

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: May 17, 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 PW Operations staff
- One on one meetings with IT Manager, Planning Director, Police Chief, HR Director, Fire Chief and Economic Development Director
- Weekly staff meeting with Directors
- Staff meeting on Durrance Lane issues prior to meeting with Flagler County staff
- Met with Legal Department and PD staffs on residency issues regarding sexual offenders

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Executive Committee
- Weekly conference call with FCCMA staff
- Quarterly update meeting with Chamber of Commerce president and executive director
- Spoke with Dominic Reiley regarding his Boy Scout community badge
- Crimestoppers banquet
- Public Works Advisory Board
- Neighborhood Improvement Advisory Board
- City staff, the Mayor and I met with Flagler County Manager and County Commissioner Member on Durrance Lane/Strickland Road issues
- Claims Committee Meeting
- Met with Ken Parker, Senior Advisor ICMA

Community Development

Planning

- Staff attended two meetings regarding Strickland Road – one as an internal preparation meeting and the other with officials from Flagler County.
- Planning Director attend the Audience Polling System Webinar organized by the City Clerk.
- Planning Director along with 11 other members of the CM weekly meeting participated in the CommunityView citizen engagement/interactive mapping solution.
- The Planning Director visited 916 US1 Highway North regarding issues between tenants and condominium owners of a business warehouse.
- Staff met with representatives of Consolidated Tomoka regarding a parcel on Granada Boulevard and Old Tomoka Road.
- The Planning Director was an invited speaker to the CANDO Organization whereupon many questions regarding West Bay Drive were asked and answered.
- The Planning Director met with Main Street to discuss the current contract, reporting requirements, and next year's budget submittal requirements.

- The HLPB approved the removal of 393 John Anderson from the Landmark List of the Land Development Code. LDC amendments to remove this property from the Landmark list will be processed to the Planning Board and City Commission.

Building Inspections, Permitting & Licensing

- 198 inspections performed.
- 13 business tax receipts issued.
- 86 permits issued with a valuation of \$678,426.00

Development Services

- The SPRC considered the following proposals:
 - a) Drexel Heritage Parking Lot Expansion
 - b) Hospice of Volusia/Flagler Site Plan received and circulated internally for comments to be submitted and reviewed at the next SPRC meeting.
 - c) 2nd Review plans from Sunoco for the 3 North Yonge Street were received and circulated for internally for comments to be submitted and reviewed at the next SPRC meeting.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18, 2012 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 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 11, 2013 meeting. Following the meeting with the Planning Board staff will present the findings to the City Commission for review and approval. Staff will begin discussions with Tomoka Holdings regarding the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial sites. Staff is in discussion with an existing business in the Park regarding a large expansion project on their property.

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 and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitor Bureau, 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.

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.
- 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. Demolition of the interior of the building and installation of windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in September.

- Staff is working closely with an existing company for the construction of a large facility along North US1. 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 and work to install lighting components at the new public-use heliport have been completed. Work has begun to mark and paint the heliport and the new compass rose, and noise abatement signage will soon be re-installed on Taxiway Alpha.
- The required annual inspection of the airport's air traffic control tower systems was completed this week. The GPS clock at the tower was found to be malfunctioning, and repairs are underway.
- Staff met with representatives from the FAA and FDOT last week to review annual airport project planning for the next five (5) fiscal years. As a result, staff worked this week to revise the airport budget and CIP documents for consistency with the project plans discussed during the meeting with FAA and FDOT.
- The Precision Approach Path Indicator (PAPI) for Runway 8 remains out of service.
- Staff worked with airport engineering consultants at AVCON to prepare and submit materials to FDOT in anticipation of a Joint Participation Agreement (JPA) between the City and FDOT to fund a portion of the proposed Taxiway Golf Construction and Airfield Electrical Rehabilitation Project.
- Staff worked with airport engineering consultants at AVCON to prepare and submit materials to FDOT in anticipation of a JPA between the City and FDOT to fund the Air Traffic Control Tower Systems Upgrade Project.
- Requisitions related to the Airport Security Lighting Project were processed this week. It is expected that delivery of LED lighting components will occur in 8 to 10 weeks, after which installation of the components will be undertaken by the Economy Electric Co.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates.
- The City's petition for a motion to stay closure of the airport control tower with the United States Court of Appeals resulted in the FAA keeping the tower open until June 15, 2013. The FAA has notified the City that it has decided against closure of the Airport Tower.

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 41 Journal Entry Batches (# 3177 – 3291).
 - Approved 19 Purchase Requisitions totaling \$170,802.91.
 - Issued 3 Purchase Orders totaling \$96,118.07.
 - Prepared 158 Accounts Payable checks totaling \$376,981.50 and 37 Accounts Payable EFT payments totaling \$1,203,100.14.

- Prepared 34 Payroll checks totaling \$29,794.11 and 333 Direct Deposits totaling \$391,909.05.
- Transferred IRS 941 payment of \$154,445.53.
- Processed 4,497 cash receipts totaling \$1,127,615.78.
- Processed 1,030 utility bill payments through ACH totaling \$79,539.37.
- Processed and issued 4,424 utility bills with billed consumption of water of 30,574k.
- Issued 580 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Power and Light Tree Trimming
 - Youth Volleyball League
 - 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.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Community View presentation.
 - Attended Media Day presented by the Florida Public Relations Association.
 - Attended Volusia County Community Assistance workshop on Community Development Block Grant funding.
 - Attended audience polling presentation.
 - Attended Pre-Construction Conference for the Milton Pepper Park Enhancements as funded by CDBG.
 - Attended Neighborhood Improvement Advisory Board meeting.
 - Attended Volusia/Flagler Public Information Network meeting.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 7
- Hazardous: 2
- EMS: 68
- Motor Vehicle Accidents: 8
- Public Assists: 34

TOTAL CALLS: 120

- Aid provided to other agencies: 7 calls – Volusia County (6), Daytona Beach (1)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 29
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 49

Training Hours

- EMT Refresher: 16
- Hazardous Materials: 5

- Pump Operations: 3
 - Reports: 6
 - Tactics: 19
 - Tools and Equipment: 7
- TOTAL TRAINING HOURS: 56**

Station Activities

- Serviced 165 fire hydrants to include flow testing and inspection.
- Updated 21 pre-fire plans
- Attended Vehicle Day at Pine Trail Elementary – 300 students
- Fire Department presented Emergency Medical Services Week Proclamation by Mayor at City Commission meeting.

Significant Incidents

- 5/9/13, 9:36 AM: Nelson Ave. – Structure Fire – Provided aid to Volusia County – upon arrival found flames through roof and heavy fire – provide water and fire suppression – two dogs found alive in rear of home and provided oxygen – total loss to property and contents.
- 5/12/13, 3:51 PM: Nova Rd. / Mooreland Blvd. – Motor Vehicle Accident – Driver of vehicle hit motorcycle with two riders – one patient a trauma alert at scene – other patient upgraded to trauma alert during transport – two firefighters assisted EVAC with patient care during transport.

Operations

- Attended annual Governor's Hurricane Conference in Ft. Lauderdale.
- Participated in webinar for community view / citizen engagement and interactive mapping solutions presentation.

Human Resources

- Approved/Active Recruitment
 - 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, 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. Fourteen (14) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review on 05-03-13.
 - 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 applicant. Nine (9) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review on 05-03-13.
 - 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/Parks – Part Time Maintenance Worker II at the Andy Romano Park. A candidate is being considered from prior recruitment.
- Screening/Interviews Scheduled
 - 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. Interviews have been conducted. The department has requested that position be advertised further to recruit a larger group of applicants. Ad was placed in the News Journal publication and NJ on-line for five days through 05/22/13.
- 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. Thirty-seven (37) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews have been scheduled for 05-20-13 and 05-21-13.
 - Background/Reference Checks.
 - Police Department - Police Officer recruitment concluded on 04-03-13 after interviews with the Chief. Conditional offer was made to a candidate and pre-employment process started.
 - Job Offers
 - Finance – Accounting Technician was advertised 04-09-13 in-house and on the City web site with a closing date of 04-17-13. A candidate has been selected and will begin employment on 05-28-13.
 - Planning – Part Time Civil Engineer was advertised on the City web site with a closing date of 03-08-13. Eight (8) applications were forwarded to the department for review on 04-15-13. A candidate has been selected, processed and will begin employment 05-20-13.
 - Promotions/Transfers
 - Police Department – Promotional Assessment Center was conducted at the Police Department on 05-01-13. A Police Sergeant has been promoted to Lieutenant effective 05-12-13.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 4-30-13: 3.68% (excluding retirements).
 - Request for complete personnel file of former Maintenance Worker II in the Water Distribution Division of Public Works.

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 05-24-13. 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

- Attended Safety Committee meeting with Police Department.
- Attended Claims Committee & Insurance Program Committee meetings.

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. The data conversion from the existing system has begun and is expected to take 6 days. The new program will be installed on the workstations and testing will begin next week.

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 44 New work - 67 completed - 50 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,813	Inbound E-Mails Blocked	17,615
Delivered Inbound E-Mails	12,077	Quarantined Messages	121
Percentage Good Email	40.5%	Virus E-Mails Blocked	413

- Notable Events: Continuing the rollout of the new ATT aircards to the remainder of the mobile users in Police/Fire/Public Works/Building Insp./Engineering Insp./Utility Billing departments.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 4 Changes: 2 Corrections: 0
- Map/Information Requests: 33
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 1
- Meter GPS locate and ID: 22,502 total, completed 10,451 (46.4%) potable 10,037, Irrigation 414
- Notable Events: Prepared GPMS survey forms (11 districts).

Leisure Services

- **Administration**

Meetings attended/hosted:

- City Manager meeting.
- Supervisory Staff meeting.
- Leisure Services Advisory Board meeting
- Park Visits.
- Attended Events meeting.
- 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.
- Staffing Plan 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.
- 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 playoff games Tuesday and Thursday night at the Ormond Beach Sports Complex starting at 7pm.
- Ormond Beach Spring Youth Volleyball program held their final games at the Nova Community Center gymnasium on Wednesday and Thursday night from 5:30pm to 8:15pm followed by an awards ceremony.

- Athletic Field Maintenance
 - Mowed South Ormond softball outfield.
 - Went to South Ormond Rec. to clean tennis and basketball courts.
 - Went to Osceola school to tend to the infields, tennis and handball courts.
 - Mowed infields and outfields at Nova 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 the 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/trash from the events over the weekend.
 - Repainted (20) soccer fields for competitive, recreational and adult leagues.
 - Prepared fields for Lady Renegades and Golden Spikes at Nova and OBSC fields.
 - Golden Spikes competitive baseball continues games at Nova Community Center fields.
 - Ormond Beach Youth Baseball Softball Association games continue at the Ormond Beach Sports complex and Nova Community Center fields.
 - Prepared T-ball fields for nightly practices and games.
 - Held adult soccer league games Sunday at the Ormond Beach Sports Complex, field #6.
 - Competitive and recreation soccer league practices Monday through Friday.
 - Coed softball games twice a week at OBSC, softball field #7.
 - Held boys' and girls' recreational baseball and softball practices at the Ormond Beach Sports Complex softball quads during the week.
 - Preparing the softball quads at the Ormond Beach Sports Complex for upcoming MEAC Tournament, Thursday through Sunday.
 - Held pre-bid meeting and tour of fields for renovations at Nova Community Center fields, Ormond Beach Sports Complex fields and Osceola Elementary School.
 - Prepared baseball field #1 at the Ormond Beach Sports Complex for high school State playoff games to be held Monday, Wednesday and Saturday.

- 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:
 - Children's Musical Theatre Presents, "Kilroy Was Here" and Give My Regards to Broadway", Friday, Saturday and Sunday, May 17th through May 19th at 7pm.
- 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 practices were held Tuesday, Wednesday and Thursday evenings.
 - USSSA youth basketball tournament continues Saturday and Sunday in Clearwater, FL.
- Community Events
 - Clean up and organization of Art in the Park supplies and equipment.
 - Art in the Park: Sponsor recognition certificates mail out and plaques being made.
 - Weekly administrative tasks, office work, meetings and activities.
 - Attended Memorial Day Remembrance Committee meeting.
 - Planning for 2013 Memorial Day Remembrance Service.
 - Attended Senior Games Committee Meeting.
 - Planning for Independence Day Celebration.
 - Attended Parade Committee Meeting.
- Gymnastics
 - The April/May classes for various age groups and levels continue their sessions and are held Monday through Friday at the Nova Gymnastics Center.
 - Student placement for next levels.
 - 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 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 Sports of All Sorts met in the Nova Community Center Activity Room on Wednesday from 5pm-6pm for the last time this season. They ended the session with cookies and refreshments along with a great recognition of their hard work.

- The Casements
 - Classes met this week including Yoga, Pilates and French for Tourists.
 - Tours continued Monday through Friday from 10am-3:30pm and Saturday 10am-11:30am.
 - The art exhibit "Who Am I?" was on display until Tuesday in The Casements Gallery.
 - The Huguenot Society met on Saturday morning at Bailey Riverbridge Gardens.
 - A wedding ceremony and reception was held on Saturday afternoon in Rockefeller Gardens.
 - A wedding ceremony took place on Saturday afternoon in Ormond Memorial Gardens.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge Gardens on Sunday morning.
 - A wedding rehearsal took place in Ormond Memorial Gardens on Sunday afternoon.
 - The Casements Guild board meeting took place on Monday morning in the Preservation Room.
 - The Casements Gala Committee meeting was held Monday afternoon in Room 203.
 - A group of 100 students from Pathways Elementary School toured The Casements Tuesday morning.
 - The Sunrise Service Unit of the Girl Scouts held their Bridging Ceremony in Rockefeller Gardens on Tuesday evening.
 - The Memorial Day Remembrance Committee met in the Preservation Room Wednesday morning.
 - The Sister Cities art exhibit was hung in the Gallery 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.
 - A wedding ceremony was held at Bailey Riverbridge Gardens on Friday afternoon.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
 - The opening of the Sister Cities art exhibit was held Friday evening in the Gallery.

Parks Maintenance

- Assembled various dog waste stations for park installation.
 - Replaced vandalized toddler swing at Fortunato Park.
 - Cleaned up storm debris at various locations throughout the City.
 - Removed graffiti from picnic tables at Central Park II.
 - Moved furniture from Fire Administrative Office to Fire Station 91.
 - Installed turtle patrol signs at Andy Romano Beachfront Park.
 - Assisted with moving Olds Pirate replica car to the Ormond garage.
 - Replaced bad board on staircase at Andy Romano Beachfront Park.
 - Removed graffiti from men's room at Ames Park.
 - Painted handicap parking stops 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.
 - Performed safety inspection of Commission Chambers at City Hall.
 - Reset portal # 9 from thunderstorm Saturday night at the Ormond Municipal Airport.
 - Replaced flag rope at Ormond Beach Sports Complex soccer field.
 - Assisted with handrail replacement and stairway reinforcement at Ormond Beach Sports complex softball quad.
 - Picked up and delivered to Fleet old ice machine from Water Treatment Plant.
 - Troubleshoot a/c unit in pickleball area at Nova Community Center.
 - Safety inspection and preventative maintenance on electronic gates citywide.
 - Changed out U.S. flag at City Hall.

- Assisted contractor with motor replacement at Performing Arts Center.
- Scheduled maintenance on City Hall air compressor for VAV controllers.
- Assisted with new scoreboard at Nova Community fields.
- Replenished stock of janitorial and chemical supplies and Andy Romano Beachfront Park.
- Installed wind catch brake on new gate at Wastewater Treatment Plant.
- Engineered different drain system for dehumidifier at Ames House.
- Changed a/c filter at Bailey's Riverbridge Church.
- Continued logistics of new gate at Breakaway Trails maintenance complex.
- Assisted with new a/c system installation at South Ormond Neighborhood Center.
- Removed and installed score board 4" mounting poles at Nova Community Center baseball field #2.
- Escorted contractor for roof leaks at various facilities throughout the City.
- Repaired Splash Pad at South Ormond Neighborhood Center.
- Met contractor for water leak repair at Gymnastics Center.
- Met contractor for pest control at Breakaway Trails maintenance complex.
- Installed new score board on field #2 at Nova Community Center.
- Repaired front door lock at Fleet facility.
- Met contractor for pest control at The Casements.
- Met D&A Building Services for carpet water extraction at Gymnastics Center.
- Repaired broken 2" water line at wash rack at Fleet facility.
- Connected electric to new A/C unit for weight room at South Ormond Neighborhood Center.
- Repaired sign lights at the Ormond Municipal Airport.
- Repaired broken fence at Division Avenue well field.
- Repaired power inverter at the Ormond Municipal Airport Control Tower.
- Repaired runway lights at the Ormond Municipal Airport.
- Repaired street lights on Washington Street.
- Repaired Sally Port door at Police Department.
- Repaired lights in the jail at Police Department.
- Repaired hand rail at the Ormond Beach Sports Complex softball quad.
- Installed new tile for new offices at Fire Station 91.
- Repaired cabinet at PAL House.
- Checked water wheel for proper alignment and rotation at The Casements.
- Weekly maintenance of fountains at Performing Arts Center, Bailey's Riverbridge Gardens, Arroyo Park, Riviera Park, Hospital Park, Fortunato Park and City Hall.

Police Department

Administrative Services

- Lieutenant Godfrey, Sergeant Gogarty and Officer Feder completed the Law Enforcement Fallen Officer Unity Tour bicycle ride and attended the annual Law Enforcement Officer National Memorial Service in Washington DC.
- Attended negotiations with the Fraternal Order of Police union.
- Participated in Community View citizen engagement and interactive mapping solutions presentation/webinar.
- Participated as mentor in Chamber of Commerce Leadership Mentoring.
- Attended bi-weekly meeting with City Manager.
- Attended annual Crime Stoppers Award Banquet honoring Officer Borzner as Ormond Beach PD's Officer of The Year award recipient.
- Attended quarterly meeting of the Citizens Law Enforcement Advisory Board.

Community Outreach

- Youths in the OBPAL Basketball program held practices for upcoming tournaments.
- Schedules for the PAL Summer program were discussed and field trips reviewed.

- The R.E.A.D. for 3rd, 4th and 5th grades continues at Ormond Beach Elementary. Twenty children are in the program which will conclude May 15. The exhibition will be held on May 22 in the City Hall Atrium.
- The second grade READ program concluded with a cup-cake party for the participants. Each participant received an OBPAL backpack filled with 3 new hard-covered books PAL received through a grant from First Book.

Community Services & Animal Control

- Animal Calls: 59
- Animal Reports: 7
- Animal Bites: 2
- Animals to HHS: 5
- Animal Licenses: 2
- Animals RTO: 1
- Sick Injured wildlife: 2
- Solicitor Permits: 4

Criminal Investigations

- Cases Assigned: 22
- Cases Exceptionally Cleared: 5
- Inactive: 3
- Fraud: 6
- Burglary Residential: 4
- Larceny Car break: 4
- Grand Theft: 2
- Auto Theft: 2
- Sex Offense/Rape: 2
- Robbery: 1
- Assaults: 1 (Child Abuse)

Comments:

- Child Abuse Case: Investigators are looking into a report where a juvenile had been physically abused by his father. DCF notified and case is still under investigation. The child is staying at a friend's house.
- Sex Offense: a woman reported that she was sexually assaulted by her boyfriend. Investigation continues.

Records

- Walk - Ins / Window: 128
- Phone Calls: 166
- Arrest / NTAs: 18
- Citations Issued: 96
- Citations Entered: 158
- Reports Generated: 134
- Reports Entered: 175
- Mail / Faxes / Request: 63

Patrol

- Total Calls: 1,645
- Total Traffic Stops: 223

Operations

- Crime Opportunity Report Forms: 107

- 5/7/13
 - Burglary-Residence, 570 Sterthaus Drive, Madison Glen Apartments, Someone entered separate units on different dates and took pain medications.
 - Burglary-Residence, 31 Huntmaster Court, Jewelry taken.
 - Burglary-Vehicle, Nova Rec.
 - Burglary-Vehicle, Cassen Park, Witness spotted suspect vehicle eastbound over Granada Bridge. Suspect described as a B/M with dreads driving a silver 4-Door vehicle with dark tinted windows.
 - Narcotics, 690 Wellington Station, suspect given a Notice to Appear for Possession of Marijuana.
 - Battery, 1545 North US HWY1 (Cheaters), Disturbance between a new manager and some customers. Affidavit for battery filed against the manager.
- 5/8/13
 - Burglary-Vehicle, 1521 West Granada Boulevard (Wal-Mart), victim had a table saw taken out of the back of his truck.
 - Traffic Stop, Lincoln Avenue and Ridgewood Avenue, Stopped a white Explorer traveling to 130 Lincoln. Driver was suspended and had tag not assigned.
 - Traffic Stop, Nova Road and US HWY, Passenger of vehicle gave Officer Reagan a false name.
 - Burglary Residence, 20 Lake Meadow Way, Surfboard stolen from an open garage.
 - Fleeing Driver and Leaving the Scene, Village Drive and South Nova. Vehicle fled from Officer Goss. No pursuit initiated. Vehicle was found crashed at Village Drive and South Nova Road but it was unoccupied. Suspect was located a short distance away. A show up was done with a witness who identified the suspect. Suspect arrested for fleeing and eluding among other charges.
- 5/9/13
 - Narcotics, Washington Street and Granada Boulevard, conducted traffic stop on a vehicle that left 130 Lincoln Avenue. Driver arrested for drug paraphernalia.
 - Burglary-Vehicle, 138 West Granada Boulevard, window was broken and a purse was stolen. Purse and partial contents recovered by the Ormond Heritage Condo. Purse was return to owner
 - Battery-Domestic Violence and Baker Act, 445 Collins Street, Male attempted to overdose on Ativan and Alcohol. He was Baker Acted and transported by EVAC. While finishing up at the house, his live in girlfriend reported that he slammed her fingers in the freezer door during an argument over his heavy drinking. He was also on probation with a restriction of no alcohol. Suspect was charged with violating his terms of probation.
 - Burglary-Residence, 285 South Halifax Drive, Units on extra patrol at a vacant house found a back pack in the garage, an unlocked door to the house, and a male sleeping in the house. Post Miranda, the male admitted to entering through the doggie door. He was arrested for burglary. He was also on probation for burglary. He was also charged with violating his probation.
 - Battery-Dating Violence, 11 Maplewood Trail, female arrested for battery as the primary aggressor for the mutual combatants.
- 5/10/13
 - Burglary-Residence, 132 North Ridgewood Avenue, subjects took numerous vehicle and golf cart batteries from a fenced in area. They were sold for scrap at the junkyard on Flomich Avenue.
 - Battery, US 1 at the River Grille Restaurant, Road rage incident, subject got out of his vehicle and punched another subject in another vehicle over being cut-off. He then fled in a white dually truck with a trailer.
 - Narcotics, Flagler County Sheriff Office (FCSO) was following a burglary suspect into the City on Beach Street. An OBPD unit attempted a traffic stop on the suspect vehicle but the vehicle fled into Holly Hill. We did not pursue. The vehicle was later spotted being dumped on Southern Parkway with two subjects leaving the area. Volusia County Sheriff

- Office (VCSO) spotted them walking into Wal-Mart in Holly Hill. VCSO, OBPD and HHPD converged on the area. One subject was detained, the other fled on foot. The second suspect was taken down with a Taser. He was in possession of a firearm and narcotics. Flagler was able to identify both of the suspects for their burglary. FCSO also recovered most of the property from the burglary at the East End of Southern Parkway. Suspects were transport by FCSO to the Volusia County Branch Jail.
- Driving under the Influence (DUI), 1500 North Beach Street, a single vehicle crashed into a home. Driver was arrested for DUI. He was also charged with Possession of Marijuana under 20 grams.
 - Intoxication, Kangaroo, drunk transient arrested for resisting arrest without violence.
 - 5/11/13
 - Stolen Vehicle, 605 Arroyo Parkway, Victim was soliciting door to door for TruGreen. While he was doing that, 2 subjects jumped in to his Suzuki Forenza and fled the area.
 - Driving under the Influence, Rockin' Ranch, started out as a drunk driver call-in by a citizen at the Rockin' Ranch. Vehicle was located at the Alliance Church parking lot on North Nova Road. Subject was found in actual physical control of vehicle and was arrested for DUI.
 - Battery-Domestic Violence, 54 Tomoka Meadows Boulevard, male was arrested for 2 counts Battery.
 - 5/12/13
 - Crash, Nova Road and Moreland Boulevard, a northbound vehicle was turning onto Moreland from Nova Road and in front of a motorcycle that was southbound on Nova Road. The passenger of the motorcycle was severely injured and Trauma Lifted to Halifax Hospital. She later died as a result of her injuries. Family was at the Hospital and notified. Officers of the Traffic Homicide Unit are conducting an investigation.
 - Battery-Domestic Violence, 420 Lakebridge Plaza Drive, father and adult son were involved in a physical confrontation. Son was arrested
 - Battery-Domestic Violence, 420 Lake Bridge Plaza #803, male arrested for battery.
 - Battery-Domestic Violence, 767 West Granada Boulevard, female arrested for striking her mother.
 - 5/13/13
 - Battery-Domestic Violence, 89 Hickory Hills, male arrested for hitting his dad.
 - Narcotics, Lincoln Avenue and Washington Street, traffic stop, passengers were in possession of meth oil.
 - Violation of Domestic Violence Injunction, 445 Collins Street, male was arrested for returning to his residence after being served with an injunction.
 - 5/14/13
 - Retail Theft, Beall's 1454 West Granada Boulevard, Shoplifter given a Notice to Appear.
 - Burglary-Vehicle, 33 Ocean Pines, victim left her vehicle door open while she was unloading the car. Medication stolen from the vehicle.
 - Narcotics, 600 Block South Yonge Street, Crime Suppression Team made a traffic stop took down a mobile meth lab during a traffic stop. 3 subjects were arrested. Task Force was notified and responded. Sgt Davis contacted Lt Crimins and made him aware (See report for more details).

Traffic Unit

- 13-05-00171, Assist Outside Agency, Arroyo Parkway and Nelson Avenue, Motor units were assigned to traffic control for an active house fire in a nearby unincorporated area. While on post, one of our units and a deputy encountered a young motorist who drove around our roadblock and disobeyed orders to stop. He bailed off of his motorcycle when confronted. He was pursued on foot and arrested. Volusia County Sheriff Office took the case.
- 13-05-00184, Crash with Injury, Division Avenue and South Ridgewood Avenue, a motorist violated the right-of-way of a bicyclist. After the crash, the bicyclist was hospitalized with an incapacitating, but non-life-threatening injury. Motorist was at fault and cited.

- 13-05-00187, Assist Outside Agency, Flee or Elude Law Enforcement Officer and Narcotics Violations, Southern Parkway area. Flagler Sheriff's Office was following burglary suspects into our city and requesting assistance. A Motor Unit spotted the suspects and attempted to stop them with lights and siren. They fled and no pursuit was initiated. Vehicle was later spotted abandoned on Southern Parkway. Description of suspects was distributed to all units on the call. The suspects were spotted and arrested by our units after foot pursuit toward Holly Hill. Several felony charges.
- 13-05-00188, Pedestrian Crash, South Nova Road / Arroyo Parkway. Two young men ran out in front of traffic and were struck by a northbound BMW. They received minor injuries that did not require transport. They were both found at fault and issued pedestrian citations.
- 13-05-00225, Fatal Crash, South Nova Road / Moreland Boulevard. Motorist turned left in front of a southbound motorcycle with two occupants. The passenger of the motorcycle was pronounced deceased shortly after the crash. This is an active traffic homicide investigation with updates to follow.
- 13-05-00262, Crash with Injury, SR 40 and Beach Street, Motorist turned left in front of an eastbound vehicle. Eastbound and northbound were blocked for about an hour. Both drivers hospitalized with incapacitating, but non-life-threatening injuries.
- Variable Message Board (VMB) deployed to SR 40 eastbound for the Art in the Park festival.
- STEALTH Stat has returned. Deployed on Collins Street for a complaint.
- Sergeant Smith assisting with Training Unit / In-Service curriculum and scheduling.
- Independence Day Celebration operational plan and roster in progress.
- Several calls for patrol assistance and several court cases this week.
- Community Policing Project assigned for Neptune Avenue complaint.
- Traffic Citations: 44
- Crash - No Injury: 6
- Crash – Injury: 3
- Crash – Fatal: 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 1:1 Case Initiated
- Zone 2: 9 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 6 Case initiated
- 4 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with forty-nine (49) 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:

54 Domicilio Avenue – 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. The tenant has complied with the front yard parking issue. The RV case is still outstanding. RV has been removed. The respondent must pay the citation in order for this case to be closed. No further reports will be provided.

Public Works

• Engineering

Construction Projects:

- Downtown Granada Median Improvements - The contractor commenced the final paving of the roadway the week of May 6, 2013. Paving along the Granada Corridor is mostly complete and should be completed during the week of May 13. The second coat of striping is scheduled to be applied two weeks later (per FDOT specifications); during this time the contractor will complete restoration and housekeeping efforts. As of May 3 the scheduled completion date for this project is May 23, 2013. This includes the original 105 day contract plus seven event days associated with Race Week, seven event days associated with Bike Week, and weather days.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – Final site cleanup and project closeout is in progress. Work continues on finalizing the Reclaimed Watermain booster pumps and control valve SCADA controls, which is approximately 90% completed, although the reclaimed water is available to fill the Breakaway Trails storage tank.
- North Halifax Dr. Improvements – Reviewed As-Built drawings for watermain stub-outs. Investigated complaints about loose watermain valve box tops and curb & gutter clean of concrete edge.
- Tymber Creek Phase I – FPL has mobilized to begin relocating power poles and rewiring power lines. Work continues on construction of the box culvert at the Little Tomoka River and roadway widening construction from SR40 to the box culvert.
- 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 on-going. The contractor is working on final punchlist items. A ribbon cutting ceremony was held on April 25th.
 - Ormond Beach Airport Taxiway Project- Final site restoration in progress and final project closeout.
 - 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 has been executed by all parties with an effective date of May 13, 2013; a pre-construction meeting was held Friday May 3, 2013. The project is set to commence the week of May 13.
 - 2-inch Water Main Replacement - South Peninsula – The CC awarded the bid on 4/16 and a preconstruction meeting will be held May 3rd. Construction is expected to begin on May 27th.
 - 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 once the culvert arrives from the manufacturer for the crossing at Hammock Lane. 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.

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- Project was submitted for approval of continuing contract work authorization for the June 3, Commission meeting.
- Nova Community Park Skate Park Expansion - Completed topographic survey of the skate park vicinity at the Nova Rec Community Park for the proposed skate park addition.
- Downtown Underground Utilities – Bid opening was 2:00 p.m. on April 30, 2013, Carter Electric was the low bidder. A recommendation has been submitted to Commission for bid approval at the June 3, 2013 meeting. Level (3) Communications is currently completing their design.
- Audible Pedestrian Signals – FDOT issued a notice to proceed for this project April 8, 2013. Invitations have been 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. Bid documents have been submitted for disposition at the June 3, 2013 meeting.
- 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 – The revised plans have been sent to the County for their permit review.
- John Anderson Drive – The project is currently advertised for bids with bid opening scheduled for June 11th. 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 – Bid opening for this project occurred on May 9, 2013, JD Weber Construction was the low bidder; acceptance of the bid is anticipated for the June 18, 2013 City Commission Meeting.
- CDBG Oleander Bus Stop – Staff is preparing conceptual designs for Votran approval.
- CDBG Milton Pepper Park – A preconstruction meeting with the County and contractor was held on May 16, 2013.
- OBSC Multi-Use Fields – The project consultant is working to finalize the design plans for staff review.
- OBSC Roadway Improvements - Completed topographic survey of the Airport Sports Complex parking lot access road. Work Authorization was processed 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- Project was submitted to be approved for bidding on the May 21, Commission meeting.
- Cassen Fishing Pier and Guardrails Under Bridge – Staff is soliciting construction proposals for review.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
 - Magnolia Wall measurement (on-going).
 - Residential SWMP Permits review and filing (on-going).
 - Created overall exhibit map representing the (45) sketch and legal descriptions for the FPL power line crossings relating to the Downtown Underground Utility Project.
 - Updated the FPL work in the right of way permit to reflect the new directional bore locations along Northbrook St.
 - Researched and provided As-built drawing plans for the Ormond Business Center per developer request.
 - Created site plan drawing set of the Sports Complex Access Road for the upcoming proposed paving project.
 - Researched and provided electrical as-builts of the Airport Control Tower per Facilities Maintenance request.
 - Finalized the sketch and legal description for 200 Booth Rd (Tomoka Landings) and forwarded to Planning Div as requested.
 - Completed requested sanitary invert checks along the main at Nova Rec Park for sanitary tie ins related to the proposed Skate Park Addition Project.
 - Utility Project Coordination- Met with FDOT, County and various cities and franchise utility providers to discuss coordination of utility and roadway projects.
 - Roadway Pavement Inventory- Work has begun on surveying the City's roadways for pavement condition, which is used in the City's Roadway Resurfacing program.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Pulled forms & barricades at 103 & 117 Lynnhurst Dr.
 - Asphalt repair at 200 Seminole Ave., US1 @ River Grille, and 66 Cherokee Trl.
 - Formed a sidewalk at 179 N. Ridgewood Ave. and at Main Trl. & Mimosa

- Cut & removed a gutter at 66 Cherokee Trl.
- Assisted the Tree Crew on S. Ridgewood Ave.
- Asphalted pothole on Ashton Look in Hunter's Ridge
- Asphalted edge of road at N. Orchard near the Public Works Complex
- Asphalted a depression in the road at 74 Cardinal Dr.
- Poured a slab for memorial bench for Parks Dept. at Ted Porter Park

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
- Picked up tree debris on Roosevelt Dr., and 360 N. Halifax Dr.
- Took down limb on Inglesa Dr. near Tomoka State Park
- Took down a tree that had fallen on the fence at Well 4-D on Division Ave.
- Bucket & chainsaw training at Nova Recreation
- Removed a tree at 604 S. Ridgewood Ave.
- Trimmed back trees at corner of Wilmette & Lakebridge, 890 John Anderson Dr., NW corner of roof at The Casements, at Fire Station #94, on Nova between Tomoka Meadows & Lakebridge, on Wye Dr., on Bosarvey Dr. and on Bennett Ln.
- Cut out a stump at Airport Sports Complex

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Weed control at various FDOT locations, on Nova Rd. and on US1

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
- Andy Romano Park, straightened (2) stop signs and installed (2) employee signs
- Sign Shop, met with Ken from Kathy Harper Painting
- Woodmere Cir., checked for installation of signs
- Various Locations, washed signs
- Memorial Gardens, met with James Davis about installing (6) signs
- Public Works Yard, cleaned out sign storing area

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- System Inspection – 300 to 400 block of John Anderson Dr. and also 800 block of John Anderson

Vactor

- 300 block of John Anderson Dr. – exposed lines & cleaned out basins (everyone one this job flagging traffic, etc. (3 days)
- Employee built reducer for Vacon, so we can clean 800 block of John Anderson Dr. next week

Mowing

- Reachout Mowing - Division Ave., Arroyo Pkwy and on Hand Ave.

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

27,014

PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 12,231 gallons of unleaded and 6,915 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,345 gallons of unleaded and 863 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities

- Concentrate Monitoring and Disinfection Upgrades – Operation and Maintenance Manual for the chlorination system was reviewed. Revised shop drawings of conductivity meter and instrumentation were reviewed.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) is designing the piping route and piping/ tank connection details.
- Division Avenue Well Field Raw Water Piping – A City Commission agenda item is prepared for acceptance of work authorization for design 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 – Met with HDI regarding future scope of work to be developed for specifications preparation and advertisement for program management services.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project – Project is nearing completion and punchlist items are being performed. Automation and monitoring systems for operation of the booster pump and valve actuation devices remain for completion.
- Laboratory Testing Services Contract – Bids were received on May 10, 2013. The apparent low bidder was ALS Group USA from Jacksonville, FL in the amount of \$74,475. Supporting documents and the lab need to be evaluated before an award recommendation is made.

- Mainland 2-inch Water Main Replacement – Additional fire hydrants were not provided because the main size in the project was 6-inches instead of the 8-inch size normally provided for fire hydrants.
- North Peninsula 2-inch Water Main Replacement – Contractor is locating existing lines prior to initiating construction. Visited site to assist with field location of isolation valves. FDOT bidding associated A1A-Lynnhurst left turn lane project.
- 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. Siemens, the controller manufacturer recently agreed to provide replacement component and offered two scenarios for shipping the controller.
- Ormond Beach Wastewater Treatment Plant Expansion - Plant improvements are substantially complete and awaiting FDEP acceptance of final certification for new rated capacity of 8 MGD. Chain drive actuators are being evaluated for installation by the contractor.
- 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 – Final plans are prepared and were presented to City Commission 5/7/13.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. John Searcy & Associates contacted Performance Engineering Group for mechanical design support and received a fee proposal for \$8,670 including ventilation and exhaust design. The total fee proposal is \$18,430.
- Saddler's Run Lift Station Rehabilitation – Obtained design proposal for lift station improvements - QLH & Assoc. Reviewing proposal and fees.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by internal pipe lining methods are being prepared.
- SR 40 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 – The contract was awarded to Utility Technicians, Inc. Resolution 2013-84 for \$445,038. Confirmed contract plans and specifications were prepared.
- Tymber Creek Road Phase 1 Utility Relocation Project – Culvert is being installed and roadway realignment is being performed. Utilities staff supporting contractor activities as necessary. Utility relocation work is expected to resume near the end of this month.
- Water Storage Tank Cleaning and Inspection – The low bidder was Underwater Solutions for \$70,720.00. The tentative bid award date is scheduled for consideration on June 3, 2013.
- SPRC – Surveyor was hired 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. Reviewed plans for Sunrise Cove Subdivision and Duva-Sawko. Performed field reconnaissance of the Drexel Heritage site to determine locations of existing laterals and water service connections that may be affected by the proposed retention pond grading. SCADA was installed at the Huntington Woods Lift Station and start up was performed. Utility easements are being finalized. Received plans for Hospice of Volusia/Flagler for review. Kingston Shores Condominium's request for financing from the City for impact fees to make a connection to the water system is under consideration.
- Preparing meter testing policy document for current meter testing procedures.
- Development inquiry underway spanning two municipalities and two water service area boundaries near 355 Clyde Morris Blvd.
- Utility Availability Letter: Tomoka Brewery located at 188 E Granada Blvd.

- Water Distribution
 - Exchanged 4 residential/commercial water meters
 - Responded to and/or repaired 14 water service leaks
 - Installed 1 new residential water service and meter
 - Replaced 6 water services due to age of piping and low flow/ pressure
 - Repaired/replaced 8 meter boxes
 - Responded to 1 low pressure and 9 cloudy water complaints
 - Performed 10 tests, of city owned backflow prevention devices – all good
 - Repaired a 6" water main break on Lynnhurst Drive
 - Assisted 8 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Removed 85 leak detection loggers in the water base map A5 area in Ormond-by-the-Sea, correlating possible leaks in multiple system locations.
 - Performed valve maintenance and exercising on 10 valves to assist in water main break shutdowns.
 - Flushing activities – Forest Hills, Oak Drive, Triton Road, Midway, Magnolia, Fox Hollow, Villagio and Reflections Village.
 - Met with Utilities Engineer regarding development projects and with contractor for onsite – North Peninsula 2" water main replacement project
 - Utility locate service for Water/wastewater/reuse: 60 regular and 1 emergency utility locates completed this week. Ongoing location services for Hand Ave Utility/Road Project and Tymber Creek Rd Widening Projects.

- Water Treatment
 - Delivered to the City 36.635 million gallons for the week ending May 12, 2013 (5.233 MGD)
 - Backwashed 11 filters for a total of 458,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, cleared and rescinded one boiled water notice.

- Wastewater Collection – Reuse
 - Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and five in town.
 - Total rainfall for Breakaway Trails (1.75") and Hunters Ridge was (2.00") from 05/08/13 to 05/15/13.
 - Disconnected sewer at 393 John Anderson Dr.
 - Installed replacement sewer lateral at 339 Forest Hills Blvd.
 - Repaired 4" clean out at 431 Collins St.
 - Televised six and root controlled ten laterals.
 - Installed new pep tank at 12 Westerly Run.
 - Assisted Water Division installing well points
 - Cleared fence line in BAT Yard preparation of new gate installation.
 - Checked known trouble spots beach side (7) and mainland (10) – all OK.
 - Ten inch force main pressure at 1085 Ocean Shore Blvd. @ 15 psi and 25 psi at Spanish Waters lift station on 05/08/13. Bleed down main pressure with tank truck. Six inch force main at 1800 N. US-1 @ 8 psi.
 - Low pressure sewer psi reading Westland Run 14/16 psi, Foxhunters Flat 19/21 psi and 4" on Shadow Creek Blvd. 10/12 psi. Bleed down pressure with septic tank truck at Westland Run and Foxhunters Flat.
 - Cleaned bermad filter at Tomoka Oaks golf course. (weekly)

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 35.13 Million Gallons.
 - Produced 11.75 Million Gallons of Reuse.
 - Produced 23.36 Million Gallons of Surface Water Discharge.

- Influent flows average for week @ 5.01 MGD, plant designed for 6 MGD.
- Hauled tons of sludge 172.76 (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
 - Checked Holly Hill potable water interconnect vault, pumped out water
 - Continued work on High Service Pump #3 rehab
 - Repaired Standish pump #1 control system
 - Installed new coupling and guards on both Standish high service pumps
 - Repair plumbing on chlorine analyzer at Standish P.S.
 - Repaired broken pressure transducer water line at 1M lift station
 - Replaced several photo cells at WTP
 - 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.
 - Clean shop and restocked trucks.
 - 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 equipment according to MP2 Schedule.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.
 - Hudson well field communication failure, replace I/O card
 - Bennett lane pump station #2 pump relay bad, on order
 - Replaced BAT lift station pump #3 breaker, return to service
 - Replaced contactor on reuse Jockey pump
 - Worked with CEC at WWTP, PLC not communicating found bad fiber cable, replaced from spare parts.

- Wastewater Plant – Lift Stations
 - 8P – SCADA – high starts pump #1 – no starts pump #2 – checked station – found bad over loads at motor starter – turned over to Electrician for proper repair
 - Chlorine Contact Tanks – repaired broken gravity drain line – dug up line – replaced broken PVC piping as needed – covered with valve box – secured to prevent future damage
 - 1M – pulled pump #1 – replaced impeller & wear ring – deragged both pumps
 - Training – Blowers – Plant Wide
 - 1P – installed repaired pump assembly at #1 location
 - Weekly & Monthly PM for various plant equipment
 - Monthly PM 11 Lift Stations
 - Influent Room – deragged pumps as per Lead Operator
 - Carrousel Surface Aerator #1 North – annual PM
 - Operations Building – repaired rain water wash out NW down spout
 - 63 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: Engineer's Certification of Completion of Construction for 8 MGD Expansion submitted by consultant to FDEP. Awaiting FDEP acceptance.
- 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.
- Reviewing results of recent FDEP Facility Inspection Report for WWTP received earlier this week.
- 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 submittal satisfies the City's reporting requirement mandated by both the FDEP and EPA.
 - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance.
 - Fluoridation Analysis: Staff is summarizing the local lab and NSF International analysis results of the City's supply of Hydrofluosillicic Acid.
 - Temporary Disinfectant Conversion in Water Supply: The Utility Division will temporarily modify the disinfectant used for the City's potable water system. From June 10 to July 1, the disinfection of the water distribution system will be performed with free chlorine rather than chloramines. The conversion is recommended by the DEP and is a common practice among Utilities.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended weekly meeting with Assistant City Manager
- Staff attended and provided support for the May 16, 2013, Public Works Advisory Board
- Staff attended and provided support for the May 16, 2013, Neighborhood Improvement Advisory Board
- Agenda packet preparation for the May 21, 2013, Town Hall Budget Meeting
- Agenda packet preparation and creation for the May 21, 2013, City Commission Meeting
- Agenda packet preparation and creation for the May 22, 2013 Quality of Life Advisory Board
- City Clerk attended webinar for demonstration of audience polling system

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 has completed software installation and currently awaiting data indexing and scheduling for training modules.