technology.
- Three Board of Adjustment reports were prepared for the April 2nd meeting. The cases involve: 200 Neptune Avenue (rear yard setback variance for building addition); 341 Forest Hills Boulevard (side yard setback variances for building addition and side walk) and 224 Arlington Way (front and side yard setback variances for a building addition). The Department has recommended approval of all three.
- Building Inspections, Permitting & Licensing
 - 92 permits issued with a valuation of \$3,178,490.00
 - 248 inspections performed.
 - 4 business tax receipts issued.
- Development Services
 - The SPRC reviewed the following developments:
 - Volusia County site for Giant Recreation World. The RV retailer and service center has submitted plans to Volusia County to re-locate along Destination Daytona Lane. The property under consideration is part of the Having Fun Business Planned Unit Development. The Site Plan Review Committee is reviewing for connection to City utilities.

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 ongoing. Staff is working with Tomoka Holdings to develop a marketing package to recruit investors and businesses to the Commerce Park.

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 nearly completed. The estimated completion date is in April. An open house event is being planned for May/June.

- 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 their real estate broker of the former Food Lion property at 101 East Granada Blvd., to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- SR Perrott construction of a 101,000 square foot distribution facility at their North US 1 site is ongoing. The growth assistance funding was approved at the September 3, 2013, City Commission meeting. City Commissioners toured the facility with the on-site Construction Manager and the distribution plant is expected to be completed in May.
- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers.
- Ongoing work on revisions to the City's Economic Development Marketing materials and website.

Airport Operation and Development

- Staff participated in a comprehensive interview as part of a statewide aviation economic impact study being conducted by FDOT. Last completed in 2010, this study will provide each airport in the state with an updated estimate of its individual economic impact, as well as a statewide estimate of all economic benefits that Florida receives from air transportation.
- The next meeting of the Aviation Advisory Board has been scheduled for April 14th at 7:00 p.m.
- The Runway End Identifier Light (REIL) on Runway 17 continues to work only intermittently, and so remains out of service. Staff is working to investigate and make repairs. The REILs on Runway 17 are scheduled for replacement as part of the Taxiway "G" project, which is now in the design phase.
- Staff continues to work with the FAA Southern Region Office regarding the possibility of locating Remote Transmit and Receive (RTR) antennae at the airport, in an effort to provide better ground-to-air communications for the FAA control tower at the Daytona Beach International Airport. Staff is working with the City's airport consultants to review potential site locations provided by the FAA. Staff's focus is to make sure that any new FAA facilities are compatible with both existing and future local facilities.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 35 Journal Entry Batches (# 2574- 2680).
 - Approved 13 Purchase Requisitions totaling \$85,844.11.
 - Issued 11 Purchase Orders totaling \$71,107.42.
 - Prepared 111 Accounts Payable checks totaling \$84,260.43 and 35 Accounts Payable EFT payments totaling \$670,994.47.
 - BID 2014-09, City Hall Chiller Replacement, Pre-Bid Meeting on March 20, 2014.

- BID 2014-10, Biosolids Treatment and Disposal, Bid Opening on March 26, 2014, zero (0) submittals received.
- BID 2014-12, Granada Median Landscaping-West of I-95, Bid Opening on March 25, 2014, five (5) submittals received.
- BID 2014-13, Police Department Fencing, Advertised and posted to demandstar on March 23, 2014.
- BID 2014-14, Street Tree Planting Reforestation, Advertised and posted to demandstar on March 23, 2014.
- BID 2014-16, City of Ormond Beach Purchase of Stump Cutter, Advertised and posted to demandstar on March 23, 2014.
- Processed 3,726 cash receipts totaling \$377,985.37.
- Processed 1,136 utility bill payments through ACH totaling \$80,557.39.
- Processed and issued 4,739 utility bills with billed consumption of water of 28,711k.

Grants/PIO

- Public Information
 - Press Releases
 - Ormond Beach Summer Connection Day Camp and Camp T-Rec
 - No Parking on A1A in Front of Andy Romano Beachfront Park
 - Florida Power & Light Tree Trimming
 - Residential Structure Fire (103 Sawtooth Lane)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended planning meeting for ECN new location opening.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - Met with Halifax Urban Ministries staff regarding CDBG funding and reimbursement reports.
 - Completed Employee Newsletter for April.
 - CodeRED notification for hydrant maintenance.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
 - Fire Alarms: 3
 - Hazardous: 1
 - EMS: 100
 - Motor Vehicle Accidents: 14
 - Public Assists: 37
- TOTAL CALLS: 155

- Aid provided to other agencies: 10 calls – Daytona Beach (5), Volusia County (5)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 42
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2

- Total EMS patients treated: 78

Training Hours

- NFPA 1001: Firefighting 27
- NFPA 1002: Driver/Operator 11
- NFPA 1021: Company Officer 2
- NFPA 1410: Hose Drill 30
- NFPA 1500: Safety/Equipment 55
- NFPA 1620: Pre-Fire Plan Inspections 3
- EMT/Paramedic 9
- TOTAL TRAINING HOURS: 137

Station Activities

- Serviced 177 fire hydrants to include flow testing and inspection
- Updated 27 pre-fire plans
- Conducted 3 fire inspections
- Provided fire extinguisher training to employees at Chabad Lubavitch School
- Provided fire station tours to approximately 50 children

Significant Incidents

- 3/20/14, 11:03 PM: Harvard Dr. / S. Atlantic Ave., Motor Vehicle Accident –Two vehicle accident with rollover – overturned SUV on its roof – two patients transported.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - 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 was open until filled. Initial interviews were conducted 12-17-13. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were rescheduled for 02-27-14 with the most recent applicants. Re-advertised on the City's web site 03-12-14 as open until filled.
 - Leisure Services/Community Events - Part time Community Events Leader was advertised on the City's web site on 03-07-14 as open until filled.
 - Public Works/Wastewater – Plant/Pump Mechanic was advertised on the City's web site on 03-12-14 and will close on 03-28-14.
 - Public Works/Wastewater – Maintenance Worker II was advertised on the City's web site on 03-12-14 and will close on 03-28-14.
 - Leisure Services/Recreation – Summer Camp Counselors was advertised on the City's web site on 03-13-14 and will remain open until filled.
 - Police Department – Records Clerk was advertised on the City's web site on 03-12-14 and will close on 03-28-14.
 - Leisure Services/P.A.C. – Part Time Custodian was advertised on the City's web site on 03-25-14 and will remain open until filled.
 - Leisure Services/P.A.C. – Part Time Box Office Attendant was advertised on the City's web site on 03-25-14 and will close on 04-11-14.
 - Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal on-line, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open until filled. Twenty-nine (29) applications and resumes have been received, entered on the applicant tracing sheet with qualifications and scanned for the selection committee's review.

- Screening/Interviews Scheduled
 - Police Department – Officer was advertised 01-17-14 on the City's web site and the Florida Police Chiefs Association web site and closed on 02-07-14. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Ten (10) applicants were invited to interviews on 04-09-14.
 - 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. Interviews were scheduled for 03-26-14 and 03-27-14.

- Background/Reference Checks/Job Offers
 - Planning – The selected Office Manager candidate has been cleared for employment and will start on 03-31-14.
 - Fire Department – The selected Firefighter/EMT candidate has been cleared for employment and will start on 03-31-14.
 - Leisure Services/ARB – The part time seasonal Maintenance Worker II has been cleared and began employment on 03-26-14.

- Promotions/Transfers
 - Public Works/Streets – A Maintenance Worker II was selected for the promotional position of Maintenance Worker III effective 03-22-14.
 - Fire Department – Two Fire Officer/Captains have been selected from the promotional eligibility list to be effective 03-22-14 and 04-01-14.

- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 02-28-14: 2.76% (excluding retirements).
 - Leisure Services/P.A.C. – Part time Custodian effective 03-20-14.
 - Human Resources – H.R. Director effective 03-28-14.
 - Fire Department – Captain/EMT effective 03-31-14.
 - Fire Department – Battalion Commander effective 04-24-14.

Employee/City Benefits Program Update

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

City Events/Employee Relations Update

- New employee orientation scheduled for 3-31-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- LEAPS training on the City's core values and competencies orientation are currently being scheduled for all City employees to attend.

Risk Management Projects

- Wellness Action Team meeting.
- Attended Wellness Council Membership meeting.
- Mayor's Health & Fitness Challenge; Final Biometric Screening AND Physical Fitness Challenge.
- Attended Claims Committee meeting.

Information Technology (IT)

- **Information Systems (IS)**
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted and reviewed by Legal.
 - Community Development – Electronic Plan Review – RFP responses received from two vendors. Responses are being reviewed and evaluated. Vendor demo held on 3/27/2014.
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 95% 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.
 - Email Server Upgrade from version 2003 to 2007 – Mailbox migration 100% complete. In process of decommissioning the old servers.
 - WindowsXP to Windows7 implementation – Phase 1 - Police Department 43-Desktops and 75-MDTs are being re-developed. ALL MDTs and ALL DESKTOPS within PD that touch Criminal Justice Information (CJI) have been upgraded. We will continue the upgrade progress upgrading the rest of the systems City-wide, building-by-building, department-by-department.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 17 New work - 51 completed - 67 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	51,976	Inbound E-Mails Blocked	20,445
Delivered Inbound E-Mails	13,334	Quarantined Messages	124
Percentage Good Email	25.7%	Virus E-Mails Blocked	92
 - Notable Events:
 - ALL MDTs and ALL DESKTOPS within the Police Department that touch Criminal Justice Information (CJI) have been upgraded to Windows7 ahead of the FDLE mandated deadline of April 8, 2014.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 5 Changes: 161 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 18,690 (83.1%) potable 18,154, Irrigation 532, Effluent 4
 - Notable Events: None.

Leisure Services

- **Administration**
 - City Manager's Staff Meeting
 - Supervisory Staff Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Weekly Coordinator One-on-One Meetings

- Central Park Meeting
- Gymnastics Meeting
- Sports Complex Roadway Project Meeting
- Review of CIP Project Updates Meeting

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The OBSC Recreational and Competitive Soccer Program started spring break this week.
 - The OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through Thursday evenings.
 - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex on the Softball Quad Monday through Friday evenings.
 - FLHS, SHS and RBA baseball and softball teams continued practicing this week at the Sports Complex fields.
 - SHS softball hosted games on Wednesday night this week on the Softball Quad #1 Field at 4 and 6pm.
 - FLHS softball held practices Monday through Wednesday mornings at Softball Quad #1 at 10am.
 - RBA Baseball held practices every Tuesday and Thursday night at the Sports Complex on Kiwanis Field at 3:30pm. They played a double-header on Friday at 3:30pm and 7pm.
 - The City's Coed Softball Spring League continued this week, Monday through Wednesday at the Sports Complex on Softball Field #7. Eight teams are signed up which is double the number of teams we had last spring.
 - The City's Youth Volleyball League is off this week due to spring break. Currently almost 80 participants are signed up, which is the most we have had signed up in the 20 years of the program!

- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis, and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Mowing SONC softball field weekly
 - Mowed fields at Ormond Beach Middle School weekly
 - Daily clean up of Limitless Playground by the softball Quad
 - Cleaned all sports parks of debris/trash from the events during the week
 - All fields open for use, game fields only are restricted.
 - Father Lopez softball continues practicing; dragged and prepped a field for them to use.
 - Lady Renegade softball teams continue workouts; prepared fields for them to use nightly
 - Rec leagues are practicing on the Quads nightly; prepared fields daily
 - Father Lopez and Seabreeze softball teams are using fields 1 and 3 for their games
 - Golden Spikes Baseball league has resumed using Nova fields; prepped daily for them
 - Mustang and Bronco boys' baseball leagues have started at Nova fields; prepped the fields daily for them

- Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepped the fields for them to use
- Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prepped for them daily
- Competitive soccer leagues continue to practice daily; prepped and painted fields
- Rec league soccer continues practicing; goals, benches, trash cans and fields done for them
- Prepare T-ball fields for practice daily; prepped fields on Friday for Saturday's games
- Seabreeze High Girls' Flag Football games continue; painted and prepped field for them
- Continued night shift, 3:30pm to 12am, Monday through Friday to check parks and care for doggie stations

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

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club held on stage rehearsal.
 - Tuesday: Show Club held on stage rehearsal.
 - Wednesday: Show Club held on stage rehearsal.
 - Thursday: Kopy Kats held regular classes. Show Club held on stage rehearsal.
 - The Performing Arts Center is preparing to host the following events:
 - Ormond Beach Follies "Goes to the Movies" 3/28 and 3/29, 7:30pm; 3/30, 2:30pm \$15.00 Reserved Seating

- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)
 - Youth basketball practice (10am to 2pm Monday, Thursday, Saturday)
 - Rental Saturday (1pm to 5pm)
 - Fitness room open (Center hours)
 - Open gym (1pm thru 8:30 pm weekdays/Center hours weekends)
 - Jazzercise Monday (5:45 to 7:00pm)

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee and cross-training for Leader position until position is filled
 - Attended weekly staff meeting
 - Attended event meeting
 - Attended Art in the Park (AITP) sponsorship meeting with News-Journal and Ormond Observer
 - Performed follow-ups to AITP sponsors
 - Art in the Park application tracking and input
 - Assembly and preparation of artists' bags for Art in the Park
 - Preparation of kids' craft zone supplies for Art in the Park
 - Band and entertainment selection for July 4th (on-going)
 - Developed invitation for Hand Ave/Lake Interconnect Ribbon Cutting and prepared for mail out
 - Assisting Memorial Remembrance Committee with planning tasks
 - Reviewing applications and scheduling interview for open Community Events Leader position
 - Assisted The Casements' staff with tables and chairs for event

- Gymnastics
 - Continued training of new Rec Leader

- Revamp of social media advertising continues
- The Coordinator continues to work on increasing enrollment
- Registration is open for new April session

- 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 at 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.
 - Challenger Gymnastics will begin on Friday from 3:30pm to 4:30pm at The Ormond Beach Gymnastics Center.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday. Saturday tours were held from 10 to 11:30am.
 - The Seaside Herb Society held their Herb Faire at Bailey Riverbridge on Saturday morning.
 - A Greek cooking class was held in The Casements kitchen on Saturday morning.
 - The Mayor's Fitness Challenge held a paddle boarding event in Fortunato Park on Saturday morning.
 - The ECHO Rangers program took place at The Casements on Saturday morning.
 - Three separate wedding ceremonies were held on Saturday afternoon, one each in Ormond Memorial Gardens, Rockefeller Gardens and Ames Park.
 - A group picnic was held in Fortunato Park on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - "Taste of Ormond" was held in The Casements parking lot on Sunday.
 - The Casements Guild held their general meeting in The Gallery on Wednesday morning.
 - A group of approximately 20 Boy Scouts from Ocala took a tour on Wednesday afternoon.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - The Casements Camera Club met in Bailey Riverbridge on Thursday evening.
 - The strike of the Casements Camera Club exhibit took place on Friday morning.
 - A wedding rehearsal took place in Ormond Memorial Gardens on Friday afternoon.

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Weekly preventative maintenance of City vehicles and equipment as necessary
 - Performed preventative maintenance and safety check of all City electronic gates
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Photographed repair info and emailed vendor about 4P Lift Station
 - Continued training new employee
 - Fixed hole on runway 35 near PAPI lights at Airport
 - Repaired water fountain at Gymnastics Center
 - Installed cable between two towers in Rockefeller Gardens
 - Reset correct time to current on t-stat at OBSC maintenance clubhouse
 - Reset A/C unit at Nova Gym
 - Moved trophies at Gymnastics Center
 - Picked up sawhorses at OBSC Complex

- Repaired lamp in breezeway at City Hall
- Repaired lights in electrical room at City Hall
- Checked on gutter repair at Water Plant
- Retrofit three fixtures at City Hall electrical room
- Replaced passage doorknob with locking knob in The Casements basement
- Performed safety inspection of Chambers and common areas at City Hall
- Repaired two seat bottoms in Commission Chambers
- Performed operational test of Chambers lighting at City Hall
- Checked City facilities parking lots for lamp outage at various locations
- Repaired outside lights east side for the PAC
- Repaired sign lights at Fire Station 91
- Repaired parking lot lights at City Hall, SONC and Police Department
- Repaired lights at #2 Baseball Airport Sports
- Repaired lattice on the back doors at The Casements
- Replaced door stop 2nd floor breakroom at City Hall
- Adjusted front door closer at The Casements
- Tightened door handles in the ladies restroom at Public Works
- Lowered 10" landscape drain 3" at Andy Romano
- Repaired urinal at Central Park I
- Changed fountain filters at Riviera and Bailey Riverbridge
- Met contractor for collector tank repair at Andy Romano Beachfront Park
- Replaced handicap toilet outside men's room at Nova
- Parks Maintenance
 - Repaired broken "Curb Your Dog" sign at Fortunato Park
 - Cleaned shoreline on west side of Central Park I
 - Parking lot debris cleanup at Riverbend Nature Park
 - Relocated exercise trail sign at Central Park III
 - Cleaned out fishing line disposal tubes citywide
 - Removed old park bench at Central Park I for Stormwater access
 - Removed steel bollards and installed new chain for gate at Central Park I
 - Installed "No Smoking" sign at Andy Romano Beachfront Park
 - Pressure cleaned all four pavilions at Andy Romano Beachfront Park
 - Pressure cleaned the pier at Fortunato Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

Police Department

Administrative Services

- Staff held a quarterly meeting with members of the Support Services Division.
- Police Department initiated Safe Haven for Newborns training for all employees.
- Continuing with preparation for reaccreditation onsite review in April.

Community Outreach

- All PAL activities including basketball, YDC and afterschool educational programs are closed due to Volusia County Schools' spring break. Classes resume on Monday, March 31st.

Community Services & Animal Control

- Animal calls: 53
- Animal bites: 0
- Animal reports: 3
- Cat Traps issued: 3

- Animals to Halifax Humane: 3 (All cats)
- 24 Hour Notice: 1
- Injured Wildlife: 2
- Trap Neuter Release: 2

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 13
- Cases Exceptionally Cleared: 14
- Inactive: 22
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 10
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 1
- Police Information: 1
- Suspicious Incident: 0

Narcotics

- One Meth Lab Investigation
- Two Search Warrants

Comments:

- Sex Offense: Investigators are looking into a possible sex offense that occurred at the San Marco Apartments. Victim was out partying with a group of people and was driven home intoxicated and incoherent. Victim believes she may have been sexually assaulted.
- Grand Theft: Investigators recovered approximately \$2,000.00 worth of stolen property at the Daytona Flea Market from a local business. Investigators believe that an employee from the business is involved in the theft.
- Grand Theft: Investigators identified the subject who grabbed a TV and ran out of the Trails Radio Shack.
- Grand Theft: Investigators identified a suspect adult responsible for multiple retail thefts from Lowes.

Records

- Walk - Ins / Window 102
- Phone Calls 112
- Arrest / NTA'S 12
- Citations Issued 87
- Citations Entered 263
- Reports Generated 130
- Reports Entered 127
- Mail / Faxes / Request 23

Patrol

- Total Calls 1,588

- Total Traffic Stops 165

Operations

Crime Opportunity Report Forms: 136

- 3/20/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), two suspects arrested.
- 3/21/2014
 - Warrant Arrest, 14 Highland Falls Drive, warrant arrest for dealing in stolen property.
 - Grand Theft, 28 Woodhaven Circle, homeowner just discovered valuable collectable presidential coins missing.
 - Felony Battery Arrest, 145 South Atlantic Avenue #408, suspect arrested.
 - Narcotics Arrest, 1200 Block of North US-1, suspect arrested and released with an Notice to Appear after traffic stop for Possession of Marijuana under 20 grams and paraphernalia.
 - Theft (Stolen Tag), 31 Amsden Road, owner discovered the license tag/plate missing from his vehicle.
- 3/22/2014
 - Carbreak, 333 West Granada Boulevard (Gold's Gym), window broken out, nothing taken.
 - Carbreak, 379 Collins Street, unlocked vehicle, camera/cell phone taken overnight
 - Burglary - Residence, 66 South Capri Drive, subject left the back window open around noon. When they came back an hour later, they discovered a TV, 2 cameras, iPad and Blue Ray missing.
 - Grand Theft, 839 South Atlantic Avenue (Andy Romano Park), victim left expensive cell phone in bathroom and it was gone when she went back to retrieve it.
- 3/23/2014
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
 - Sexual Assault, San Marco Apartments #301, female victim went to a party with a female acquaintance last night. They met up with some people she didn't know and got intoxicated. Victim states she woke up to an empty apartment and feels like she was sexually battered. Limited information on acquaintance and suspect.
 - Carbreak, 49 South Yonge Street (Sparkle and Shine), victim reported money stolen from wallet that he had left inside of his car.
 - Stolen Car, 852 Lucerne Circle, owner of car that was involved in the South Halifax crash the previous day reported his car stolen.
 - Grand Theft, 80 Tomoka Avenue, money missing, roommate suspect.
 - Grand Theft, 156 New Britain Avenue (American Legion), scooter stolen from property.
 - Battery-Domestic Violence Arrest, 44 Jamestown Drive, suspect arrested.
- 3/24/2014
 - Burglary – Business, 78 East Granada Boulevard (Ormond Memorial Art Museum), front door glass broken out with coquina rock. Suspect then entered the business and stole cash from a donation box.
 - Shoplifting Arrest, 1340 West Granada Boulevard (Lowe's), suspect took electrical items, suspect arrested and released after being issued a Notice to Appear.
 - Battery – Dating Violence Arrest, 1634 North U.S. 1. The call came in as a burglary in progress. The male subject officers observed fleeing from the scene turned out to be the victim. Female suspect was arrested.
 - Battery – Domestic Violence, 690 South Center Street, two adult brothers got into a physical fight over the family home while drinking. The victim made his way to neighbors. The suspect fled before officer came on scene. Affidavit completed.
- 3/25/2014
 - Grand Theft, 2380 Arabian Trail. Known service person took jewelry and knives while working within home.

- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject fled dropping the stolen items. He was not located, but he was already known and identified as an arrestee from a previous shoplifting arrest.
- Narcotics Arrest, 1900 Block of West Granada Boulevard, vehicle was stopped for speeding. During the stop the odor of marijuana was detected. Investigation located less than 20 grams of marijuana. Subject was issued a Notice to Appear and released.
- 3/26/2014
 - Burglary-Residence, 416 Oak Park Circle, entry made via rear sliding glass door. Jewelry, money and gift cards stolen.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 40
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 52
 - Number of Written Warnings Issued: 1
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 4
 - Number of Crashes with Injuries: 9
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0
- Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 500-Block Division Avenue
 - Reason for this STEP: Self-Initiated, High Traffic Area
 - Number of times worked: 1; Total Hours Spent: 1
 - Citations Issued: 3; Written Warnings Issued: 0
- Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: High Traffic Area
 - Number of times worked: 1; Total Hours Spent: 2
 - Citations Issued: 9; Written Warnings Issued: 0
- Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 100-400-Block Clyde Morris Boulevard
 - Reason for this STEP: High Traffic Area
 - Number of times worked: 2; Total Hours Spent: 2
 - Citations Issued: 8; Written Warnings Issued: 1

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 5 Cases initiated
- 12 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with two (2) walk-in and fifty-eight (58) telephonic inquiries.

Zone 1

- 1) 127 Treasure Lane – Received a request to inspect this site due to neighborhood concerns. An inspection was conducted. The property is in foreclosure. Five Brothers' is the responsible party. A notice of violation was issued to the property owner of record and to Five Brother's. NID has been contacted by the servicing agent and advised that the property will be cleaned. No date was given.
- 2) 19 North Yonge Street – Fence at northeast corner of N. U. S. #1 Hwy. and New Britain is causing a site obstruction. An investigation was conducted. This is an old fence that was erected many years before without benefit of a permit. The fence is six feet tall and does obstruct visibility to traffic on New Britain. The owner will be notified of the need to obtain a permit and relocate the fence meeting the corner triangle for site visibility or remove the fence in its entirety. The owner has been notified of the violation.

Zone 2

- 1) 104 Ormond Parkway – Received a complaint about the condition of this yard. The site is overgrown and there is debris in the front of the house. A site maintenance case has been initiated. The property owner's boyfriend was provided a copy of the notice of violation on March 11, 2014. The notice of violation issued certified mail was returned on March 22, 2014. Re-inspection to determine if compliance has been achieved is scheduled for the first week of April.

Public Works

• Engineering

Project Summary

Construction Projects:

- Tymer Creek Phase I – Construction continues on the south bound lane which is approximately 70% complete. Work continues on completion of the box culvert installation beneath the north bound lane.
- John Anderson Drive –The intersection of John Anderson Drive and Neptune Avenue remains closed while stormwater improvements in this intersection occur. **It is anticipated that the closure will remain through the end of April.** Work continues on installation of stormwater piping and structures at the south end of the project toward Royal Palm Avenue and also within the easement on Orchard Lane. The new upsized outfall at Fortunato Park was installed.
- Hand Avenue – The ribbon cutting ceremony is currently scheduled for April 24th at 5:30 p.m. at the parking area on Hammock Lane. Canoes will be available for anyone wishing to canoe the lakes following the ribbon cutting ceremony. Staff approved the final pay request to close out the project. The project was \$108,740 under the approved contract cost due to adjustment of final quantities that included a reduction of stormwater piping due to field modifications that were able to be made during construction. Staff was able to eliminate a portion of large diameter pipe and redirect flows to another area that provided required treatment.
- 2-inch Water Main Replacement – Mainland – Multiple crews are working on Creek View Way, Cross Creek Way, Curved Creek Way, Echo Woods, Lake Isle Way and Old Bridge Way.
- 2-Inch Waterline Replacement – North Peninsula - Clearance for the final segment (Oak/Sundance) was received; the contractor is completing the final service reconnections and is beginning final restoration of the project area.
- 2-inch Water Main Replacement - South Peninsula – Contracts for design were approved at the March 4, 2014, City Commission Meeting, a design kickoff meeting was held on March 20, 2014. The project schedule and scope were discussed; it is anticipated that plans will be complete in November, and the project will be bid in January 2015.
- Central Park Lake Interconnects – Staff was concerned about the narrow width of the canal at Division Avenue as compared to the canal width constructed on Hand Avenue. The canals have now been widened. An overflow weir on Division Avenue was undermined during last week's rain and will be replaced by the contractor.

- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Park Fishing Pier is complete. The punch list items for the guardrail have been completed. Building will schedule a re-inspection.
- Wilmette Avenue Bypass Pump Station – Milling and resurfacing of Wilmette Avenue occurred on March 18 and a final construction walkthrough occurred on March 20. An operational walkthrough is being coordinated for the week of March 31.
- Downtown Underground Utilities Conversion - The contractor began installation of poles for side street lighting. Hand holes for lighting along Granada Boulevard and Beach Street began the week of March 24. The contractor is finishing up disconnect and reconnections and anticipates completing this task with the trailer park at the corner of New Britain and US1 by March 31. FPL began removal of overhead facilities on March 27 (Thursday) at Ormond Beach Elementary.
- Audible Pedestrian Signals – The contractor is scheduling final ADA improvements for next week.
- Downtown Banner – Both test holes have been completed to make sure there are no underground encumbrances. The FDOT approved a permit modification for the proposed location on the east side of Washington Street. Both poles are scheduled to be installed on April 4, 2014.
- Traffic Signal Maintenance (Mast Arm Painting) - Notice to Proceed has been postponed due to additional questions from FDOT; a meeting was held on March 26 with FDOT to finalize the permit and lane closure restrictions. The FDOT is currently working on new maintenance agreements that will include language concerning maintenance of painted mast arms. Since a majority of the painted mast arms we have included in this contract do not have this agreement, the FDOT is hesitant to allow us to paint them without an agreement in place. Staff is working with the FDOT to resolve this issue.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - 950 feet of sanitary sewer lining was completed for Ford Street, South Beach Street and Lorillard Place.
- Airport Business Park Overhead Utilities Conversion/Hardening - FPL has released the contractor to commence construction; the power switch cabinet location has been completed by FPL to accommodate the contractor. Minor modifications have been made to the overall design which will prevent extended outages on customers not directly affected by the improvements made with this project.
- SONC Bleacher Replacement - New bleachers are scheduled for delivery on March 31, 2014.
- OBSC Multi-Purpose Building – The contractor is installing the silt fence, constructing the floor pad, and installing the proposed underground utilities. The existing fence was removed on 3/17.
- CDBG ADA Parking Improvements Sanchez Park – The contractor has finished preparing the site and 80% of the concrete has been poured and finished.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – The FDOT began work on this project on March 17 involving utility adjustment and storm drainage work, all work in travel lanes is scheduled for 7:00 p.m. to 7:00 a.m. It is anticipated that the FDOT will begin installation of mast arms at Williamson, Clyde Morris, and Main Trail during the month of April. Milling and resurfacing, commencing with the east bound outside lane is scheduled to commence April 12.
- OBSC Roadway Improvements – Contracts are being executed. Pre-construction conference held March 28, 2014.

Design Projects:

- Environmental Learning Center – Staff attended the ECHO ranking meeting on February 19th. The City received a score of 92% for the Environmental Learning Center application, a minimum score of 80% is required to receive funding. The County Council will review the recommended funding list from the ECHO Advisory Committee at the County Council meeting of April 17th. Staff is coordinating with its design consultant on a scope of work and cost proposal for the final engineering design of the facility.
- Nova Community Park Skate Park Expansion – AM Weigel is putting the finishing touches on the design manual for the skate park contractor.
- City Welcome Sign – ZCA has submitted conceptual drawings for FDOT review and comment.

- Beach Ramp Beautification – The revised plans have been sent to Volusia County for a Use-Permit.
- Riverside Drive Drainage Improvements – Sixty (60%) percent plans were submitted to the City for comment and review on March 17.
- Fiber Optic Network Expansion – The City has been informed it cannot utilize the FDOT fiber optic within State roads unless it is traffic related. Staff is researching the previous JPA agreements to see if there are provisions to allow the City to use the fiber optic.
- Granada Medians (West of I-95) – The design plans have been advertised for bids. The pre-bid meeting was conducted on 3/13. The bid opening was on 3/25. Staff is reviewing the bids.
- City Hall Chiller Replacement – The project is out for bids. Bids are due April 9th.
- Water and Wastewater Master Plan Update – Staff has submitted a work authorization for the master plan at the April 1st CC meeting.
- Nova Recreation Paving - [ongoing] Staff is looking at various areas within the park which are currently dirt/crushed shell and being used as unofficial parking locations and determining what additional parking and handicap stalls can be added to the park. Staff is working on the land survey of the park, which will be used to design locations around the park to capture the increased stormwater runoff as a result of paving the dirt roads and parking areas.
- 2-Inch Watermain Replacement Phase 2 – Contracts for design were approved at the March 4, 2014, City Commission Meeting, a design kickoff meeting was held on March 20, 2014. The project schedule and scope were discussed; it is anticipated that plans will be complete in November, and the project will be bid in January 2015.
- Reforestation Street Tree Planting – The bid documents were approved by the City Commission on 3/18, and advertised on 3/23.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk after the overhead utilities are removed. The proposed design was submitted for FDOT review on 3/13.
- Police Department Fencing - The bid documents were approved by the City Commission on 3/18, and advertised on 3/23.
- Nova Recreation Center Roof Repairs - Prepared proposal package for Commission approval scheduled for April 1, 2014, for installing new roofing on sections of the existing facility in need of improvement.
- Ormond Beach Municipal Airport Taxiway G - Design consultant is preparing 60% plans.

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
- Continue to locate, scan, examine, archive, and prepare for storage non-digitized plans (on-going).
- Roadway Resurfacing- Ongoing- Pavement management scenarios have been run to establish initial consideration of highest priority street candidates. Field inspection of the streets is ongoing to determine final candidates for the 2014 contract. Cost estimates were prepared for the various streets initially selected for proposed bidding.
- Downtown Stormwater - A design kickoff meeting is scheduled for March 31, 2014.
- Capital Improvement Projects - Cost estimates and exhibits are being prepared for updating the five year CIP budget report.
- Reviewed plans and created work in the right of way permit(s) for 1206 Northside Dr, Neptune Dr, and Amsden Rd per FPL request.
- Researched and located historical documents regarding the construction and ownership of the seawall at 341 Melrose Ave for the proposed dredging project.
- Onsite meeting with contractor regarding the SWMP options at 216 Ponce De Leon Dr.
- Researched and provided benchmark locations near Hernandez Ave to McCollum Surveying per request.

- Completed field measurements of the existing greenhouse and created concept plan for the proposed greenhouse located in Ormond Memorial Gardens for the development of a construction plan for its replacement.
- Continued revising the 2014 City Standard Details for per engineer's comments.
- Plotted 5 drawing plan sets for the water service replacement at 100 Marlin Dr per Utilities Div request.
- Continued modification of the plan set for the Cardinal Beach Approach improvement project.
- Created field change order drawings for the Lift Station Rehab Project per Utilities Div request
- Completed the concept exhibit drawing for the Tomoka State Park to Sanchez Park connector trail.
- Created permit drawing plan set for the Bonnie View Dr watermain replacement per Utilities Div request.
- Researched and provided plans set drawings for the proposed Airport Sports Complex Perimeter Rd to Airport Mgr per request.
- Completed tree locates at 28 Choctaw and N Halifax/Banyan Dr intersection per NID request.
- Researched and provided as-built plans showing elevations for Tomoka Meadows PH2 PER Planning Dept request.
- Completed fence in the right-of-way locate at 81 Westland Run per Building Div request.
- Researched and created PDF plan set of Westland Run offsite drainage to Planning Dept per request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Repaired Streetscape (State Road 40) pavers that were trip hazards
 - Repaired a sidewalk in 400 block of Hammock Ln.
 - Poured concrete slabs at Central Park I for the Parks Dept.
 - Removed and replaced broken concrete on Main Trl.
 - Removed concrete and formed on Magnolia Dr.
 - Pulled forms and barricades on Main Trl.
 - Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Maintenance of tools at Public Works Saw Shop
 - Cleared brush at various ROW (Right-of-Way) locations
 - Cut down broken tree at Division Ave. pump station
 - Trimmed low limbs overhanging the street at the corner of Beach St. & Lorillard Ave.
 - Checked out tree on the fence, trimmed and removed at the Ormond Beach Airport
 - Removed a dead bay on the right-of-way on Choctaw Trl.
 - Trimmed low limbs in Knollwood Estates, at Tropical & Division, on 1200 block of Biltmore, on 1200 block of Vanderbilt, on Melrose Ave., in Hidden Hills, on Thackery Rd., at 50 block of N. Ridgewood Ave., on Hernandez Ave., on 1200 block of Scottsdale, on 500 block of S. Ridgewood Ave. and on Greenwood Ave.
 - Cut down tree from callout on South Forty Trl.
 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.

- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed at various ROW (Right-of-Way) locations
- Repaired the shoulder with recycled concrete around Public Works Yard and other various locations
- Weed control on SR40 – Orchard to Tomoka Bridge, and around various citywide stop signs

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs for upcoming jobs and ordered materials for stock
- Central Park I, installed canoe/kayak signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Public Works Yard – truck maintenance
- Fleming Ave – installed sod
- Central Park I, II and on Hand Ave – checked out boat ramps
- Oak Forest Dr. – removed rip-rap bags at outfall, so pipe can be lined

Vactor

- Cleaned out basins on Division Ave.
- Cleaned ditches on Sandy Oaks Blvd.
- Maintained truck in the Public Works Yard

Mowing

- Reachout – Wilmette & Division

Street Sweeping/Streetsweeper

- 127.8 miles of road cleaned (This is for 4 1/2 days)
- 97.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

28,613

PM Services completed for the week:

Emergency—Vehicles and Equipment

3

Non-Emergency Vehicles and Equipment

13

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 8,153 unleaded and 5,144 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,507 gallons of unleaded and 1,311 gallons of diesel.
- Fleet completed 44 work orders this week.

- Utilities

- Projects Summary

- Anchor Drive Water Main Improvements – Florida Department of Health permit was received. Two quotations from interested contractors were received and one declined to bid. A purchase order will be prepared.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Bonnie View Drive Water Main Extension – Revised plans received from Engineering Div. were reviewed. Volusia County Use Permit Application was prepared.
- WWTP Biosolids Treatment & Disposal – No bids were received.
- Breakaway Trails Lift Station Control Panel Replacement – A preliminary design services meeting was held – awaiting receipt of design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – A preconstruction meeting was held on 3/25/14. The notice to proceed will be issued next week.
- Division Avenue Well Field Raw Water Piping – Design is underway.
- Cross Connection Control (CCC) Program Management Services – Agenda packet is being prepared for review of scope by CC scheduled for April 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation Services – Project is re-advertised for receipt of bids on April 17.
- Dual Check Valve Assembly Procurement – A City Commission memo will be prepared recommending award to Ferguson Waterworks.
- 2-inch Water Main Replacement – Mainland: Construction is continuing in the Breakaway Trails subdivision. North Peninsula: Clearance was received for Oak and Sundance. South Peninsula: Attended design kick-off meeting for 2014 water main replacement projects.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Application is being prepared. Check for application was processed and given to the consultant.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A start up of Pump #3 is scheduled for 4/23/14.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – Parts are expected to be delivered in early April.
- Rima Wells Auxiliary Power Generator – Revised plans incorporating staff comments were received for review.
- Saddler's Run Lift Station Rehabilitation – Quentin L. Hampton Associates (consultant) is performing the design.
- Sanitary Sewer Pipeline Repair – 950 feet of sanitary sewer lining was completed for Ford Street, South Beach Street and Lorillard Place.
- SR 40 (Tymer Creek Road to SR Perrott) Resurfacing – Milling and resurfacing, commencing with the east bound outside lane is scheduled to commence April 12.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Permit clearance was received from FDOT. Meeting held with contractor to determine Field Order #4 was being prepared to cover repair of broken wetwell riser ring and necessary valve vault modifications at Lift Station 4M1. A start up for Lift Station 4M1 is scheduled for the end of the week.
- Water Storage Tank Cleaning & Inspection – Cleaning of the reclaimed water storage tank interiors is completed. Pressure washing the exterior of water storage tanks is completed. The elevated water storage tank at Breakaway Trails was not pressure washed due to the proximity of overhead power lines.
- SPRC – Giant Recreational World – Received plans for review. North Peninsula Force Main – Reviewed permit application plant data. Sunoco 1546 W. Granada – Final inspection was performed.
- 32 Valhalla Avenue Service Line Replacement – Sent design information to Engineering to prepare design drawings. Prepared Volusia County Use Permit Application.
- 100 Marlin Drive Service Line Replacement – Submitted Volusia County Use Permit application to Volusia County for processing.

- Forwarded Kingston Shores Condos - Awaiting receipt of application and plans for review.

Departmental Activities

• Water Distribution

- Exchanged 34 water meters due to new water service connections and Finance Dept. work orders.
- Connected 1 new residential water service to the water system.
- Responded to 11 low pressure and/or water quality complaints and assisted customers with resolutions to their complaints
- Performed testing on 4 city owned backflow preventers and repaired one that did not have satisfactory test results.
- Performed accuracy testing on 8" and 6" commercial water meters, scheduled 5 commercial water meter tests.
- Performed valve maintenance on 12 valves due to scheduled shut downs and water main breaks.
- Perform maintenance activities on 4 city owned fire hydrants.
- Performed flushing activities on Santa Fe Ave, Calle Grande, S. Nova Rd, Quail Run, Old Macon Dr, Sandy Oaks Blvd, Manderly Lane, Brook Crest Way, Old Bridge Way, Royal Palm Dr, Marjorie Trail, Twelve Oaks Trail, River Bluff Dr, Tidewater Dr, Tropical Falls Dr, Katrinas Dr, Green Forest Dr, Chelsea Place Dr, Treasure Lane, Oak Dr, Knollview Dr
- Repaired the flushing device on Creek Bend Way in Breakaway Trails
- Replaced 2 water meter boxes.
- Repaired 12 water leaks.
- Repaired a 6" water main on River Ridge Trail and a 2" water main on Old Bridge Way.
- John Anderson Drive Roadway Improvements - Completed 27 new water service connections, performed a water main shutdown for Masci Construction for the water main connection on John Anderson Dr at Royal Palm Dr. and performed a permanent water main shutdown for the 6" water main on John Anderson Dr between Orchard Lane and Neptune Ave.
- 2-inch Water Main Replacement - Performed 2 water main shutdowns to make final connections on Oak Dr., rescinded boil water notices for Andrews St/Greenwood Ave area, Old Bridge Way, and Oak Ave shutdown area.
- Utility locate service for water/wastewater/reuse: received notice of 102 regular and 2 emergency utility locates for the previous week.

• Water Treatment

- Delivered 35.912 million gallons for the week ending March 22, 2014 (5.130 MGD).
- Backwashed 9 filters for a total of 400,000 gallons backwash water.
- Produced and hauled 67.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded three Precautionary Boil Water notices.

• Wastewater Treatment

- Domestic and Industrial Wastewater flow was 31.64 Million Gallons.
- Produced 17.87 Million Gallons of Reuse.
- Produced 13.77 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.52 MGD, plant designed for 8 MGD.
- Hauled tons of sludge 154.61 (14%-18% Solids).
- Submitted Annual Concentrate and Blend DMR to FDEP.
- Submitted Quarterly Bioassay results to FDEP.

• Wastewater Collection – Reuse

- Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and six in town.
- Televised 11, cleaned 5 & root inhibitor applied on 6 sewer laterals.
- Installed six inch cleanout at 127 Windward Cir
- Repaired sewer lateral at 78 McAllister Dr.

- Repaired 8"sewer mainline at 215 Warwick Ave.
 - Installed new pep tank control panel at 5 Mystic Lake.
 - Filled in hole with fill dirt around pep tank at 23 Brook Crest.
 - 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) 20/22 psi, Foxhunters Flat (2 inch) 22/23 psi & Shadow Creek Blvd. (4 inch) 8/10 psi.
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Post Anoxic #1 West Mixer – replacement mixer failed on over current – replaced unit with Fermentation mixer as temporary solution – Florida Bearings Service Manager contacted to resolve issues.
 - Clarifier #3 - #4 – installed spray system at center rings
 - Influent pump room – deragged pumps on a weekly basis
 - WWTP IPS Auxiliary Generator feed – reviewed SOP with operators for manual transfer if automatic transfer system malfunctions.
 - 1P – High Run Hours on Pump #1 – All mechanical equipment at station operating perfectly – possible SCADA read problem – will monitor and continue to trouble shoot
 - 3M – no starts on Pump #1 – Pump was plugged and tripped out. Cleared blockage at volute to correct the problem
 - 6P Lift Station – Phase Voltage Loss – Station Operational All Equipment in Full Working Order – FPL Power Available – Generator Running Station under load – will coordinate with Fleet Supervisor to inspect generator control panel as possible failure
 - 7P – High Run Hours on Pump #2 – Cleaned dirty probe & dome assembly to restore alternation cycle between the pumps.
 - BAT L.S. – PLC not updating on SCADA. Rebooted PLC to restart data updating function. Pump #1 recorded no starts. The breaker was determined to be defective and was replaced.
 - HOMAC – Pump #2 showed no starts. The motor starter was reset and the amp draw was checked. Amp draw was normal.
 - Shadow Crossings Lift Station - High Level in wetwell was investigated. The APP521 Controller was not responding to wetwell levels to control the pumps. A Multitrode Controller was installed as a temporary repair – Contacted Flygt for site visit to troubleshoot and repair the APP521 controller.
 - Towne Square – The frequency of pump starts and stops is excessive. Pump start and stop parameters were adjusted.
 - SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911 with WTP
 - Weekly Preventative Maintenance (PM's): Grit Snail; Poly Blends #1, #2; Digester Blower #2; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM's: Digester Blowers – #1, #2, #3; Grit Snail; Sand Filters – #1, #2, #3; Swing Zone Blowers – #1, #2.
 - Annual PM's: Centrifuge #1.
 - Semiannual PM's: Bar Screens, #1, #2.
 - Lift Station PM's: 14 monthly and 1 annual performed.
 - 57 work orders completed and closed for this section for this week.
- Water Plant – Well Fields – Booster Stations – Reuse System
 - Aerator Motor #1 – Not operational – will replace when a new motor is received.
 - Claricone Actuator #1 – adjusted limit switch to prevent valve from leaking.
 - BAT Reuse Tank – relocated level transducer j-box in support of Tank valve replacement - reconnected the transducer and verified operation on SCADA.
 - Assisted with the tank cleaning and inspection project.

- Ocean Side Golf Course – The reuse dry well had no power. FPL wiring failure at service connection point was determined to be the cause – contacted Oceanside Country Club (owner) to inform them of the required repairs.
- Granada Booster Station – Replaced pump #2 with spare. Obtaining quotes for rebuild of original pump – Removed non-functional motor #2 for replacement – will install when received.
- Tomoka Booster Station – Vandalism repaired by Kathy Harper painting.
- Monthly PM's – Hudson wells; Rima Ridge wells; Scrubbers #1, #2, #3, #4; R.O. Clear well pumps

- 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.
 - Industrial Pretreatment Program: In response to U.S. EPA and Florida DEP notice, Utility is keeping the FDEP abreast of the analytical results from the samples collected at Thomas and Betts. Staff inspected the facility to monitor sewer discharges. A more comprehensive set of sampling was conducted and staff is awaiting the analytical results. Additionally, staff from the FDEP conducted an audit of the Industrial Pretreatment Program.
 - Industrial Pretreatment Program: Staff is updating the Utility's Enforcement Response Plan to coincide with the Sewer Use Ordinance. The Plan outlines the activities taken when a permitted industry is out of compliance with their permit or other regulation.

- Water Supply/Treatment and Distribution System Regulatory Activities
 - SJRWMD Water Supply Plan: Staff is reviewing the District's Plan to ensure it is protecting the resources necessary for the Utility to maintain its projected growth in the coming years.
 - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals after reclaimed water became available for irrigation when the Western Ormond Beach Reclaimed Water Project was completed.
 - Consumer Confidence Report: Staff is collecting analytical data from the 2013 calendar year to prepare the CCR for electronic distribution.
 - Water Audit Conference: Staff attended a conference demonstrating how to account for and prevent unaccounted for water. The conference included software from the AWWA to self evaluate unaccounted for water.
 - Wetlands Monitoring Report: Staff and the City contractor are preparing the annual report as part of the requirement for the Consumptive Use Permit from the SJRWMD. The report gives the District information as to the health of the wetlands surrounding the City's Rima Ridge well field.

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 City Manager Staff Meeting
- Staff attended and provided support for the March 26, 2014, Budget Advisory Board Meeting
- Agenda packet preparation and creation for the April 1, 2014, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received confirmation from Municode that project is in "Initial Organization" stage involving comprehensive review of code materials