

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 3, 2013

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:

- Weekly meeting with Environmental Systems staff
- One on one meetings with Economic Development Director, Planning Director, Fire Chief, and HR Director
- Met with City Engineer regarding John Anderson Drive project

Spoke to, attended and/or met with:

- Mayor's Health & Fitness Challenge awards ceremony
- Public Safety Awareness Day
- Rotary meeting
- Meeting with Brad Giles of Giles Electric, Inc. to discuss RFQ for alarm services and lighting work at Tomoka Christian Church.
- Reviewed Inglewood, CA, budget for GFOA
- Public Works Operational Staff
- One on one meetings with Mayor and Commissioners on collective bargaining
- Attended City Managers' meeting on CRA issue

Community Development

Planning

- Interviews for the Site Plan Engineer occurred this week. Five people were interviewed. It is hoped that a recommendation to the HR Department will be completed by Friday, May 3.
- Planning Director had a telephone conference with Digital Mapping.
- Planning Director participated in a telephone conference with ED Director, City Attorney, Linda Shelley, outside counsel, and Tomoka Holdings regarding the PMUD Master Development Plan agreement.
- The Planning Director spoke with Mark Pallans of Pallans Associates regarding the possibility of his firm performing wireless application review and a coverage/capacity analysis citywide as part of the wireless plan that was distributed to the Planning Board for a future workshop. The former would be paid by the applicant requesting wireless approval while the latter would be paid for by the City from the Planning Department's budget.
- Staff met with Buddy LeClour concerning his plans for the vacant hospital site.
- On January 1, 2012, [sections 381.00771 - 381.00791, Florida Statutes \(F.S.\), The Practice of Tattooing](#) authorized the Florida Department of Health to regulate activities associated with tattooing. These statutes require licensure of tattoo artists and tattoo establishments as well as outline operational requirements for tattoo establishments and educational requirements/standards of practice for conventional and cosmetic tattoo artists. [Chapter 64E-28, Florida Administrative Code \(F.A.C.\), which became effective September 5, 2012](#), provides details regarding requirements for tattoo establishments and artists. The law as the Department understands it was enacted to require permanent makeup artists be subject to

the same standards and educational requirements on blood-borne pathogens as professional tattoo artists. The legislation was supported by the Florida Medical Association, the Florida Society of Dermatology and Dermatologic Surgery, the Florida Professional Tattoo Artists Guild, Florida Blood Services, the Florida Association of Beauty Professionals and the Florida Professional Tattoo Artists Guild.

Taking into consideration the state law and the current LDC regarding tattoo artists, the Planning Director met with Dee Morgan regarding the classification of her profession as tattooing which requires location in the B5 zoning district only. Interpreted the definition in the LDC to permit her to do removal or repair of tattoos using a dry needle process. The definition of tattooing is the application of ink. Part of her work involves application of ink as permanent cosmetics which are defined as tattooing in the LDC which is not permitted.

Building Inspections, Permitting & Licensing

- 204 inspections performed.
- 3 business tax receipts issued.
- 93 permits issued with a valuation of \$1,767,385.00

Development Services

- The SPRC had no activities this week to report.

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Staff has transmitted their recommended amendments to the Master Development Plan to Tomoka Holdings for their review. Staff arranged a conference call with Tomoka Holdings to discuss the few remaining issues in the MDP. The issues have been resolved and the documents are expected to be reviewed by the Planning Board at their July meeting. Following the meeting with the Planning Board staff will present the findings to the City Commission for review and approval.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial site. Staff is in discussion with an existing business in the Park regarding a large expansion project on their property.
- Staff has restored the City's sign displaying the available industrial lots along Tower Circle West and a marketing flyer was redesigned to advertise the remaining City industrials lots.

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of the hotel, city and other events during the year. A meeting of the promotional subcommittee was held to discuss the creation of an Ormond Beach visitor recruitment piece.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff is working with economic development practitioners throughout Volusia County regarding proposed changes to the Community Redevelopment Area resolution for proposed new CRA plans. Amendments to the 2010 CRA Resolution, agreed upon by the County of Volusia and the respective cities, were made by the practitioners and recommended to

their City Managers, who met Friday to discuss the amendments. At their May 2, 2013 meeting, the County Council decided to not go forward with proposed Amendments and to abide by the 2010 CRA resolution, so no further action by the City is required.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property.
- Staff prepared incentive agreements for Healthcare Billing Systems and Edge Physicians to redevelop and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems.
- Staff is working closely with an existing company for the construction of a large facility along North US 1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.

Airport Operation and Development

- The Taxiway Alpha Relocation & General Airfield Improvements Project is nearly complete. Painting and striping of the new taxiways was completed this week, and work to install lighting components at the new public-use heliport is underway. Survey work needed to mark and paint the heliport and the new compass rose is also underway, weather permitting.
- Staff worked with one of the City's airport consultants, AVCON, to prepare project schedules and scopes of service needed in order to initiate the projects to design Taxiway "G" adjacent to Runway 17/35 and upgrade electrical systems at the airport and at the air traffic control tower.
- The required annual inspection of the airport's Automated Weather Observation Station (AWOS) has been scheduled for May 6th.
- Staff has been advised by the FAA that instrument approach procedures for the airport will be unavailable at night due to the presence of certain obstacles that penetrate the visual surface of the instrument procedures. The GIS Division has been provided with survey data from the FAA in order to help compile a 3D map of the obstructions, which will be needed in order to formulate a mitigation plan.
- The Ormond Beach Composite Squadron of the Civil Air Patrol conducted a successful open house event this week on Monday, April 29th.
- Staff has scheduled the annual airport project planning meeting with representatives from the FAA and FDOT. The meeting will take place on May 9th at the FDOT office in Orlando. Staff has worked with representatives from AVCON, FAA and FDOT in recent weeks to review and further update the JACIP database to reflect planned funding for the Taxiway Golf project, general airfield electrical upgrades, and upgrades to air traffic control tower systems and equipment.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of the five-year Capital Improvement Program.
 - Preparation of FY 2013-14 personnel budget.
- Completed Projects - Weekly
 - Processed 28 Journal Entry Batches (# 2990 – 3083).
 - Approved 15 Purchase Requisitions totaling \$45,519.81.

- Issued 22 Purchase Orders totaling \$135,821.25.
- Advertised RFQ No, 2013-28, On Premises Telephone Line Services and Low Voltage Cabling, in the News Journal and posted to DemandStar on 4/25/2013.
- Held opening for Bid No, 2013-13, Downtown Underground Utilities (Finley), on 4/30/2013. Four (4) submittals were received.
- Prepared 130 Accounts Payable checks totaling \$171,089.01 and 40 Accounts Payable EFT payments totaling \$416,808.09.
- Prepared 35 Payroll checks totaling \$27,214.87 and 333 Direct Deposits totaling \$368,449.17.
- Transferred IRS 941 payment of \$139,836.27.
- Processed 3,837 cash receipts totaling \$3,104,982.04.
- Processed 973 utility bill payments through ACH totaling \$73,320.31.
- Processed and issued 3,856 utility bills with billed consumption of water of 18,598k.
- Issued 470 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Art in the Park (May 4 & 5)
 - FLOW Mobile (May 6)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Issued CodeRED calls for annual fire hydrant maintenance.
 - Attended Leveraging Tools for Coordinated Disaster Communications
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 7
- Hazardous: 0
- EMS: 68
- Motor Vehicle Accidents: 12
- Public Assists: 28

TOTAL CALLS: 117

- Aid provided to other agencies: 12 calls – Volusia County (8), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 24
- # of overlapping calls: 19
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 55

Training Hours

- Aerial Operations: 2
- Driving: 7
- EMT Refresher: 15

- Emergency Operations: 17
- Policy Review: 3
- Pump Operations: 2
- Technical Rescue: 31

TOTAL TRAINING HOURS: 77

Station Activities

- Serviced 189 fire hydrants to include flow testing and inspection.
- Updated 20 pre-fire plans
- Conducted 3 fire inspections
- Instructed CPR training to Public Works and Leisure Services employees.
- Participated in Chamber of Commerce Leadership Tour. Provided video presentation of Ormond Beach fire services, tour of Fire Station 92 and display of Fire Department vehicles.
- Participated in Public Safety Awareness Day. Provided display of various apparatus, demonstrated fire extinguishers and vehicle extrication tools, talked to public and distributed educational hand-outs.

Operations

- Attended meeting regarding the use of U-Command software for inventory tracking and usage of emergency medical supplies.
- Attended Volusia County Fire Chiefs' Association monthly meeting.

Human Resources

Staffing Update

- Job Requisitions
 - Police Department – Police Lieutenant, promotional in-house position to replace Lt. Hayes.
- Approved/Active Recruitment
 - Planning – Part Time Civil Engineer was advertised on the City web site with a closing date of 03-08-13. Four (4) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department. Department requested to re-open recruitment until filled in order to obtain a larger pool of applicants. Four original applicants were notified and ad was placed on the City web site, in the Daytona News Journal and the News Journal web site. Four (4) additional applications were forwarded to the department for review on 04-15-13. Interviews were held with four (4) applicants for 04-29-13 and 04-30-13.
 - Public Works/Wastewater – Maintenance Foreman was advertised in-house and on the City web site 03-13-13 with a closing date of 03-28-13. Three (3) applications were received, two in-house employees and one applicant from outside. These were entered on applicant tracking sheet with qualifications, copied and forwarded to the department. Department requested to re-open recruitment until filled in order to obtain a larger pool of applicants. Four original applicants were notified and ad was placed on the City web site, in the Daytona News Journal and the News Journal web site.
 - Public Works/Wastewater – Supervisor of Equipment Maintenance was advertised in-house and on the City web site on 03-07-13 as well as the Florida Rural Water web site, Florida Water & Pollution Control Operators Association web site. In-house posting closed 03-22-13 and web site postings remain open until filled. Placed advertisement in the News Journal and on their web site on 04-08-13 to recruit a larger group of applicants.
 - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13.
 - Leisure Services/Nova Community Center – Two (2) part time Recreation Leader positions were advertised 04-09-13 on the City web site as Open Until Filled. Twelve

- (12) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services/Recreation Activities – Summer Camp Counselor positions for all summer day camps was advertised on the City web site on 04-09-13 as Open Until Filled.
 - Screening/Interviews Scheduled
 - Finance – Accounting Technician was advertised 04-09-13 in-house and on the City web site with a closing date of 04-17-13. Forty-six (46) applications were received, entered on the applicant tracking sheet with qualifications and made available to the department for review. Interviews have been scheduled for 04-30-13 and 05-01-13.
 - Police – Promotional process conducted on 05-01-13 for Police Lieutenant. Four (4) in-house candidates applied and participated in the assessment center exercises that were conducted at the Police Department.
 - Background/Reference Checks.
 - Police Department- Police Officer recruitment concluded on 04-03-13 after interviews with the Chief. Conditional offer was made to one candidate and pre-employment process started. Candidate did not successfully complete the background and the conditional offer was rescinded.
 - Job Offers
 - Leisure Services/Casements – A part time Special Events Technician candidate has been selected and will begin pre-employment processing the week of 05-06-13.
 - Promotions/Transfers
 - Leisure Services/Registration – An Office Assistant III candidate was selected. A part time in-house employee was selected and has been promoted effective 04-29-13.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 4-30-13: 3.37% (excluding retirements).
 - Leisure Services/Recreation – Part time Recreation Leader effective 04-30-13.
 - Police Department – Police Lieutenant effective 04-30-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program March 2013 monthly report reflects savings of \$85,886.94 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,136 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for 5-31-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.

Pay & Classification Plan

- An amendment to the City of Ormond Beach's Pay and Classification Plan to add the position of Assistant Leisure Services Director was presented to the H.R. Board on 04-03-13. The amendment was approved by the Board with the recommendation to the City Commission. This is being prepared for the City Commission Agenda.

Risk Management Projects

- Risk Advisory Board panel member & seminar.
- Attended deposition for Workers' Compensation case.

- Prepared 1st place awards/prizes for Mayor's Health & Fitness Challenge at next Commission meeting.
- Advised United Way of tentative plans for 2014 fundraising campaign.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
 - City Clerk – Document Management and Retention – Upgrade underway to the current vendor's latest product. Virtual server has been created, vendor installed their software, conversion scheduled for early May.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 50 New work - 99 completed - 57 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	38,358	Inbound E-Mails Blocked	26,188
Delivered Inbound E-Mails	12,002	Quarantined Messages	168
Percentage Good Email	31.3%	Virus E-Mails Blocked	78

- Notable Events:
 - Sunday afternoon – one of the domain controllers quit working as a domain controller and disrupted network access to files and folders. Once staff was notified, the root of the problem was identified and remediated. Full network services were restored within 2 hours.
 - Virtualized the Utilities Facilities Maintenance server OBPWMP2. This is a smaller server that handles the work orders and maintenance records for the utilities facilities (water and wastewater)
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 0 Changes: 0 Corrections: 0
 - Map/Information Requests: 22
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 10,161 (45.2%) potable 9,757, Irrigation 404
 - Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Staff meeting
- Park Visits
- One on One meetings with coordinators.
- Andy Romano Beachfront Park visits.
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- Met with janitorial contractor.
- Met with landscape contractors for weekly updates.
- Public Works weekly staff meeting.

- Landscaping Improvements discussion and meeting.
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Ormond Beach Sports Complex at 1pm daily.
 - The Ormond Beach Soccer Club continued competitive and recreational practices this week Monday through Friday at The Ormond Beach Sports Complex.
 - The Ormond Beach Youth Baseball and Softball Association competitive programs, Golden Spikes and Lady Renegades continued practices this week at both Ormond Beach Sports Complex and Nova fields.
 - Seabreeze High School and Father Lopez High School continued baseball and softball practices at the Ormond Beach Sports Complex this week.
 - The Ormond Beach Youth Baseball and Softball Association continued games this week at the Ormond Beach Sports Complex and the Nova fields.
 - Ormond Beach Coed Adult softball league began their season, which runs through May, with games being held Tuesday and Thursday nights at the Ormond Beach Sports Complex starting at 7:30pm.
 - Ormond Beach Spring Youth Volleyball program continued their program at the Nova Community Center gymnasium with practices and games being held Wednesday and Thursday nights from 5:30pm to 8:15pm.
 - The USSSA baseball group held their tournament this past weekend at the Wendelstedt Baseball Fields.
- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center softball outfield.
 - Cleaned tennis and basketball courts at South Ormond Neighborhood Center.
 - Maintenance work on tennis and handball courts at Osceola Elementary School.
 - Mowed infields and outfields at Nova Community Center fields.
 - Cleaned Skateboard Park at Nova Community Center.
 - Cleaned tennis, basketball and handball courts at Nova Community Center.
 - 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 of baseball fields, 3 times a week.
 - Continued mowing of the soccer fields, 2 times a week.
 - Continued mowing of the softball fields, 2 times a week.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground by the softball quad.
 - Mowed football fields at Ormond Beach Middle School.
 - Cleaned all sports parks of debris and trash from the events over the weekend.
 - Repainted (21) soccer fields for competitive, recreational and adult leagues.
 - Prepared fields for Lady Renegades, Golden Spikes, Seabreeze High School, Riverbend Academy and Father Lopez High School at Nova Community Center and Ormond Beach Sports Complex fields.
 - Golden Spikes competitive baseball continued games at Nova Community Center fields.
 - OBYBSA games continue at Ormond Beach Sports Complex and Nova Community Center fields.
 - Prepared T-ball fields for nightly practices and games at the Ormond Beach Sports Complex.
 - Held adult soccer league games on Sunday at the Ormond Beach Sports Complex field #6.
 - Competitive and recreation soccer league practices were held Monday through Friday at the Ormond Beach Sports Complex.

- Coed softball games were held twice a week at Ormond Beach Sports Complex softball field #7.
- Delivered portable bleachers to the Prince of Peace Church for Public Safety Awareness Day.
- Challenger softball program continues their season at Nova Community Center fields.
- Held boys' and girls' recreational baseball and softball practices at Ormond Beach Sports Complex softball quads during the week.
- Aerated all baseball fields at Ormond Beach Sports Complex.
- Aerated and closed soccer field #5.
- Completed first round of herbicide treatment on all fields including Ormond Beach Sports Complex, Nova Community Center fields, South Ormond Neighborhood Center fields, and Ormond Beach Middle School with approximately 2300 gallons of chemicals applied.

- Senior Center
 - Big Band America met on Thursday night from 7pm to 9pm.
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and CMT held regular classes.
 - Tuesday: Show Club, Kopy Kats and CMT held regular classes.
 - Wednesday: Show Club, Kopy Kats and CMT held regular classes.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: Show Club, Kopy Kats and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - VSA Talent Night, Friday, May 3rd, 7pm.
 - Miss Daytona Beach USA Pageant, Sunday, May 5th, 4pm.

- South Ormond Neighborhood Center
 - Splash Pad Open Daily at 10am.
 - Jazzercise class was held Monday and Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place every day from 1pm to 6pm.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - PAL held tutoring Tuesday through Thursday from 3:30pm to 5:30pm.
 - Youth basketball practice was held Monday through Thursday from 6pm to 8:30pm.
 - YMCA soccer practice was held Tuesday, Wednesday and Thursday evenings.
 - USSSA youth basketball tournament at Nova and South Ormond Gymnasiums took place Friday through Sunday.

- Community Events
 - Assisted with Public Safety Awareness Day, Saturday, April 27th.
 - Completed weekly administrative tasks, office work, meetings and activities.
 - Art in the Park 2013: Finalization of application tracking and payment, event promotions, confirmation of vendors, preparation of registration packets and the Kids' Craft Zone. Performing tasks and preparations and event layout.
 - Planning for 2013 Memorial Day Remembrance Service.
 - Planning for Independence Day Celebration.

- Gymnastics
 - The April/May classes for various age groups and levels continue their sessions and were held Monday through Friday at the Nova Gymnastics Center.

- Preparations for team cheer and gymnastics competitions continue.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and Miss Debby's Dance classes.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickle ball, the game room and the exercise room.
 - The new program "Play Unplugged" continued and is held Monday through Friday from 3pm-4pm.
 - Coed Volleyball Leagues met Wednesday and Thursday from 5:30pm-8:15pm this week.
 - Challenger Baseball met at the Nova fields for the first practice on Tuesday from 5pm to 6pm and will continue to meet until May 7th.
 - Challenger Sports of All Sorts meets in the Nova Community Center Activity Room on Wednesdays from 5:00-6:00pm and will continue to meet on Wednesdays until May 8th.
 - Battle of the Beaches Basketball Tournament will take place in the Nova Community Center Gymnasium Friday through Sunday, May 3rd to May 5th.
 - Two rentals of the picnic pavilions for the Magic Forest Playground on Saturday, May 4th.
- The Casements
 - Classes met this week including Yoga, Pilates, Rock 'n' Roll and French for Tourists.
 - Tours continued 10 to 11:30am on Saturday and Monday through Friday from 10am to 3:30pm.
 - The Mayor's Health and Fitness Challenge award ceremony was held in Rockefeller Gardens on Saturday morning.
 - A bridal shower was held at Bailey Riverbridge on Saturday.
 - On Saturday a wedding ceremony was held in Rockefeller Gardens followed by a reception at The Casements.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The floor and wall refinishing project at Bailey Riverbridge began on Monday.
 - This week staff prepared for the Art in the Park Festival to be held in Rockefeller Gardens May 4-5.
 - St. James 5th grade visited for a tour on Monday morning. 35 children and 8 adults.
 - Devine Direction Homeschooling visited for a tour on Monday afternoon with 10 children and 5 adults.
 - On Tuesday pictures were hung in the Gallery for the Art in the Park exhibit.
 - The Ormond Beach Garden Club held their final general meeting for the season in the Gallery at The Casements on Wednesday morning.
 - The Casements Guild held a Centennial meeting in Room 203 on Wednesday morning.
 - The Memorial Day Remembrance Committee met in the Preservation Room on Wednesday.
 - The Farmers' Market was held in Rockefeller Gardens on Thursday from 8am to 1pm.
 - The Guild Crafters met in Room 203 on Thursday afternoon.

Parks Maintenance

- Removed graffiti from barbeque grills at Andy Romano Beachfront Park.
- Picked up debris from Fortunato Park after Celtic Festival.
- Replaced broken dome trash can lid at Cassen Park.
- Trimmed low hanging limbs at Central Park II over fishing dock.
- Back filled tree planted for Earth Day at The Casements.
- Installed new trash cans at Nova Community Center.

- Removed boards from new picnic table slabs at Nova Community Center.
- Removed broken part of slide for repair and replacement at the Magic Forest Playground.
- Blew off roofs of pavilions at Nova Community Center and Riverbend Nature Park.
- Removed skateboard paint from bench at Andy Romano Beachfront Park.
- Citywide safety inspections of all parks and equipment.
- Weekly inspections of park facilities and reservations.

- Building Maintenance
 - Weekly inspection of airfield lighting and signage.
 - Daily preventative maintenance of City vehicles and equipment.
 - Checked HVAC and thermostat at Police Department.
 - Checked City Hall thermostats.
 - Re-programmed thermostat in PAC Lobby.
 - Checked system status in weight room of the a/c system at South Ormond Neighborhood Center and arranged for repair.
 - Checked parking lot lights at Ormond Beach Elementary School and City Hall.
 - Moved furniture in Human Resource office for installation of window tint.
 - Escorted vendor through five facilities for fire panel inspections.
 - Made arrangements to obtain new gate stop (gate keeper) part for the gate at Wastewater Treatment Plant.
 - Checked gate at Wastewater Treatment Plant at new storage location to insure no damage occurred.
 - Raised flag at Police Department.
 - Reviewed Fire Station 91 fire suppression pipe in data closet which is rusted and scheduled repair.
 - Escorted Flair technician to South Ormond Neighborhood Center for HVAC service.
 - Repaired dishwasher at Fire Station 92 and processed warranty issuance.
 - Cut three keys as requested for Facilities.
 - Called vendors for control access gate installation quotes at 35 Breakaway Trails.
 - Organized and washed truck 403.
 - Attended section meetings and promoted a work friendly environment.
 - Replaced power supply to emergency exit door at Police Department.
 - Replaced hallway lights at the Police Department.
 - Replaced soffit lights at the Police Department.
 - Secured broken glass door with plywood at the Senior Center.
 - Installed new glass for door at the Senior Center.
 - Checked power for Earth Day at City Hall.
 - Replaced light bulbs in the front court yard at City Hall.
 - Remounted light fixture for sidewalk area at Bailey's Riverbridge Gardens.
 - Repaired broken window at shuffle board court.
 - Met contractor for Sally Port pre bid meeting at the Police Department.
 - Repaired water cooler drain at Cassen Park.
 - Escorted fire alarm inspections contractor to Fire Station 91, Nova Gymnasium, South Ormond Neighborhood Center and Ames Park.
 - Drained and cleaned fountain at Arroyo Park.
 - Repaired men's room urinal at Cassen Park.
 - Repaired water fountain drain at Fire Station 91.
 - Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, Bailey's and City Hall.

Police Department

Administrative Services

- First Annual Public Safety Awareness Day event.
- Attended Volusia & Flagler Police Chief's Association monthly meeting.

- Attended meeting on annual emergency management table-top exercise.
- Attended organizational meeting for the 2013 Law Enforcement Memorial Service to be held at the end of the month.
- Conducted a lieutenant promotional process.

Community Outreach

- The R.E.A.D. program continues at Ormond Beach Elementary. There are now 24 youths participating in the program which will conclude May 13. The exhibition will be May 22 in the City Hall Atrium.
- Science on Patrol at Ormond Beach Middle School continues. Currently 22 students are enrolled in the program. It concluded this week with a parent night.
- Youth in the OBPAL Basketball program held practices for upcoming tournaments.
- Members of the Youth Directors Council met to review upcoming community service projects.
- Schedules for the PAL Summer program were discussed and field trips reviewed.

Community Services & Animal Control

- Total Animal Calls: 88
- Total Animal Reports: 11
- Total Animal Bites: 1
- Total Animal Licenses: 2
- Total Animals to HHS: 12 (7 Cats/5 Dogs)
- Total Sick/Injured Animals: 1 (Raccoon/euthanized)
- Total Returned to Owners: 3

Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 9
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 7
- Larceny Car break: 4
- Grand Theft: 3
- Missing Persons: 1
- Recovered Missing Persons: 1

Narcotics

- Two Buy Walk
- Three Buy Walk Attempts
- Several Surveillance Operations

Comments:

- Stolen ring from a N. Halifax Dr. burglary recovered. Suspect identified and under investigation (arrest pending).
- Subject from Port Orange identified in several ATT account thefts (investigation continues).
- Missing juvenile from Titusville located.

Records

- Walk - Ins / Window: 132
- Phone Calls: 122
- Arrest / NTA'S: 25
- Citations Issued: 129

- Citations Entered:133
- Reports Generated: 143
- Reports Entered: 138
- Mail / Faxes / Request: 34

Patrol

- Total Calls:1,670
- Total Traffic Stops: 282

Operations

- Crime Opportunity Report Forms: 115
- 4/24/13
 - Burglary-Vehicle, 371 South Atlantic Avenue.
 - Narcotics, Fleming Avenue and Bryant Street, passenger in car was arrested for open warrant. Incident to arrest search found felony narcotics (pills).
 - Traffic stop, Hand Avenue, arrest of a habitual traffic offender. Officer found prescription medications hidden in the suspect's sock during search incident to arrest.
 - Burglary-Residence, 106 Shady Branch, time frame between 11a-2p, flat screen TV and an iPad were the only items taken.
 - Warrant Arrest, Wall Street and US1, traffic stop, driver was arrested on outstanding arrest warrant.
- 4/25/13
 - Fraud, 205 East Granada Boulevard, Walgreen's, two females arrested for prescription fraud.
 - Burglary-Vehicle, male was arrested for breaking out the window of an out of state visitor's car. He also poked the driver of the car in the face after breaking out the window.
 - Warrant Service, 700 block Riverside Drive, fugitive arrested on open arrest warrant.
 - Warrant Service, 396 South Atlantic Avenue, fugitive was arrested on open arrest warrant.
 - Shoplifting, Wal-Mart, suspect was issued a Notice to Appear for retail theft.
 - Burglary-Residence - attempt, 962 Village Drive, homeowner came home and found a screen off of a rear window and her dog that was in her back yard was now in her front yard. No entry gained.
- 4/26/13
 - DUI, Fleeing and Attempt, BOLO came out about a reckless driver on US1. Units located vehicle at US1 and Nova. Subject fled, no pursuit started. Subject went South on Nova and was later observed by an officer turning into the Oaks of Lakebridge where he attempted to hide. Driver was arrested and the passenger was taken into protective custody under a Marchman Act
 - Battery, 125 Mound Avenue, suspect arrested for injuring his roommate
 - Warrant Service, 500 Shadow Lakes Boulevard, #132, fugitive arrested for an open warrant out of New York.
 - DUI, Rockin' Ranch Bar, driver arrested for DUI crash.
 - Resisting Arrest, Rocking Ranch Bar, patron arrested for resisting.
- 4/27/13
 - Narcotics, 790 West Granada Boulevard, two suspects were arrested for possession of cocaine.
- 4/28/13
 - Burglary-Vehicle, 599 South Atlantic Avenue, two suspects were observed on video taking a bike from a vehicle. Bike recovered at the Mobil gas station.
 - Trespass, McDonald's, Interchange Boulevard, transient arrested.
 - Burglary-Residence, 11B Byron Ellinor Drive, TV missing but house secure. No signs of forced entry.

- Narcotics, 125 Mound Avenue, suspect arrested for possession of Methamphetamine.
- Burglary-Vehicle, 25 Misner's Trail, Purse and pills taken from victim's vehicle.
- Warrant Service, 684 South Center Street, fugitive arrested on two open arrest warrants.
- Burglary-Residence, 157 South Washington Avenue, bicycle stolen off the front porch.
- Burglary-Business, Attempted, 1340 West Granada Boulevard, (Lowe's) subjects tried to break a glass door in order to enter the business but were scared off by overnight employees working inside the store.
- DUI, Sycamore Circle and North Beach Street, driver arrested for DUI.
- 4/29/13
 - Burglary-Residence, 201 Ellicott, Neighbor's son got the key from his mother and entered the residence when the owner was out of town and stole/pawned some jewelry. Suspect admitted the theft and the jewelry was located in pawn. Victim refuses to press charges at this point.
 - Retail Theft, Wal-Mart, theft of three tubes of lipstick. Suspect was a 65 year-old woman. She was issued a notice to appear for retail theft.
 - Warrant Service, Wal-Mart, subject arrested on an open warrant.
 - Burglary-Residence, 180 Highland Avenue.
 - Battery-Residence and a Baker Act, 518 Collins Street, male and female roommates in a physical altercation. Female did not want to press charges. Male subject left the scene prior to officer's arrival but was contacted in Tomoka Plaza. Male was making irrational statements and was subsequently Baker Acted.
 - Occupied Burglary-Residence and Motor Vehicle Theft, 158 Wilmette Avenue, victim reported that a male subject that she only knew by a first name entered her house, stole her scooter keys out of her purse while she was sleeping then persuaded a guest that was staying there to let him use her cell phone. The male left and never returned the phone. When victim woke up, she noticed her scooter missing from the driveway. The owner of the cell phone witnessed S-1 holding the scooter keys when he asked her for her cell phone. The scooter was entered as a stolen vehicle.
- 4/30/13
 - Warrant arrest, 100 block South A1A, traffic stop, driver was arrested on an open arrest warrant.
 - Narcotics, a known suspect was stopped and after a consensual search, narcotics found on the suspect and he was arrested.
 - Warrant Arrest, 788 Riverside Drive, Passenger in a vehicle stopped for a routine traffic violation arrested on an open arrest warrant.
 - Burglary-Vehicle, Gold's Gym, Employee had their vehicle burglarized while inside working. Window was broken out to gain entry. Small amount of cash taken.

Traffic Unit

- 13-04-00538, Reckless Driver / DUI / Fleeing and Eluding, US1 and Wilmette Avenue. Driver under the influence of pills. Fled from several officers during traffic stop attempts. Located at The Oaks of Lakebridge apartments and arrested.
- Variable Message Board deployed to the Public Safety Awareness Day event. Afterwards, it was at SR40 eastbound for the Art in the Park festival.
- Enforcement in progress for the Hand Avenue Detour. Streets Division deployed enhanced signage for the area. Request sent to advise residents to respect barricades, detours, road closed signs via newsletters, water bills, Code Red, etc.
- Traffic Citations: 70
- Crash - No Injury: 9
- Crash - Injury: 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridors

- Division Avenue
- Fleming Avenue
- Hand Avenue Detour
- Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Boulevard
 - Beach Street
 - Fleming Avenue
 - Breakaway Trails

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Cases initiated
- 11 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and sixty (60) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 1:

1. 54 Domicilio Drive – Received a complaint that there is a motor home that has been parked there a few weeks. Staff has initiated a case on this matter. The motor home has been moved from the front of the house to the side of the house. The motor home has not been screened from view so the violation still exists. A notice of violation has been issued. Compliance has not been achieved. A citation has since been issued and this case scheduled for the special magistrate hearing for May 20, 2013. Staff has also initiated a case for front yard parking. The notice of violation has been issued for parking in the front yard. Staff has received verification of service and is now waiting for the tenant to comply within the timeframe specified in the notice.
2. 63 Neptune Drive – Received a complaint that there is junk stored on the porch and outside. NID had received a prior complaint about the yard not being mowed and a fence being installed that was as tall as the roof of the house. The yard is well manicured and a permit has been issued for the installation of a new fence. Staff spoke with the owner of the property. The property is a rental. The owner has addressed the issue with his tenants and the outside storage will be removed by April 29th. This case has been cleared.

Zone 3:

1. 1185 West Granada Boulevard., Unit 1 – Mango Sun – Received a complaint that dogs are being allowed in the exterior portion of the restaurant without benefit of a special exception approval for doggy dining. The owner was contacted and has since submitted his application to the City for approval to have doggie dining. His application is being processed. No further reports will be provided.

Public Works

- Engineering

Construction Projects:

- Downtown Granada Median Improvements - This week, the contractor had planned to begin the completion of the project by paving the friction course and applying the first layer of striping. However, with the large amount of rain experienced this week, the

project is slightly off schedule. The final paving is now planned to occur May 7-10 with striping on May 10th. The second coat of striping is scheduled to be applied two weeks later per FDOT specifications, or May 23. During the two week wait time for the final striping, the contractor will complete restoration and housekeeping efforts. The scheduled completion date for this project is May 23, 2013, which includes the original 105 day contract plus seven event days associated with Race Week, Bike Week, and twelve weather days.

- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The reclaimed water system was tested for flow and controls. The completion of cleaning and conversion of the old 8-inch and 6-inch parallel force mains improved the output flow of the 10-inch converted reclaimed watermain by approximately 20%.
- North Halifax Dr. Improvements – A valve box at the intersection of Amsden Rd, which was loose, was excavated and secured with a concrete collar and locking cap. Final site cleanup and restoration is complete. Project closeout is in progress.
- Tymer Creek Phase I – Work continues on installation of the new box culvert crossing at the Little Tomoka River. Contractor broke a water service line to Walgreens, it was repaired in under 2 hrs.
- Andy Romano Beachfront Park – The park is substantially complete and the contractor is working on punch list items. Staff will be presenting a final change order for the project in order to address additional time and contract costs that occurred through the course of the project.
- Hand Avenue – Paving from Nova Road to Oakbrook Dr. was completed and this section of road is open. The contractor has paved the section of road from Oakbrook Drive west to the 600 block of Hand Avenue. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. The current work phase is from Coolidge Ave. to Center St. Water main work is complete and stormwater work will be complete next week allowing road construction to begin. The contractor has started work on the lake interconnects and replacement of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue. Within the mitigation planting area required by the SJRWMD within Central Park Lake 4, the contractor had completed clearing and grading the area and upon inspection it was found that the final grade occurred within a clay lens that will not support plant growth. Therefore we have requested a cost from the contractor to remove 6 inches of the clay and replace this with fill suitable for growing plants. This cost was not included in the contract.
- Wastewater Treatment Plant Expansion and Rehabilitation – Substantial Completion was officially accepted as of April 10th. Operator training on completed components is ongoing. The contractor is working on final punchlist items. A ribbon cutting ceremony was held on April 25th.
- Ormond Beach Airport Taxiway Project – Final asphalt paving for Taxiways Alpha, Echo and Charlie is being installed.
- 2-inch Water Main Replacement - Mainland – Bid award has been submitted, scheduled for the May 21, Commission meeting.
- 2-inch Water Main Replacement – North Peninsula – The contractor transmitted the executed contracts to the City on April 26 for City signature; a pre-construction meeting will be scheduled for the next week or so.
- 2-inch Water Main Replacement - South Peninsula – The CC awarded the bid on 4/16 and a preconstruction meeting will be held May 3rd.
- Central Park Lake Interconnects – A pre-bid meeting was held and construction of the interconnects at Division Avenue and Hammock Lane are expected to begin in May 13th. The contractor anticipates starting construction of the interconnect on Hammock Lane

which will involve closing the road. Division Avenue will remain the detour for both this closure and the Hand Avenue project during this time.

- Nova Comm Park Skate Park Expansion - Completed topographic survey of the skate park vicinity at the Nova Rec Community Park for the proposed skate park addition.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- South Ormond Neighborhood Center – Final proposal is being prepared.
- Nova Comm Park Skate Park Expansion – The project contract documents are in review by the City Attorney.
- Downtown Underground Utilities – A second addendum responding to bidder questions was issued April 25, 2013. Bids were due to purchasing no later than 2:00 p.m. on April 30, 2013.
- Audible Pedestrian Signals – FDOT issued a notice to proceed for this project April 8, 2013. Invitations are being sent to firms currently qualified as continuing service providers to the City and qualified for CEI work by the FDOT to provide proposals for the CEI portion of this project.
- Downtown Banner – The FDOT has issued the construction permit. Staff will solicit construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign – Updated graphic depictions have been completed for City Commission review. Staff is waiting on final cost proposals to accompany the proposed designs.
- Beach Ramp Beautification – Staff is soliciting proposals for the modified design.
- John Anderson Drive – The project design is complete and staff intends to schedule the project for disposition approval to bid at the May 7th City Commission meeting. Zev Cohen & Associates, as part of their neighborhood involvement task, held a final design meeting on April 24th with the residents to inform them of the upcoming project and provide estimated time schedules for construction and inform them how they can stay involved and receive updates throughout the project's construction. Two residents expressed dissatisfaction over the plan to include stop signs at the intersections of Neptune, Amsden, and Standish.
- Riverside Drive Drainage Improvements – Our consultant is contacting the affected residents to set up a meeting to discuss easement acquisition.
- Wilmette Avenue Bypass Pump Station – A pre-bid conference for this project was held on April 24, 2013; bid opening scheduled to occur on May 9, 2013.
- CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
- CDBG Milton Pepper Park – Staff is preparing a Purchase Order for the selected project contractor.
- OBSC Multi-Use Fields – The project consultant is working to finalize the design plans for staff review.
- OBSC Roadway Improvements - Work Authorization is being issued for consultant to develop design plans for the perimeter road based on realignment to avoid impacts to wetlands as discussed with staff.
- Fiber Optic Network Expansion – Project specifications and contract documents for the City to piggyback the recent RFP from the City of Palm Coast were completed the week of April 22, 2013; they will be transmitted to Finance/Legal this week.
- Proposed Watermain Extensions and Replacements - prepared cost estimates for replacing watermain along North Beach Street from Sanchez Avenue to Melrose Avenue and for watermain extension along Woodland Trail and Pine Bluff Trail.
- 2013 roadway Resurfacing- Prepared bidding documents and plans.

Administration/Meetings/Customer Service/Other:

- East Volusia Community Safety Council- Met with representatives from various police departments, school cross walking program, FDOT, traffic engineering and Volusia County to discuss a variety of traffic safety matters and statistics throughout Volusia County area.
 - Held Ribbon Cutting Ceremony for the completion of the WWTP expansion.
 - Held public meeting with John Anderson Drive residents.
 - Capital Improvement Projects - Prepared cost estimates for a variety of proposed projects for the 5-year Capital Budget outlay.
 - Nova Road Landfill Closure - New gas monitoring system installation was completed.
 - FDOT - Assisted Breakaway Trails HOA member in contacting the FDOT and discussing the repair needs for the asphalt at the main subdivision entrance off of SR40.
 - Held weekly progress meeting for Hand Avenue Improvement project.
 - Residential SWMP Permits review and filing (on-going).
 - Magnolia Wall measurement (on-going).
 - Reviewed plans and created approved Wetland Protection Permit for 1552 John Anderson Drive proposed dock demolition and re-construction.
 - Researched and created exhibit drawings and work on the right-of-way permit at 1450 Hand Avenue per AT&T request.
 - Re-staked the property corners at 5 Raintree to show fence in the right-of-way per Building Division request.
 - Researched old City standard construction details looking for historical references relating to the SCADA system per Utilities Division request.
 - Continued the research and creation of the sketch and legal descriptions for the upcoming 200 Booth Rd Annexation.
 - Researched and corrected the sketch and legal description for 250 Williamson Blvd per Legal Department request.
 - Researched documents related to 305 Tymber Creek Road to confirm right-of-way added by Volusia County does not affect the recent annexation per Legal Department request.
 - Completed tree locates at 165 Hernandez Avenue, and 144 Pine Cone Trail per Neighborhood Improvement Division request.
 - Completed final update on the (45) sketch and legal descriptions for the FPL power line crossings relating to the Downtown Underground Utility Project.
 - Reviewed plans and created approved Wetland Protection Permit for 880 John Anderson proposed Coquina Rock Revetment.
 - Onsite meeting @ 376 John Anderson Dr with homeowner to discuss grade & fill and stormwater management plan options relating to the demolition of the existing home.
 - Began creating site plan drawing set of the Skate Park for the proposed Skate Park addition.
 - Created vicinity map of Hand Ave closure areas.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Cut & removed driveway at 144 Pinecone Trl.
 - Cleaned basins at various citywide locations
 - Concrete basin repair for Stormwater Dept. at China Moon & Coquina Point Dr.
 - Picked up barricades on Pointview Dr., Choctaw Trl., and A1A & Rockefeller Dr.
 - Asphalt patch for the Water Dept. at 39 Choctaw Trl.
 - Asphalt patch for the Stormwater Dept. at 165 Pointview Dr.
 - Picked up sand at Cemex for various jobs
 - Set up for Safety Awareness event at Prince of Peace Church

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
- Cleaned basins at various citywide locations
- Cleaned shop area
- Trimmed trees on Nova Rd., Bennett Ln., at 708 Orchard Ave., Fortunato Park and Memorial Gardens
- Removed a downed tree on Ridgewood Ave.
- Put up fence for Prince of Peace event

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Road Grading at Rima Ridge
- Weed control on right-of-ways on SR40, on Nova Rd. and on Division Ave.
- Trimmed for sign clearance at various citywide locations
- Assisted tree crew with removal of the downed tree on Ridgewood Ave.

Sign Shop

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

- Various Locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments
- Met with Harold of Volusia County regarding Andy Romano Park
- Andy Romano Park, checked out parking curves
- Greenwood Ave. and N. Beach St., straightened a stop sign
- Breakaway Trails, checked out installation of a sign
- Various Locations, put up HIP (High Intensity Prismatic) stop signs and speed limit signs
- Prince of Peace Church, unloaded materials for weekend event

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch Inspections – various citywide locations after the heavy rains

Vactor

- Cleaned out basins at various citywide locations after the heavy rains

Mowing

- Reachout Mowing - on Arroyo Parkway and various FDOT locations

Street Sweeping/Streetsweeper

- 127.6 miles of road cleaned (This is for 5 days)
- 29.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,807

PM Services completed for the week:

Emergency—Vehicles and Equipment
17

Non-Emergency Vehicles and Equipment
15

Road Calls for the week:

6

Quick Fleet Facts:

- Fleet has 8,444 gallons of unleaded and 9,465 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,418 gallons of unleaded and 1,028 gallons of diesel.
- Fleet completed 72 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Contractor provided Operation and Maintenance Manual for review. Obtained revised shop drawings of conductivity meter and instrumentation for review.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant is designing the piping route and piping/ tank connection details.
- Division Avenue Well Field Raw Water Piping – A City Commission request for approval of work authorization for design, permitting and bid services proposal from McKim & Creed to include water and sewer main extensions for proposed Environmental Learning Center as an alternate.
- Cross Connection Control (CCC) Program Management Services – Specifications were prepared for procurement of dual check valve backflow devices for potable service protection in the recently expanded portion of the reuse service area. Bids to be solicited next fiscal year.
- Dual Check Valve Assembly Installation Services – Specifications are being prepared for backflow assembly installation in reuse service areas.
- Airport Road Force Main/ Reuse Main Project – A change order for a pressure relief valve was received for review. Staff to begin utilization of reuse for BAT area tank source water manually during daily periods until remote automation devices are operational.
- Laboratory Testing Services Contract – Bid documents are advertised for bid receipt on May 10, 2013. Addendum 1 was prepared to answer questions received during the bidding phase.
- North Peninsula 2-inch Water Main Replacement - FDOT in bidding phase for the Lynnhurst Drive left turn lane project. Executed contracts were received from Thad Construction. A preconstruction meeting is scheduled on May 3, 2013.
- North Peninsula Force Main by Volusia County – Reviewed 60% plans – received request from County for alternate wholesale sewer draft arrangement for consideration.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Staff prepared a response to the contractor illustrating the serial number provided by the manufacturer referenced the original unit and not the replacement module further supporting the replacement module to be within the warranty period.
- Ormond Beach Wastewater Treatment Plant Expansion – Ribbon cutting ceremony was held. Punchlist items and final certifications are underway.

- 2008 Lift Station Repair and Replacement Project – A motion was made by the Legal Department’s attorney to dismiss the breach of contract complaint filed by Contractor (Worsham).
- John Anderson Drive Roadway Improvements – Utilities Relocations – Met with consultant and Engineering Division to review modified plans. Final plans are being prepared.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power additional two wells. Revised design proposal by John Searcy & Associates is being reviewed.
- Saddler’s Run Lift Station Rehabilitation – Reviewed the design proposal for rehabilitating the lift station from Quentin L Hampton & Assoc. Awaiting revised proposal.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR40 from Tymber Creek Road to Perrot Resurfacing – All City required activities completed at current for FDOT agreement for work to be performed by highway contractor – awaiting construction commencement.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – A commission request recommending award of the contract to Utility Technicians, Inc. for \$445,038 was prepared for the May 7, 2013, City Commission meeting.
- Tymber Creek Road Phase 1 Utility Relocation Project – Culvert is being installed and Utilities staff supporting contractor activities as necessary.
- Water Storage Tank Cleaning and Inspection – The low bidder was Underwater Solutions for \$70,720.00. Bidder requested start date in January 2014. A Commission Memo is prepared for the May 21, 2013 commission meeting recommending award to the low bidder. The FDOH provided approval of the deadline extension for cleaning the tanks.
- SPRC – Preliminary cost estimates for survey to perform a topography and utility location along the route to determine construction feasibility for the gravity sewer option to serve SR Perrott on US1 are between \$5,000 and \$5,500. Obtained fire hydrant flow information in the vicinity of Booth Road and sent it to the designer of Booth Road Hospice. Sent utility information to engineer in the vicinity of I-95 and US1 for a potential restaurant along with utility as-builts on Benton Road.
- Preparing meter testing policy document for current meter testing procedures.
- Responded to development inquiry spanning two municipalities and two water service area boundaries near 355 Clyde Morris Blvd.

- Water Distribution
 - Exchanged 13 residential/commercial water meters
 - Responded to and/or repaired 5 water service leaks
 - Installed 1 new residential water service and meter
 - Replaced 7 water services due to aged piping and low pressure
 - Repaired/replaced 11 meter boxes
 - Responded to 4 low pressure and 8 cloudy water complaints
 - Performed 7 tests on city owned backflow preventers
 - Performed maintenance on 1 city owned fire hydrant, continued hydrant maintenance in County areas - inspected and maintained 8 fire hydrants.
 - Assisted 6 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Meter Testing: Performed testing on 4-2” commercial water meters, all tested accurate.
 - 85 leak detection loggers in the water base map A5 area in Ormond-by-the-Sea, scheduling time to correlate possible leaks in multiple areas.
 - Performed valve maintenance - exercising on 8 valves in the south peninsula area.
 - Sod/backfill: Greenwood Ave., Peninsula Dr. and Sherbourne Way
 - Utility locate service for Water/wastewater/reuse: 37 regular and 2 emergency utility locates have been completed. Continued ongoing locating for Hand Ave Project, Tymber Creek Rd Widening and Ocean Aire Dr drainage projects.

- Water Treatment
 - Delivered to the City 37.118 million gallons for week ending Apr. 28, 2013 (5.303 MGD)
 - Backwashed 10 filters for a total of 396,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.

- Wastewater Collection – Reuse
 - Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area. In town no trouble calls received.
 - Total rainfall for Breakaway Trails (0.50”) and Hunters Ridge was (0.45”) from 04/24/13 to 05/01/13.
 - Televised six, root controlled two laterals.
 - Repaired clean out at 163 Tomoka Ave.
 - Pep tank rehab at 3 Cross Creek.
 - Flushed 15 irrigation/ fire hydrants (30,000 gallons) in Breakaway
 - Disconnect sewer at 157 Windward Lane and 460 S. Atlantic Ave.
 - Checked trouble spots on beach side (7) and on mainland (10).
 - Ten inch force main at 1085 Ocean Shore Blvd. pressure at 15 psi and 27 psi at Spanish Waters lift station as of 04/29/13.
 - Six inch force main at 1800 N. US-1 at 5 psi.
 - Low pressure sewer psi reading Westland Run 18/19 psi, Foxhunters Flat 19/20 psi and 4” on Shadow Creek Blvd. 10/12 psi. Bleed down pressure with septic tank truck at Westland Run and Foxhunters Flat.
 - Ongoing flushing of reuse on beach side.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 27.53 Million Gallons.
 - Produced 15.67 Million Gallons of Reuse.
 - Produced 11.86 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.93 MGD, plant designed for 6 MGD.
 - Hauled tons of sludge 149.25 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Delivered control panel for well 38R
 - Continued work on HSP #3 rehab
 - Repaired floats on thickener wet well transfer pumps
 - Delivered trucks #376 & #358 to fleet for service
 - Installed location sign for Rima sampling wells
 - Reamed the injection port on Claricones and greased tube pumps.
 - Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
 - Performed PM's to Rima, Division, SR40 and Hudson Well fields according to MP2 Schedule.
 - Checked wells at BAT & Shadow Crossing
 - Performed PM's to LPRO and Lime Softening Plant - MP2 Schedule.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.
 - Reset controller for Camelot lift station
 - Reset fire pump at Shadow Crossing
 - Pump #3 at BAT lift station has bad breaker, ordered new

- Assisted contractor with SCADA system at BAT reuse
- Assisted Rotork service technician repaired valve actuator filer #6
- Conducted load shed test with FPL at WWTP

Wastewater Plant – Lift Stations

- 13M – SCADA – pump #2 no run hours – tripped at motor starter – test pump – test electrical – all OK
 - Breakaway Trails – SCADA – no run hours pump #3 – test pump – test electrical – found bad circuit breaker – turned over to Electrician – new breaker ordered – will install upon arrival
 - 8M – tested entire station pumps, electrical, generator & grounds all OK.
 - Camelot lift station – Rebooted controller – all OK – station operating fine
 - McDonald’s – WIN911 – Phase Voltage Loss – FPL power failure – due to FPL equipment failure –generator on during interim – power restored
 - Waste Water Plant – FPL power transfer scheduled – transfer switch failure – turned over to B&G for warranty repairs
 - Creekside – repaired riser pipe #2 – deragged both check valves – replaced all hardware at both check valves with stainless steel hardware
 - Influent Room – deragged pumps as per Lead Operator
 - 1P – SCADA – WIN911 – high level –pump #1 tripped at motor starter –pump & motor – amp draw nominal – reset motor starter –all OK
 - Walmart – SCADA – WIN911 – high level – found Stop float to be ragged and weighted with grease – cleaned floats – watched station cycle through alternation – all OK
 - 36 work orders completed and closed for this section.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program (IPP): Staff is in the process of reviewing and updating Enforcement Response Plan (ERP).
 - Waste Water Treatment Facility Permit: The City’s Utilities Division received approval from the FDEP for WWTF permit modification to expand reuse service area to the Breakaway Trails and Hunter’s Ridge areas. Engineer’s Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP.
 - Reclaimed Water Educational Program: Staff is reviewing the current pamphlet issued to reuse customers. An update is forth coming to provide customers with pertinent information.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Consumer Confidence Report (CCR): Staff has received approval from the DOH for the content of the City’s CCR. The process of establishing a PO for the lowest quote has begun. The submittal satisfies the City’s reporting requirement mandated by both the FDEP and EPA.
 - Cross Connection Control Program (CCC): Shared webinar information with Utilities operation and administrative staff to determine impacts of upcoming FDEP rule changes in CCC regulations. Many of the proposed changes provide clarification to the existing regulations, while others provide the Utilities with flexibility within their program. The final rule could be approved as early as Fall 2013.
 - Fluoridation Analysis: Staff is summarizing the local lab and NSF International analysis results of the City’s supply of Hydrofluosilicic Acid.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing

research projects for citizens and staff; the following projects are underway or have been completed:

- Agenda packet preparation and creation for the May 7, 2013, City Commission Meeting
- Agenda packet preparation and creation for the May 9, 2013, Quality of Life Advisory Board Meeting
- Agenda packet preparation and creation for the May 10, 2013, Pension Boards Meeting

Status of Department Projects

- Mobile Phone Application (myOrmondBeach)
 - Project Status: Working with vendor App-Order on enhanced version.
- Records Management System Upgrade
 - Project Status: Vendor proceeding with software upgrade. Currently awaiting for date of upgrade installation and training dates.