

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 21, 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:

- One on one meetings with City Attorney, Planning Director, Economic Development Director and Fire Chief
- Staff meeting with directors
- Discussion on solid waste RFP

Spoke to, attended and/or met with:

- Agenda review with Commissioner Boehm
- Rotary meeting
- United Way Executive Committee meeting
- United Way Allocations Panel agency review meeting
- Discussion with Rafael Ramirez on Halifax Health wellness program
- Commission workshop and meeting
- Discussion with Waste Pro representatives Ted Oglesby and Susie Dolan regarding solid waste
- Seminar hosted by City of New Smyrna Beach on Cities 3.0: Reflecting, Responding & Redesigning for an Uncertain Future.

Community Development

- Planning
 - The Planning Director attended the Technical Coordinating Committee meeting of the TPO. The Volusia TPO just received a letter from Governor Rick Scott stating that he has concurred with our "reaffirmation of the planning area boundary and Board membership."
 - Staff met with Engineering to discuss the Downtown Capital Project list for 2014-15.
 - Staff attended an Overland Wave Analysis and Mapping study held by Taylor Engineering.
 - The Planning Director met with Ed Speno to discuss his options concerning his upcoming Development Order expiration for Enclave and Marshside I developments.
- Building Inspections, Permitting & Licensing
 - 86 permits issued with a valuation of \$1,015,349.00
 - 305 inspections performed.
 - 6 business tax receipts issued.
- Development Services
 - The SPRC reviewed the following developments:
 - Conceptual use and site plan for 1140 US 1 North (formerly the American Legion site) as a warehouse.
 - Preconstruction meeting on Deer Creek 4b.

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 late May/early 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 quarterly meeting of the Continuing Florida Aviation System Planning Process East Central Florida Metropolitan Area Steering Committee. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) to establish a method to help maintain a viable statewide aviation environment. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with constant changes by updating the FASP periodically. CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development needed to best meet projected aviation demands. This process is a component of the FAA's Continuous Airport Systems Planning Process.
- 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

- On-going Projects
- Completed Projects - Weekly
 - Processed 28 Journal Entry Batches (# 2491- 2563).
 - Approved 37 Purchase Requisitions totaling \$558,230.13.
 - Issued 17 Purchase Orders totaling \$135,323.36.
 - Prepared 185 Accounts Payable checks totaling \$1,218,182.10 and 51 Accounts Payable EFT payments totaling \$726,861.04.
 - BID 2014-12, Granada Median Landscaping-West I-95, Pre-Bid Meeting on March 13, 2014.
 - Prepared 33 Payroll checks totaling \$24,362.66 and 338 Direct Deposits totaling \$392,357.38
 - Transferred IRS 941 payment of \$150,858.86.
 - Processed 4,246 cash receipts totaling \$516,376.93.
 - Processed 1,252 utility bill payments through ACH totaling \$96,633.87.
 - Processed and issued 6,080 utility bills with billed consumption of water of 41,370k.

Grants/PIO

- Public Information
 - Press Releases
 - Movies on the Halifax (Flight of the Navigator – April 4)
 - Household Hazardous Waste Collection Day (April 11)
 - Community Garden Meeting (April 3)
 - Healthiest Weight Champion Community Recognition
 - Florida Licensing on Wheels (April 1)
 - Art in the Park (May 3-4)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Met with Dave Pizzo regarding State of the City photos/videos.
 - Attended weekly staff meeting.
 - 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: 4
- Fire Alarms: 4
- Hazardous: 3
- EMS: 100

- Motor Vehicle Accidents: 27
- Public Assists: 41

TOTAL CALLS: 179

- Aid provided to other agencies: 26 calls – Daytona Beach (4), Holly Hill (2), Volusia County (20)
- Total staff hours provided to other agencies: 32
- # of overlapping calls: 59
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 93

Training Hours

- NFPA 1001: Firefighting 24
- NFPA 1002: Driver/Operator 25
- NFPA 1021: Company Officer 2
- NFPA 1410: Hose Drill 30
- NFPA 1500: Safety/Equipment 44
- NFPA 1620: Pre-Fire Plan Inspections 28
- EMT/Paramedic 11
- TOTAL TRAINING HOURS: 164

Station Activities

- Serviced 149 fire hydrants to include flow testing and inspection
- Updated 17 pre-fire plans
- Conducted 3 fire inspections

Significant Incidents

- 3/12/14, 8:38 PM: North I-95, Mile Marker 271, Motor Vehicle Accident – Provided aid to Volusia County for a three car collision – one vehicle with damage to entire left side – Engine 94 crew removed driver door to extricate driver – two patients transported to hospital.
- 3/12/14, 11:33 PM: US Highway 1, Motor Vehicle Accident – Provided aid to Volusia County for a triple pedestrian versus car accident in front of Iron Horse Saloon – three trauma alerts called – one flown by Air One to hospital – two transported by ground.
- 3/14/14, 6:39 PM: 3600 W. Granada Blvd. – Motor Vehicle Accident – Provided aid to Volusia County for a motorcycle and SUV head-on collision – motorcyclist was pronounced at scene.
- 3/15/14, 5:49 PM: 111 S. Atlantic Ave. – Motor Vehicle Accident – One motorcycle rear ended another motorcycle – front motorcycle not moving at time of impact – one rider thrown 20 ft. – two patients transported to hospital – while loading patients a second accident occurred directly across lanes from first accident – one motorcycle rear ended an SUV – two riders on motorcycle went down in road – both treated on scene.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works/Wastewater – Maintenance Worker IV was advertised 01-23-14 on the City's web site, and closed on 02-07-14. Twenty-two (22) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and 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.

- 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.

- Background/Reference Checks/Job Offers
 - Planning – The selected Office Manager applicant has been cleared for employment and will start on 03-31-14.
 - Fire Department – A new Firefighter/EMT has been cleared for employment and will start on 03-31-14.
 - Leisure Services/ARBP – Part time seasonal Maintenance Worker II has begun pre-employment processing.

- Promotions/Transfers
 - Public Works/Streets – A Maintenance Worker II was selected for the promotional position of Maintenance Worker III after interviews on 03-18-14.
 - Fire Department – The Officer/Captain promotional assessment was conducted by Kincaid Performance Solutions on 02-18-14 at the ATC with eight candidates participating in the scenario based process. One on one interviews with the top four candidates have been scheduled with Fire Chief Mandarino.

- 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 is scheduled for 03-31-14. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

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

- Leadership planning meeting.
- Resolve temporary staffing agency payment issue for ushers.
- Attend Wellness Council Membership meeting.
- Mayor's Health & Fitness Challenge Team meeting.
- Incident reporting procedure review with Leisure Services team.
- Police Department Safety Committee meeting.
- Attend PRIMA Chapter meeting/training.
- Attend several MH&FC activities.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted and reviewed by Legal.
 - Community Development – Electronic Plan Review – RFP responses received from two vendors. Responses are being reviewed and evaluated. Vendor Demo Scheduled for 3/27/2014.
 - Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 94% complete.
 - Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old Domain servers. Resolving nagging issues pertaining to dependencies on the old domain servers that have been in service 7+ years. Resolving issues one by one.
 - Email Server Upgrade from version 2003 to 2007 – Mailbox migration 100% complete. In process of decommissioning the old servers.
 - WindowsXP to Windows7 implementation – Phase 1 - Police Department 43-Desktops and 75-MDTs are being re-developed. ALL MDTs have been upgraded, working within PD to replace/upgrade desktops to Windows7.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 23 New work - 65 completed - 66 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	55,460	Inbound E-Mails Blocked	41,686
Delivered Inbound E-Mails	13,602	Quarantined Messages	172
Percentage Good Email	24.5%	Virus E-Mails Blocked	84

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 71 Corrections: 0
 - Map/Information Requests: 30
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0

- Meter GPS locate and ID: 22,502 total, completed 18,240 (81.1%) potable 17,704, Irrigation 534, Effluent 2
- Notable Events: Added 59 new hydrants with 11 of these still bagged (out of service) and replaced hydrant information for 13 additional hydrants. A total of 72 hydrants added or updated in GIS due to various water main improvement projects.

Leisure Services

- Administration
 - Public Works Meeting
 - City Manager's Staff Meeting
 - Assistant City Manager's Meeting
 - Supervisory Staff Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Weekly Coordinator One-on-One Meetings
 - Tennis Center Meeting
 - Gymnastics Meeting
 - VCRDA Meeting
 - Airport Project Meeting
 - Commission 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 continued practices 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 baseball had home games Monday through Wednesday at 4 and 6pm at the Sports Complex on Wendelstedt Field #1.
 - SHS softball hosted games on Tuesday and Wednesday night this week on the Softball Quad #1 Field at 4:30pm and 6:30pm.
 - FLHS softball hosted a game on Tuesday night at Softball Quad #1 at 6pm.
 - RBA Baseball hold practices every Tuesday and Thursday night at the Sports Complex on Kiwanis Field at 3:30pm.
 - FLHS Baseball hosted games on Tuesday night at 7pm at the Sports Complex on Wendelstedt Field #2.
 - City 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 continued this week on Monday and Tuesday at the Nova Gym. Currently 80 participants are signed up.
 - SHS Girls' Flag Football continues with their game season this week at the Sports Complex on Championship Field #7 on Tuesday night at 6pm. This is the second of six home games.
- Athletic Field Maintenance
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park

- Cleaned handball, tennis and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Picked-up and dropped off equipment to Fleet on daily basis
- Made fuel runs for equipment
- Cleaned restroom, offices and lunch area of Maintenance Building
- Continue mowing of baseball fields, three times a week
- Continue mowing of the soccer fields, two times a week
- Continue mowing of the softball fields, two times a week
- Continue mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Mowing SONC softball field weekly
- Mowed fields at Ormond Beach Middle School weekly
- Daily clean up of Limitless Playground by the softball quad
- Cleaned all sports parks of debris/trash from the events during the week
- All fields open for use. Game fields only are restricted.
- Father Lopez softball continues practicing; dragged and prepped a field for them to use
- Lady Renegade softball teams continue workouts; preparing fields for them to use nightly
- Rec leagues are practicing on the Quads nightly; preparing fields daily
- Father Lopez and Seabreeze softball teams are using fields 1 and 3 for their games
- Golden Spikes Baseball league has resumed using Nova fields; prep daily for them
- Mustang and Bronco boys' baseball leagues have started at Nova fields; prepping the fields daily for them
- Seabreeze, Father Lopez and Riverbend Academy baseball continue practices Monday through Friday; prepping the fields for them to use
- Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prepping for them daily
- Competitive soccer leagues continue to practice daily; season began March 8th
- Rec league soccer continues practicing. Season started March 1st; goals, benches, trash cans and fields done for them
- Prepare T-ball fields for practice daily. Opening day took place for T-ball Saturday morning; prep fields on Friday for Saturday
- Seabreeze High Girls' Flag Football games began March 11th; painted and prepped field for them
- Continue a night shift, 3:30pm -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. CMT held regular classes.
 - Tuesday: Show Club held on stage rehearsal. CMT held regular classes.
 - Wednesday: Show Club held on stage rehearsal. CMT held regular classes.
 - Thursday: Kopy Kats and CMT held regular classes. Show Club held on stage rehearsal.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is getting ready to host the following event:
 - "It Was a Very Good Year", a Frank Sinatra Tribute Starring Tony Sands, Friday, March 21st, 7:30pm, \$20 Reserved Seating.

- South Ormond Neighborhood Center
 - Splash Pad Open
 - Fitness room open Center hours
 - Open gym 1:00-8:30pm weekdays/Center hours on weekends
 - Jazzercise Monday 5:45-7:00pm
 - Youth basketball practice
 - Rental Saturday 2-4pm
 - VCRDA Luncheon Wednesday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee and cross-training him for Leader position tasks until position is filled
 - Attended weekly staff meeting
 - Attended event meeting
 - Attended AITP sponsorship meeting with Money Pages
 - 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
 - Mail out of food vendor packages and required paperwork for Independence Day Celebration
 - Began band selection for July 4th
 - Set-up, work and strike for VCRDA luncheon
 - Assisted with City Commission workshop
 - Developed invitation for Hand Ave/Interconnect Ribbon Cutting and prepared them for mail out
 - Assisting Memorial Remembrance Committee with planning tasks

- Gymnastics
 - Continuing training of new Rec Leader
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - Registration has begun 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.
 - Jr. Jazzercise, a program for children with special needs will meet on Wednesday from 5:00pm-5:45pm and have an end of session performance.
 - Challenger Net Sports met for the final practice on Tuesday. They ended practice with a game between themselves and celebrated with a party. Each player received a certificate and medal.
 - Youth Coed Volleyball met on Monday and Tuesday for practice from 5:30 to 8:30pm and will continue to meet twice a week until May.
 - Challenger Gymnastics will begin on Friday from 3:30 to 4:30pm at The Ormond Beach Gymnastics Center.

- The Casements
 - Classes met this week including Pilates and Yoga.

- Tours continued from 10am to 3:30pm Monday through Friday. Saturday tours were held from 10 to 11:30am.
- The Casements Camera Club photography exhibit continues in The Gallery through March.
- A watercolor workshop was held in Room 203 Monday through Friday.
- The Seaside Herb Society met in Bailey Riverbridge on Saturday morning.
- Wedding photos were taken in Ormond Memorial Gardens on Saturday morning.
- A wedding ceremony was held in Rockefeller Gardens on Saturday afternoon.
- A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
- A wedding ceremony was held in the Bailey Riverbridge Gardens on Saturday afternoon.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- A meeting regarding the Centennial Pancake Breakfast was held in The Coordinator's office on Tuesday morning.
- A special group tour for the Marsh Creek Women's Association was given on Wednesday morning.
- The Guild's Publicity Committee held a meeting in The Preservation Room on Thursday morning.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- A wedding rehearsal was held in Rockefeller Gardens on Thursday evening.
- A special group tour for the Terraces of Daytona Beach was given on Friday morning.
- A wedding ceremony took place in Rockefeller Gardens on Friday afternoon.
- A wedding rehearsal took place in Ormond Memorial Gardens on Friday afternoon.
- A wedding rehearsal took place at Ames Park on Friday afternoon.
- A wedding rehearsal took place in Rockefeller Gardens on Friday evening.
- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Weekly preventative maintenance of City vehicles and equipment as necessary
 - Perform 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
 - Repaired range in kitchen at Fire Station 91
 - Supply IT with adhesive removing materials at City Hall
 - Repaired door latch in IT work room - not latching at City Hall
 - Fixed three door cylinders not working correctly at Nova Community Center
 - Reprogrammed fire panel at Fire Station 94
 - HR Training Room door sticking - assisted with repair at City Hall
 - Fixed outside men's toilet lever broken at Nova Rec
 - Procured proximity access card for new employee at Police Station
 - Thermostat not working at OMAM
 - Repaired exhaust fan in Pistol Range at Police Station
 - Repaired zone control VVT1:1 at Fire Station 91
 - Checked broken washer liquid dispenser door at Fire Station 93
 - Showed new employee City facilities
 - Women's toilet rocking at Nova
 - Added TV receptacle to weight room at Nova
 - Reset time clocks and magnetic locks for time change Citywide
 - Repaired outside lights at Fire Station 92
 - Repaired field lights at Field #7 at Airport Sports
 - Repaired City Hall flag light
 - Repaired nautical lights in the plaza at City Hall
 - Repair outside ladies' restroom toilet at Nova
 - Dropped off carpet dryer to WW
 - Cut down door for new carpet at PAC

- Installed trophy case at the PAC
- Wrapped seven pallets of street lights for King Luminaire pickup
- Repaired faucet ladies' restroom at Nova
- Dropped off generator E092 for service at Fleet
- Replaced flapper and handle outside men's restroom at Nova
- Startup Splash Pads at Andy Romano and SONC
- Replaced toilet seat, wax ring and repair flange inside ladies' room at Nova
- Parks Maintenance
 - Replaced rusted grab bars on playground equipment at Milton Pepper Park
 - Refurbished and installed two memorial benches at Ormond Memorial Gardens
 - Sprayed mulched area for weeds at Milton Pepper Park
 - Removed graffiti from picnic table at Central Park I
 - Trimmed low hanging limbs on the raised boardwalk
 - Repaired vandalized bench at Central Park I
 - Installed new tot swing at Airport Sports playground
 - Installed new basketball net at Central Park I
 - Installed new "No Smoking" signs at Andy Romano Beachfront Park
 - Repaired sunken patio stones around splash pad at SONC
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - One Call Out - restocked restrooms at Cassen Park

Police Department

Administrative Services

- Completed Bike Week 2014 activities.
- Staff participated in the Citizen's Police Academy (Active Shooter Response).
- Staff assisted the Fire Department with their Captain promotion interview process.
- Staff met with Communications International regarding the purchase of P-25 compliant in-car radios.

Community Outreach

- PAL afterschool educational programs are closed the next two weeks due to Volusia County Schools' spring break. (March 20 -30, 2014) Classes resume on Monday, March 31.
- Practice continues for teams in the OBPAL basketball program. Youth participated in a USSSA tournament in New Smyrna Beach on March 15 and 16.
- YDC youth will be assisting the State of Florida Police Athletic League at the State PAL tournament in New Smyrna Beach April 4 & 5. This will be a regional service project for the YDC.

Community Services & Animal Control

- Animal Calls: 53
- Animal Reports: 5
- Injured Wildlife: 3
- Animals to Halifax Humane: 4 (all cats)
- CSO's assisted with many crashes during Bike Week.
- Web page updated.

Criminal Investigations

- Cases Assigned: 47
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 13
- Inactive: 10

- Fraud: 9
- Burglary Business: 0
- Burglary Residential: 7
- Larceny Car break: 23
- Grand Theft: 8
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0
- Suspicious Incident: 0

Narcotics

- Two Search Warrants
- One Meth Lab Investigation
- Six Buy Walks

Comments:

- Stolen Motorcycles: Investigators identified a suspect in the theft of two motorcycles from the area of SR 40 and I-95. Subject is also a suspect in a recent auto theft. Investigation continues.
- Grand Theft: Victim's phone was stolen as she shopped at Wal-Mart. When the victim called the phone the suspect offered to sell the phone back to her. Suspect identified and charges are pending.
- Grand Theft: Approximately \$20,000.00 worth of piping was stolen from the 500 Block of John Anderson Drive during a construction project. Investigators found the stolen pipe at a local scrap yard. An employee of the company doing the construction work has been identified as the suspect. Charges are pending.

Records

- Walk - Ins / Window 102
- Phone Calls 98
- Arrest / NTA'S 18
- Citations Issued 264
- Citations Entered 10
- Reports Generated 157
- Reports Entered 154
- Mail / Faxes / Request 7

Patrol

- Total Calls 1,974
- Total Traffic Stops 354

Operations

Crime Opportunity Report Forms: 115

- 3/13/2014
 - Domestic Violence Arrest, 730 East Lindenwood Circle, female arrested for hitting her live-in boyfriend.
 - Carbreak, 29 Spring Meadows Drive, window broken out overnight.
 - Warrant Arrest, 1500 Block of West Granada, panhandler arrested for open soliciting warrant.

- Grand Theft, 240 South A1A, theft of hurricane shutters valued at about \$5,000.
- Burglary-Hotel, 711 South Atlantic Avenue (Atlantic Cove Motel), wallet and money stolen from room.
- Battery – 175 South Nova Road (Tokyo), suspect arrived to find his wife kissing a co-worker and he punched the man about the head and face. He was arrested.
- Warrant Arrest, 19 North Yonge Street, received a tip of a wanted felon at one of the residences. Subject was located and arrested
- 3/14/2014
 - Carbreak, South Atlantic Avenue / Cardinal Drive, two motorcycle tire chocks unbolted and removed from an open trailer.
 - Stolen Vehicle Recovery, 241 North US 1, officer stopped a motorcycle for an equipment violation. Further investigation revealed that it was stolen from South Florida.
 - Grand Theft, 1608 North US 1 (Days Inn). Guest had her purse stolen from the breakfast room. The theft was captured/recorded on surveillance video. The victim discovered the suspects were other guests from the hotel and that they charged \$2,300 worth of items using the victim's credit card at Destination Daytona.
 - Burglary – Residence, 1508 San Marco Drive, #108. Unknown suspect with a key alleged to have entered the apartment and removed several small items.
 - Burglary – Residence, 99 Hickory Hills Circle. Forced entry to front window. Jewelry and change taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard. (Wal-Mart), two suspects were stealing Lego toys. Both ran from store employees. One subject got away; one was arrested for theft and drug paraphernalia.
 - Burglary – Residence, 42 Soco Trail (The Trails). Unlocked house, watches and jewelry removed. Three juvenile males seen by a neighbor, leaving the house.
 - Narcotics Arrest, Granada Boulevard and Beach Street. Juvenile male stopped and was found to have marijuana.
- 3/15/2014
 - Carbreak, 65 Ponce de Leon Drive. Unlocked vehicle entered overnight with a GPS stolen.
 - Carbreak, 76 Ponce de Leon Drive. Unlocked vehicle entered overnight with small miscellaneous items stolen.
 - Battery – Dating Violence Arrest, 123 Northbrook Lane. Boyfriend and girlfriend got into a physical fight at the house. He punched her in the face and then fled. He returned later and was arrested.
 - DUI Arrest, South Atlantic and Byron Ellinor Drive, officers stopped suspect for speeding and erratic driving. He was arrested for DUI after failing a field sobriety test.
- 3/16/2014
 - Grand Theft, 200 Booth Road. Victim stated that \$20,000 dollars worth of metal was removed from an open area of his property.
 - Grand Theft – Firearm, 759 South Atlantic Avenue (Georgian Inn). Guest stayed the week. Last saw his Glock 23 /.40-caliber in the room the day prior. After checking out he realized that he no longer had his firearm and went back to his room but could not locate the weapon.
 - Trespassing Arrest, 1520 West Granada Boulevard. Local transient arrested for trespassing after warning.
 - Trespassing Arrest, Ormond Towne Square. 3 subjects were at the plaza. Two males were intoxicated and bothering customers. The female was not intoxicated. All three were trespassed and the males were transported to the Branch Jail.
 - Violation of Probation Arrest, 1521 West Granada Boulevard (Wal-Mart). A vehicle was observed driving at a high rate of speed. It was located at Wal-Mart. The driver was found to be in violation of his probation. Investigation was done and contact made with his probation officer after which he was arrested.

- 3/17/2014
 - Battery Arrest, 77 West Granada Boulevard, homeless subject was passed out. He was going to be placed into custody under Myer's Act but subsequently attempted to bite officers and was arrested.
 - Domestic Violence Arrest, 410 South Halifax Drive, female arrested for cutting her husband with a knife when he tried to remove their television.
 - Burglary – Residence, 1507 North Beach Street, jewelry and cash stolen.
 - Carbreak, 1000 Old Tomoka Road, forced entry, purse and cell phone stolen.
 - Carbreak, 250 North US-1 (Little Feet Academy), window broken out.
 - Grand Theft, 220 North Nova Road (Trails Radio Shack), suspect ran out with a 32" TV. Video of suspect obtained from store surveillance camera.
- 3/18/2014
 - Burglary – Residence, 67 Broadmoor Circle, Resident saw a subject exiting his driveway when he came home. He discovered some items disturbed on the table near the open front door but nothing missing.
 - Warrant Arrest, 501 Oceanshore Boulevard, subject was riding a bicycle and was recognized by patrol. Officer found that he had an open arrest warrant.
- 3/19/2014
 - Violation of Probation Arrest, Nova Road / Division Avenue. Officer was conducting Extra Patrol of the residential areas surrounding Central Park due to burglaries. He encountered a suspicious male on a bicycle and followed him to the above location. Subject was on probation from Putnam County for Grand Theft. Probation and Parole conditions revealed that he was to remain confined to his house in Putnam County. After verifying this through his Probation and Parole Officer, he was arrested for violation of his probation conditions.
 - Warrant Arrest, 711 South Atlantic Avenue (Atlantic Cove Motel). Employee under investigation by CID for theft was found to have an open warrant.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 59
 - Number of DUI Arrests: 1
 - Number of Uniform Traffic Citations Issued: 164
 - Number of Written Warnings Issued: 2
 - Number of Parking Citations Issued: 1
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 3
 - Number of Crashes with Injuries: 5
 - Number of Crashes with Serious Bodily Injuries: 0
 - Number of Crashes with Fatal Injuries: 0

 - General Comments: Bike Week was not as busy as expected.

 - 14-03-00291 Stolen Motorcycle recovery: Motorcycle stopped for no mirrors, VIN associated with tag did not match VIN on the frame, VIN from frame was run through FCIC/NCIC which came back stolen out of North Carolina.

 - 14-03-00297 Traffic Stop: Motorcycle stopped for no headlight, tag came back no record found out of PA. Owner/operator stated tag was approx. 10 years old and was no longer valid. Owner/Operator did not have a motorcycle endorsement. Tag was seized and four (4) citations issued.

- 14-03-00319 Fleeing Driver: Two (2) sport bikes fled northbound on US 1 from the 200-Blk, no pursuit, description given over the radio. Ofc. Pearson located both motorcycles and operators in the parking lot of 220 N. Nova Rd. Both operators admitted to the offense. Fleeing and Eluding charges were not applicable. Each driver was issued six (6) citations.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Case initiated
- Zone 2: 5 Case initiated
- Zone 3: 1 Cases initiated
- Zone 4: 8 Cases initiated
- 23 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in and sixty-two (62) 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 site maintenance case has been created. A notice of violation will be issued.
- 2) 19 N. Yonge St. – 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 owner has been notified.

Public Works

- Engineering

Project Summary

Construction Projects:

- Tymer Creek Phase I – Construction continues on the south bound lane which is approximately 65% complete. Work continues on completion of the box culvert installation beneath the north bound lane. The overall project is approximately 85% complete.
- John Anderson Drive –The intersection of John Anderson Drive and Neptune Avenue remains closed while stormwater improvements in this intersection occur. It is anticipated that the closure will remain through the end of April. Work continues on installation of stormwater piping and structures at the south end of the project towards Royal Palm Avenue and also within the easement on Orchard Lane. The new upsized outfall at Fortunato Park was installed.
- Hand Avenue – The ribbon cutting ceremony is currently scheduled for April 24th at 5:30 at the parking area on Hammock Lane. Canoes will be available for anyone wishing to canoe the lakes following the ribbon cutting ceremony. Staff approved the final pay request to close out the project. The project was \$108,740 under the approved contract cost due to adjustment of final quantities that included a reduction of stormwater piping due to field modifications that were able to be made during construction. Staff was able to eliminate a portion of large diameter pipe and redirect flows to another area that provided required treatment.
- 2-inch Water Main Replacement – Mainland – All directional drilling of new water mains within Breakaway Trails was completed and work continues on completion of the new water mains on

Creekview Way and Echo Woods Way. The new main and services were completed on Carrington Lane and that system is ready for pressure testing. Restoration is being completed on Greenwood Ave and Cumberland Ave.

- 2-Inch Waterline Replacement – North Peninsula - Clearance was received for Nicholas Court, the contractor began service conversions on March 14. Clearance for the final segment (Oak Dr/Sundance Trail) was submitted to the Department of Health on Monday, March 17.
- 2-inch Water Main Replacement - South Peninsula – The contractor has completed the final connection at Seton Trail. The project is substantially complete.
- Central Park Lake Interconnects – Staff was concerned about the narrow width of the canal at Division as compared to the canal width constructed on Hand Avenue. Therefore the contractor was directed to widen the canals by approximately 10 feet to a total width of around 20 feet at normal water elevation. This work is expected to be complete next week. An overflow weir on Division 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 is scheduled for the week of March 17 along with the remainder of site restoration. A final walkthrough of the project is scheduled for March 20.
- Downtown Underground Utilities Conversion - The installation of primary distribution facilities is complete throughout the downtown. The contractor is currently working through the disconnection and reconnection of services to individual properties, having completed this process to all properties south of Granada Blvd. The final service conversions will be complete by March 31. During the week of March 10 conduit for sidestreet lighting (Washington, Ridgewood, Lewis) was installed; this work will continue through March 21, with the installation of wiring within the conduit continuing through the following week, and the side street light poles will be installed the week of March 24 through April 2. Conduit for the Granada Boulevard lighting will begin on March 24 and continue for two weeks. Wiring and hand holes will be installed beginning the last week of March on the south side of Granada, and continue through mid April on the north side. Conduit for the Granada Boulevard lighting will begin on March 24 and continue for two weeks. Wiring and hand holes will be installed beginning the last week of March on the south side of Granada, and continue through mid April on the north side. Florida Power and Light will begin removal of overhead utilities in April. This process will take approximately three weeks for the south side and an additional three weeks on the north. Upon removal of overhead utilities, Granada street lighting installation can occur; the contractor anticipates installation of Granada street lights during the last week of April with those on the north side occurring the following week. Removal of existing FPL Power poles is anticipated to be complete by mid May with full restoration complete by the end of May.
- Audible Pedestrian Signals – Signal work and wiring occurred the week of March 10. Final ADA improvements will be completed at the corner of SR 40 and Nova the evening of 3/28 and during daylight hours on 3/29.
- Downtown Banner – The test holes or “soft digs” were completed on 3/13. The revised location was submitted to FDOT for a permit modification.
- Traffic Signal Maintenance (Mast Arm Painting) - Notice to Proceed has been postponed from 3/17 due to additional questions from FDOT. Anticipate work will commence shortly with the contractor expected to start with the mast arms at the intersection of Nova Road and Wilmette (Main Trail).
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - 230 feet of stormwater outfall pipe was completed. Sewer service cleanout work on laterals was performed on Fairview Avenue, Fir Street and Andalusia Avenue.
- Airport Business Park Overhead Utilities Conversion/Hardening - FPL and their contractor has visited the site to prepare for mobilization. Construction is scheduled to commence mid-March.
- SONC Bleacher Replacement - New bleachers are scheduled for delivery on March 31, 2014.

- OBSC Multi-Purpose Building – The existing fence was removed on 3/17. The aerial net and pole will be removed later in the week. The silt and temporary fence is scheduled to be installed this week. Halifax is scheduled to start site work on 3/24.
- CDBG ADA Parking Improvements Sanchez Park – The contractor is working to grade the site and install the concrete form boards for the proposed sidewalk and parking stalls.
- Granada Blvd. Resurfacing – Tymber Creek to S. Perrott (FDOT project) – City staff attended the preconstruction meeting for this project last week: Halifax Paving, Inc. is FDOT's prime contractor. Progress will begin at Perrott and work westbound on the outside lane, return east, making any ADA improvements at that time. Upon completion of the outside lanes, the inner lanes will be addressed. Halifax Paving commenced work March 1; however FDOT prohibits work during bike week. Work began on March 17.
- OBSC Roadway Improvements – Award of project bid and conservation easement was approved by the Commission on March 18, 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 a meeting in March or April. Staff is coordinating with its design consultant on a scope of work and cost proposal for the final engineering design of the facility.
- Nova Community Park Skate Park Expansion – AM Weigel is putting the finishing touches on the design manual for the skate park contractor.
- City Welcome Sign – ZCA 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 – Thirty percent plans were submitted for City review on March 7.
- 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 is scheduled for 3/25.
- City Hall Chiller Replacement – The project is out for bids. Bids are due April 9th.
- Water and Wastewater Master Plan Update – Staff has submitted and the CC approved a work authorization for the master plan at the March 18th CC meeting.
- Nova Recreation Paving - (Design) 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 – Design work authorizations were awarded to the three consulting firms at the March 4 commission meeting. A project design kickoff meeting was held on March 20 with all three consultants.
- Reforestation Street Tree Planting – The bid documents were approved by the City Commission on 3/18, and will be 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 will be advertised on 3/23.

- Nova Recreation Center Roof Repairs - Proposal package for installing new roofing on sections of the existing facility in need of improvement is scheduled for Commission approval at the April 1 commission meeting.
- Ormond Beach Municipal Airport Taxiway G - Design consultant is preparing 60% plans.

Department Activities

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- Resurfacing candidates are being reviewed and coordinated with other upcoming projects in order to minimize construction inconvenience to residents.
- Nova Road Landfill Closure - Reviewed semiannual groundwater monitoring report results and second phase additional site assessment.
- Completed final review of the Hand Avenue Collector Upgrade as-builts (Utility and Paving) and supplied comments to consultant
- Reviewed plans and created work in the right-of-way permit for Harvard Avenue per Brighthouse request.
- Completed elevation survey and proposed grade stakeout along the Central Park Lake Connection Canals at Hammock Lane and Division Avenue crossovers.
- Updated plan set for the Street Tree Planting project
- Updated construction plan set for the Police Station Fencing project
- Completed topographic survey of west side of Foxhunter Flat between Westland Run and Foxfords Chase, and began drawing of survey data to determine possible fix to drainage issues along sidewalk per Planning Department request.
- Completed additional elevation survey along John Anderson Drive to determine proposed roadway slopes and spillway tie in.
- Modified the 2014 City Standard Details per Engineering staff comments
- Created Permit drawing plan set for the water service replacement at 100 Marlin Drive per Utilities Division request.
- Created concept plan exhibit drawing for the proposed Tomoka State Park to Sanchez Park connector sidewalk.
- Modified the plan set for the Cardinal Beach Approach improvement project.
- Researched and created PDF scans of the various Division Avenue Raw Water Wells per Utilities Division request.
- Researched and provided copies of the 1962 Reuse Water Main River Crossing plans to Waste Water Division per their request.

- Environment Management

Street Maintenance

Asphalt / Concrete

- Ground down sidewalks in Ormond Lakes and other citywide locations
- Repaired potholes on Tomoka behind Rinker, at Cassen Park and other citywide locations
- Replaced pavers & concrete on SR40 at SR Perrott
- Installed pavers after a water break at 100 block E. Granada
- Asphalt repair on Greenwood Ave.
- Repaired potholes on Pineland Trl.
- Picked up a pallet of Portland cement at Lowe's
- Asphalt overlay on Ormond Shores at ABC Liquor

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches

- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Removed stumps at Hand & Center, at Hand & Bryant, at Nova Recreation, on 100 block of Shady Branch, and on Iroquois Trl.
- Attended a chainsaw safety course at Mower Depot on Wilmette Ave.
- Trimmed low limbs on Rogers Park Dr, on Sundance Trl., on Fernway Dr., at the corner of Forest Hills and Biltmore, around the fences at the Ormond Airport, at the entrance to Bailey Riverbridge Gardens, on Lorillard Ave., at the corner of N. Yonge & Warwick, and on Greenvale Ave.

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
- Cleaned and edged sidewalks on Fleming Ave., and on Fred Gamble Way
- Checked for obstructions of walks and signs at various citywide locations
- Asphalted road on Greenwood Ave.

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, ordered various sign materials for stock
- Shadow Lakes, installed fabricated signs
- Fernery Trl., installed "No Truck" sign
- Harmony & Hull Rd., installed HIP (High Intensity Prismatic) street names
- Fluhart & Riverside Dr., replaced (2) orange delineators

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Division Ave – hauled debris from ditches
- Various citywide locations – inspected ditches, and FDOT (Florida Department of Transportation) ponds
- Zones 3 & 4 – inspected and cleaned basins
- Central Park II – checked out boat ramps

Vactor

- Cleaned out basins on Sandy Oaks and on Greenwood Ave.

Mowing

- Reachout – Central Park III

Street Sweeping/Streetsweeper

- 127.5 miles of road cleaned (This is for 5 days)

- 84.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
25,671

PM Services completed for the week:

Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
18

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 10,660 unleaded and 6,455 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,050 gallons of unleaded and 893 gallons of diesel.
- Fleet completed 54 work orders this week.

- Utilities
Projects Summary

- Anchor Drive Water Main Improvements – Florida Department of Health and Volusia County Use permit applications under review by regulatory agencies. Quotations from interested contractors are being solicited.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Bonnie View Drive Water Main Extension – Plans received from Engineering Div.. for review.
- WWTP Biosolids Treatment & Disposal – The services contract is currently advertised for receipt of bids in late March. Addendum 1 was issued to address questions received to date.
- 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 is scheduled on 3/25/14.
- Division Avenue Well Field Raw Water Piping – Requested Items are being provided to the design consultant. 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 – The low bidder is Ferguson Waterworks for a two year total cost of \$50,853 for purchase of devices. A City Commission memo will be prepared recommending award.
- 2-inch Water Main Replacement – Mainland: All directional drilling of new water mains within Breakaway Trails was completed. The new main and services were completed on Carrington Lane. North Peninsula: Clearance was received for Nicholas Court. South Peninsula: The contractor has completed final connection at Seton Trail. Project substantially complete.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Application is being prepared.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities delayed until controller in the VFD is replaced. Contractor obtained a commitment from the VFD manufacturer to install the VFD controller the week of April 21.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – Parts are expected to be delivered in early April.
- Rima Wells Auxiliary Power Generator – Revised plans incorporating staff comments were received for review.

- Saddler's Run Lift Station Rehabilitation – Quentin L. Hampton Associates (consultant) is performing the design.
- Sanitary Sewer Pipeline Repair – 680 feet of sanitary sewer was completed this week by contractor on Ford Street and S. Beach Street. Contractor is repairing section of sanitary sewer lining on Fir St.
- SR 40 (TyMBER Creek Road to SR Perrot) Resurfacing – Work is scheduled to begin after Bike Week.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Towne Square Lift Station start up was performed. Right-of-Way information forwarded to the contractor pertaining to Lift Station 4M1. Meeting held with contractor to determine repair of broken wetwell riser ring and necessary valve vault modifications. A field order is being prepared.
- Water Storage Tank Cleaning & Inspection – Cleaning of reclaimed water storage tanks and pressure washing the exterior of water storage tanks is underway by contractor. Notices to customers provided to HOA offices to describe potential for intermittent reuse service disruptions.
- SPRC – Cassin Young Memorial American Legion – Met with new owners to discuss alternative uses for the building. Giant Recreational World – Received plans for review. Deer Creek Phase 4B – Preconstruction meeting was held. Construction is anticipated to begin in two weeks. 1 Old Kings Road – Met with owner to discuss subdividing her parcel into 4 lots.
- 100 Marlin Drive Service Line Replacements – Volusia County Use Permit drawings were received for submittal with the application. Prepared application.
- Forwarded Kingston Shores Condos representatives confirmation of City and Volusia County support of City of Ormond Beach water provision to their development. Awaiting receipt of application and plans for review.

Departmental Activities

- Water Distribution
 - Exchanged 12 water meters due to new water service connections and Finance Department work orders.
 - Connected 3 new residential water services to the water system.
 - Responded to or repaired 13 water leaks.
 - Repaired 2 - 6" water main breaks (River Ridge Trail & E. Granada Blvd) and 1 - 2" water main leak on West St.
 - Performed accuracy testing on 8", 6", 2-4" and 3" commercial water meters. Repaired low flow side on 3" water meter serving Florida Production Engineering. Scheduled 4 meter tests with facilities for next week.
 - Assisted 9 customers with misc. concerns (i.e. low pressure, quality, etc).
 - Replaced 4 water services due to aged piping.
 - Responded to 9 low pressure and/or water quality grievances.
 - Performed testing on 12 City owned backflow preventers, all tested good.
 - Replaced 11 water meter boxes.
 - Repaired flushing device on Bonnie View Dr, replaced faulty timer.
 - Replaced a broken 3" valve on Orchard Lane.
 - Installed 6" isolation valve at intersection of Melrose Ave and Andrews St
 - Performed valve maintenance on 17 valves due to scheduled shut downs and water main breaks.
 - Performed flushing activities on E. Granada Blvd, Melrose Ave, Greenwood Ave, Andrews St
 - Activated and flushed the 12" water main on John Anderson Dr (Orchard Lane - Neptune Ave) after utility relocation activities. Achieved proper chlorine residual for bacteriological testing for future service connections.
 - Installed leak detection loggers in Ormond-by-the-Sea (Rivocean Dr to Longfellow Dr)
 - Performed a water main shutdown for Hazen Construction to perform water main connection on Greenwood Ave.
 - Deliver water service parts to Thad Construction on Nicholas Court.
 - Assist Hazen Construction with water service locations - Creek View Way.
 - Repaired hose bib @ Memorial Gardens parking lot damaged by a vehicle.

- Rescinded boil water notices: John Anderson, Magnolia, and East Granada.
- Utility locate service for water/wastewater/reuse: received notice of 101 regular and 1 emergency utility locates for previous week. Continued ongoing locating for John Anderson Dr, and 2" water main replacement projects located in the north and south peninsula and mainland areas.

- Water Treatment
 - Delivered 38.733 million gallons for the week ending March 16, 2014 (5.533 MGD)
 - Backwashed 11 filters for a total of 435,000 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 four Precautionary Boil Water notices.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.43 Million Gallons.
 - Produced 20.01 Million Gallons of Reuse.
 - Produced 9.42 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.20 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 168.94 (14%-18% Solids).
 - Completed Quarterly Residual Analysis.

- Wastewater Collection – Reuse
 - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised 16, cleaned 8 & root inhibitor applied on 2 sewer laterals.
 - Repaired clean out at 74 Green Forest Way.
 - LMR construction completed 680 feet of sanitary sewer pipe lining on South Beach St. and Ford St.
 - Underwater Solutions Inc. completed inspection and pressure cleaning four reuse ground storage tanks: 3 MG & 4 MG @ Orchard Avenue and 900 & 300 thousand gallon @ Breakaway Trails yard.
 - Repaired sewer lateral at 658 John Anderson Dr.
 - Installed new pep tank at 11 Little Tomoka Way.
 - Installed two new six inch gate valves between the two reuse ground storage tanks at Breakaway Trails during tank draining activities.
 - 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 – moisture sensor shut down – replaced with new inventory – unit sent to Florida Bearings for repair.
 - Digester Blower #2 – repair door hinge as needed.
 - Digester Blower #3 – support contracted vendor as needed with installation & start up of replacement blower – returned to service.
 - Centrifuge #1 – repaired grease gun.
 - 4M – repaired damaged Riser Pipe #3 as needed.
 - WWTP IPS Auxiliary Generator feed – reviewed SOP with operators.
 - SCADA monitor/response: Lift Station PLC's: Shadow Crossings – High Run Hours – APP521 controller assembly malfunctioning –temporary adjustment complete – station operating - discussing permanent restoration activity with Flygt – monitor accordingly; Camelot – Phase Voltage Loss due to FPL feeder failure – support station using portable generator during outage – FPL power restored 3 hours – all ok.

- Influent pump room – deragged pumps as per lead operator.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #2; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Screw Pumps #1, #2, #3; Influent Odor Control.
- Quarterly PM's: Bar Screens, #1, #2.
- Semiannual PM's: Bar Screens, #1, #2.
- Lift Station PM's: 10 monthly and 1 annual performed.
- 45 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Riverview Booster Station – returned to full operation.
 - Wells 29-32H – main breaker feeding four wells tripped - underground cable found faulty - Economy Electric contacted for repair quote.
 - Granada Booster Station – Pump 2 not responding - Found breaker tripped - motor windings fault– new motor necessary for replacement – obtaining quotes.
 - Tomoka Booster Station – Station vandalized with graffiti – filed police report - painting contractor will repaint.
 - Chlorine pump #5 – repaired leak.
 - Monthly PM's – Division Wells; Leeway water tower; Ormond/Holly Hill interconnect.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: PEP System brochure is being modified to reflect updated policies/ procedures.
 - Waste Water Treatment Facility Bioassay testing: Staff submitted information for FDEP consideration of reduced monitoring.
 - Industrial Pretreatment Program: Staff from the FDEP conducted an audit of the City's 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 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.
 - Water Audit Conference: Staff attended a conference concerning loss water within Utilities and how to account for and prevent unaccounted for water. The conference included software from the AWWA to self evaluate unaccounted for water.

Support Services/City Clerk

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

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting

- Staff attended and provided support for the March 17, 2014, Historic Landmark Preservation Board Meeting
- Staff attended and provided support for the March 18, 2014, City Commission Brainstorming Workshop
- Staff attended and provided support for the March 18, 2014, City Commission Meeting
- Agenda packet preparation and creation for the March 26, 2014, Budget 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