

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: March 13, 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:

- Staff meeting with directors
- General discussion meetings with Utilities Manager, IT Manager and Finance Director

Spoke to, attended and/or met with:

- United Way Volunteer Orientation Meeting
- Volusia County Elected Official Roundtable
- Meeting with the Manager, 6 p.m. at the Senior Center
- Maryam Ghyabi and Peggy Farmer on US1 Corridor issues
- United Way Panel Chair Meeting
- PACE Board Meeting
- City staff, Parker Mynchenberg, Ronnie Bledsoe and Jeff Brock, Plantation Oaks utilities discussion

### **Community Development**

#### **Planning**

- The Planning Director and members of the Building Division participated in the interviews for the Chief Building Official and Chief Building Inspector positions that were recently vacated.
- The Planning Director gave a presentation to the Daytona Beach Realtor Association. The presentation was tailored to address several areas of interest expressed by the Association.
- The Planning Director, along with other City staff members, attended a meeting regarding utility connections to the Plantation Oaks development which is located outside of the city and its service area.
- The Building Division participated in a series of inspections during the beginning stage of bike week and found many itinerant vendors without permits. These vendors were directed to get a permit from the City or the Master Vendor if the Master Vendor picked up a batch of permits for their vendors. It appears only Destination Daytona does the batch vendor permitting. All others are directed by the Master Vendor to go to the City for the permit. Failure to get a permit will cause the Master Vendor to receive a citation. It is clear from the work involved, the current permit fee charged by the City is inadequate to cover the cost of inspections, permit processing, and follow-up inspections. A new fee schedule will be recommended to the City Commission in the coming months.
- The Department received a site plan for the relocation of the CVS Drug Store located at The Trails. The planned relocation is at the corner of Granada and Nova. The site includes the vacant gas station and the Burger King restaurant.
- The Planning Board conducted a public hearing on Ormond Renaissance condominium project at the old hospital site on Sterthaus. The project involves 289 units, eleven buildings – all on about 27 acres. The Planning Board voted favorably on the development.
- On the 25<sup>th</sup> of March, a neighborhood meeting by VyStar Credit Union will be held from 6-7 pm at the Hampton Inn on 155 Interchange Boulevard. This financial office replaces the commercial complex originally planned for the property at 1301 West Grenada. Staff will be in attendance.

#### Building Inspections, Permitting & Licensing

- 246 inspections performed.
- 4 business tax receipts issued.
- 178 permits issued with a valuation of \$1,201,132.00.00

#### **NOTE:**

- 74 of the inspections were completed by the private provider inspectors that the Division is paying for from Universal Engineering.
- 91 of the permits issued are related to Bike Week vendors.

#### Development Services

- The SPRC activities for this week included:
  1. Vystar Credit Union site plan review.

#### **Economic Development/Airport**

##### Economic Development

##### Ormond Crossings

- Tomoka Holdings has submitted plat plans for the design of Phase A in the Commerce Park portion (easterly-side of I-95) of Ormond Crossings. Follow up comments and revisions were sent by staff to Tomoka Holdings in October. Tomoka Holdings has submitted plans to the Planning Department for Plat B, which is approximately 104 acres on the westerly side of I-95. Plan review is underway by the Site Plan Review Committee.
- Staff discussed with Tomoka Holdings the extension of the Community Redevelopment Area agreement for the funding of Crossings Boulevard which will be terminated in July 2015 unless extended by Volusia County and City of Ormond Beach. The Tomoka Holdings representative has contacted the County officials regarding the support for the extension. Staff is expected to present a CRA resolution at the April 21 Commission meeting.

##### Airport Business Park

- Staff is working with a local existing manufacturing firm to assist in their location of additional space to accommodate expansion plans. Additional discussions between the parties continued this week.
- Staff continues working with the realtors representing the StyleMark property to present the remaining 160,000 square foot building to interested buyers. The parties continued to move forward with their discussions on a purchase and sale of the property.

##### 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 and the fieldwork continued this week.
- Staff met with economic development practitioners from 8 communities from Oak Hill to Ormond Beach along the US1 corridor to discuss an initiative to improve the business activity along US 1 from Oak Hill to Ormond Beach. The "Rediscover US 1: America's Business Highway" effort will involve local business participation in a scavenger hunt and is expected to be launched on April 11 until April 19. Staff is preparing the flyer that will be distributed throughout the communities in east Volusia County.

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

- Staff prepared a preliminary proposal to an out of state aviation related business that is in the process of selecting a 10 acre site. There was no further discussion this week.

#### Airport Operation and Development

- Staff submitted a Disposition Item for the March 17<sup>th</sup> meeting of the City Commission, advising of staff's intent to advertise for bids to purchase a new backup power generator for the air traffic control tower. The FDOT has agreed to supplement the Joint Participation Agreement (JPA) funding the air traffic control tower systems upgrade project to support acquisition of the new generator.

- The City's GIS staff completed their final verification survey of obstructions removed from the airport by Allen's Tree Service. The FAA has been given the GIS survey results, which will provide for the FAA to restore certain instrument approach procedures previously unavailable due to the obstructions.
- Staff has requested Independent Fee Estimates needed as part of the application for federal funding of the construction phase of the Taxiway "G" project.
- Staff has received a quote from Hi-Lite Markings, Inc. to conduct restoration work on the airport's runway and taxiway markings, as suggested by the FDOT during the recent airport licensing inspection. Hi-Lite Markings, Inc. is the State of Florida's Statewide Airport Runway Painting Contract vendor. The work to be conducted includes cleaning of all runway markings, re-marking of all runway markings, removing and replacing threshold markings on Runway 8-26, and re-marking of certain taxiway center and edge lines. Staff will prepare an item for consideration and inclusion in the next airport CIP based on the provided quote.
- Gate 9 at the airport has malfunctioned and is currently not operational. Repairs are underway.
- The FDOT conducted the annual Airport Licensing Inspection on February 25, 2015. Staff received the official Airport Inspection Record and the new Airport License this week, which will be current for the period commencing June 1, 2015 through May 31, 2016.

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

- Completed Projects - Weekly
  - Processed 51 Journal Entry Batches (#2287-2411).
  - Approved 23 Purchase Requisitions totaling \$353,735.28.
  - Issued 17 Purchase Orders totaling \$291,292.95.
  - Processed 4,654 cash receipts totaling \$619,908.43.
  - Prepared 111 Accounts Payable checks totaling \$275,452.66 and 29 Accounts Payable EFT payments totaling \$257,299.20.
  - Processed and issued 7,727 utility bills with billed consumption of water of 34,482k.
  - Issued 571 past due notices on utility accounts.
  - Auto-called 50 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - None
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed weekly events calendar ads for Ormond Observer.
    - CodeRED notification for hydrant maintenance.
    - Attended weekly staff meeting.
    - Set up and attended Emergency Communications Network CodeRED NEXT Platform demonstration meeting.
    - Attended quarterly Local Mitigation Strategy (LMS) meeting.
    - Attended Neighborhood Improvement Advisory Board meeting.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

## **Fire Department**

### **Weekly Statistics**

- Fires: 4
  - Fire Alarms: 6
  - Hazardous: 1
  - EMS: 81
  - Motor Vehicle Accidents: 21
  - Public Assists: 31
- TOTAL CALLS: 144

- Aid provided to other agencies: 14 Calls – Daytona Beach (6), Volusia County (8)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 74

### **Training Hours**

- NFPA 1001: Firefighting 58
- NFPA 1500: Safety/Equipment 17
- NFPA 1620: Preplanning 12
- EMT/Paramedic 6
- TOTAL TRAINING HOURS: 93

### **Station Activities**

- Serviced 43 fire hydrants
- Updated 35 pre-fire plans
- Conducted 7 fire inspections

### **Significant Incidents**

- 3/2/15, 6:22 PM: Hernandez Ave. / N. Yonge St. – Motor Vehicle Accident – Single motorcycle lost control and crashed – driver transported as a trauma alert – a firefighter paramedic assisted EVAC with patient care during transport to hospital.
- 3/4/15, 1:37 PM: N. Beach St. – Motor Vehicle Accident – Single motor scooter ran off road, hitting concrete curb and ejecting driver – a trauma alert was called – a firefighter EMT assisted EVAC with patient care during transport to hospital.
- 3/4/15, 5:51 PM: 376 W. Granada Blvd. – Motor Vehicle vs. Pedestrian – Bicyclist was riding their bike when a car turned into them, knocking them to the ground and running over bike – patient was treated on-scene.
- 3/5/15, 8:56 AM: Sagebrush Trail - Rescue – Responded to an infant locked in car – lock-out kit used to unlock vehicle door – baby removed, cool and calm.
- 3/6/15, 3:52 AM: Spiveys Ct. – Structure Fire – Dark smoke found throughout home with heavy smoke in garage – fire appeared to involve sprinkler pump and control box against block wall of garage – crews assessed attic and confirmed no extension of fire – home was ventilated – cleared scene at 5:10 AM.
- 3/6/15, 6:04 PM: Wilmette Ave / N. US-1 – Motor Vehicle Accident – Upon arrival found single motorcyclist down, laying on US-1 – driver fell off bike while riding – EVAC transported driver.

## **Human Resources**

### **Staffing Update**

#### Approved/Active Recruitment

- Chief Building Official (Planning & Building) was advertised 3-6-15 on the City web site and internally, and will remain open until filled.
- Chief Building Inspector (Planning & Building) was advertised 2-16-15 on the City web site, internally, and on the Building Officials Association of Florida (BOAF) web site and will remain open until filled.

- Building Inspector (Planning & Building) was advertised 3-6-15 on the City web site and internally, and will remain open until filled.
- Police Officer (Police Department) was advertised 3-5-15 on the City web site, internally, with two local police academies, and will remain open until 3-20-15.
- Utility Sludge Hauling Technician (Public Works) was advertised 2-25-15 on the City web site and internally and will remain open until 3-12-15.
- Mechanic II (Fleet Maintenance) was advertised 2-16-15 on the City web site, internally, and in the Daytona Beach News-Journal and will remain open until filled.
- Summer Camp Counselors (Leisure Services) was advertised 3-2-15 on the City 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 remains open until 3-28-15. All candidates apply and test via [www.NationalTestingNetwork.com](http://www.NationalTestingNetwork.com).

#### Interviews Scheduled

- Office Assistant III (Leisure Services). Interviews were held 2/11/15 and 2/13/15. Candidate accepted and then declined offer.
- Part Time Box Office Attendant at the Performing Arts Center (Leisure Services). Interviews were held 3/10/15.
- Part Time Recreation Leader at the Casements (Leisure Services). Interviews were held 3/12/15.

#### Background/Reference Checks/Job Offers

- Community Events Coordinator (Leisure Services). A candidate was selected and began pre-employment processing.
- Part Time Recreation Leader/Theater Technician at the Performing Arts Center (Leisure Services) A candidate was selected and began pre-employment processing.
- Accreditation Manager (Police Department). A candidate was selected and began pre-employment processing.
- Human Resources Director (Human Resources). A candidate was selected and began pre-employment processing.

#### Terminations/Resignations/Retirements

- Police Officer (Police) – effective 03-10-15
- Chief Building Official (Planning & Building) – effective 3-20-15

#### City Events/Employee Relations Update

- Sam's Club met with employees regarding renewals or new memberships on 3-13-15.
- ICMA 457 Deferred Compensation representative, Dee Turner, will meet with employees on 3-23-15.
- Employee orientation for new employees will be held 3-23-15 in the HR Training Room.
- Take Our Daughters and Sons to Work Day will be held on 4-23-15.
- Wellness Action Team met on 3/11/15.

#### Risk Management Projects

- Attended Leadership planning meeting.
- Mayor's Health & Fitness Challenge: team & activity planning meetings.

#### **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: - 15 New work - 34 completed - 49 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	36,037	Inbound E-Mails Blocked	22,575
Delivered Inbound E-Mails	13,220	Quarantined Messages	242
Percentage Good Email	36.7%	Virus E-Mails Blocked	30

- Notable Events:
  - IT Manager held FLGISA Board meeting quarterly conference call.
- Geographical Information Systems (GIS)
  - Addressing Additions: 9 Changes: 33 Corrections: 0
  - Map/Information Requests: 17
  - Information Requests from External Organizations: 3
  - CIP Related Projects (pavement management, project tracking map): 1
  - Meter GPS locate and ID: 22,502 total, completed 22,548 (100.2%) potable 21,948, Irrigation 591, Effluent 9
  - Notable Events: None.

### Leisure Services

- Administration
  - City Manager's Meeting
  - Public Works Meeting
  - Supervisory Staff Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - Athletic Fields Meeting
  - Leisure Services Advisory Board 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.
  - Lady Renegades Softball of the OBYBSA continued their spring practices this week, Tuesday and Thursday at 6pm at the Sports Complex on the Softball Quad.
  - FLHS Softball continued their spring practices at the Sports Complex on the Softball Quad Monday, Wednesday and Thursday at 3 and 4pm. They have no home games this week.
  - SHS Baseball continued practices this week and have games on Thursday at the Wendelstedt Fields at 4 and 7pm.
  - SHS Softball played home games this week on Thursday at 5pm on Quad #1.
  - Coed Softball started their games for this spring season this week on Monday through Friday evening at 6:20 and 7:30.
  - OBYBSA Recreational games started this week at the Nova fields, as well as the Sports Complex on the Softball Quad and the T-Ball fields.
  - The City's Youth Volleyball Program continued training this week on Monday and Thursday nights at 6pm. Currently 60 participants are signed up.
  - OBSC started its game season last Saturday and continued this Saturday with games starting at 8:30am. Practices were held during the week.
  - USSSA Baseball hosted another tournament at the Sports Complex on the Wendelstedt Fields on Saturday and Sunday. This is a rental.

- Freedom Sports Adult Softball Association hosted one of their many tournaments throughout the year this past Saturday at the Sports Complex on the Softball Quad. This is also a rental.
- 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
  - Contractor is set to refinish and paint foul poles
  - Have work order in to remove the dead pine trees in the retention canal along soccer parking lot
  - Preparing for Seabreeze flag football field
  - Preparing 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
  - Meeting with the Manager was held on Monday from 6:00 to 7:30pm
  - Pop Warner Annual Meeting was held on Monday from 6:30 to 9:00pm
  - 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 held on stage rehearsal and regular classes. Kopy Kats and CMT held regular classes
    - Friday: CMT held regular classes.
  - The Performing Arts Center hosted the following events:
    - Auditions for "Extreme Talent", Friday noon to 8pm.
  - The Performing Arts Center is preparing to host the following events:
    - Ernie Haase & Signature Sound, Saturday, 3/14 5pm
    - Buddy, Roy, Elvis, Sunday, 3/15
- South Ormond Neighborhood Center
  - Splash Pad opens Sunday, March 15!

- Open park and playground sunrise to 11pm daily
- Fitness room open Center hours
- Open gym Center hours
- Activity room rental Sunday
- Jazzercise Monday
- Making final preparations for Splash Pad opening
- PAL tutoring takes place Monday through Thursday afternoons
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended Chamber Economic Prosperity meeting
  - Attended Memorial Day Committee meeting and assisting with event planning tasks- finding Guest speaker, flyover, bands, marching groups (on-going).
  - Updated sponsor letters and prepared for mail out for 2015 Art in the Park show – researching potential new sponsors to solicit (on-going).
  - Tracking participant applications for 2015 show and sending confirmation letters (on-going). Currently 43 applicants.
  - Securing food vendors and bands for Art in the Park.
  - Hosted Meet the Manager event Monday at the Senior Center.
  - July 4<sup>th</sup> – Contacting bands and entertainment (on-going).
  - Various/ongoing inspections of landscape/maintenance work sites.
  - Various site visits with landscape contractor
  
- Gymnastics
  - Classes are going well and growing
  - Preparing for Gymnastics Showcase this Saturday, 3/14
  - Preparing for AAU Competition in Perry, FL last weekend in March
  - Working on a plan to restructure class time to better meet participant needs
  - Continue with Parent Night Out and Open Gym in April
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
  - Challenger Sports of All Sorts met for the last time this session on Tuesday. They celebrated with ice cream and awards.
  - Explore the Arts met for the last time this session. They had a sing off and celebrated with ice cream.
  - Coed Volleyball met Monday and Thursday.
  
- The Casements
  - Classes met this week including Pilates, Yoga, Chair Yoga and Rock 'n Roll Class.
  - Tours were given this week from 10am to 3:30pm Monday through Friday and on Saturday from 10 to 11:30am.
  - The Casements Camera Club photography exhibit continues in The Gallery.
  - A wedding was held in Bailey Riverbridge Gardens on Saturday afternoon.
  - The Iranian American Society held its first annual Persian Festival in Rockefeller Gardens on Sunday from 12-4pm.
  - Wall Ministries held a church service at Bailey Riverbridge on Sunday morning.
  - A wedding ceremony was held on Monday in Ormond Memorial Gardens from 11am-1pm.
  - A Guild board meeting was held in The Preservation Room on Monday morning.
  - The Coordinator assisted with PAC interviews on Tuesday.
  - Greek Cooking was held in the kitchen on Tuesday evening from 4:30 to 8:30pm.

- The Guild Crafters met in Room 203 on Thursday afternoon.
- The Coordinator held interviews for The Casements open position on Thursday afternoon.
- Staff set the first floor for a wedding reception to be held on Saturday.

#### Parks Maintenance

- Installed weed cloth at the Ormond Beach Community Garden site
  - Repaired soap dispenser in men's room at Sanchez Park
  - Removed old exercise station at Central Park III
  - Pressure cleaned Nova entrance signs
  - Transported approximately 80 boxes of surplus files from City Hall to Fleet
  - Pressure cleaned towers at Birthplace of Speed beach approach
  - Replaced and painted rotted wood on the towers in Rockefeller gardens
  - Assisted with building of planting boxes for the Ormond Beach Community Garden
  - Removed graffiti from men's room mirror and stall door at Cassen Park
  - Filled in depression in turf area at Central Park III
  - 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
    - Safety inspection and adjustments on 14 City owned electronic gates
    - Replaced wheel on Tomoka Avenue gate at Water Plant
    - Restart/repaired chiller at Police Station
    - Checked A/C at Softball Quad; reported not functioning properly
    - Attended training for Vantage Point at HR Training Room
    - Adjusted schedule on A/C systems at field house
    - Picked up special order padlocks from vendor
    - Arrange replacement of compressor at Andy Romano Beachfront Park
    - Checked ice machine at the Tennis Center; reported not working properly
    - Electronic gate not working correctly at WWTP
    - Reorder wheels for Tomoka Avenue gate at Water Plant
    - Attained number of street lights for service repair and sent in the work order to FP&L
    - Replaced lamps in hanging fixtures at Senior Center
    - Installed new sensor switch in conference room at Public Works
    - Repaired directional light at the Airport
    - Received and delivered material for outside bathrooms at Nova
    - Replaced ceiling tiles at Ormond Tennis Center
    - Ordered new vertical blinds for art room at Senior Center
    - Repaired a door at Water Treatment Plant
    - Installed new down spout at Nova Gym
    - Replaced lamps as needed at Police Department
    - Installed two new toilets in the outside bathrooms at Nova
    - Reattached carpet on third floor at The Casements
    - Installed new down spout at Fire Station 91
    - Drained and cleaned Splash Pad holding tank at SONC
    - Installed new switch on sensor in the north classroom at SONC
    - Picked up and delivered hand carts and plywood to Airport Tower

- Installed new fixture in wash rack storage room at Fleet
- Repaired G.F.C.I devices on building at Public Works
- Repaired 150 H.P.S wall pack light at Public Works
- Covered exposed exhaust vent in entryway at Fleet
- Installed new lamps and ballast in entry lights at Fleet
- Repaired filter pump at Andy Romano Beachfront Park
- Met the tile contractor for elevator repair at City Hall
- Met elevator contractor for repair at PAC
- Inspected broken cleanout in the parking lot at PAC

### **Police Department**

#### Administrative Services

- Command Staff attended the Traffic Unit Bike Week briefing held at the station.
- Command Staff attended a CODE RED presentation at City Hall.

#### Community Outreach

- The R.E.A.D., program continued at Ormond Beach Elementary School. This week is the last session for oral storytelling and Reader's Theater. Classes will break for 2 weeks and resume after Volusia County School's spring break. When they return they will begin writing their books for exhibition.
- Tutors R Us continues at the South Ormond Neighborhood Center.
- Basketball practice was moved to Monday, Wednesday and Friday last week. The Ormond Beach Police Athletic League 14U team played their first United States Specialty Sports Association Tournament in Orlando the weekend of March 7 and 8. The team placed 4<sup>th</sup> in the tournament. The 14U team has also registered for play in the State of Florida Association of Police Athletic Leagues Annual Tournament on March 28 and 29 in Jacksonville, Florida.
- The Youth Director's Council (YDC) attended the State of Florida Association of Police Athletic League's Regional Leadership training in Melbourne, Florida March 7<sup>th</sup>. Two members of the YDC have been elected to participate on the as members of the Youth Advisory Committee (YAC) for State P.A.L. Members of the YAC will represent OBPAL during additional leadership trainings and meetings to organize the YDC conference in July.
- The Youth Director's Council held a meeting on Monday, March 9 to review upcoming community service projects. They selected to work with the Easter Seal's on April 11.
- Instructed Defensive Tactics, Expandable Baton, Pat Down, Search & Handcuffing for new hire officers.
- Set up a "Coffee with a Cop" at Aberdeen Community Center for their coffee club and community members who were unable to attend scheduled events.

#### Community Services & Animal Control

- Animal calls responded to: 61
- Animal Bites: 2
- Animal Reports: 5
- Animals to Halifax Humane: 3
- Injured Wildlife: 2
- Animal Citation: 1
- CSO's have been assisting the Traffic Units with many crashes during Bike Week.

#### Criminal Investigations

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 4
- Inactive: 4
- Fraud: 3
- Burglary Business: 0

- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 7
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 2
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 0
- Weapons Complaint: 0
- Death Undetermined: 1

Records

- Walk - Ins / Window 132
- Phone Calls 119
- Arrest / NTA'S 34
- Citations Issued 300
- Citations Entered 174
- Reports Generated 171
- Reports Entered 150
- Mail / Faxes / Request 27

Patrol

- Total Calls 1,975
- Total Traffic Stops 476

Operations

Crime Opportunity Report Forms 131

- 3/05/2015
  - Grand Theft, 5 East Tower Circle (Costume Jewelry). Owner of business reported steel pipe fittings, steel couplers, boat tarps, and other property stolen from a fenced in area outside the business.
  - Grand Theft Arrest, 155 South Nova Road (Auto Zone). Store employee was discovered to be completing internal fraudulent returns over the past several months totaling at least \$800.00 in loss to the business.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect committed a retail theft and then fled from business and was located in the rear of Ormond Towne Square.
  - Narcotics Arrest, 200 block of North Nova Road. Vehicle stopped a for a traffic violation. K-9 detection revealed a small amount of marijuana and crack cocaine.
  - DUI Arrest, South Ridgewood Avenue / Tomoka Avenue. Motorist was stopped for a traffic violation and charged with DUI.
- 3/06/2015
  - Warrant Arrest, 3 North Yonge Street. Vehicle was stopped for an investigation involving another call. Driver was found to have an open warrant for Failure to Appear in reference to driving while license suspended.
  - Narcotics Arrest, Winding Woods Trail, West Granada Boulevard. Suspect was stopped for a traffic violation. Officer smelled an odor of marijuana coming from the vehicle and conducted a search. Officer located a small amount of marijuana and several items to indicate that the subject was selling the narcotics. Subject was arrested for possession of cannabis with intent to distribute.
- 3/07/2015

- Battery-Domestic Violence Arrest, 1634 North US Highway One (Super 8 Motel). Husband and wife in town for Bike Week involved in a heated argument after drinking at a bar. While in the vehicle the wife began hitting her husband on the right arm and scratched his neck.
- Resisting an Officer without Violence Arrest, 300 Sanchez Avenue. The victim called to report that a subject was in her yard yelling and driving his remote control car at her. Victim reported that the subject intentionally struck her leg with the remote control car. Upon contacting the subject he began yelling and was verbally aggressive. He began to resist when units attempted to detain him. He was secured and transported to the station where he began to kick the partition in the patrol vehicle.
- DUI Arrest, East Granada Boulevard/South Atlantic Avenue. Suspect stopped for a traffic violation. Suspect was arrested for driving under the influence.
- DUI Arrest, 135 East Granada Boulevard. Employee from the Outback restaurant called to report that an intoxicated male was on the side of the business trying to start his motorcycle. She reported that the male dropped the motorcycle and was attempting to pick it up. When units arrived on scene, he was observed on the motorcycle with the lights on attempting to steady the bike. He was placed under arrest and refused to perform field sobriety. Once at the station, he began kicking the passenger door to the patrol vehicle he was secured in. After failing to heed several warnings to stop he was sprayed with OC.
- DUI Arrest, 500 Block South Atlantic Avenue. The suspect was observed driving on South Atlantic Avenue with no headlights on. Upon contact she was found to be intoxicated and was arrested for DUI.
- Grand Theft, 5 East Tower Circle. An air compressor was reported stolen.
- Fraud Arrest, 1020 West Granada Boulevard. Suspect was arrested for attempting to pass a counterfeit check.
- 3/08/2015
  - Battery – Domestic Violence Arrest, 51 Pine Valley Circle. Victim reported that her live in boyfriend shoved her several times during an argument.
  - Narcotics Arrest, Granada Boulevard and Riverside Drive. Suspect stopped for a traffic violation. Investigation located narcotics and the suspect was charged with possession of a controlled substance.
  - Stolen Vehicle, 295 South Atlantic Avenue Room #317. No forced entry and the door to the room was possibly not pulled shut. Taken from the room were the keys to the victim's vehicle which was found to be missing from the motel parking lot.
  - DUI Arrest, Woodland Avenue and US 1. Suspect was driving an older red corvette. She hit two trees and another vehicle then fled the scene. She was followed by witnesses as she drove home where she was contacted by officers and charged with DUI and leaving the scene of an accident.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was detained by Loss Prevention.
  - Warrant Arrest, 300 Block South Nova Road. Suspect was stopped for a traffic violation. He was found to have an active misdemeanor warrant.
  - Battery-Domestic Violence Arrest, 1114 Wandering Oak Drive. Victim called to report that his 13 year old niece hit him in the chest. The juvenile resides in the home with the victim. Victim advised that he threatened to take away her X-Box game because she was not attending school. Suspect became angry and pushed the victim in the chest while he was standing in front of her.
  - DUI Arrest, West Granada Boulevard and South Beach Street. Unit observed a male on a motorcycle approach the intersection. As the male stopped he dropped the motorcycle on the ground and was unable to pick it up. Upon contact he was found to be intoxicated and was arrested for DUI.
- 3/09/2015
  - Grand Theft, 740 Airport Road (Ormond Beach Airport). Employee reported that an old airport rotating beacon was stolen from a locked storage unit located at the airport.
  - Warrant Arrest, Milsap Road/South Atlantic Avenue – After a traffic stop suspect was arrested on an open Volusia County warrant for Failure to Appear for “Creating Certain Noises on a Public Right of Way”

- Grand Theft Arrest, 2 Glenn Falls Drive (The Falls), the victim had an \$800+ iPad stolen from the pool area during the day. By using a tracking application, he located it at 51 Misty Falls Drive. He was able to activate an audible tone and actually hear his stolen iPad from outside of the residence. After an investigation the resident of the house was arrested after confessing to taking the iPad.
- 3/10/2015
  - Carbreak (X2), 830 West River Oak Drive. Two unlocked vehicles were entered overnight and loose change was removed from the vehicles.
  - Carbreak, 46 Dormont Drive. Unlocked vehicle entered overnight. A Michael Kors black alligator wallet, music CD's, DVD's, Armani glasses and diamond stud earrings were stolen.
  - Burglary Attempt- Business, 109 North Yonge Street (Sherwin Williams). Sometime overnight someone attempted to break into the Sherwin Williams store. The door handle at the rear of the business was pried off the door but they were unable to gain entry due to a large steel bar holding the door in place.
  - Warrant Arrest, 500 Block West Granada Boulevard. Suspect was arrested for an open warrant for three counts of child neglect.
  - Carbreak, 206 Greenwood Avenue. Unlocked vehicle entered over night and the vehicle was ransacked. A GPS was reported stolen from the vehicle.
  - Shoplifting Arrest, 1521 West Granada Boulevard. Suspect was arrested for felony retail theft.
  - Shoplifting Arrest, 1458 West Granada Boulevard (Bealls). Suspect was arrested for retail theft and issued a Notice to Appear.
  - Battery – Domestic Violence Arrest, 281 South Atlantic Avenue (Days Inn Mainsail). Suspect was placed under arrest for domestic violence battery against her husband.
  - Carbreak, 749 East River Oak Drive. Unlocked vehicle entered over night. A purse and watch were stolen from the vehicle.
  - Carbreak, 50 Soco Trail. Unlocked vehicle entered over night. A wallet and diamond earrings were stolen from the vehicle.
  - Carbreak, 132 Highland Ave. Unlocked vehicle entered over night. A Medela electric breast pump was stolen from the vehicle.
  - DUI Arrest, West Granada Boulevard and US#1. A north bound SUV ran the red light at West Granada Boulevard and struck a motorcycle that was turning left off of US#1. The driver of the SUV was found to be under the influence and placed under arrest for DUI.
- 3/11/2015
  - Carbreak, 58 Windrift Court. Medication taken from the vehicle.
  - Warrant Arrest, 93 Ford Street. Suspect arrested for warrant for probation violation.
  - Aggravated Battery Arrest, 350 South Ridgewood Avenue. Suspect was arrested after she attempted to take her father from the facility. There is an ongoing civil situation with other family members and staff attempted to prevent them from leaving the property. Suspect hit two of the staff with her vehicle (no serious injuries).
  - Battery – Domestic Violence Arrest, 72 South Yonge Street. Suspect was arrested for battery on her boyfriend during an argument.
  - Stolen Vehicle (Recovered), North Yonge Street/Wilmette Avenue. Came in as a well being check on a dog locked in a vehicle at Publix. The tag listed came back as stolen from Hertz Rental on 03/11/14. Felony Stop conducted at the Wilmette Avenue/N. Yonge Street. The suspect in the theft was driving the vehicle and was placed under arrest for the theft.
  - Stolen Vehicles, 535 North US Highway One. Victim called to report that the fenced compound around the business was cut and his truck and trailer were stolen.
  - Burglary-Business, 362 West Granada Boulevard (Daytona Bike Shop). Burglar alarm came in at 0448. Units found the front window smashed. A witness reported that he heard the glass break and saw a white male ride west on a bicycle.

Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 217
  - Number of DUI Arrests: 4

- Number of Uniform Traffic Citations Issued: 238
- Number of Written Warnings Issued: 34
- Number of Parking Citations Issued: 0
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 24
  - Number of Crashes with Injuries: 10
  - Number of Crashes with Serious Bodily Injuries: 2
  - Number of Crashes with Fatal Injuries: 0
  - Crash Investigation General Information:
    - Crash, 220 North Nova Road (Trails Shopping Center). Two passenger vehicles. One vehicle in a parking aisle violated the right-of-way of a vehicle travelling in the main aisle. At-fault driver was issued a Uniform Traffic Citation for careless driving.
    - Motorcycle Crash with Injuries, South Atlantic Avenue / Osceola Drive. Motorcycle suffered an unknown malfunction to the rear braking system, causing the rear wheel to lock. Operator lost control and overturned.
    - Crash with At-Risk Driver, 222 Wilmette Avenue. Driver was eastbound on Wilmette Avenue when she suffered a seizure, drove off the roadway to the right, and struck a mailbox. The vehicle came to a stop before causing further damage. After investigation, it was determined that driver had a history of seizures and elected to drive untreated. A medical re-exam request was sent to the Department of Highway Safety and Motor Vehicles.
    - Serious Bodily Injury Crash – 1300 Block North Beach Street. Driver was okay and stable the next day.
    - Motorcycle crash with injury. West Granada Boulevard / South Yonge Street. Northbound sport utility vehicle failed to stop for the red light and struck an eastbound motorcycle. Motorcycle operator only had a minor injury. Both vehicles heavily damaged. Driver of sport utility vehicle was arrested for DUI.
- Traffic Complaints Received:
  - Speeding Complaint: 700-Block Alden Drive: 0700 & 1700 hours
  - Parking Complaint: Fernery Trail - Parking in the roadway in violation of City Ordinance - Assigned as Extra Patrol with Warnings to be issued until April.
- 1. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 800-Block North United States Highway 1
  - Reason for this STEP: Self Initiated; Bike Week
  - Number of times worked: 6; Total Hours Spent: 18
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- 2. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 2000-Block North Beach Street
  - Reason for this STEP: Self Initiated
  - Number of times worked: 1; Total Hours Spent: 0.3
  - Citations Issued: 0; Written Warnings Issued: 0
  - Comments: None
- 3. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 900 John Anderson Drive
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 1
  - Citations Issued: 4; Written Warnings Issued: 0
  - Comments: None
- 4. Strategic Traffic Enforcement Program (STP) Information:

- Location: 400 Clyde Morris Boulevard
- Reason for this STEP: Self-Initiated
- Number of times worked: 2; Total Hours Spent: 1.5
- Citations Issued: 5; Written Warnings Issued: 0
- Comments: None
  
- 5. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 2000-Block West Granada Boulevard
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 1; Total Hours Spent: 1
  - Citations Issued: 2; Written Warnings Issued: 0
  - Comments: None
  
- 6. Strategic Traffic Enforcement Program (STP) Information:
  - Location: 700-Block Riverside Drive
  - Reason for this STEP: Self-Initiated
  - Number of times worked: 2; Total Hours Spent: 1
  - Citations Issued: 2; Written Warnings Issued: 1
  - Comments: None
  
- General Comments:
  - Narcotics Arrest, East Granada Boulevard / Riverside Drive. Stopped a passenger car for speed violation after it passed on the Granada Bridge. Odor of burned marijuana was detected during the stop. Search revealed a cannabis pipe. Driver / sole occupant was arrested for possession of drug paraphernalia. He was released with a Notice to Appear after criteria was met.
  - Driving Under the Influence Arrest, South Yonge Street / Dix Avenue. Stopped passenger car for speed violation on South Yonge Street. Operator was arrested after field sobriety exercises.

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 15 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 14 signs have either been removed or sign cases created.
- 17 tree removal permit requests.
- Administrative staff assisted with two (2) walk-ins and seventy-three (73) telephonic inquiries.

#### Public Works

- Engineering

##### Project Summary

##### Construction Projects:

- Traffic Signal Maintenance (Mast Arm Painting) – The contractor is finalizing preparations and making arrangements to begin work. A preconstruction meeting is scheduled for next week.
- OBSC Wayfinding Signs – All (10) signs have been installed. Low flowering groundcover and mulch will be installed late next week.
- Nova Community Park Skate Park Expansion – The final building inspection is scheduled, irrigation is being installed, sod is scheduled for installation. The sidewalk from the western (Gym) parking lot has been reopened to provide pedestrian access to the tennis courts and Magic Forest playground while the entrance at Main Trail is closed due to paving operations.
- Nova Community Park Paving Improvements - Asphalt paving of Phase 1 was completed. Phase 2 site preparation has begun, and old asphalt in existing parking area has been removed. Phase 3 has been rough graded and crushed concrete base has been installed. An electronic message

board has been posted along Main Trail, informing the public that the entrance to the park at that location is closed and to use the Nova Road entrance.

- Downtown Streetscape Planting (Orchard to A1A) – Contracts are fully executed and the project is scheduled to begin on March 16<sup>th</sup>. A preconstruction meeting was held this week.
- Riverside Drive Drainage Improvements - Construction is scheduled to commence on March 16 beginning with the work south of Willis Drive and the continuing to the work north of Willis Drive. Full project completion is expected to take no longer than 5–6 weeks.
- South Peninsula Reclaimed Water Extension – A preconstruction meeting is scheduled for today.
- A1A North Peninsula Forcemain Extension – Approximately 400 feet of directional drilled sanitary sewer forcemain was installed and is progressing under a County project which will eventually connect to the City's sewer system near Spanish Waters.
- Sports Complex Restrooms Utilities Extension - Wet tap was made to the existing watermain along Hull Road. The watermain has been constructed and will be chlorinated and pressure tested prior to connection. The site grading plan for the restroom access sidewalk was revised after review by staff.
- Laurel Oaks Stormdrain Extension - Contracts are out for execution.
- I-95&SR40 Slope Irrigation – The contractor completed installing the new irrigation zones for the grass on all (4) side-slopes.

#### Design Projects:

- City Welcome Sign – Staff is currently in the process of finalizing construction plans to submit to the FDOT for Community Aesthetic Features (CAF) review and 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 was presented to the Public Works Advisory Board on February 26, and will be presented at a City Commission workshop on April 7.
- North US1 Landscaping (Airport Road to I95) – Staff has submitted plans for FDOT review.
- A1A Landscaping (Granada to Harvard) – Staff is preparing the design plans for FDOT review and permit.
- OBSC Pavilion - Staff is working on the final design and requesting installation proposals for the proposed shelter.
- OBSC ADA Parking and Sidewalks (CDBG) - Bids were opened on January 11<sup>th</sup> and is scheduled for award March 17<sup>th</sup>.
- Downtown Stormwater – The Consultant is finalizing plans for submittal to SJRWMD later this month.
- Ph II 2-Inch Water Main Replacement - Mainland - Bids were received March 11 and are being reviewed by staff.
- Ph II 2-Inch Water Main Replacement – North Peninsula – Bid opening was held on March 5. Bids are under review, the apparent low bidder is General Underground, LLC.
- Ph II 2-Inch Water Main Replacement – South Peninsula – Bids are under review, Young's Communication is the apparent low bidder.
- Ormond Sports Complex Field 9/10 Lighting – Plans have been submitted to FAA for review.
- Environmental Learning Center – The construction manager has reviewed the initial design plans and offered several value engineering changes that will be incorporated into the design and offer savings to the project cost. A pre-submittal meeting was held with SJRWMD to discuss the

permitting aspects and the consultant should be submitting for permit in a couple of weeks. The construction manager is compiling some rough costs to confirm we remain within budget. The second volunteer meeting was held to further refine programs for the facility when it opens.

- FPL North Substation Drainage Culvert Replacement - Prepared a proposed culvert replacement design for the Laurel Creek crossing on FPL's property, which is currently under sized. The proposed design will replace the existing 42-inch CMP culvert with a 5'x10' box culvert, which will significantly reduce upstream rise in creek levels during heavy rain events. The design has been submitted to FPL for their review. FPL is seeking funding for the culvert replacement.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Bids were received March 12 and are being revised by staff.
- 2015 Roadway Resurfacing - Project has been advertised for bidding. The project also includes the proposed sidewalk construction along Bermuda Estates Drive from West Granada Blvd to the Bermuda Estates development entrance.
- Water Treatment Plant Lime Silo Dust Arrestor – The proposal for design services was approved by the City Commission at the March 3 meeting.
- Water Treatment Plant Controls and Pump Upgrade – A proposal for design services has been submitted by the City's consultant. The City is negotiating the terms of this proposal and will schedule the project for Commission approval at a forthcoming meeting.
- Granada Bridge Lighting Feasibility Report – An initial draft report was submitted that identified four lighting options and was presented to the Mainstreet Board on Monday February 16th. The Engineer will proceed with further development of the options and preparation of the final draft for presentation to the City Commission.
- FEMA Phase 2 Central Park Flood Mitigation Project – Staff has submitted the Phase 2 HMGP grant to FEMA and will await their review comments.
- WWTP Sludge Thickener Improvements – The work authorization is scheduled for City Commission approval on April 7<sup>th</sup>.
- Fiber Optic Network Expansion - Phase 3 – A kickoff meeting was held on March 11 to begin final design and construction of Phase 3.

#### Department Activities

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

- Continued to locate, scan, examine, archive, and prepare for storage non-digitized plans submitted by GIS (on-going), and old engineering drawings.
- Reviewed plans and created approved Wetland Protection Permit for 1608 John Anderson Drive dock construction.
- On-site field check of property conditions for the proposed utility easement vacation at 32 Foxfield Look for proposed construction of a patio in the easement per planning Division request.
- On-site meeting with contractor at Andy Romano Beachfront Park to discuss stair reconstruction plans.
- Created Stair Detail per project manager's comments for the Andy Romano Beachfront Park stair reconstruction project.
- Completed tree-in-the-right-of-way locates at 2 Capri Circle and 22 North St. Andrews per Streets Division request.
- Completed property corner stakeout at 456 Tomoka Avenue per Neighborhood Improvement Division request.
- Modified the Oak Drive water main replacement plans to reflect comments from the Water Division.
- Updated the Lift Station 8M1 Rehabilitation construction plan set per Utilities Division comments.
- Created a sketch and legal description for 140 Via Madrid annexation per Planning Dept. request.
- Created an aerial exhibit map of the Ormond Beach Tennis Center to show the locations of the individual properties and the complete center per City Engineer's request.
- Created an aerial exhibit map of the Parks Ditch to show the proposed temporary access easements along the bordering properties per Legal Dept. request.

- Environment Management  
Street Maintenance  
Asphalt / Concrete

- Overlayed asphalt depression on Riverside Drive
- Repaired asphalt on Harmony Drive
- Pulled formed and barricades, stress cut and backfilled on Ann Rustin Drive
- Raised section of road on Main Trail

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Maintenance of trucks and equipment at the Public Works Yard
- Removed trees on Shady Branch Trail, Main Trail, Melrose Avenue, South Center Street, and at the Airport Sports Complex
- Trimmed at the Performing Arts Center
- Trimmed on Cameo Court
- Ground stumps at Andrews St, Performing Arts Center, and City Hall

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge, Memorial Gardens, and Bus Stops
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted Asphalt Crew on Riverside Drive
- Assisted Concrete Crew on Ann Rustin Drive
- Removed debris on Harmony Drive and Orchard Street
- Trimmed near fence on Autumnwood Trail
- Trimmed near Old Landfill fence

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop, speed limit signs, HIP (High Intensity Prismatic) street names where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs & decals for upcoming jobs, ordered materials for stock, and put away stock that was received
- Met with Building Division regarding laser beams
- Fabricated "No Trespassing" and "Do Not Enter" signs
- Installed various signs in the Village and Hidden Hills subdivisions
- Straightened Stop Sign at the Sports Complex
- Straightened 25 mph sign on Lynn Circle
- Replaced Stop Sign on Scottsdale Drive

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Citywide Locations – inspected, maintained and sprayed various FDOT (Florida Department of Transportation) ditches and ponds

- Basins – cleaned and inspected
- Inspected sinkhole at the Crossings subdivision
- Repaired grate on Riverside Drive
- Replaced pipe in Hidden Hills subdivision

Reach-Out Mower

- Railroad Street
- FDOT Ponds

Vactor

- Riverside Drive

Street Sweeping/Streetsweeper

- 24.0 miles of road cleaned (2 days)
- 36.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
29,202

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,654 gallons of unleaded and 5,137 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,160 gallons of unleaded and 788 gallons of diesel.
- Fleet completed 43 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 – Received a bid protest from Commercial Systems Group concerning requirements for a Florida Certified Plumber's license. A response is being prepared. Bid award is scheduled on the 3-17-15
- 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 – A City Commission memo was prepared for the April 7, 2015 meeting recommending the contract be awarded to the low bidder for \$461,549.60. The memo is in the review process.
- Fire Hydrant Replacement Program – Preparing bid documents.
- Lift Station 8M1 – CC authorized work authorization to McKim & Creed for project design phase services.
- 2891 John Anderson Drive – Submitted plans to Engineering to install a water service line to that location. Permit forms sent to City Hall for execution.
- 35 Kathy Drive –Application for Volusia County Use permit is being reviewed by the County.
- 718 Riverside Drive – Engineering prepared plans for Volusia County Use Permit.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 was installed and started up on 3-10-15. Warranty discussions regarding hypochlorite storage tanks –

correspondence to vendor forthcoming with legal review. Bids are required to clean the influent pump station wet well.

- Rima Wells Auxiliary Power Generator – desired operational features for SCADA was requested from the design engineer.
- Saddler's Run Lift Station Rehabilitation – Addendum 1 was issued. Bids are due 3-12-15.
- Sanitary Sewer Pipeline Repair – Bids are due 3-12-15.
- Storage Tank Repairs and Maintenance – A tank inspection was performed by the structural engineer.
- Utility Master Plan – Project priorities are being determined to meet budget constraints.
- Wastewater Sludge Thickener Upgrades (CIP) – Consulting engineer will design a fixed, low speed bottom aerator mixer assembly to replace the blowers, piping and diffusers presently utilized in the sludge thickeners.
- Water Plant Aerator Housing Rehabilitation (CIP) – A design-build project delivery method is being considered. A proposal from the design engineer was received for scope review. A cost proposal was received for preparing bid plans and specifications.
- Wells 18SR – Received video log and repair recommendations for casing repair.
- 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 – CCI Office Addition: Met with developer to discuss the proposed warehouse addition at 7 Sunshine Boulevard. Deer Creek – The punch list for water distribution items is being addressed. Harvard Square - Met with owner to discuss the proposed Harvard Square conceptual plan. River Oaks – Operation and Maintenance manuals were requested from the contractor. Phase 2 record drawings are being reviewed. Sarah House - Received record drawings for review. Shoppes at Granada - Received revised fire line location plan. Vystar Credit Union - Reviewed plans. YMCA Parking Lot Expansion - A water distribution system permit is required for the 4-inch service line extension. Zaxby's - Met with design engineer to review lift station calculations. 1182-1184 Oceanshore Boulevard – A letter was prepared for the owner's representative indicating sewer service is available based on facility size and use and regulatory criteria and in response to septic tank drain field repair permit application standards for FDOH consideration. FDOH reviewed the letter and decided to issue a permit to the owner to proceed with the septic tank drainfield repairs based upon additional information provided.
- 2008 Lift Station Improvement Program – A deposition is scheduled on 4-6-15 for addressing contractor claim.
- Met with developers of Plantation Oaks to discuss potential utility service activities regarding the project near I-95 and N US Hwy 1.

#### Departmental Activities

##### Public Works – Utilities Division

- Water Treatment
  - Delivered 36.480 million gallons for the week ending Feb. 8, 2015 (5.211 MGD)
  - Backwashed 9 filters for a total of 454,000 gallons backwash water.
  - Produced and hauled 81 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 30.50 Million Gallons.
  - Produced 15.42 Million Gallons of Reuse.
  - Produced 15.08 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.36 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 62.42 (14%-18% Solids).
- Water Distribution
  - Exchanged 11 water meters per Finance Department work orders.
  - Responded to or repaired 5 water service leaks.

- Performed accuracy testing on 15 each - 2" commercial water meters. Scheduled 5 commercial water meters for testing.
- Assisted 7 customers with misc. concerns.
- Replaced 7 water meter boxes.
- Replaced 6 water services due to low pressure. Two (2) casings installed via directional bore method for water service replacement under roads.
- Responded to 5 water pressure and/or water quality concerns.
- Installed and pressure tested 4 new backflow prevention devices serving city irrigation systems.
- Completed preventative maintenance activities on 26 fire hydrants.
- Located and exercised 18 water distribution system main line valves.
- Performed flushing activities in the Aberdeen, Chelsea Place, Pine Trails and Ormond Green subdivisions, Airport Business Park, North Shore Dr and Oriole Cir.
- Completed excavation restorations on Ocean Ter., Niagara Falls Dr, John Anderson Dr, Lynnhurst Dr, Oak Forest Dr, Carib Dr.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 96 regular and 4 emergency utility locates for the previous week.
- Wastewater Collection – Reuse
  - Crews responded to 2 trouble calls Breakaway/Hunters Ridge PEP System service area and 7 in town.
  - Repaired 4" sewer cleanout at 399 N. US 1. ( PAC)
  - Televised 8, cleaned 5 and root controlled 2 sewer laterals.
  - Cleaned 4,057 ft. of sewer main in 4M system
  - Repaired 4 inch sewer lateral at 340 West Granada Blvd.
  - Locate cleanout under driveway at 85 Hernandez Ave. due to trouble call.
  - Install PEP tanks: 23 River Chase Way, 27 & 57 Tomoka Ridge Way.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 9 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 9 psi.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 28/20psi. Foxhunters Flat (2 inch) 20/18 psi & Shadow Creek Blvd. (4 inch) 6/6 psi.
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - Clarifier #3 – adjust sensor mount to prevent hitting sweep arm - ok.
  - McDonalds LS – follow up from call out – cleaned wet well – cleaned probe – pulled both pumps to clean volutes of debris – pulled both check valves to clean debris – ok.
  - Chelsea Place #2 – pulled pump #2 - replaced impeller & wear ring – ok
  - Influent Room – assisted vendor as needed with installation of repaired motor #3 – vendor completed installation and start up on 3/10/15.
  - 4P – pump #1 not operational – megger indicated failed motor leads – pulled pump assembly - shipped to vendor for rebuild.
  - Influent, R.A.S, Recycle, Effluent - service sump pumps, floors & troughs.
  - Supplemental Carbon Source Storage & Pumping Facility – serviced both sump pumps
  - BAT/HR PEP System: 5 Double Branch Way – rewired control box – ok; 23 Fox Ford Chase – troubleshoot control box, replaced blown fuse – ok.
  - 5M - install new 12x12 control box.
  - Influent Room – deragged pumps as needed.
  - SCADA/WIN911 monitor/response: Aberdeen #5 – high hours – pull both pumps to clear blockages at volutes – ok; McDonalds - high level – found station fine – found both pumps operating fine – cleaned probe – ok; Saddlers Run - phase loss – found FPL power down on "C" phase – shorted transformer – generator during interim – FPL replaced transformer - ok
  - 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: Swing Zone Blowers #1, #2; Influent Odor Control; Digester Blowers #1, #2, #3; Carousel Surface Aerators #1S, #1N, #2S, #2N.

- Semiannual PM's: Carrousel Blower #1
- Annual PM's: Decant Pump.
- Lift Station PM's: 22 monthly and 1 annual performed.
- Plant wide oil & grease route.
- 68 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- H.S.P. #7 – installed new main breaker & remote disconnect cable – ok.
- Well 30H - installed new main breaker and surge arrestor in preparation for upcoming motor and pump replacement.
- Well 31H – installed new surge arrestor.
- Chlorine storage tanks – replaced non-functioning sump pump – ok.
- Riverview Booster Station – relocated control conduits to accommodate replacement rodent screens on ventilation louvers.
- Well 18S.R – Partridge Wells Drillers on site this week – removed pump and motor that was lodged in well casing – video of well indicates severely damaged well casing at 48 ft. depth' – copy of video for staff review delivered on 3/12/15 with recommendations.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

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

- Water Supply/ Treatment and Distribution System Regulatory Activities

- Reuse Service Area Dual Check Valve Installation - Rebuild Project: The western Ormond project is complete. Staff and contractor are preparing customer notices for scheduled activities to begin the second phase in upcoming weeks on the North Peninsula Reuse Service Area.
- Consumer Confidence Report: Staff compiling information for 2014 calendar year CCR. The report is available to potable water customers as required by the U.S. EPA to disclose pertinent water quality results.
- Cross Connection Control Program: The City's new CCC data management contractor went live with the City's online data program. Staff is able to obtain reports of compliance in real time.

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 members attended Code Red Training on March 10, 2015
- Staff attended and provided support for March 12, 2015, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation, creation and distribution for March 17, 2015, City Commission Meeting

Status of Department Projects

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