

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 4, 2014

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

City Manager

Reviewed and prepared with staff as follows:

- One on one meetings with City Attorney, and HR staff
- Weekly staff meeting with directors
- Shade meeting with Finance Director and outside counsel on collective bargaining issues
- Worked on Chamber Leadership presentation

Spoke to, attended and/or met with:

- Rotary meeting
- As requested, agenda review meetings with Commissioner Stowers, Commissioner Kent and Commissioner Boehm
- City staff and I met with Moose Lodge representatives, discussed zoning requirements as regards the farmers' market
- Chamber of Commerce Corporate Challenge meeting
- Shade meeting and Commission meeting
- City staff and I met with members of the US1 corridor business group, and County representatives regarding the US1 corridor.

Community Development

- Planning
 - The Planning Director, City Manager and City Attorney met with the Moose Lodge representatives to discuss the process for amending the B9 zoning district to permit a Farmers' Market as a conditional use.
 - Melanie Nagel, Office Manager, started work on March 31st. She replaces Meggan Znorowski who left to be Permit Manager for Port Orange.
 - The Planning Director met with Ed Swartz concerning the redevelopment of 100 North Halifax.
 - The Planning Director and the City's Landscape Architect walked the vacant hospital site with representatives of Parker Mynchenberg & Associates (PMA). PMA is the engineer of record for the proposed Renaissance Condominium project.
 - The Planning Director prepared a presentation for the Leadership Seminar scheduled for April 10, 2014.
 - The Planning Director attended the meeting of US1 Corridor Committee.
- Building Inspections, Permitting & Licensing
 - 86 permits issued with a valuation of \$529,878.00
 - 246 inspections performed.
 - 4 business tax receipts issued.
- Development Services
 - The SPRC reviewed the following developments:

- a) Ormond Methodist Church Access Drive Repair plan.
- b) Ocean Green Village utility plan in the Ormond-by-the-Sea area.
- c) Review of expired FDEP permits for the City's Waste/Water Treatment Facility.

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss the next steps to the installation of infrastructure into the Commerce Park portion of the project. Discussions on the sources of infrastructure funding are ongoing. Staff is working with Tomoka Holdings to develop a marketing package to recruit investors and businesses to the Commerce Park.

Airport Business Park

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement. Renovations of the interior of the building are nearly completed. The estimated completion date is in April. An open house event is being planned for May/June.
- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project. A purchase and sale agreement with Padwell Holdings has been signed by the buyer and approved at the November 19 Commission meeting. The company has secured financing and is underway with the final site plan to initially construct a 20,000 square foot manufacturing facility.
- Staff is working to market Lot 2 in the Airport Business Park and to recruit a suitable manufacturing business to the property.

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

- The Chamber Tourism Committee met to discuss the marketing brochure, sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 service contract. Design of the cover and content of the material is ongoing.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and their real estate broker of the former Food Lion property at 101 East Granada Blvd., to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- SR Perrott construction of a 101,000 square foot distribution facility at their North US 1 site is ongoing. The growth assistance funding was approved at the September 3, 2013, City Commission meeting. City Commissioners toured the facility with the on-site Construction Manager and the distribution plant is expected to be completed in May.
- Staff continues working with the realtors representing the StyleMark property to present the site to interested buyers.
- Ongoing work on revisions to the City's Economic Development Marketing materials and website.

Airport Operation and Development

- The next meeting of the Aviation Advisory Board has been scheduled for April 14th at 7:00 PM.
- The Runway End Identifier Lights (REILs) on Runway 17 are repaired and back in service.
- Staff continues to work with the FAA Southern Region Office regarding the possibility of locating Remote Transmit and Receive (RTR) antennae at the airport. The FAA responded this week to a list of potential RTR sites provided by staff. The preferred site chosen by FAA is an airport parcel adjacent to Hull Road, near the entrance to the Sports Complex. The City's airport consultant will review this site to determine its suitability for the FAA's intended purpose.
- Staff compiled and submitted additional information requested as part of a statewide aviation economic impact study being conducted by the Florida Department of Transportation.

- Staff has been notified that the JPA between the City and FDOT for the project to upgrade and rehabilitate the air traffic control tower safety equipment is pending execution by FDOT. Staff is working with AVCON, Inc. to schedule a pre-design meeting upon execution of the JPA.
- AVCON, Inc. has provided 60% Design Review Plans for the Taxiway "G" project. Staff will provide copies to the Engineering Division for review and comment.

Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
 - Processed 53 Journal Entry Batches (# 2704- 2814).
 - Approved 21 Purchase Requisitions totaling \$153,952.00.
 - Issued 31 Purchase Orders totaling \$190,099.89.
 - Prepared 135 Accounts Payable checks totaling \$119,660.93 and 42 Accounts Payable EFT payments totaling \$293,580.88.
 - RFP 2014-06, Central Park Canoe, Kayak and Paddleboard Rental Concession, opened on March 28, 2014, One (1) submittal received.
 - Prepared 29 Payroll checks totaling \$21,696.49 and 336 Direct Deposits totaling \$379,521.98.
 - Transferred IRS 941 payment of \$143,171.99.
 - Processed 4,454 cash receipts totaling \$712,790.30.
 - Processed 1,079 utility bill payments through ACH totaling \$69,399.35.
 - Processed and issued 2,706 utility bills with billed consumption of water of 9,343k.
 - Issued 805 past due notices on utility accounts.
 - Auto-called 110 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - John Anderson Drive Closed at Neptune Avenue (Until April 30th)
 - The Casements Closed for Tours (Wednesday, April 16th)
 - Simply Barbra to Perform PFLAG Benefit Concert (April 13th)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended weekly staff meeting.
 - CodeRED notification for hydrant maintenance.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Received four (4) applications for CDBG FY 14-15 funding.

Fire Department

Weekly Statistics

- Fires: 4
 - Fire Alarms: 7
 - Hazardous: 2
 - EMS: 86
 - Motor Vehicle Accidents: 7
 - Public Assists: 32
- TOTAL CALLS: 138

- Aid provided to other agencies: 15 calls – Daytona Beach (6), Volusia County (9)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 31
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 65

Training Hours

- NFPA 1001: Firefighting 33
- NFPA 1002: Driver/Operator 5
- NFPA 1021: Company Officer 3
- NFPA 1410: Hose Drill 87
- NFPA 1500: Safety/Equipment 60
- NFPA 1620: Pre-Fire Plan Inspections 17
- EMT/Paramedic 8
- TOTAL TRAINING HOURS: 213

Station Activities

- Serviced 171 fire hydrants to include flow testing and inspection
- Updated 43 pre-fire plans
- Conducted 3 fire inspections

Significant Incidents

- 3/24/14, 2:41 PM: South Forty Trl. / W. Granada Blvd. – Car vs. Tree Accident – Single vehicle hit tree in median – two patients – a firefighter paramedic assisted EVAC with patient care during transport – Street Division called for mitigation of tree that was damaged and creating a hazard.
- 3/26/14, 1:22 PM: Sawtooth Ln. – Structure Fire – Upon arrival found smoke and fire coming from wood shingle roof – homeowner attempted to extinguish fire with garden hose – crews attacked fire from roof area – a hole was put in garage ceiling to gain access to attic space – after searching attic, confirmed fire was contained to roofing material – embers had rolled down roof and made their way under a solar panel system – solar panels and shingles were removed to extinguish all hot spots – fire originated in area around chimney due to burning cardboard with embers floating up and landing on roof – responding units included Battalion 90, Quint 92, Engine 93, Engine 94, County Engine 11, County Battalion 10, and EVAC 147 – estimated damage approximately \$25,000.
- 3/27/14, 8:40 AM: 43 W. Granada Blvd. – Structure Fire – Arrived on scene at Fusion 43 restaurant to find smoke showing from underside of front porch area – chain saw used to cut hole in decking – a 1¾" line was used to ensure fire was stopped and did not spread under structure.
- 3/30/14, 6:03 PM: Pineland Trl. / Ormond Green Blvd. – Motor Vehicle Accident – Single motorcycle accident with single rider – Trauma Alert called and patient transported by Air One helicopter.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and was open until filled. Initial interviews were conducted 12-17-13. Eleven (11) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were rescheduled for 02-27-14 with the most recent applicants. Re-advertised on the City's web site 03-12-14 as open until filled.
 - Public Works/Wastewater – Plant/Pump Mechanic was advertised on the City's web site on 03-12-14 and closed on 03-28-14. Twelve (12) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review

- Public Works/Wastewater – Maintenance Worker II was advertised on the City’s web site on 03-12-14 and closed on 03-28-14. Twenty-two (22) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services/Recreation – Summer Camp Counselors was advertised on the City’s web site on 03-13-14 and will remain open until filled.
- Police Department – Records Clerk was advertised on the City’s web site on 03-12-14 and closed on 03-28-14. Forty-two (42) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Leisure Services/P.A.C. – Part Time Custodian was advertised on the City’s web site on 03-25-14 and will remain open until filled.
- Leisure Services/P.A.C. – Part Time Box Office Attendant was advertised on the City’s web site on 03-25-14 and will close on 04-11-14.
- Human Resources – Director was advertised on 03-14-14 on the City web site, News Journal online, F.P.E.L.R.A. web site, Florida League of Cities web site and newsletter, N.P.E.L.R.A. web site, S.H.R.M. web site, F.C.C.M.A. web site and the National League of Cities web site as open until filled. Forty-one (41) applications and resumes have been received, entered on the applicant tracking sheet with qualifications and scanned for the selection committee’s review.
- Fire – Battalion Commander was advertised on 04-02-14 in house only to Fire Department personnel with a closing date of 04-11-14.

- Screening/Interviews Scheduled
 - Police Department – Officer was advertised 01-17-14 on the City’s web site and the Florida Police Chiefs Association web site and closed on 02-07-14. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Eight (8) applicants responded and will be interviewed on 04-09-14.
 - Leisure Services/Community Events - Part time Community Events Leader was advertised on the City’s web site on 03-07-14 as open until filled. Supervisor requested HR remove ad from web site on 04-02-14. Interviews have been conducted and a selection is pending.
 - Fire Department – Driver Engineer promotional written exam is scheduled for 04-21-14 and practical exam is scheduled for 04-22-14.

- Promotions/Transfers
 - Public Works/Wastewater – Maintenance Worker IV was advertised 01-23-14 on the City’s web site, and closed on 02-07-14. Twenty-two (22) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held on 03-26 & 27-14 and a Maintenance Worker II was selected for promotion effective 03-31-14.

- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 03-31-14: 3.68% (excluding retirements).
 - Fire Department – Battalion Commander effective 04-24-14.
 - Public Works – Treatment Plant Operator “A” effective 04-30-14

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program February, 2014 monthly report reflects savings of \$92,543.11 for City residents in the time that the program has been in effect in Ormond Beach. Over 2,448 residents have utilized the program during that time.

City Events/Employee Relations Update

- Sams Club Representative will be available to meet with employees in the H.R. Training Room on 04-11-14.
- ICMA – 457 Deferred Compensation Representative will be available to meet with employees in the H.R. Training Room on 04-17-14.

- Wellness Cove – The Wellness Action Team is sponsoring a 30-Day Walking Challenge. The team along with interested employees met at Cassen Park for the first “Walk This Way” event on Wednesday, 04-02-14.
- Wellness Cove – The Wellness Action Team sponsored a Lunch and Learn on Walking/Running for Fitness: Best Practices. Lunch was provided and the guest speaker was from Spikes Athletic Wear.

Training & Development Opportunities

- LEAPS training on the City's core values and competencies orientation are currently being scheduled for all City employees to attend.

Risk Management Projects

- Wellness Action Team meeting.
- Attend Wellness Council Membership meeting.
- Mayor's Health & Fitness Challenge; Final Biometric Screening and Physical Fitness Challenge.
- Attend Claims Committee meeting.

Information Technology (IT)

• Information Systems (IS)

• Work Plan Projects

- Finance/Community Development – CRM system replacement - New RFP to be drafted and reviewed by Legal.
- Community Development – Electronic Plan Review – Vendor Demo conducted on 3/27/2014.
- Backup System Upgrade – Additional backups being configured and monitored for completeness and resource utilization. Project 97% complete.
- Domain upgrade to version 2008 – Continuing the complex process of decommissioning the last of the old Domain servers. Resolving ongoing issues one by one.
- Email Server Upgrade from version 2003 to 2007 – In process of decommissioning the old servers.
- WindowsXP to Windows7 implementation – Phase 2- Continue upgrading the rest of the systems City-wide, building-by-building, department-by-department.

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - None.
- Networking System: - None.
- Work Orders: - 25 New work - 69 completed - 60 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	59,263	Inbound E-Mails Blocked	46,029
Delivered Inbound E-Mails	13,020	Quarantined Messages	214
Percentage Good Email	22.00%	Virus E-Mails Blocked	79

- Notable Events:
 - None.

• Geographical Information Systems (GIS)

- Addressing Additions: 1 Changes: 281 Corrections: 0
- Map/Information Requests: 38
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 1
- Meter GPS locate and ID: 22,502 total, completed 18,690 (83.1%) potable 18,154, Irrigation 532, Effluent 4
- Notable Events: Begin adding missing ALTKEY numbers to NaviLine records.

Leisure Services

- **Administration**
 - City Manager's Staff Meeting
 - Supervisory Staff Meeting
 - Public Works Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Park Visits
 - Weekly Coordinator One-on-One Meetings
 - Gymnastics Meeting
 - Casements Centennial Celebration/Tomoka Marathon
 - City Commission Meeting
 - Out of Town Visit to Environmental Learning Center
 - OBSC Roadway Project
 - Review of CIP Project Updates

- **Athletics**
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The OBSC Recreational and Competitive Soccer Programs are back in action for practices this week and games this weekend.
 - The OBGS Competitive Baseball Program continued their spring practices this week at both the Nova Complex and the Sports Complex Monday through Thursday evenings.
 - The Lady Renegades Competitive Softball Program continued their spring practices this week at the Sports Complex Softball Quad Monday through Friday evenings.
 - FLHS, SHS and RBA Baseball and Softball teams continued practicing this week at the Sports Complex fields.
 - SHS Softball hosted games on Tuesday night this week at 5 and 6:30pm at the Softball Quad #1 Field.
 - FLHS Softball played host to a home game on Tuesday at 5pm on Quad #3.
 - RBA Baseball holds practices every Tuesday and Thursday night at the Sports Complex on Kiwanis Field at 3:30pm. They played FLHS at 6pm on Monday night.
 - The City's Coed Softball Spring League continued this week Monday through Wednesday at the Sports Complex on Softball Field #7. Eight teams are signed up, which is double the number we had last spring.
 - The City's Youth Volleyball League is back this week on Monday and Tuesday nights after spring break. Sessions run from 5:30 to 7pm and 6:45 to 8:15pm. Currently almost 80 participants are signed up; our most ever in the 20 years of the program!
 - SHS Flag Football has a home game on Tuesday night at 6pm on Championship Field #7.
 - FLHS Baseball played host to a home game on Wednesday night at 6pm on Wendelstedt Field #1.
 - SHS Baseball played home this week on Thursday night at 4 and 7pm on Wendelstedt Field #1.

- **Athletic Field Maintenance**
 - Cleaned park, tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned handball, tennis and basketball courts at Nova
 - Cleaned Magic Forest and the common area of Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week

- Continue mowing of the soccer fields, two times a week
- Continue mowing of the softball fields, two times a week
- Continue mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Mowing SONC softball field weekly
- Mowed fields at Ormond Beach Middle School weekly
- Daily clean up of Limitless Playground by the softball Quad
- Cleaned all sports parks of debris/trash from the events during the week
- All fields open for use. Game fields only are restricted.
- Father Lopez softball continues practicing; dragged and prepped a field for them to use.
- Lady Renegade softball teams continue workouts; preparing fields for them to use nightly
- Rec leagues are practicing on the Quads nightly; preparing fields daily
- Father Lopez and Seabreeze softball teams are using fields 1 and 3 for their games
- Golden Spikes Baseball League has resumed using Nova fields; prepped daily for them
- Mustang and Bronco boy's baseball leagues have started at Nova fields; prepped the fields daily for them
- Seabreeze, Father Lopez and Riverbend Academy baseball continue practice Monday through Friday; prepping the fields for them to use
- Recreation softball and boys' Pinto Leagues are using the Quad's softball fields for practice and games; prep for them daily
- Competitive soccer leagues continue to practice daily; prepped and painted fields
- Rec league soccer continues practicing; goals, benches, trash cans and fields done for them
- Prepared T-ball fields for practice daily; prepped fields on Friday for Saturday's games
- Seabreeze High Girls' Flag Football games continue; painted and prepped field for them
- Continued night shift, 3:30-11pm, Monday through Friday, checked parks and cared for doggie stations
- Moved a bleacher to Central Park II for Chamber event on Saturday.
- Construction has begun on the building for the Champion Field, assisting as needed.
- Began aerating, verti-cutting, and top dressing baseball and soccer fields.
- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm to 9:00pm
 - Big Band America met on Thursday from 7:00pm to 9:00pm
 - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
 - Chinmaya Church met on Sunday from 10:00am to 2:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: CMT held regular classes.
 - Tuesday: CMT held regular classes.
 - Wednesday: CMT held regular classes.
 - Thursday: CMT and Kopy Kats held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - Ormond Beach Follies "Goes to the Movies" 3/28 and 3/29, 7:30pm; 3/30, 2:30pm \$15.00 Reserved Seating
 - The Performing Arts Center is preparing to host the following events:
 - Steven Brinberg as "Simply Barbara" 4/13, 2:30pm-4:30 \$35 VIP Reserved Seating, \$25 Reserved; \$40 VIP Reserved Seating/\$30 Reserved Day of Show
- South Ormond Neighborhood Center
 - Splash Pad open (10am to dusk)

- Youth basketball practice (Monday and Thursday 6-8:30pm, Saturday 9am-noon)
- Gym closed Tuesday through Thursday for bleacher renovation
- Activity Room Rental Saturday (5pm to 8pm)
- Fitness room open (Center hours)
- Jazzercise Monday (5:45 to 7:00pm)
- YMCA Soccer Monday, Wednesday and Friday

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Continued training new employee and cross-training for Leader position until position is filled
 - Attended weekly staff meeting
 - Attended event meeting
 - Performed follow-ups to AITP sponsors
 - Art in the Park application tracking and input
 - Assembly and preparation of artists' bags for Art in the Park
 - Preparation of Art in the Park advertising materials for: Money Pages, Hometown News, OB Observer and Seniors Today
 - Band and entertainment selection for July 4th (on-going)
 - Developed printed program for Hand Ave/Interconnect Ribbon Cutting
 - Assisting Memorial Remembrance Committee with planning tasks
 - Conducting interviews for open Community Events Leader position.
 - Assisted Casements staff with table, chairs and hospitality supplies for event. Items picked-up, cleaned and place in storage
 - Assisted with City Commission workshop on 4/1
 - Assisting with Camp Expo and Movie Night at The Casements 4/4

- Gymnastics
 - Continuing training of new Rec Leader
 - Revamp of social media advertising continues
 - The Coordinator continues to work on increasing enrollment
 - April/May session is now in progress

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted daily for rentals and open play passes that were purchased.
 - Open play took place at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is being offered for children ages four to ten from 3:00-5:00pm every day.
 - Adult Jazzercise and Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
 - Challenger Gymnastics will continue to meet on Friday from 3:30-4:30pm at the Ormond Beach Gymnastics Center.
 - Challenger Baseball started on Tuesdays from 5:00-6:00pm at Nova Community Field #2. They will meet for six weeks.
 - Youth Coed Volleyball met on Monday and Tuesday for practice from 5:30-8:30pm and will continue to meet twice a week until May.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday. Saturday tours were held from 10 to 2pm.
 - The Casements Centennial Celebration, Pancake Breakfast and Marathon were held on Saturday.

- The Mayor's Fitness Challenge was held at The Casements and Fortunato Park on Saturday.
- A baby shower was held in Bailey Riverbridge on Saturday afternoon.
- A wedding was held in Ormond Memorial Gardens on Saturday afternoon.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- Ormond Beach Garden Club held a general meeting in The Gallery on Wednesday morning.
- The Guild Crafters met in Room 203 on Thursday afternoon.
- The Tomoka Poets Society met in The Gallery on Thursday evening.
- A wedding rehearsal was held in Ormond Memorial Gardens on Thursday afternoon.
- A wedding was held in Rockefeller Gardens on Friday morning.
- A wedding reception was set up in The Casements on Friday afternoon.
- A wedding ceremony was held in Ormond Memorial Gardens on Friday afternoon.
- A wedding rehearsal was held in Ormond Memorial Gardens on Friday evening.
- The Leisure Services Camp Expo and Movies on the Halifax will take place in Rockefeller Gardens this evening.

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Weekly preventative maintenance of City vehicles and equipment as necessary
 - Performed preventative maintenance and safety check of all City electronic gates
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Restarted A/C at Nova Gym
 - Located downed tree at Airport perimeter in Airport Business Park
 - Picked up parts for water cooler repair at Gymnastics
 - Updated notification roster at Building Maintenance Facility
 - Repaired A/C at Fire Station 91
 - A/C down; called vendor for repair at Nova Gym
 - Purchased lead removal filters for Pistol Range at Police Station
 - Checked odor in room at Meals on Wheels, Senior Center, Building "D"
 - Installed molding in corner of weight room at Nova Gym
 - Purchased and installed ceiling tiles at OMAM
 - Installed tile cove where old door was in women's restroom at LS Administration
 - Removed blinds in Finance at City Hall
 - Repaired drawer for Victim's Advocate at Police Station
 - Repaired stained ceiling tiles in Meals on Wheels area, Senior Center, Building "D"
 - Replaced broken glass on entrance door at the Museum
 - Repaired desk drawer for V.A. at Police Department
 - Fixed bathroom stall latches in women's restroom at Central Park I and Cassen Park
 - Installed shelving at WWTP
 - Tightened handrails in the Gallery at The Casements
 - Installed a new door in Utilities office at Public Works
 - Disconnected temporary power for Taste of Ormond at The Casements
 - Repaired water cooler at Gymnastics Center
 - Checked phone line problem at PAL
 - Repaired toilet outside men's room at Nova
 - Removed old power cord under the dock at Ames
 - Replaced lamps and ballast in electric room at City Hall
 - Repaired lights in art room at Ormond Art Museum
 - Repaired REIL light at Airport Runway
 - Met pest control contractor at the Police Department
 - Picked up new door and hinges at AHC

- Secured broken window at MacDonald House
- Parks Maintenance
 - Replaced broken dog waste station at Rockefeller Gardens
 - Removed four old park benches at Central Park I for replacement
 - Installed concrete form boards for four park benches at Central Park I
 - Repaired broken pickets at the Magic Forest
 - Poured slab and installed one new trash can at Central Park I
 - Assembled five new park benches for installation at Central Park I
 - Transported surplus items from Nova Rec to Fleet Maintenance for auction
 - Removed two old score board pipes from the ground at SONC
 - Moved 65 boxes of documents from City Hall to Fleet Maintenance
 - Removed graffiti from men's room at Fortunato Park
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = 0

Police Department

Administrative Services

- Staff attended training held at the Police Department.
- Staff attended the Volusia and Flagler Police Chiefs Association monthly meeting.
- Staff continues final preparations for the Department's reaccreditation review scheduled for the end of the month.

Community Outreach

- The R.E.A.D. (Reading, Exploration, Adventure and Discovery) program continues on Mondays for third grade. Fourteen youths are participating in the 3rd grade session. The 4th and 5th grade program continues on Thursdays with 11 youths registered for the program.
- The Tutors R Us program continues. Currently 24 children are participating in the program. The program is offered at the South Ormond Neighborhood Center, Monday – Thursday from 3:00 to 6:00 PM until late April.
- The Science on Patrol program continues at Ormond Beach Middle School. Applications are continuing to be received. Currently there are 8 youths enrolled.
- Practice continues for teams in the OBPAL basketball program. The boy's seventh grade team will play in Miami on April 4-6 in a tournament. Fifteen youths and their parents are attending the tournament.
- YDC youth will assist with the State of Florida Association of Police Athletic Leagues Basketball tournament in NSB this weekend. Youths will assist with sweeping floors, greeting at the door and selling SFAPAL tags. This will count as a regional program for the YDC.

Community Services & Animal Control

- Animal calls: 44
- Animal Reports: 3
- Animals to Halifax Humane: 1
- Injured Wildlife: 4
- Trap Neuter Release: 1
- 2 CSO's Participated in the Walk Challenge held at Cassen Park

Criminal Investigations

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 9
- Inactive: 9

- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 6
- Larceny Car break: 3
- Grand Theft: 4
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 3
- Suspicious Incident: 1
- Undetermined Death: 1
- Suicide: 1

Narcotics

- Narcotics Task Force completed one search warrant and assisted with one Meth Lab.

Comments:

- Burglary suspect identified as being responsible for four residential burglaries over the past two months. Charges are pending.
- Undetermined death on Santa Fe Avenue. Female was found unresponsive and was pronounced deceased by OBFD.
- Grand Theft from Sparkle and Shine. Former employee admitted to committing two thefts from vehicles on two separate occasions. Property was recovered and returned to owners. Suspect was arrested based on a warrant obtained during this investigation.

Records

- Walk - Ins / Window 103
- Phone Calls 139
- Arrest / NTA'S 19
- Citations Issued 93
- Citations Entered 182
- Reports Generated 120
- Reports Entered 116
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,637
- Total Traffic Stops 170

Operations

Crime Opportunity Report Forms: 128

- 3/27/2014
 - Warrant Arrest, 730 Airport Road (Sunrise Aviation), a well being check on an adult student found that he was wanted. He was found to be fine and was subsequently arrested based on the outstanding warrant.
 - Warrant Arrest, 5 South Yonge Street (Texaco), suspicious male contacted and arrested for an open misdemeanor warrant.
 - Theft, 128 E Lindenwood Circle, unknown person stole the door to the victim's mailbox.
 - Battery, 260 North US-1 (Ormond Lanes), victim claims a known subject /suspect hit him during an argument. Complaint affidavit completed.

- Disturbance, 1545 North US-1 (Cheaters), intoxicated patrons called in a battery by the management, but the victims were gone upon police arrival.
- 3/28/2014
 - Battery – Domestic Violence Arrest, 190 South Atlantic Avenue (IHOP). Husband and wife from Ocala got into a verbal argument, and then husband pushed wife to the ground, causing her to hit her head. Victim refused treatment, but both admitted that it happened. Husband was arrested.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect resisted staff at first, but calmed down after officers arrived. Suspect was arrested and charged with retail theft.
 - Burglary – Residence, 41 Byron Ellinor Drive. Forced rear entry to the home occurred sometime over the past week. House has been burglarized several times over the past few weeks. Suspected transients. Evidence collected for processing.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested while officers were still on scene for the shoplifting case noted above. Arrested for felony theft due to several prior convictions.
 - Burglary – Residence, 41 Byron Ellinor Drive. Neighbors spotted a transient female in the rear porch where the point of entry occurred during the past several burglaries (see above). The female transient was located a short distance from the residence by officers and charged with two (2) counts of residential burglary.
 - Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart). Store management declined charges on a shoplifter, requesting a trespass warning only. The subject was trespassed from the property but was arrested based on an open warrant.
 - Battery – Domestic Violence Arrest, 17 Pine Trail. Officers responded to a call regarding a confrontation between two sisters. The investigation showed one of the sisters shoved the other. She was detained and later arrested. Her husband was sitting in his vehicle apparently smoking marijuana while this went on. Officers recovered a small amount of marijuana and arrested the husband for possession under 20 mg.
- 3/29/2014
 - Vandalism, 18 Foxhunter Flat (Hunters Ridge). Rear window of vehicle shattered in driveway overnight. Nothing appears to be taken.
 - Aggravated Battery – Domestic Violence Arrest, 500 Shadow Lakes Boulevard. Adult female and her adult boyfriend were drinking in Holly Hill prior to returning home. The victim claims the boyfriend abducted her from a location off Flomich by forcing her into his vehicle and brought her to their apartment. At the apartment he then allegedly beat and kicked her, sustaining a broken tail bone and possibly cracked ribs. The victim was eventually able to flee the apartment and went to the hospital for treatment of her injuries. We responded and later notified Holly Hill PD. After an investigation we located the male at the apartment where he was arrested for domestic violence battery.
 - Burglary – Residence, 991 Parkwood Drive. Entry made by a sliding glass door. Two rooms were ransacked and jewelry items taken.
 - Loitering and Prowling Arrest, River Bluff Drive and Nottingham Drive. A resident reported seeing a suspicious person dressed all in black in the area. Upon arrival officers located a subject fitting the description in a driveway between two cars attempting to hide. Upon making contact with the subject he could not give a reason for/explain being in the area or why he was in the driveway where he had been contacted. Subject was arrested for loitering and prowling.
- 3/30/2014
 - Carbreak, 14 Nottingham Drive (Tomoka Oaks). Unlocked vehicle entered and several items taken overnight. Several of those items were located in nearby roadways and yards. CID notified.

- Battery – Domestic Violence Arrest, 56 New Britain Avenue. Suspect battered her boyfriend. Have a child in common who was present during/witnessed the altercation. Female suspect was arrested and charged with domestic violence battery.
- Warrant Arrest, 300 Block of West Granada Boulevard. Officer spotted suspect with warrant called in by anonymous tip. She lied about her name, but eventually was positively identified. At the time of her arrest she was also found to be in possession of heroin and needles. She was also on probation.
- Carbreak, 601 Hammock Lane (Central Park-Hammock). Victim was there with children for about ten minutes, returned to her vehicle and found the passenger side window of the vehicle broken out and her purse missing.
- Stolen Tag, 945 Ginger Circle. Tag forcibly ripped off from vehicle in the driveway sometime over the past week.
- Aggravated Battery, 565 South Atlantic Avenue #27 (Corvette Inn). Victim found with multiple head / facial injuries. He was initially unable to respond to questioning. After being transported to the hospital for his injuries he advised that he knew who had beat him up but refused to identify the subject or cooperate with the investigation. Victim's wife is suspected of battering the victim during an argument at the motel.
- Disorderly Conduct Arrest, 12 Acanthus Circle. Adult son called to allege domestic violence against him by one of his parents in the past. He became unnecessarily loud and profane, causing a public disturbance. He continued to be disorderly after several warnings to stop/calm down. He was subsequently arrested.
- Burglary – Residence, 56 New Britain Avenue. The resident had a domestic altercation with his wife earlier in the day and she was arrested and taken to the county jail. He went to bed for three hours, woke and found his house had been entered and items damaged and/or missing. Suspicious circumstances.
- Crash with injuries, Pineland Trail. A female lost control of her motorcycle and crashed into the wood line along the roadway. EMS declared a trauma alert and she was airlifted to Halifax Hospital via Air One. THI investigator was called to conduct a preliminary investigation. Pineland Trail was shut down from Ormond Green to Harmony for a few hours.
- 3/31/2014
 - Burglary – Residence, 513 Tomoka Avenue, several power tools taken out of a shed.
 - Burglary – Business, 134 West Granada Boulevard (Sunshine Cleaners), back door entered over the weekend and \$30 taken.
 - Grand Theft, 101 Clyde Morris Boulevard (Ormond in the Pines), 91 year-old female discovered her bracelet missing. Ofc. Long was able to develop a suspect employee at the center, and found the item in pawn. Suspect confessed to Det. Mathis.
 - Carbreak, 1521 West Granada Boulevard (Wal-Mart), victim had a bag with her purse taken out of her unlocked car over the weekend.
 - Grand Theft, 44 Crystal Circle, theft of jewelry by a cleaning lady days ago. Victim states she has gotten most of it back.
 - Grand Theft, 147 Tomoka Avenue (Grey's), Employee stole some tools and pawned them. When contacted the subject confessed to detectives that he stole the items. Employer still contemplating pursuing charges.
 - Burglary – Residence, 1506 North Beach Street, occurred sometime Monday during the day. Several items of jewelry were taken.
 - Grand Theft, 8 Horseshoe Falls Drive, theft of jewelry and checks. Granddaughter is suspect. She is also wanted in reference to dealing in stolen property from a separate incident.
 - Traffic Arrest, Forest Hills Plaza. Suspect arrested for DUI. Subject is also a suspect in recent carbreaks that CID is working.
- 4/01/2014
 - Warrant Arrest, Rockefeller Drive/Cedar Street, suspect arrested.

- Battery-Domestic Violence Arrest, 464 Hammock Lane, suspect arrested for a domestic violence altercation, she got mad and spit on the arresting officer and was charged with that as well.
- Theft, 1529 North Beach Street, subjects scammed older victim by pretending to be roofers and talking their way into the house to do an inspection. Victim reported she is now missing money, credit cards, and jewelry.
- Felony Battery- Domestic Violence Arrest, 1614 North US-1 #102 (Econolodge), suspect choked his wife and fled before police arrived on scene. Complaint affidavit completed against the husband for domestic violence battery.
- 4/02/2014
 - Fraud, 27 Talaquah Boulevard. Identity stolen to receive tax refund from IRS. Apparently delivered to vacant house for sale in Ormond Lakes.
 - Fraud, 29 Rosewood Avenue. Identity stolen to receive tax refund from IRS. Several unauthorized credit card accounts opened as well. Out-of-state address used.
 - Shoplifting, 1521 West Granada Boulevard (Wal-Mart), officer spotted a male running from the store. He was caught with stolen clothing and arrested for retail theft.
 - Grand Theft, 22 Byron Ellinor Drive. Son stole several items of jewelry from mother and pawned them.
 - Burglary – Residence, 192 South Lindenwood Circle. Entry made via a window. Two rooms were ransacked and jewelry taken.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops that were not tracked in Strategic Traffic Enforcement Programs (STEPS): 57
 - Number of DUI Arrests: 0
 - Number of Uniform Traffic Citations Issued: 64
 - Number of Written Warnings Issued: 0
 - Number of Parking Citations Issued: 0
- Traffic Crash Reports:
 - Number of Crashes without Injuries: 3
 - Number of Crashes with Injuries: 0
 - Number of Crashes with Serious Bodily Injuries: 1
 - Number of Crashes with Fatal Injuries: 0
 - Crash Investigation General Information: 14-03-0000611, Traffic Homicide Investigator was called out for trauma alert where driver was airlifted to hospital. 14-04-00008 vehicle versus pedestrian crash non-specific injuries.
- 1. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 2000-Block West Granada Boulevard
 - Reason for this STEP: High Speed
 - Number of times worked: 1; Total Hours Spent: 3
 - Citations Issued: 12; Written Warnings Issued: 0
 - Comments: Worked Laser
- 2. Strategic Traffic Enforcement Program (STEP) Information:
 - Location: 100-Block Clyde Morris Boulevard
 - Reason for this STEP: High Traffic Area with several Communities
 - Number of times worked: 2; Total Hours Spent: 6
 - Citations Issued: 26; Written Warnings Issued: 0
 - Comments: Highest speed was 63 in the 35 zone

- General Comments:
 - 03/29/2014 - Tomoka Marathon - One lane closed on East Granada Boulevard and the bridge. It caused traffic congestion for westbound that cleared up as soon as we opened that lane after the race.

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 5 Cases initiated
- 8 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with two (2) walk-in and fifty-eight (58) telephonic inquiries.

Zone 1

- 1) 127 Treasure Lane – Received a request to inspect this site due to neighborhood concerns. An inspection was conducted. The property is in foreclosure. Five Brothers' is the responsible party. A notice of violation was issued to the property owner of record and to Five Brother's. NID has been contacted by the servicing agent and advised that the property will be cleaned. A notice of violation was issued on March 15, 2014.
- 2) 19 N. Yonge St. – Fence at northeast corner of N. U. S. #1 Hwy. and New Britain is causing a site obstruction. An investigation was conducted. This is an old fence that was erected many years before without benefit of a permit. The fence is six feet tall and does obstruct visibility to traffic on New Britain. The owner will be notified of the need to obtain a permit and relocate the fence meeting the corner triangle for site visibility or remove the fence in its entirety. The owner has been notified. He has agreed to remove a portion of the fence to eliminate the site obstruction but desires to retain the remainder of the fence to shield the mobile home that is parked on the corner lot.

Zone 2

- 1) 104 Ormond Parkway – Received a complaint about the condition of this yard. The site is overgrown and there is debris in the front of the house. A site maintenance case has been initiated. The property owner's boyfriend was provided a copy of the notice of violation on March 11, 2014. The notice of violation issued certified mail was returned on March 22, 2014. Re-inspection to determine if compliance has been achieved is scheduled for the first week of April.

Public Works

- Engineering
Project Summary
Construction Projects:
 - Tymber Creek Phase I – Construction continues on the south bound lane which is approximately 70% complete. Work continues on completion of the box culvert installation beneath the north bound lane.
 - John Anderson Drive – The intersection of John Anderson Drive and Neptune Avenue remains closed while stormwater improvements in this intersection occur. It is anticipated that the closure will remain through the end of April. Work continues on installation of stormwater piping and structures at the south end of the project toward Royal Palm Avenue and also within the easement on Orchard Lane. The section of roadway from Royal Palm Ave. to Granada Blvd. is being milled and will be resurfaced next week. The new upsized outfall at Fortunato Park was installed.
 - Hand Avenue – The ribbon cutting ceremony is currently scheduled for April 24th at 5:30 at the parking area on Hammock Lane. Canoes will be available for anyone wishing to canoe the lakes

following the ribbon cutting ceremony. Staff approved the final pay request to close out the project. The project was \$108,740 under the approved contract cost due to adjustment of final quantities that included a reduction of stormwater piping due to field modifications that were able to be made during construction. Staff was able to eliminate a portion of large diameter pipe and redirect flows to another area that provided required treatment.

- 2-inch Water Main Replacement – Mainland – The clearance package is being prepared for Carrington Lane. Seven water services were relocated from behind the homes along Buena Vista Ave and Cordova Ave, to the right-of-way and connected to the new water mains. Multiple crews are working on Creek View Way, Cross Creek Way, Curved Creek Way, Echo Woods, Lake Isle Way and Old Bridge Way.
- 2-Inch Waterline Replacement – North Peninsula - All sections have been cleared through the Volusia County Public Health Unit; service connections are complete. Final walkthrough for substantial completion occurred on Wednesday, April 2.
- 2-inch Water Main Replacement - South Peninsula – The project is ready for substantial completion inspection. This is being scheduled with the engineer and contractor.
- Central Park Lake Interconnects – Staff was concerned about the narrow width of the canal at Division as compared to the canal width constructed on Hand Avenue. The canals have now been widened. An overflow weir on Division Ave. was undermined during recent rains and will be replaced by the contractor next week.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Park Fishing Pier is complete. The punch list items for the guardrail have been completed. Building will schedule a re-inspection.
- Wilmette Avenue Bypass Pump Station – Final operational modifications, including monitoring implementation are being completed; Public Works is scheduling a startup procedure.
- Downtown Underground Utilities Conversion - Side street lighting is being energized; portions of Corbin Avenue and Lewis Street were lit on Friday, March 28. FPL began removal of overhead facilities on March 27 (Thursday) at Ormond Beach Elementary and adjoining side streets; the removal of aerial facilities on Granada will begin April 14.
- Audible Pedestrian Signals – The contractor anticipates improvements to be complete by April 4, they have requested a substantial completion walkthrough for April 11.
- Downtown Banner – Both test holes have been completed to make sure there are no underground encumbrances. The FDOT approved a permit modification for the proposed location on the eastside of Washington Street. Both poles are scheduled to be installed on April 4, 2014.
- Traffic Signal Maintenance (Mast Arm Painting) - Notice to Proceed has been postponed due to additional questions from FDOT; a meeting was held on March 26 with FDOT in which they stressed that no permit would be issued unless a maintenance agreement with the City including full replacement of the mast arms was executed. Staff has requested a copy of the proposed agreement to review against the current maintenance agreement with FDOT.
- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - 330 feet of 30-inch stormdrain was lined and 115 feet of 42-inch stormdrain outfall was lined.
- Airport Business Park Overhead Utilities Conversion/Hardening - FPL has released the contractor to commence construction; the power switch cabinet location has been completed by FPL to accommodate the contractor. Minor modifications have been made to the overall design which will prevent extended outages on customers not directly affected by the improvements made with this project.
- SONC Bleacher Replacement - Bleachers were delivered and installed.
- OBSC Multi-Purpose Building – The contractor is installing the silt fence, constructing the floor pad, and installing the proposed underground utilities. The existing fence was removed on 3/17.
- CDBG ADA Parking Improvements Sanchez Park – The contractor has finished preparing the site and 80% of the concrete has been poured and finished.
- Granada Blvd. Resurfacing – Tymber Creek to Perrott - The FDOT began work on this project on March 17 involving utility adjustment and storm drainage work, all work in travel lanes is scheduled for 7:00 p.m. to 7:00 a.m. It is anticipate that the FDOT will begin installation of mast

arms at Williamson, Clyde Morris, and Main Trail during the month of April. Milling and resurfacing, commencing with the east bound outside lane is scheduled to commence April 12.

- OBSC Roadway Improvements – Pre-construction conference was held March 28, 2014. Construction mobilization is expected to begin April 21, 2014.

Design Projects:

- Environmental Learning Center – Staff attended the ECHO ranking meeting on February 19th. The City received a score of 92% for the Environmental Learning Center application, a minimum score of 80% is required to receive funding. The County Council will review the recommended funding list from the ECHO Advisory Committee at its meeting of April 17th. Staff is coordinating with its design consultant on a scope of work and cost proposal for the final engineering design of the facility.
- Nova Community Park Skate Park Expansion – AM Weigel is putting the finishing touches on the design manual for the skate park contractor.
- City Welcome Sign – ZCA has submitted conceptual drawings for FDOT review and comment.
- Beach Ramp Beautification – The revised plans have been sent to Volusia County for a Use-Permit.
- Riverside Drive Drainage Improvements – The City reviewed sixty percent plans with the consultant; contact is being made with affected property owners to discuss easements
- Fiber Optic Network Expansion – The City has been informed it cannot utilize the FDOT fiber optic within State roads unless it is traffic related. Staff is researching the previous JPA agreements to see if there are provisions to allow the City to use the fiber optic.
- Granada Medians (West of I-95) – The design plans have been advertised for bids. The pre-bid meeting was conducted on 3/13. The bid opening was on 3/25. Staff is reviewing the bids.
- City Hall Chiller Replacement – The project is out for bids. Bids are due April 9th.
- Water and Wastewater Master Plan Update – Staff has submitted a work authorization for the master plan at the April 1st CC meeting.
- Nova Recreation Park- [ongoing] Staff is looking at various areas within the park which are currently dirt/crushed shell and being used as unofficial parking locations and determining what additional parking and handicap stalls can be added to the park. Staff is working on the land survey of the park, which will be used to design locations around the park to capture the increased stormwater runoff as a result of paving the dirt roads and parking areas.
- 2-Inch Watermain Replacement Phase 2 – Survey work is underway for project preliminary design.
- Reforestation Street Tree Planting – The bid documents were approved by the City Commission on 3/18, and advertised on 3/23.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install Medjool palms behind the existing sidewalk after the overhead utilities are removed. The proposed design was submitted for FDOT review on 3/13.
- Police Department Fencing - The bid documents were approved by the City Commission on 3/18, and advertised on 3/23.
- Nova Recreation Center Roof Repairs - Prepared proposal package approved by the City Commission on April 1, 2014, for installing new roofing on sections of the existing facility in need of improvement.
- Ormond Beach Municipal Airport Taxiway G - Design consultant is preparing 60% plans.

Department Activities

Administration/Meetings/Customer Service/Other:

- Residential SWMP Permits review and filing (on-going).
- Continue to locate, scan, examine, archive, and prepare for storage non-digitized plans (on-going).
- Roadway Resurfacing- Ongoing- Pavement management scenarios have been ran to establish initial consideration of highest priority street candidates. Field inspection of the streets is ongoing

to determine final candidates for the 2014 contract. Cost estimates were prepared for the various streets initially selected for proposed bidding.

- Capital Improvement Projects- Prepared cost estimates for Sports Complex improvements, roadway resurfacing, stormdrain repairs and utility projects.
- Continued revising the 2014 City Standard Details for per engineer's comments.
- Researched and created construction plan for the proposed irrigation pump/reuse main connection at Deer Creek Subdivision.
- Researched old drawing files/drawing database for old 2006 concept plan of Airport Sports Complex Master Plan per Leisure Services Dept request.
- Modified & Plotted Drawings for 32 Valhalla Ave Water Service Replacement.
- Modified Drawings for Field Order 4 for Lift Station Rehab.
- Modified & Plotted Permit Drawings for Bonnie View Dr Water Main Improvements.
- Created Concept Plan for New Britain Ave Beautification Project.
- Completed tree locate at Park Place/Hand Ave intersection per NID request.
- Modified Drawings for Cardinal Beach Approach per project manager's comments.
- Created Exhibit Map for proposed CMP Replacement.
- Performed & reported groundwater and gas monitoring for Nova Landfill.
- Located and Scanned Drawing of Hangars 20, 21, & 22 for the Airport Manager.
- Located and Scanned As-builts of utilities along Granada for Water/Wastewater.
- Completed additional (roadway, edge of pavement, spillway and inlet shots) along John Anderson Dr for proposed roadway modifications and created new drawing to reflect survey data.
- Researched and provided construction specifications for bike path along Ormond Lakes Blvd per HOA request.
- Researched and provided SWMP/Permit information to homeowner at 11 Raintree Dr relating to erosion issues.
- Reviewed plans and created work in the right-of-way permit(s) for multiple roads including Thompson Creek, McIntosh Ave, Cumberland Dr, and Putnam Dr per FPL request.
- Sidewalk from Tomoka State Park to Sanchez Park - City Staff is completing the application for consideration by City Commission at their May 6 meeting; the plan is currently being reviewed by State of Florida Parks Officials for final endorsement. A grant application is scheduled to be submitted to Volusia County TPO for their May 9, 2014, deadline.
- Downtown Stormwater - A design kickoff was held March 31, 2014; Zev Cohen and Associates is currently preparing a scope of services and proposal for an initial project to provide a master stormwater system serving the properties fronting on New Britain between North Beach Street and North Ridgewood.
- 2" Water Main Replacement – South Peninsula - Contracts for design were approved at the March 4, 2014, City Commission Meeting, a design kickoff meeting was held on March 20, 2014. The project schedule and scope were discussed; it is anticipated that plans will be complete in November, and the project will be bid in January 2015.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Grounded down sidewalks on Main Trl.
 - Removed & replaced broken concrete on Main Trl.
 - Pulled forms & barricades on Main Trl.
 - Asphalted a patch on Warwick Ave.
 - Asphalted a washout on S. Center St.
 - Asphalted depressions on Northbrook Ln.
 - Repaired areas, where marked, at Main Trl. Park
 - Repaired a gutter on S. St. Andrews
 - Dug out & formed for a pour at 100 block of Northshore Dr.
 - Concrete repair at 100 block of Marvin Rd.

- Removed broken sidewalk and formed at SR40 & Williamson Blvd.

Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleared brush at various ROW (Right-of-Way) locations
- Grounded down stumps at South Forty, on Choctaw Trl, at Nova Recreation, on West St., and on Nova Rd.
- Trimmed low limbs on 500 block of N. Ridgewood Ave., Laurel Oaks Cir., Ford St., Selden Ave., 1200 block of Scottsdale, corner of N. Yonge & Melrose, corner of Ellsworth & S. Ridgewood, and at Ormwood & Ellicott
- Removed oak and elm at N. Center & Wilmette
- Removed a diseased sycamore tree at Fleming & Yonge
- Removed a large palm tree at Park Pl. & Hand Ave

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed at various ROW (Right-of-Way) locations
- Weed control at various citywide locations (Division Ave, medians, etc.)
- Helped with traffic control at Hand Ave. & Park Pl.

Sign Shop

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

- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, fabricated various signs for upcoming jobs, ordered materials for stock and put away stock that was received
- Hull Rd. & Harmony Rd., replaced a sign
- Public Works Yard, cleaned vehicle
- Various Locations, installed canoe/kayak signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- System Inspections – From Fortunato Park to Royal Palm, and on John Anderson Dr.
- Nova Rd. – sprayed ponds
- Jamestown Rd. and at Ivanhoe & Peninsula Dr. – pipe repair and raised manhole
- Central Park I – laid sod at the boat ramps

Vactor

- Cleaned out basins at various citywide locations

Mowing

- Reachout – Division Ave., US1, Wilmette Ave. and Arroyo Pkwy
- Brush Hog – FDOT (Florida Department of Transportation) ponds, and other various locations

Street Sweeping/Streetsweeper

- 77.7 miles of road cleaned (This is for 2 1/2 days)
- 28.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,648

PM Services completed for the week:

Emergency—Vehicles and Equipment

4

Non-Emergency Vehicles and Equipment

14

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 14,309 gallons of unleaded and 3,938 gallons of diesel fuel on hand.
- Fuel used in one week: 2,330 gallons of unleaded and 1,206 gallons of diesel.
- Fleet completed 47 work orders this week.

- Utilities

Projects Summary

- Anchor Drive Water Main Improvements – Received Volusia County Use Permit. Quotations from interested contractors were received and a purchase order will be prepared for construction services.
- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Bonnie View Drive Water Main Extension – Reviewed revised Engineering Div. plans. Volusia County Use Permit Application was prepared.
- WWTP Biosolids Treatment & Disposal – No bids were received. Contacted Palm Coast and Daytona Beach to obtain recent bid information for similar services to include contract conditions.
- Breakaway Trails Lift Station Control Panel Replacement – A preliminary design services meeting was held – awaiting receipt of design proposal.
- Concentrate Piping Connection to Reuse Storage Tank – Notice to proceed issued to Contractor for March 31, 2014, start date. Contractor is preparing the connection to the existing concentrate main.
- Division Avenue Well Field Raw Water Piping – Design is underway.
- Cross Connection Control (CCC) Program Management Services – Agenda packet is being prepared for review of scope by CC scheduled for May 2014 meeting. Specifications revised to address staff comments.
- Dual Check Valve Assembly Installation Services – Project has been re-advertised for receipt of bids on April 17.
- Dual Check Valve Assembly Procurement – A City Commission memo will be prepared recommending award to Ferguson Waterworks.
- 2-inch Water Main Replacement – Mainland: Construction is continuing in the Breakaway Trails area. North Peninsula: Clearance was received for Oak and Sundance. South Peninsula: Attended design kick-off meeting for 2014 water main replacement projects.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Draft application was received for review.

- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – A start up of Pump #3 is scheduled for 4/23/14. A purchase order was prepared and approval is pending to schedule TAW to complete the motor installation on Pump #3 with startup activity.
- Ormond Beach Wastewater Treatment Plant Replace RAS Valves and Install New Actuators – Parts are expected to be delivered in early April.
- Rima Wells Auxiliary Power Generator – Revised plans incorporating staff comments were received for review.
- Saddler's Run Lift Station Rehabilitation – Received 60% design plans and specifications for review.
- Sanitary Sewer Pipeline Repair – Sanitary sewer lining for original contract scope is completed. Additional piping sections are being investigated for additional scope of work consideration.
- SR 40 (TyMBER Creek Road to SR Perrott) Resurfacing – Manhole lids are being adjusted prior to milling operations.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Met with contractor at LS 9M to discuss potential credits for minimizing liner application due to good condition of existing liner.
- Water Storage Tank Cleaning & Inspection – Cleaning and tank inspection is completed. Reports are pending.
- SPRC – Giant Recreational World – Reviewed plans. North Peninsula Force Main – Reviewed permit application data. Sarah House No. 2 – Met with design consultant to discuss water connection options - provided consultant as-built drawings. Woodstock Café – Reviewed revised plans.
- 32 Valhalla Avenue Service Line Replacement – Received design drawings from Engineering Division. Prepared Volusia County Use Permit Application.
- 100 Marlin Drive Service Line Replacement – Submitted Volusia County Use Permit application. A request for additional information was received.

Departmental Activities

- Water Distribution
 - Exchanged 13 water meters per Finance Department work orders.
 - Replaced 2 each 2" commercial water meters serving condominium complexes in Ormond-by-the-Sea due to age and condition of meter.
 - Connected 4 new water services to distribution system.
 - Disconnected 2 water services due to building demolition.
 - Responded to or repaired 8 water leaks.
 - Repaired 4" water main - North Shore Dr. and 2" main - Northbrook Cr.
 - Performed accuracy testing on a 6", 4", 2-3" and 2-2" commercial water meters, rebuilt 1-4" commercial water meter.
 - Assisted 10 customers with misc. concerns (low pressure, quality, etc.).
 - Responded to 13 low pressure and/or water quality grievances.
 - Performed testing on 8 and repaired 4 city owned backflow preventers, all held pressure and tested good. Delivered backflow test gauge to Southern Instruments for yearly calibration.
 - Replaced 6 water services due to aged pipe causing low pressure.
 - Replaced 24 water meter boxes.
 - Performed valve maintenance on 8 valves due to scheduled shut downs and water main breaks.
 - Performed flushing activities on Oriole Cir, North Shore Dr, Cardinal Dr, Flamingo Dr, Robin Rd, Riverbeach Dr, Seminole Dr, Arlington Way, John Anderson Dr.
 - Performed a scheduled water main shut down on John Anderson Dr. for Masci Construction to install fire hydrant connections.
 - Performed permanent main shutdown for 6" water main between Riverside & Peninsula Drive in concert with the 2" water main replacement project.
 - Rescinded precautionary boil water notices for Royal Palm, John Anderson & North Shore Drives.
 - Utility locate service - Water/wastewater/reuse: received notice of 102 regular/ 2 emergency utility locates for previous week. Continued ongoing locations for John Anderson Dr. and 2" water main replacement projects.

- Water Treatment
 - Delivered 35.764 million gallons for week ending March 30, 2014 (5.109 MGD)
 - Backwashed 9 filters for a total of 377,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded four Precautionary Boil Water notices.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 30.87 Million Gallons.
 - Produced 17.65 Million Gallons of Reuse.
 - Produced 13.22 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.41 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 84.67 (14%-18% Solids).
 - Submitted Annual Water Quality Report (Effluent) to FDEP.

- Wastewater Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and seven in town. Exercise line valves on Mystic Lake and Shadow Creek Way.
 - Sewer services: televised 30, cleaned & applied root inhibitor on 4 laterals.
 - Replaced collapsed PEP System/ tank - 36 Peruvian Lane.
 - Coordinated and supported force main shut down for LS 9M construction activities to include new valve installation.
 - Assisted depression trouble shooting at 146 Ivanhoe Dr. – found depression to be related to storm drain system.
 - Personnel activities: Interviews for MW IV and CDL Training for MW II.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 9 psi.
 - Low pressure system: Westland Run (2 inch) 20/22 psi, Foxhunters Flat (2 inch) 12/28 psi & Shadow Creek Blvd. (4 inch) 2 /10 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Ormond Green L.S. – replaced non-operational lead start float – inspected station wiring – all ok.
 - Repaired damaged in-plant reuse water wash down line.
 - Tea Cups – fabricate & assembly blow down manifold.
 - Hull Road Ball Field L.S. – installed new pump – old pump removed for emergency use at Sandy Oaks lift station – Electrician will connect pump wiring at a later date.
 - PEP System – 5 Mystic Creek Cir. - Replaced non-operational unit and tested the high level alarm - All ok.
 - Shadow Crossings L.S – met Flygt to troubleshoot controller - PLC analog splitter determined faulty – Flygt will repair/replace non-operational unit.
 - SCADA monitor/response: continuing to trouble shoot Lift Station PLC's and WIN 911 with WTP Chief operator; 11M - Phase Voltage Loss – Pumps Fully Operational – will replace phase monitor and continue to monitor; 1P L.S. – pump #1 had high run hours - station runs and alternates as intended – PLC run times not matching mechanical timers – possible problem with programming – continue to monitor.
 - Influent pump room – deragged pumps as per lead operator.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blower #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2.
 - Monthly PM's: Effluent Transfer Pumps – #1, #2, #3; Poly Blend #2;
 - Semiannual PM's - Carrousel Blower #2, Centrifuge #2
 - Annual PM's: Centrifuge #1.
 - Lift Station PM's: 26 monthly and 3 annual performed.

- 58 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Lime Slurry – Fabricated and installed mechanical hour meter monitor station on pumps – replaced tubes – reamed injection points.
 - Slaker Room – begin replacement of aged and failing water lines.
 - Water Softener – Repaired leaking line.
 - Cone #2 – assisted operator with clearing of lines.
 - High Service Pumps – Met with McMahan Constr for quotes on refurbishment of pumps & stands.
 - Monthly PM's – Aerator motors and pumps #1, #2, #3; Aerator Blowers #1, #2; Scrubbers #1, #2, #3, #4; Hypochlorite Blowers #1, #2, #3.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: PEP System brochure is being modified to reflect updated policies/ procedures. Contract printer prepared 2nd draft version for review by Utility staff.
 - Waste Water Treatment Facility Analysis Reduction: Staff submitted information for FDEP consideration of reduced monitoring upon City achieving acceptable bioassay test results for four consecutive quarters.
 - Industrial Pretreatment Program: In response to U.S. EPA and Florida DEP notice, staff inspected a manufacturing facility in our service area to monitor sewer discharges. A more comprehensive set of sampling was conducted and staff forwarded analytical results to industry.
 - Industrial Pretreatment Program: Staff is updating the Utility's Enforcement Response Plan to coincide with the Sewer Use Ordinance. The Plan outlines the activities taken when a permitted industry is out of compliance with their permit or other regulation. FDEP conducted an inspection/ audit of the City's Industrial Pretreatment Program.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - SJRWMD Water Supply Plan: Staff is reviewing the Districts Plan to ensure it is protecting the resources necessary for the Utility to maintain its projected growth in the coming years.
 - Annual report for SJRWMD MFL Prevention & Recovery Cost Share Agreement is being prepared to illustrate reductions of groundwater withdrawals associated with completion of the Western Ormond Beach Reclaimed Water Project.
 - Consumer Confidence Report: Staff is collecting analytical data from the 2013 calendar year to construct the CCR for distribution. The CCR was successfully delivered electronically last year and will be provide in the same fashion this year. CCR data was forwarded to Tymber Creek Utilities, a consecutive system to the City's public water system.
 - Wetlands Monitoring Report: Staff along with a City contractor are preparing the annual report as part of the requirement for the Consumptive Use Permit from the SJRWMD. The report gives the District information as to the health of the wetlands surrounding the City's Rima Ridge well field.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the April 1, 2014, City Commission Meeting

Status of Department Projects

- Municode republication of *Code of Ordinances*
 - Project Status: Received confirmation from Municode that project is in "Initial Organization" stage involving comprehensive review of code materials