

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: February 20, 2015

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

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with City Attorney, Economic Development Director, Fire Chief, Planning Director and Risk Manager
- Staff meeting with senior staff
- Conducted performance evaluations with senior staff

Spoke to, attended and/or met with:

- Agenda review meeting with Commissioner Boehm
- United Way Allocations Panel meeting and Board meeting
- MainStreet meeting on bridge lighting
- Commission Brainstorming Workshop and Commission Meeting
- Discussion with County Councilman Daniels, County staff, Mayor Kelley, and Assistant City Manager regarding a fertilizer ordinance
- Keith Norden, Team Volusia and Economic Development Director, received update on Team Volusia
- PACE breakfast

### **Community Development**

#### **Planning**

- The Planning Director and Building Official met with Mike Navarra regarding the total reconstruction of 19 Emerald Circle.
- The Planning Director met with other City staff members concerning street closures.
- The Planning Director and staff attended a neighborhood meeting for 550 West Granada Boulevard. The meeting was held at The Grind. Approximately 13 residents attended along with two Planning Board members. Issues raised were: need to control rear access driveway through a control gate to prevent cut-through traffic; and traffic and turning movements at the uncontrolled median opening that block through traffic lanes. The project includes 30 units that will be 55+ age restricted, Dr. Gonzales Heart Center and the club center for the residents.
- The Planning Director and Senior Planner met with Jim Morris regarding a lot split on John Anderson Drive.
- Staff attended a webinar regarding FDOT's new Trip Generation recommendations. These recommendations are based upon a number of studies completed in the state of Florida.

#### **Building Inspections, Permitting & Licensing**

- 241 inspections performed.
- 6 business tax receipts issued.
- 83 permits issued with a valuation of \$2,114,928.00

### Development Services

- The SPRC activities for this week included:
  - 1182/1184 Ocean Shore Blvd. – potential sewer connection (not confirmed for coming in)
  - YMCA parking discussion
  - AmeriTech

### Economic Development/Airport

#### Economic Development

##### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff met with Tomoka Holdings, prepared conceptual site plans for a 10 acre parcel in the Commerce Park that will be used in marketing for recruitment of an industrial development project. Staff is contacting possible developers to review the site opportunities.
- Staff met with Tomoka Holdings to discuss the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. The Tomoka Holdings representative will contact the County officials regarding the support for the extension.

##### Airport Business Park

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

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

- The City's GIS staff has prepared the inventory forms for the Main Street volunteers to undertake an update land use inventory of properties and uses, which will be conducted in the next few weeks.
- Staff met with economic development practitioners to discuss an initiative to improve the business activity along US 1 from Oak Hill to Ormond Beach. The "Rediscover US 1: America's Business Highway" effort may be launched in April.

##### Prospective Business Attraction/Retention/Expansion

- The City Commission has approved the growth assistance agreement for SKYO Industries and the State of Florida is in the process of preparing a QTI contract for SKYO. The resolution consenting to the sale of 2 Sunshine Boulevard, approved by the City Commission, resulted in the closing of the property on January 28. The owners of SKYO Industries, the Anderson family, will be moving the SKYO headquarters to Ormond Beach in phases over the next 9 months. Staff met this week with Mr. Anderson to discuss the building permit process in preparation for the first phase of the manufacturing installation.
- Staff prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site.

##### Airport Operation and Development

- The annual Runway Safety Meeting was held on February 19<sup>th</sup> at 10:00 a.m. The meeting was conducted by the Air Traffic Control Tower Manager and was hosted by Tomlinson Aviation.

- The GIS Department completed work this week to verify that the last phase of the airport obstruction clearing project has been accomplished. Staff will compile and submit the data provided by GIS to the FAA. Completion of the last phase of the clearing project will facilitate restoration of certain instrument approach procedures for the airport.
- Staff compiled and submitted to Hoyle, Tanner and Associates information regarding non-aeronautical land uses at the airport, and also information regarding fire and emergency response procedures and available capabilities for the airport. This information was requested as part of the ongoing Airport Master Plan Update project.
- Staff worked with AVCON, Inc. and air traffic control personnel to further develop line-of-sight clearing requirements for the construction phase of the Taxiway "G" project. Sufficient clearing is required in order that air traffic controllers have a clear view of the new taxiway and run-up areas, and that pilots awaiting takeoff clearance are able to see aircraft on final approach to land.
- Staff and the GIS Department completed work this week to compile a list of property locations and parcel numbers representing all City-owned property, including all parcels on the airport. This list will be included with the proposed access agreement between the City and Bright House Networks as "Exhibit A," and will serve to specifically identify all property covered under the agreement.
- The FDOT has agreed to supplement the Joint Participation Agreement (JPA) funding the air traffic control tower systems upgrade project. The supplement will provide funds to acquire a new backup power generator for the control tower. FDOT has requested that the City advertise for bids for the generator prior to issuance of the supplement, so that the supplement may be issued for the exact amount needed to acquire the generator. Staff is working with AVCON, Inc. to prepare the necessary bid advertisement.

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

- Completed Projects - Weekly
  - Processed 44 Journal Entry Batches (#1935-2029).
  - Approved 22 Purchase Requisitions totaling \$79,744.69.
  - Issued 12 Purchase Orders totaling \$962,465.40.
  - Processed 3,790 cash receipts totaling \$388,003.57.
  - Prepared 106 Accounts Payable checks totaling \$655,509.03 and 34 Accounts Payable EFT payments totaling \$170,348.21.
  - Prepared 27 Payroll checks totaling \$23,008.17 and 329 Direct Deposits totaling \$382,896.10.
  - Transferred IRS 941 payment of \$145,993.29.
  - Processed and issued 6,280 utility bills with billed consumption of water of 21,561k.
  - Issued 668 past due notices on utility accounts.
  - Auto-called 99 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Firefighters Conduct Hydrant Maintenance (March 1 – May 31)
    - Reservations Open for the new Ormond Beach Community Garden (2/23 open)
    - Walking with the Manager (2/27)
    - Florida Licensing on Wheels (3/3)
    - Movies on the Halifax (3/6 "Maleficent" 6:30 PM)
    - Myles Savage (3/5 7 PM)
    - Open Gym (2/27 6-8 PM)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.

- Completed weekly events calendar ads for Ormond Observer.
- Attended weekly staff meeting.
- Submitted ads to News-Journal and Ormond Observer for the “Slim Down your Garage” days (2/26 & 2/27) in conjunction with “Household Hazardous Waste Day” (2/27).
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted VOCA Grant Request for FY 15-16 funding.

## **Fire Department**

### **Weekly Statistics**

- Fires: 2
  - Fire Alarms: 4
  - Hazardous: 0
  - EMS: 81
  - Motor Vehicle Accidents: 6
  - Public Assists: 31
- TOTAL CALLS: 124

- Aid provided to other agencies: 13 Calls – Daytona Beach (7), Holly Hill (1), Volusia County (5)
- Total staff hours provided to other agencies: 19
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 67

### **Training Hours**

- NFPA 1001: Firefighting 57
- NFPA 1002: Driver 3
- NFPA 1500: Safety/Equipment 16
- NFPA 1620: Preplanning 29
- EMT/Paramedic 24
- TOTAL TRAINING HOURS: 129

### **Station Activities**

- Updated 47 pre-fire plans
- Conducted 5 fire inspections
- Participated in Career Day at Calvary Christian Academy.

### **Significant Incidents**

- 2/15/15, 1:39 AM: 750 Bennett Rd., Pierson – Brush Fire – Tanker 94 and Brush Attack 94 assisted Volusia County with a 40 acre brush fire – cleared scene at 4:59 AM.
- 2/16/15, 2:00 AM: Oak Park Cir – Structure Fire – Upon arrival found heavy flames and smoke – back porch was heavily involved – all occupants out of structure – interior attack made through front door with flames extending to attic – fire out at 2:27 AM – Red Cross contacted for five displaced residents – cleared scene at 4:05 AM.

## **Human Resources**

### **Staffing Update**

#### **Staffing Requisitions**

- Police Officer (Police Department)
- Summer Camp Counselors (Leisure Services)

#### Approved/Active Recruitment

- Accreditation Manager (Police Department) was advertised 2-6-15 on the City web site and internally and will remain open until 2-20-15.
- Mechanic II (Fleet Maintenance) was advertised 2-16-15 on the City web site, internally, and in the Daytona Beach News-Journal and will remain open until filled.
- Chief Building Inspector (Planning Department) was advertised 2-16-15 on the City web site, internally, and on the Building Officials Association of Florida (BOAF) web site and will remain open until filled.
- Firefighter/EMT (Fire Department) was advertised 2-3-15 on the City web site and internally and will remain open until 3-28-15. All candidates apply and test via [www.NationalTestingNetwork.com](http://www.NationalTestingNetwork.com).
- Part Time Recreation Leader at the Casements (Leisure Services) was re-advertised on 2-18-15 on the City web site and will remain open until 3-4-15.
- Part Time Box Office Attendant at the Performing Arts Center (Leisure Services) was advertised 2-12-15 on the City web site and will remain open until filled.
- Part Time Recreation Leader/Theater Technician at the Performing Arts Center (Leisure Services) was advertised 1-27-15 on the City web site and will remain open until filled.

#### Applications Under Review

- Community Events Coordinator (Leisure Services). Twenty-nine applications were received. Interviews Scheduled
- Office Assistant III (Leisure Services). Interviews were held 2-11-15 and 2-13-15.
- Contract Manager for Buildings and Facilities Maintenance (Leisure Services). Interviews were held 1-9-15 and 1-16-15.

#### Background/Reference Checks/Job Offers

- Human Resources Director (Human Resources). A candidate was selected and began pre-employment processing.
- Police Officer (Police Department). Three candidates were selected and began pre-employment processing.

#### Terminations/Resignations/Retirements

- Police Sergeant (Police Department) effective 1-30-15
- Sludge Hauling Technician at the Water Plant (Public Works) effective 1-31-15
- Mechanic II – Fleet Operations (Public Works) effective 2-9-15
- Maintenance Worker II-Athletic Fields Maintenance (Leisure Services) effective 2-10-15

#### City Events/Employee Relations Update

- New to the City: job seekers may now apply online for openings
- New to the Fire Department: applicants for Firefighter/EMT now apply and test through National Testing
- HR Staff members Quinn and Sandy attended Volusia County HR meeting on 2-17-15.
- Nationwide 457 Deferred Compensation representative, Ruth Marquez, will be available to meet with employees on 2-19-15.
- ICMA 457 Deferred Compensation representative, Dee Turner, will be available to meet with employees on 2-23-15.
- One Blood - Blood drive City Hall parking lot 3-2-15.

#### Risk Management Projects

- Complete subrogation requests for damage to City property.
- Mayor's Health & Fitness Challenge: activity planning meetings and activities.
- Review Risk Management Ordinance and Safety Program review with Legal.
- Prepare/update Chamber's Leadership Government Day material.

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

- **Information Systems (IS)**

- Work Plan Projects
  - Finance/Community Development – CRM system replacement – Contract received from Tyler, working thru the contract review process..
  - Community Development – Electronic Plan Review – New large monitors being tested.
  - WindowsXP to Windows7 implementation – Continue upgrading the remaining systems at Public Works, and Leisure Services.

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 25 New work - 42 completed - 50 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,511	Inbound E-Mails Blocked	17,703
Delivered Inbound E-Mails	12,577	Quarantined Messages	231
Percentage Good Email	41.7%	Virus E-Mails Blocked	106

- Notable Events:
  - FD Firehouse database issues needed vendor support to resolve. Took nearly 8 hours to resolve the issues including reinstalling the server software and running the database verify utility multiple times. We were ultimately unable to determine the root cause of the problem.
  - The level of virus emails is back to a normal level at 106 this past week. The two weeks prior we had elevated levels of 2,439 and 1,454 emails with viruses that were prevented delivery to our servers by the MX-Logic service.
- **Geographical Information Systems (GIS)**
  - Addressing Additions: 2 Changes: 11 Corrections: 0
  - Map/Information Requests: 25
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 22,251 (98.9%) potable 21,652, Irrigation 590, Effluent 9
  - Notable Events: None.

### **Leisure Services**

- **Administration**

- City Manager's Meeting
- Public Works Meeting
- Supervisory Staff Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- City Commission Meeting
- Sponsorship Meeting with Florida Hospital
- Special Events/Street Closure/Refreshments Discussion Meeting
- Athletic Fields Discussion
- Subsidy Discussion

- **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.

- OBYBA Basketball finished up their playoff games this week on Tuesday and Wednesday at Nova Gym at 6, 7 and 8pm.
- Lady Renegades Softball of the OBYBSA continued their spring practices this week Monday through Friday at 6pm at the Sports Complex on the Softball Quad.
- FLHS Softball has continued their spring practices at the Sports Complex on the Softball Quad on Monday, Wednesday and Thursday at 3 or 4pm. They also play games this Tuesday and Friday night at 6pm.
- SHS Baseball continued practices this week, and they also have games on Tuesday and Friday at the Wendelstedt Fields.
- SHS Softball played host this week to games on Tuesday and Thursday at 4:30 and 6:30.
- Coed Softball practices for this upcoming spring season are being held this week on Monday, Thursday and Friday.
- OBYBSA recreational practices begin this week at the Nova Fields as well as the Sports Complex Softball Quad and T-Ball Fields.
  
- 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 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
  - Continued mowing baseball fields, three times a week
  - Continued mowing soccer and softball fields, two times a week
  - Continued 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
  - Demonstration was given to supervisory staff by Trigon turf of a device designed to loosen compacted soil spots.
  - Applied Power, Largo and Turgor chemical to Baseball field 1, infields and foul territory along with troubled spots on Soccer Field 7/football field.
  - T-ball is ready for opening day of practice which is Monday 2/16/15.
  - Prepared baseball complex for USSSA baseball tournament
  
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
  - Granada Squares Dance was held on Tuesday from 6:30 to 9:00pm
  - Big Band America was held on Thursday from 7:00pm to 9:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Show Club, CMT and Kopy Kats held regular classes.
    - Tuesday: Show Club held on stage rehearsal and regular classes. CMT held regular classes.
    - Wednesday: Show Club held on stage rehearsal and regular classes. CMT held regular classes.
    - Thursday: Show Club, CMT and Kopy Kats held regular classes.

- Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following events:
  - Dennis Tufano, Original lead singer of The Buckingham's, Friday, 7:30pm to 9:30pm.
- South Ormond Neighborhood Center
  - Splash Pad closed for the season through March 14
  - Open park and playground sunrise to 11pm daily
  - Fitness room open Center hours
  - Open gym Center hours
  - Repast Saturday
  - Activity room rental Sunday
  - Jazzercise Monday
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended Memorial Day Committee meeting and assisting with event planning tasks - finding guest speaker, flyover, bands, marching groups (on-going)
  - Updated sponsor letters and prepared for mail out for 2015 Art in the Park show - researching potential new sponsors to solicit (on-going)
  - Tracking participant applications for 2015 show and sending confirmation letters (on-going)
  - Printed and distributed AITP "Call for Artist" flyers (on-going)
  - Tracking participants for upcoming kids' fishing tournament.
  - Creating name badges, participation certificates and purchasing prizes and supplies for event
  - Printed and distributed promotional flyers for the fishing tournament (on-going)
  - July 4<sup>th</sup> - Preparing bids for event infrastructure: Sound/stage /lighting, inflatable rides and port-a-lets.
  - Reviewed applications for Community Events Coordinator position
  - Various/ongoing inspections of landscape/maintenance work sites
  - Various site visits with landscape contractor
- Gymnastics
  - February Gymnastics classes are in session.
  - Continuing to promote the program via social media and face-to-face interaction with the community.
  - Valentine's Parent Night Out took place Saturday, February 14<sup>th</sup>.
  - Promoting Open Gym night Friday, February 27<sup>th</sup>.
  - Working with team girls preparing for competition in Gainesville this weekend, February 20-22.
- 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.
  - Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
  - Challenger Sports of All Sorts met on Tuesday. They will meet for six weeks and play volleyball, pickleball, and other favorite sports.
  - Explore the Arts continues to meet on Wednesdays from 3:30-4:30pm.
  - The Boys Basketball League will finish their playoffs this week.
- The Casements
  - Classes met this week including Pilates and Yoga Monday through Friday.
  - Tours this week: 10am to 3:30 pm Monday through Friday and Saturday 10 to noon.
  - The Wall Ministries met in Bailey Riverbridge on Sunday morning.



- Staff worked to reorganize holiday décor storage on the 3<sup>rd</sup> floor in two separate locations.
- The Memorial Day Board met in the Preservation Room on Wednesday from 11am to 1:30pm.
- Casements Guild held a Gala Meeting on Thursday from 10am to noon.

#### Parks Maintenance

- Repaired ladies' room toilet at Ames Park
  - Cleaned light fixture covers in the restrooms at Cassen Park
  - Bag mulched areas of need at Birthplace of Speed Park
  - Replaced soap dispenser in men's room at Ames Park
  - Transported items to the Ormond Beach Community Garden
  - Trimmed palm fronds blocking ocean view at Birthplace of Speed Park
  - Serviced all janitorial related locks in City restrooms
  - Removed graffiti from picnic table at Fortunato Park
  - Escorted new janitorial service around to various City facilities
  - Citywide safety inspections of parks and equipment.
  - Weekly inspections of park facilities for reservations
  - Call Out = 0
- Building Maintenance
    - Weekly inspection of airfield runway, taxiways and directional signage
    - Preventative maintenance of City vehicles and equipment as necessary
    - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
    - Weekly inspection of the water wheel and sump pumps at The Casements
    - Weekly inspection of DOT and facility lighting at various City locations
    - Perform preventative maintenance on 53 City owned A/C systems
    - Facilitated replacement of four cantilever rollers for gate at the WWTP
    - Picked up emergency exit fixtures for SONC
    - Repaired "Tree Work Ahead" roadside sign for Streets Division
    - Repaired and replaced seatbelt sign on gate at Fleet
    - Explored tripped breaker at SONC
    - Ordered replacement auto-flushers for Nova
    - Researched replacement locks for perimeter gates at Airport
    - Ordered additional remotes for gates at Police Station
    - Ordered signboard for truck at Building Maintenance
    - Checked annual fire inspection paperwork to Accreditation Officer
    - Picked up exit sign for Streets Division
    - Picked up and installed water cooler at Leisure Services Administration
    - Repaired ladies room toilet at the Senior Center
    - Installed new shelves in the carriage house at The Casements
    - Installed new lights and outlets for the new loft at the Streets Division
    - Installed new blinds on windows at The Casements
    - Repaired the flagpole light in Rockefeller Gardens
    - Installed new sink faucet at Streets Division
    - Repaired bathroom door frame at Ames Park
    - Repaired outside air conditioner cover at The Casements
    - Installed a water heater for the sink in Streets Division
    - Installed new electric disconnects for the new A/C units at SONC
    - Located water lines for the Racquetball court at Nova
    - Delivered 16-foot ladder to Gymnastics
    - Called contractor for bay door repair at Fire Station 92
    - Repaired toilet sensor at Andy Romano

- Repaired men's toilet at Osceola Elementary
- Repaired outside lights at Ames Park
- Relocated override switch for electric locks at Central Park II
- Repaired tennis gate at Central Park III
- Repaired outside door lock at Gymnastics
- Remounted electric lock at Cassen Park

## **Police Department**

### Administrative Services

- Captain Crimins graduated from the Command Officer Development Course in Sanford. Captain Godfrey attended the graduation ceremony.
- Command staff attended a Regional Workshop Group meeting in Daytona Beach hosted by the Florida Department of Law Enforcement, Criminal Justice Information Systems.
- Captain Godfrey joined others from the Department at a police appreciation lunch sponsored by Riverbend Church at our police station that was coordinated by our Outreach members.

### Community Outreach

- The R.E.A.D. program continued at Ormond Beach Elementary School for the third, fourth and fifth grade students. The program for the second grade began on Wednesday, February 18<sup>th</sup>.
- Tutors R Us continued at the South Ormond Neighborhood Center.
- Basketball practice was held on Thursday and Saturday for the OBPAL basketball teams. The 14 under team will be participating in the State of Florida Association of Police Athletic Leagues Annual Tournament in March.
- D.A.R.E classes continue at Tomoka Elementary and Calvary Christian.
- Coordinated a police appreciation lunch with Riverbend Church.
- Career Day Presentation at Calvary Christian Academy.

### Community Services & Animal Control

- Animal Calls responded to: 39
- Animal Reports: 2
- Animals to Halifax Humane: 4 (Cats:3 Wildlife:1)
- Injured Wildlife: 1
- Trap Neuter Release:1
- CSO Soard completed Chemical Immobilization Training.

### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 4
- Inactive: 9
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 3
- Grand Theft: 4
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0

- Police Information: 4
- Suspicious Incidents: 2

#### Records

- Walk - Ins / Window 86
- Phone Calls 102
- Arrest / NTA'S 30
- Citations Issued 103
- Citations Entered 149
- Reports Generated 106
- Reports Entered 94
- Mail / Faxes / Request 16

#### Patrol

- Total Calls 1,825
- Total Traffic Stops 233

#### Operations

##### Crime Opportunity Report Forms 203

- 2/12/2015
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect stole approx \$100.00 of merchandise.
  - Carbreak, 24 Peruvian. Unlocked vehicle. Wallet missing out of purse.
  - DUI Arrest, 400 North U.S. Highway One (Total Comfort). Suspect was stopped for a traffic violation and was found to be intoxicated.
- 2/13/2015
  - Grand Theft, 12 Shawnee Trail. The victim reports that someone removed items from his residence over the past week while he was in the hospital. Sterling silver dinner set and an antique toy missing.
  - Alcohol Violation Arrest, 241 North U.S. 1 (Pirana Grille). Bartender served beer to an underage operative.
  - Alcohol Violation Arrest, 135 East Granada Boulevard (Outback Steakhouse). Bartender served beer to an underage operative.
  - Alcohol Violation Arrest, 150 Williamson Boulevard (Applebee's). Bartender served beer to an underage operative. Arrested and found to be on felony probation for possession of a controlled substance.
  - Alcohol Violation Arrest, 5 South Yonge Street (Texaco). Clerk sold beer to an underage operative.
  - Battery-Domestic Violence Arrest, 142½ South Halifax Drive. Suspect was arrested for hitting and scratching her husband.
  - Battery-Domestic Violence Arrest, 128 Highlands Avenue. Suspect was arrested for putting his ex-girlfriend in a head lock.
- 2/14/2015
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for petit theft.
  - DUI Arrest, 400-block South Halifax Drive. Driver stopped for driving erratically. Arrested after a DUI investigation.
  - Stolen Vehicle Arrests (X2), 901 South Beach Street (Riviera Park). The stolen white vehicle from this case was involved in a crash with injuries at U.S. 1 / Calle Grande Street (Holly Hill). All occupants bailed out. Suspicious persons were spotted at Riviera Park. Both were arrested after admitting to being in the stolen vehicle.
  - Warrant Arrest, 901 South Beach Street (Riviera Park). One of the would-be getaway car occupants repeatedly presented her name as someone else until she was correctly identified. She had a warrant for driving while license suspended.

- Burglary-Residence, 708 Virginia Terrace, victim suspects his brother of doing the burglary. Guns were stolen.
- Stolen Vehicle, 170 North Old Kings Road (Avante at Ormond Beach), employee vehicle stolen from lot.
- 2/15/2015
  - DUI Arrest, Division Avenue and Center Street. Suspect was stopped for several traffic violations and failed field sobriety test.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspects were shoplifting with a 2 year-old child. Female was arrested and transported to the Branch Jail.
  - Warrant Arrest, Avenue A / Oak Street. Received a lead on a missing juvenile from 328 Thackery Road that was in this area. He was located and further investigation revealed he had two open warrants for contempt of court.
  - Sexual Offender Arrest, S.R. 40 / Williamson Boulevard. Several subjects, supposedly from a ministry for ex-cons out of Charlotte, NC were in the roadway collecting money. Supposedly, they just came into Florida today. One of them was on a sexual offender status from Michigan. The status read "Out of Compliance," but no warrant was issued. He was arrested based on the criminal traffic charge and questionable sex offender status.
- 2/16/2015
  - Carbreak, 126 Sundance Trail. Time lapse was over night. Vehicle was not locked.
  - Grand Theft, 11 Ponce de Leon Drive. The victim let a "friend" take two antique firearms in November to have them appraised. The subject has failed to return them.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for felony shoplifting.
  - Burglary-Residence, 59 Brookwood Drive. Victim advised that she left for work and arrived home to find that someone had entered her residence. Victim located two of her deceased husband's rifles on the living room floor and other items moved in the residence.
  - Warrant Arrest, 170 North Yonge Street lot 15. Responded to the residence in reference to a disturbance between husband and wife. During the course of the investigation, another male at the residence was found to have an open warrant for violation of pretrial release.
  - Warrant Arrest, 487 Bryant Street. Received a call in reference to a male and female walking up and down the street acting suspicious. The female was contacted and found to have an open warrant for her arrest. The warrant was for Failure to Appear for open container.
- 2/17/2015
  - Carbreak, 100 East Granada Boulevard #220, the door to a bus was pried open. Subject(s) apparently entered the bus, smoked some drugs and left without taking anything.
  - Burglary-Hotel, 281 South Atlantic Avenue, Victim advised someone got into his hotel room and took two thousand dollars in cash from the hotel room safe.
- 2/18/2015
  - Burglary-Residence, 77 South Ridgewood Avenue. The victim reports that sometime over the past several days someone forced entry into the residence. The owner is currently out of town and uses the home for vacations. It appears that the subjects went through the residence looking for valuables but nothing appears missing.
  - Alcohol Violation Arrest, 1520 West Granada Boulevard (Kangaroo / Valero). Transient was arrested for open container – for the second time this month in the same location.
  - Warrant Arrest, 601 Hammock Lane (Central Park). Subject was contacted and found to have an open warrant for retail theft, possession of marijuana under 20 grams, and possession of narcotics paraphernalia with a \$5,000 bond.
  - Narcotics Arrest, Clyde Morris Boulevard / Hand Avenue. Suspect stopped for a traffic violation and located a small amount of marijuana and paraphernalia in plain view.
  - Burglary-Residence, 605 Arroyo Parkway, a jewelry box was taken.
  - Grand Theft, 617 North Ridgewood Avenue, handgun reported stolen from home. Suspect is known.
  - Warrant Arrest, 100 Block Williamson Boulevard, a suspicious person was found to have a warrant for Failure to Appear out of Volusia County.

- Battery-Domestic Violence Arrest, 261 Sanchez Avenue, suspect was arrested for battery on his girlfriend.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 48
  - Number of DUI Arrests: 0
  - Number of Uniform Traffic Citations Issued: 26
  - Number of Written Warnings Issued: 10
  - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 6
  - Number of Crashes with Injuries: 0
  - Number of Crashes with Serious Bodily Injuries: 0
  - Number of Crashes with Fatal Injuries: 0
- Traffic Complaints Received:
  - Illegal Parking; 14 Woodson; Vehicles parked in the roadway - Sent out as Extra Patrol
  - Speeding Complaint; Arroyo Parkway in the area of East Ridgewood Avenue; Complainant requested Stop Signs installed. Complainant also said that animals have been struck and killed by the speeding vehicles. Normally, we do not recommend installing stop signs to solve a speeding problem, but there is a crosswalk at this intersection. It was requested of the Streets Division make it a 3-Way stop intersection because of the crosswalk. It was requested that CSOs conduct Extra Patrol for the animal violation, and the officer sent out the speeding issue to the Traffic Unit to conduct speed enforcement in the area.
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 2000-Block West Granada Boulevard
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 4; Total Hours Spent: 4
  - Citations Issued: 11; Written Warnings Issued: 1
  - Comments: All speeds over 65 miles per hour
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 600-Block Hand Avenue
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 3; Written Warnings Issued: 0
  - Comments: Speeds over 40 miles per hour
- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 600-Block Division Avenue
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 1; Written Warnings Issued: 0
  - Comments: Few violations
- General Comments:
  - Motors 93 and 37 had the speedometers and radars recertified
  - High Visibility Enforcement campaign at State Road 40 / State Road A1A on 02/14/15
  - Motors 93 and 37 had the speedometers and radars recertified
  - Speed Weeks 2015 started 02/13/2015.

### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases initiated
- Zone 2: 2 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 5 Cases initiated
- 22 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and fifty-three (53) telephonic inquiries.

### Public Works

#### • Engineering

##### Project Summary

##### Construction Projects:

- John Anderson Drive – The contractor has completed work. Contract closeout is underway. **The project's final cost was \$257,952.03 below contract amount.** This was attributable to several bid items that were not required, such as relocation of FPL conduits at the Fortunato Park outfall, deletion of sidewalk at Halifax Drive, and several utility relocations that were avoided.
- Traffic Signal Maintenance (Mast Arm Painting) – FDOT will not permit lane closures during the upcoming special events (Race Week and Bike Week). A start date is now established for the intersection of Nova Road and Wilmette Blvd/Main Trail for March 16, with a kick off meeting set for the week of March 9.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott – the project is complete.
- OBSC Wayfinding Signs – The signs are currently being fabricated and are scheduled for installation later this month.
- Nova Community Park Skate Park Expansion – The contractor began pouring concrete on the final skate features (east side – bowl) which will continue through this week. Painting began on the pro-shop. Grading of the drainage swale is scheduled to be completed this week.
- Nova Community Park Paving Improvements - The Phase 1 section of the project is underway with site grading activities and installation of parking lot base material.
- Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin in March.
- Riverside Drive Drainage Improvements – Executed contracts have been returned to the City for final execution. Shop drawings are being prepared for submittal to the Engineer of Record.
- South Peninsula Reclaimed Water Extension – Contracts have been sent to the contractor for execution.
- A1A North Peninsula Forcemain Extension - Directional drilling has been staged along A1A for the County project to extend a forcemain along A1A from Ocean Grove Drive to Spanish Waters Drive.
- Sports Complex Restrooms - The survey layout of the water main extension, beginning off of Hull Road is underway.

##### Design Projects:

- City Welcome Sign – Staff is finalizing drawings and cost estimates for final approval.
- Nova Community Park Trail – Staff is finalizing the drawings and preparing the bid documents.
- Fleming Avenue Drainage – A survey was completed of the drainage ditch serving the outfall from the ponds serving subdivisions adjacent to Fleming Avenue. Upon review, excessive siltation has occurred within the ditch and in several locations trees had fallen across the ditch. Temporary drainage maintenance easements are being reviewed by Legal which once finalized will be sent to the property owners indicating that maintenance of the ditch will be performed by the City should they grant the City the temporary easement. If not, they will be directed to clean the ditch in accordance with City Ordinance requirements. Staff has received notice from legal counsel for two of the three property owners indicating their objection to the ordinance

requirements. Zev Cohen was authorized to perform a drainage study of the area to analyze the system and see if any improvements can be made to minimize flooding frequency to Fleming Avenue.

- Water and Wastewater Master Plan Update – A Final Draft will be presented to the Public Works Advisory Board on February 26<sup>th</sup> before presenting it to the City Commission at a workshop on April 7<sup>th</sup>.
- North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- OBSC ADA Parking and Sidewalks (CDBG) - Bids were opened on January 11<sup>th</sup> and are being reviewed by staff.
- Downtown Stormwater – Staff met with the consultant to review revised calculations and drainage plans. Easements have been sent to the property owner of 65 New Britain Avenue and City Attorney for review & execution.
- Ph II 2-Inch Watermain Replacement - Mainland – Project has been advertised for competitive bidding with bid opening scheduled for March 11. A Pre-Bid conference has been scheduled for February 25.
- Ph II 2-Inch Water Main Replacement – North Peninsula – A pre-bid meeting was held on February 12. Bid opening is on March 5.
- Ph II 2-Inch Water Main Replacement – South Peninsula – A pre-bid meeting was held on February 11. Bid opening is on February 26.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted for FAA compliance review.
- Environmental Learning Center – The construction manager has reviewed the initial design plans and offered several value engineering changes that will be incorporated into the design and offer savings to the project cost. A pre-submittal meeting was held with SJRWMD to discuss the permitting aspects and the consultant should be submitting for permit in a couple of weeks. The construction manager is compiling some rough costs to confirm we remain within budget. The second volunteer meeting was held to further refine programs for the facility when it opens.
- Laurel Oaks Stormdrain Extension - Bid award was approved at the City Commission meeting on February 17.
- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL is seeking funding for the culvert replacement.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Project has been advertised for competitive bidding. Bid opening is scheduled for March 12.
- 2015 Roadway Resurfacing - Project has been prepared for bidding and will be presented to Commission for disposition on March 3. The project also includes the proposed sidewalk construction along Bermuda Estates Drive from West Granada Blvd to the Bermuda Estates development entrance.
- Water Treatment Plant Limo Silo Dust Arrestor – A proposal for design services is scheduled for City Commission approval at the March 3 meeting.
- Water Treatment Plant Controls and Pump Upgrade – A proposal for design services is anticipated for Commission approval at the March 17 meeting.
- Granada Bridge Lighting Feasibility Report – An initial draft report was submitted that identified four lighting options and this was presented to the Mainstreet Board on Monday February 16<sup>th</sup>. The Engineer will proceed with further development of the options and preparation of the final draft for presentation to the City Commission.

- WWTP Sludge Thickener Improvements – Staff is negotiating the scope of work for the project with the design consultant.

#### Department Activities

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

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS and old engineering drawings (on-going).
  - Finalized the removal of old Engineering files from the old Fire Administration offices, and prepared them for disposal.
  - FPL - Lane closures are expected to continue for FPL's installation of new power poles on South Beach Street between Tomoka Avenue and Fairview Avenue.
  - Reviewed plans and created approved Wetland Protection Permit for 170 John Anderson Drive.
  - Reviewed plans and created approved Work-in-the-Right-of-Way permit for conduit replacement along the Hand Avenue/Clyde Morris Blvd. intersection per AT&T request.
  - Reviewed plans and created Work-in-the-Right-of-Way permit for power pole replacement along Riverside Drive per FPL request.
  - Provided benchmark PDF and AutoCAD drawings for the OBSC area per contractor (JD Weber) request.
  - Created Utilities-in-the-Right-of-Way exhibit map for North US1, west of I95, per consultant (UCS Engineering) request.
  - On-site meeting at Riverbend Golf Course to verify the trees to be removed per FAA request.
  - Staked-out the field locations for the OBSC Wayfinding signs.
  - Continued researching and creating the sketch and legal description for the Microflex (1800 North US1) property per Planning Department request.
  - Researched and provided lift station drawings to Utilities Division per request.
  - Continued the modification of the North US1 Median Landscaping plans per project manager's comments.
  - Created the plan set for the proposed Nova Community Park Loop Trail.
  - Modified the proposed OBSC Restroom Force Main plans per project manager's comments.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
    - Pulled forms, barricades & stress cut on US1 at Howard's Restaurant
    - Ground down sidewalk on Foxcroft Run
    - Prepared for laying asphalt at the Public Works Complex
    - Moved containers, shed & conex at the Public Works Complex
    - Removed asphalt and repaired driveway at the Lift Station on Riverbluff Dr.

##### 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
- Trimmed trees on Brookwood Dr., Brookside Cir., Chardon Rd., between Gallaten & Buckeye, Parkwood Dr., on the corner of Linden & Royal, Biltmore Dr., on corner of Bosarvey & Seton, Tomoka Ave., Military Blvd., and Riverside Dr.
- Moved materials back into the shop at the Public Works Complex
- Assisted Parks with flagging for limb removal at Riviera Park

##### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens



- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed trees at various DOT right-of-way locations on US1, and on A1A
- Filled a hole with asphalt at S. Beach St., & Fairview Ave.
- Installed holiday flags for President's Day and removed after holiday on SR40
- Removed debris in ROW area on Railroad St.

#### Sign Shop

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

- Entered & printed work orders for daily job assignments
- Citywide Locations, installed stop and speed limit signs where needed and checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Nova Recreation, installed "Do Not Enter" sign
- Kimberly & Fairview, installed new HIP (High Intensity Prismatic) stop sign
- Railroad St., installed second delineator
- Various Locations, installed new Tree City stickers
- Winding Woods, washed signs that needed attention
- Fairview & Washington St., replaced stop signs on east & west corners
- Hidden Hills, replaced two old stop signs with new HIP stop signs
- Met with police officer about installing stop signs on Arroyo Parkway

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT ditches and ponds
- Citywide Locations – inspected basins

##### Vactor

- Beachside Locations. – opened up street drains
- Sterthaus Dr., and at Andy Romano Park – cleaned basins
- Zones 1 & 2 – inspected and cleaned basins

##### Mowing

- Reachout Mower – on US1, on Sanchez Ave., and on Arroyo Parkway

##### Street Sweeping/Streetsweeper

- 73.0 miles of road cleaned (3 days)
- 40.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
27,832

PM Services completed for the week:  
Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

30

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 12,268 gallons of unleaded and 7,709 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,274 gallons of unleaded and 887 gallons of diesel.
- Fleet completed 61 work orders this week.

• Utilities

Projects Summary

- A-1-A Force Main – Staff developing main flushing protocol for low flow deposition effects to reduce frequency of poly-pig cleaning.
- Backflow Prevention Device Testing, Certification and Repair Services – Bid award action is pending additional consideration.
- Breakaway Trails Lift Station Control Panel Replacement – Panel is in need of replacement and relocation is recommended for longevity purposes. A work authorization is being prepared for Quentin L. Hampton & Associates to perform design services.
- Division Avenue Well Field Raw Water Piping – Field investigation made to confirm wetland lines for the entire line. Impacts on wetlands should be avoidable. Addendum 2 is being prepared.
- Fire Hydrant Replacement Program – Preparing bid documents.
- Lift Station 8M1 – Work authorization request for design services to McKim & Creed was approved at the February 17 City Commission meeting.
- 17 Briggs Drive – Volusia County Use Permit is pending.
- 35 Kathy Drive – Preparing plans for Volusia County Use permit.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project - A requisition was prepared for the motor repair on Pump #3 by TAW. Warranty discussions regarding hypochlorite storage tanks – correspondence to vendor forthcoming with legal review. A quotation to clean the influent pump station was received from Polston Process. The quote was over \$25,000 and bids will be required.
- Pressure Main Cleaning Services – The City Commission awarded the contract to Professional Piping Services, Inc.
- Rima Wells Auxiliary Power Generator – Additional design services are being performed.
- Saddler's Run Lift Station Rehabilitation – Pre-bid meeting was conducted and a tour of the site was performed for interested contractors.
- Sanitary Sewer Pipeline Repair – The project is advertised for bids.
- Storage Tank Repairs and Maintenance – A revised schedule was requested from the design consultant.
- Wastewater Sludge Thickener Upgrades (CIP) – Reviewed information provided by the design engineer for a fixed, low speed bottom aerator mixer assembly in place of the blowers, piping and diffusers presently utilized in the sludge thickeners.
- Water Plant Aerator Housing Rehabilitation (CIP) – A design-build project delivery method is being considered. A design-build project was sent to the engineer for their use in preparing a proposal.
- Wells 18SR – Pump and riser piping is lodged inside casing prohibiting removal for pump replacement. Well Driller proposal forthcoming.
- Well 20SR – As-built drawings were received from the Engineering Division so an evaluation can be performed to determine the best method to proceed with the broken concrete vault top.
- SPRC – Ameritech Die and Mold – Reviewed plans. Deer Creek – The punch list for water distribution items is being addressed. Kingston Shores – Revised plans are being prepared to relocate the meter vault. River Oaks – Pressure monitoring of the Airport Road Force Main data is being evaluated to verify pump design characteristics. YMCA Parking Lot Expansion - Received revised plans for review. A water distribution system permit is required for the 4-inch service line extension. 1182 Oceanshore Boulevard – Discussed requirements for connection to the sanitary sewer force main along A-1-A.
- 2008 Lift Station Improvement Program – Met with Legal Department to prepare a response to interrogatories from the contractor's attorney.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
  - Delivered 35.596 million gallons for the week ending Feb. 15, 2015 (5.059 MGD)
  - Backwashed 10 filters for a total of 521,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - We had no (0) Precautionary Boil Water notices this week.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 30.38 Million Gallons.
  - Produced 15.18 Million Gallons of Reuse.
  - Produced 15.20 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.34 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 173.15 (14%-18% Solids).
  
- Water Distribution
  - Exchanged 19 water meters per Finance Department work orders.
  - Responded to or repaired 8 water service leaks.
  - Performed accuracy testing of one each 3" & 4" commercial water meters, both tested accurate. Scheduled 3 commercial water meters for testing.
  - Assisted 10 customers with misc. concerns.
  - Replaced 13 water meter boxes.
  - Replaced 2 water services due to low pressure.
  - Responded to 3 water pressure and/or water quality concerns.
  - Completed maintenance activities on 10 fire hydrants as part of the fire hydrant maintenance program.
  - Repaired a 2" GSP water main leak on North Shore Dr.
  - Located and exercised 25 water distribution system main line valves.
  - Assisted Fisherman's Landing apartment complex with a water main shutdown due to a leak in the private water system.
  - Performed flushing activities on Winding Woods, The Trails (west), Hidden Hills, The Falls, Coquina Point, Aberdeen, and Chelsea Place subdivisions.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 93 regular and 4 emergency utility locates for the previous week.
  
- Wastewater Collection – Reuse
  - Crews responded to 5 trouble calls Breakaway/Hunters Ridge PEP System service area and 2 in town.
  - Repaired sewer laterals at 298 Military Blvd. and 6 Pueblo Trail.
  - Televised 7, cleaned 8 and root controlled 5 sewer laterals.
  - Cleaned 945 of sewer main in 6M system.
  - TV truck at vendor for specialized repair.
  - Repaired 4" sewer lateral cleanout service at 32 Sherrington Lane.
  - Checked collection system trouble spots on mainland side.
  - Replaced pep tank at 25 Laurel Ridge Break.
  - Rehab Pep tank at 4 Whipper-in Cir.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 9 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 25/14psi. Foxhunters Flat (2 inch) 20/9 psi & Shadow Creek Blvd. (4 inch) 2/2 psi.

- Utilities Maintenance Division

- Wastewater Plant – Lift Stations

- San Marco – no starts pump #2 – motor starter tripped – possible bad probe causing pumps to stay running after pump down – replaced probe with new inventory - ok
- Saddlers Run – high starts – found dirty probe – cleaned probe – ok
- 12M – high run hours at #1 pump – starter tripping but still indicating run status - replaced corroded pump power wiring – monitoring
- Clarifier #2 – noise noted at gear box – gear box will need to be pulled for proper repair – will monitor during interim.
- 1P – follow up from call out – cleaned/deragged/replaced #1 check valve - ok
- 4P – generator not functional - taken out of service – installed and set up temporary generator.
- Post Anoxic/Carrousel - start pipe run for NOX probe.
- Influent Room – deragged pumps as needed.
- SCADA/WIN911 monitor/response: Tomoka Meadows – phase voltage loss – incoming power available – phase monitor determined non-functional – replaced – ok; 1P – high level –no recent high level findings –vacuum pump #1 for priming malfunctioning – will pull check valve during normal hours for cleaning/replacement.
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
- Monthly PM's: Screw Pumps #1, #2, #3; Digester Blowers #1, #2, #3; Influent Odor Control Unit; Effluent Transfer Pumps #1, #2, #3; Swing Zone Blowers #1, #2; W.A.S. Pumps #1, #2; R.A.S. Pumps #1 thru #5.
- Quarterly PM's: Screw Pump #3.
- Lift Station PM's: 15 monthly and 2 annual performed.
- Plant wide oil & grease route.
- 73 work orders completed and closed for this section for this week.

- Water Plant – Well Fields – Booster Stations – Reuse System

- Chlorine generator – assist operators with cylinder change.
- Centrifuge building – overhead hoist not functional – receiving quotes for repair/replacement.
- Clear well control cabinet #2 – install temporary air conditioner – awaiting arrival of replacement units.
- Centrifuge pump #1 – began rebuild of worn pump.
- Bird Centrifuge – inspected and adjusted as needed – returned to service – improved performance noted – acquiring quote for factory service.
- Chlorine storage tank #1 – install level gauge.
- PM 's – All Rima Wells; Sludge Thickener

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Local Limits Evaluation: Along with recent WWTP permit renewal, the Utility is required to evaluate and collect data concerning capability of the City's collection and treatment systems to treat various contaminants concentrations that may be found from time to time in higher strength industrial type discharges. Staff is also establishing a sampling regiment to obtain appropriate background levels of analytes as prescribed by the FDEP.
- Industrial Pretreatment Program: Staff held a meeting with an industry who is requesting an industrial pretreatment permit. The facility recently completed installation of a new pretreatment system. The industry's request will allow for expansion of their operations and permit the facility to discharge larger pretreated quantities to the City's sewer collection system. Additionally, staff is monitoring a facility to ensure the recent discharge to the City's sewer collection system is no longer impacting the collections system.
- Florida's Emergency Planning and Community Right-to-Know Act (EPCRA): Staff obtaining chemical and fuel inventory stored at City treatment and fleet facilities for preparing the annual

report for the Florida Division of Emergency Management. The report is also given to local fire departments for assisting response efforts should an emergency occur at a facility with chemical.

- Reuse Groundwater Monitoring: Staff received and evaluated the results from the quarterly groundwater monitoring program as stipulated in the City's WWTF permit.
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Reuse Service Area Dual Check Valve Installation - Rebuild Project: The contractor accomplished installation of 22 new and 11 rebuild kits for recent weekly period. Staff continues to field calls from the residents with project related inquiries.
  - Cross Connection Control Program: Staff hosted a meeting with the City's new backflow device data management contractor and local backflow device testing companies. The meeting was to familiarize both City staff and the testing companies with the vendor's electronic system of receiving the test results.
  - Lead and Copper Program: Staff submitted the results of the City's Lead and Copper sampling program to the Volusia County Health Department. The program is required by the U.S. EPA (tri-annual reporting frequency) to ensure the potable water supply is within the contaminate levels for lead and copper when sampled at select customers taps within the distribution system. **The City's results were well below the regulatory limit for both analytes.**

#### 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 February 17, 2015, City Commission Workshop (Brainstorming) and City Commission Meeting
- Agenda packet preparation and creation for February 25, 2015, Budget Advisory Board Meeting
- Agenda packet preparation and creation for February 26, 2015, Public Works Advisory Board
- Agenda packet preparation for March 3, 2015, City Commission Meeting

#### Status of Department Projects

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